

**MINUTES OF THE
PUBLIC BOARD MEETING**

Meeting held at the Frank Robinson Education Centre
Boardroom, in Morinville, Alberta
On Wednesday, January 24, 2024, at 9:00 a.m.

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MINUTES OF THE PUBLIC BOARD MEETING

Meeting held at the Frank Robinson Education Centre
Boardroom, in Morinville, Alberta
On Wednesday, January 24, 2024, at 9:00 a.m.

Attendance:

Irene Gibbons, Board Chair

Cindy Briggs, Vice Chair

Janine Pequin, Trustee

Joe Dwyer, Trustee

Stacey Buga, Trustee

*Tasha Oatway-McLay, Trustee

Trish Murray-Elliott, Trustee

Shawna Warren, Superintendent

Jonathan Konrad, Deputy Superintendent, Education Services

Lisa Lacroix, Associate Superintendent, Human Resources

Sean Nicholson, Associate Superintendent, Corporate Services

Michelle Wilde, Recording Secretary

Kari Morgan, Division Principal, Education Services *arrived 9:00 a.m./left 9:32 a.m.*

Shannon Requa Campbell, Director, Education Planning *arrived 9:00 a.m./left 9:45 a.m.*

Nicole Farwell, Coordinator, Curriculum *arrived 9:00 a.m./left 9:45 a.m.*

Rita Raposo, Director, Human Resources *arrived 9:00 a.m./left 9:50 a.m.*

*Janet Westworth, Local ATA President *arrived 9:30 a.m./left 9:35 a.m.*

**Attended meeting virtually*

Call to Order

Board Chair Gibbons called the meeting to order at 9:00 a.m.

Land Acknowledgement

Trustee Pequin read the Land Acknowledgement Statement.

Approval of Agenda

001/2024 - Moved by Trustee Murray-Elliott that the agenda be approved with the amended changes below:

8.1 Alternative Programming Report

8.2 Literacy Report

8.3 Workplace Safety Report

Have been moved before 7.0 Action Items

CARRIED UNANIMOUSLY

Approval of Minutes

002/2024 - Moved by Trustee Briggs that the minutes of the Regular Meeting of December 20, 2023, be approved with the following amendments:

Add to the Trustee Reports for Trustee Buga and Trustee Murray-Elliott the SCHS Christmas performance at the Arden Theatre.

CARRIED UNANIMOUSLY

Business Arising From The Minutes

No business arising from the minutes.

Presentations/Delegations

No presentations/delegations.

Health Break at 9:52 a.m. Meeting resumed 10:01 am

Action Items

Edwin Parr Selection Committee

The Board is responsible for adhering to the Board's Annual Work Plan. The Edwin Parr Selection Committee recommendation is in support of this responsibility.

Edwin Parr homesteaded in the Meanook area near Athabasca in 1920. Prior to 1925, he began his long career in educational affairs as a member of the board of the George Lake School District. He served as Chair of the Board with the Athabasca School Division and was on the Council of the County of Athabasca from its formation in 1959 until his death in January 1963. Edwin Parr was President of the Alberta School Trustees' Association from 1956 to 1962. Ed Parr, as he was known to all, instituted an "Annual Teacher Award" in his school system. Each year, a member of the teaching staff was chosen to receive a gold watch and an appropriate certificate for long and meritorious service.

In searching for a way in which his memory might be perpetuated and to honour the profession he so dearly respected, the Alberta School Trustees' Association established the Edwin Parr Teacher Award in 1964.

Criteria:

- Any first year Kindergarten - Grade 12 teacher is eligible for nomination
- A minimum of 100 full-time equivalent days of teaching within the current school year is required (ie. September 2023 to June 20, 2024)

- May have up to 120 days of teaching service prior to signing a full-time contract.

The Board's nomination for the Edwin Parr Teacher Award is required to be submitted by March 18, 2024.

003/2024 - Moved by Trustee Murray-Elliott that the Board of Trustees review the submissions for the Edwin Parr Teacher Award at the February 14, 2024, Committee of the Whole, and make their selection for nomination at the February 28, 2024, Public Board meeting.

CARRIED UNANIMOUSLY

Board Policy 315: Opening Exercises, Flag Protocol and Recognition of Dignitaries

The Remembrance Day Act clearly defines the legislative responsibilities of the Board for Remembrance Day ceremonies:

1. *A board, as defined in the Education Act, shall on Remembrance Day, with respect to each of its schools,*
 - a. *arrange for a remembrance ceremony that will encompass at least the time period from 11:00 a.m. to 11:05 a.m., or*
 - b. *ensure the observance of 2 minutes' silence from 11:00 a.m. to 11:02 a.m.*
2. *If a ceremony referred to in subsection (1)(a) is held at a school, all pupils shall either attend the ceremony or remain in the school, silent, during the ceremony.*
3. *If Remembrance Day falls on a day on which the school is not open, the board shall comply with subsection (1) on the school day immediately preceding Remembrance Day.*

A board, as a partner in education, has the responsibility to entrust the day-to-day management of the school division to the staff through the superintendent (33 (1)(j)).

Board Policy 240: Policy Development states, "at any time, the Board may delete or suspend a policy and subsequently delegate to the Superintendent authority over a particular area (2.5)".

Administration has created a new Administrative Procedure, AP335 - Protocols for Opening Exercises, Flags and Recognition of Dignitaries, using feedback from Trustees, administration and two respected teacher leaders with longstanding experience with Remembrance Day Ceremonies protocols who have a military background.

This new Administrative Procedure, which includes an Appendix for Remembrance Day ceremonies and a Remembrance Day Ceremony handbook for SPS staff, is specific, detailed

and focused. It will enable all areas of the organization to fulfill day-to-day responsibilities to students, employees and the public regarding protocols for special events.

004/2024 - Moved by Trustee Briggs that the Board of Trustees rescind Board Policy 315: Opening Exercises, Flag Protocol and Recognition of Dignitaries as recommended at the January 24, 2024 Public Board meeting.

CARRIED UNANIMOUSLY

Board Policy 400: Financial Accountability and Audit

The Board of Trustees is responsible for reviewing Board Policies on an ongoing basis in order to adhere to the requirements necessary to provide excellence in public education and comply with the Education Act and provincial, as well as federal, legislation. The Board, as elected officials of the community, provides overall direction and leadership to the Division.

Administration has reviewed and recommends rescinding Board Policy 400: Financial Accountability and Audit. The Education Act (section 137) clearly defines the term “auditor” and mandates each board to appoint an auditor (section 138). The fiscal year of a board is set as September 1 to the following August 31, unless otherwise specified by the Minister. The board shall in each year submit an annual budget for the upcoming fiscal year, along with financial statements, the auditor’s report, and any written communications between the auditor and the board regarding internal control systems and accounting procedures (section 139). Additional requirements related to financial statements, authority to disclose personal information, the Auditor’s report, the Audit Committee, and the application of funds are all outlined in the Education Act (sections 140-143).

The Board’s role in ensuring financial accountability and audit requirements is captured in Board Policy 225: Role of the Board, which is in accordance with the Education Act and corresponding regulations.

The Board shall annually review and approve the budget and audited financial statements as part of the budget process to ensure effective stewardship of the Board’s resources [Education Act s. 33(1)(i)].

005/2024 - Moved by Trustee Briggs that the Board of Trustees rescind Board Policy 400: Financial Accountability and Audit as recommended at the January 24, 2024 Public Board meeting.

CARRIED UNANIMOUSLY

Administrative Reports

Alternative Programming Report

Kari Morgan, Division Principal, Education Services presented the Alternative Programming Report.

Off-Campus, Work Experience, Dual-Credit, Green Certificate, Outreach and Online programming allow students to learn in alternate settings and through experiences that align with their needs and interests. Offering these programs aligns with the Board's mission to provide a well-rounded education and the value of ensuring learning choices exist for all students. This also aligns with the Choice in Education Act amendments to the Education Act in June 2020.

The Alternative Programming Report provides an overview of the strong variety of program options that students may access in Sturgeon Public Schools.

Literacy Report

Shannon Campbell Requa, Director, Education Planning and Nicole Farwell, Curriculum Coordinator, presented the Literacy Report.

Literacy has traditionally been thought of as reading and writing. Although these are essential components of literacy, today our understanding of literacy encompasses much more. Literacy is a lifelong journey that commences with language acquisition from infancy, and its acquisition is influenced by ongoing instruction and practice. Alberta Education defines literacy as the ability, confidence and willingness to engage with language to acquire, construct and communicate meaning in all aspects of daily living. Through effective teaching methods and timely assessments, coupled with purposeful interventions, nearly every child can master the skills of reading and writing.

The attached "Literacy Assessment, Instruction and Support Report" provides detailed information on the Division's literacy assessment tools, results and support initiatives for the 2023/2024 school year, including the allocation of funds to hire intervention teachers to aid grade 4 and 5 students based on screening data and teacher recommendations.

Workplace Safety Report

Rita Raposo, Director, Human Resources presented the Workplace Safety Report.

Section 33 of the Education Act, states that "(1) A board, as a partner in education, has the responsibility to (d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging".

The Occupational Health and Safety Act defines the Board's legislative duty to take all reasonable and practical measures to safeguard the health, safety and welfare of employees. Additionally, the Act mandates the Board to ensure that workers involved in the employer's tasks receive adequate training in all aspects necessary to carry out their work in a healthy and safe manner.

The Alberta Workers' Compensation Board Regulations stipulate that the Board has a responsibility to work collaboratively with employees to prevent workplace injuries. In the event of workplace injuries, it is mandated that they be reported promptly. Furthermore, the Board is obligated to reinstate the employee either to their original position or an alternative job following a workplace injury, ensuring a secure and supportive return to work.

Sturgeon Public School Division (SPS) is committed to building and preserving a safe, productive and healthy working environment for staff, students and school community and is responsible for ensuring the legislative requirements of the Education Act and the Occupational Health and Safety (OHS) Act are followed in Sturgeon Public School Division. The following report is in response to this commitment and these responsibilities.

Report Summary:

SPS complies with regulations set forth in the legislative requirements and has enacted measures to ensure the safety of students, employees and community at all SPS facilities. The following report is a summary of programs, practices and statistical information for SPS staff and students.

Communications Report - December 2023 & January 2024

Jonathan Konrad, Deputy Superintendent, Education Services presented the Communications Report - December 2023 & January 2024.

Deputy Superintendent, Education Services Report

Jonathan Konrad, Deputy Superintendent, Education Services presented the Deputy Superintendent, Education Services Report.

2023-2024 Superintendent Discretionary Fund

Shawna Warren, Superintendent, presented an update on the 2023-2024 Superintendent Discretionary Fund.

December 14, 2023 - January 17, 2024, the following additional staffing FTE and resources have been allocated to schools using Superintendent Discretionary Fund dollars:

- Additional 1.0FTE for an Educational Assistant to support two grade 1 classes at Bon Accord Community School.

- Additional 0.2FTE for an Educational Assistant at Legal Public School for a new pre-kindergarten student with complex needs. 0.3FTE coming out of the Specialized Learning Supports (SLS) Grant Budget.
- Funding of STEAM PD to build capacity for STEAM programming across the Division. Supporting 10 teacher leaders across the Division to attend.

2023 -2024 Superintendent Discretionary					Total \$600,00.00
		\$ 500,000			
Budget Item Description	# FTE	Avg Salary & Ben	Cost	Date	Totals
Direct staffing to schools (K- 12)					
Teachers		\$ 110,000.00			
Guthrie School	0.20		\$ 18,700	Tuesday, October 10, 2023	
Namao School	0.38		\$ 33,440	Wednesday, November 1, 2023	
Landing Trail School	0.10		\$ 8,800	Wednesday, November 1, 2023	
Landing Trail School	0.40		\$ 30,800	Monday, December 11, 2023	
Total	1.08				\$91,740.00
Direct staffing to schools (K- 12)					
CUPE (EA Avg \$43,300)		\$ 43,300.00			
EA Colony	1.0		\$ 43,300.00	Tuesday, May 16, 2023	
Vocational EA at SCHS	-1.0		\$ (43,300.00)	Thursday, May 25, 2023	
EA at SCHS	0.6		\$ 18,489.10	Thursday, November 16, 2023	
EA at LT	0.5		\$ 15,155.00	Monday, December 11, 2023	
EA at BACS	1.0		\$ 25,980.00	Friday, December 22, 2023	
EA at LPS	0.2		\$ 4,763.00	Thursday, January 11, 2024	
Total	2.31				\$64,387.10
Other (Emergent Priorities staff, non-staff and resources)		\$ 100,000			
Social Worker SCHS Success Centre	0.60		\$ 36,498.00	Thursday, September 28, 2023 updated	
Child and Youthcare Workers	7.00		\$ 78,470.00	Thursday, August 31, 2023	
Child and Youthcare Worker	1.00		\$ 39,830.00	Monday, December 11, 2023	
Child and Youthcare Worker	1.00		\$ 39,830.00	Monday, December 11, 2023	
Child and Youthcare Worker	1.00		\$ 9,520.00	Monday, December 11, 2023	
Child and Youthcare Worker	1.00		\$ 9,520.00	Monday, December 11, 2023	
Social Worker Division-Wide	1.00		\$ 56,200.00	Monday, December 11, 2023	
STEAM Professional Development			\$11,650.00	Tuesday, January 9, 2024	
Total	12.60				\$281,518.00
Total Costs					\$437,645.10
Total budget remaining					\$162,354.90

Superintendent Report

Shawna Warren, Superintendent, presented the Superintendent Report.

Administrative Procedure 335: Protocols for Opening Exercises, Flags and Recognition of Dignitaries

Shawna Warren, Superintendent, presented the new Administrative Procedure 335: Protocols for Opening Exercises, Flags and Recognition of Dignitaries.

Reports from Trustees and Standing Committees

Chair's Report

Below is the Chair's submitted report.

Chair Gibbons (Gibbons/Lamoureux)

Chair Gibbons reported that she attended:

- Agenda Review Meetings with the Superintendent (*Jan. 8 & Jan. 22*)
- Collaboration Meeting Between Division Programs and Community Services (*Jan. 12*)
- Committee of the Whole (*Jan. 10*)
- MLA Dale Nally Meeting (*Jan. 10*)
- MLA Shane Getson Meeting (*Jan. 24*)
- Public Board (*Jan. 24*)

Trustees' Reports

Below are the submitted Trustee Reports.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Bon Accord School Council and Program Support Society (*Jan. 23*)
- Committee of the Whole (*Jan. 10*)
- CUPE Negotiations (*Jan. 23*)
- Family Night at Lilian Schick School (*Jan. 24*)
- Legal Public School Council (*Jan. 18*)
- Lilian Schick School Council and Room Parent Association (*Jan. 22*)
- MLA Meeting with Dale Nally (*Jan. 10*)
- MLA Meeting with Shane Getson (*Jan. 24*)
- Pre-K & Kindergarten Expo at Redwater School (*Jan. 16*)
- Public Board Meeting (*Jan. 24*)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Alternate Learning Advisory Committee (*Jan. 16*)
- ASBA Speaker's Corner (*Jan. 22*)
- ASBA Zone 2/3 (online) (*Jan. 19*)
- Committee of the Whole (*Jan. 10*)
- ÉMPS School Council (*Jan. 8*)
- Four Seasons of Reconciliation Webinar - Robin Wall Kimmerer (*Jan. 11*)
- Four Winds School Council (*Jan. 11*)
- Four Winds Winter Showcase (*Jan. 11*)
- Lilian Schick Performance by Tammy Rae (*Jan. 19*)
- Meeting with MLA Dale Nally (*Jan. 10*)
- Meeting with MLA Shane Getson (*Jan. 24*)
- Pre-K & Kindergarten Expo in Morinville (*Jan. 17*)
- Public Board (*Jan. 24*)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Committee of the Whole Meeting (*Jan. 10*)
- CUPE Negotiations (*Jan. 23*)
- Public Board Meeting (*Jan. 24*)
- Stakeholder Input at Camilla School (*Jan. 16*)

Trustee Murray-Elliott (Sturgeon Valley/West St. Albert)

Trustee Murray-Elliott reported that she attended:

- Committee of the Whole Meeting (*Jan. 10*)
- Community Engagement Session, Camilla School (*Jan. 16*)
- CUPE Negotiations (*Jan. 23*)
- Meeting with MLA Dale Nally (*Jan. 10*)
- Meeting with MLA Shane Getson (*Jan. 24*)
- Public Board Meeting (*Jan. 24*)
- School Council, Sturgeon Composite High School (*Jan. 22*)
- School Council, Sturgeon Heights School (*Jan. 15*)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Namao School Council

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- ASBA Zone 2/3 (*Jan. 19*)
- Committee of the Whole (*Jan. 10*)
- Meeting with MLA Dale Nally (*Jan. 10*)
- Meeting with MLA Shane Getson (*Jan. 24*)
- Pre-K & Kindergarten Expo at Redwater School (*Jan. 16*)
- Public Board Meeting (*Jan. 24*)
- Ochre Park School Council Meeting (*Jan. 25*)
- Reading at Ochre Park Students (*Jan. 22*)
- Redwater School Junior High Musical Theatre (*Jan. 19*)
- Redwater School, School Council Meeting (*Jan. 15*)

Board Strategic Work Plan

The Board discussed the Board Strategic Work Plan.

Committee of the Whole

The Board of Trustees received as information, the unapproved Minutes of the meeting from the January 10, 2024, Committee of the Whole meeting.

Reports from Special Committees/Task Groups

Alberta School Boards Association Representative

Trustee Pequin shared her verbal report.

Public School Boards Associate of Alberta Representative

Trustee Murray-Elliott presented a written report.

PSBAA webinar, Friday February 2, 2:30 to 4:00, presenting Choice in Alberta Education Paper. The Boardroom in Central Office has been booked for viewing.

PSBC at DoubleTree in Edmonton on February 8 and 9. PSBAA has recently added some additional options to attend including Speaker/Dinner event and single day options.

Action Item: The Environmental Scan is asking each division: What are the greatest challenges your school division is currently facing? What are some possible solutions and what strategies are you using or developing to address these challenges?

On January 16, PSBAA sent an email to all Trustees with info about their 2024 Special Recognition Awards in the categories of:

- Advancing Association Business and Initiatives
- Dick Baker Legacy Award
- Special Contribution to Public Education
- Special Contribution to Public Education: Media
- Promoting and Advancing One or More of the Calls to Action of the Truth and Reconciliation Commission of Alberta

Action Item: Does the Division want to make a nomination in any of the above categories?

Deadline for nominations: Friday, March 31, 2024.

Next PSBC is scheduled for April 11 and 12.

Unfinished Business

No unfinished business.

Comment and Question Period

No comments or questions from the public.

In Camera

006/2024 - Moved by Trustee Briggs that the Board of Trustees move to In Camera at 11:04 a.m.

CARRIED UNANIMOUSLY

Health Break at 11:04 a.m. Meeting resumed 11:13 am

007/2024 - Moved by Trustee Murray-Elliott that the Board of Trustees revert to a public meeting at 12:24 p.m.

CARRIED UNANIMOUSLY

Adjournment

Trustee Pequin adjourned the meeting at 12:24 p.m.

Chair

Date

Associate Superintendent,
Corporate Services