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DRAFT

## **MINUTES OF THE PUBLIC BOARD MEETING**

Meeting held at the Frank Robinson Education Centre  
Boardroom, in Morinville, Alberta  
On Wednesday, February 28, 2024, at 9:00 a.m.

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### **Attendance:**

Irene Gibbons, Board Chair  
Cindy Briggs, Vice Chair  
Janine Pequin, Trustee arrived at 9:03 AM  
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

Shelley Greenwood, Director left meeting at 9:41 a.m.  
Shannon Chabot, Coordinator, Student Services left meeting at 9:41 a.m.  
Shaylene Penner, Coordinator, Student Services left meeting at 9:41 a.m.

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### **Call to Order**

Board Chair Gibbons called the meeting to order at 9:02 a.m.

### **Land Acknowledgement**

Trustee Oatway-McLay read the Land Acknowledgement Statement.

### **Approval of Agenda**

**008/2024 - Moved by Trustee Oatway-McLay** that the agenda be approved as amended with the following addition:

- 7.3 Town of Bon Accord
- 7.4 Edwin Parr Teacher Nomination

**CARRIED UNANIMOUSLY**

### **Approval of Minutes**

**009/2024 - Moved by Trustee Buga** that the minutes of the Regular Meeting of January 24, 2024, be approved as presented.

**CARRIED UNANIMOUSLY**

## Business Arising From The Minutes

No business arising from the minutes.

## Presentations/Delegations

Learning Services Presentation presented by:

Shelley Greenwood, Director, Learning Services  
 Shannon Chabot, Coordinator, Student Services  
 Shaylene Penner, Coordinator, Student Services

## Action Items

### Board Policy 120: Harassment Policy

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 governance to the Division.

A review of Board Policy 120: Harassment Policy was conducted by Administration. Policies are intended to set the direction, goals and expectations at a higher level, guiding the Division towards its mission. Board Policy 120 delves into operational details that are more appropriately addressed through an administrative procedure.

Board Policy 120: Harassment Policy was brought to the January 10, 2024, Committee of the Whole for a first reading. At that meeting, Trustees requested that the Policy be reviewed again at the February Committee of the Whole and that Administration ensure that the definition of harassment be captured and volunteers be captured in a policy and/or procedure.

The current version of Policy 110: Welcoming Inclusive, Safe and Healthy Environments captures a governance statement for harassment. Policy 110, however, has been updated for Board consideration to include volunteers and is included in the February 28, 2024 Committee of the Whole agenda for Board review.

Board Policy 105, defines the Division's Vision, Mission and Values: "Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential".

A new Administrative Procedure, AP717: Workplace Violence and Harassment has been created. The primary purpose of this procedure is to uphold the commitment of the Board of Trustees to foster a learning and working environment free from violence and harassment as outlined in Policy 110. The AP establishes a comprehensive framework outlining the

Division's stance against such acts and provides procedures to address them, emphasizing roles and responsibilities to ensure a safe and respectful environment.

The Associate Superintendent of Human Resources is responsible for maintaining this Administrative Procedure, which covers definitions of harassment, reprisal, violence and related terms. It establishes the Division's commitment to addressing workplace violence and harassment involving employees, students, parents, volunteers and members of the public.

The Superintendent or designate is tasked with ensuring that all employees receive training on recognizing workplace violence and harassment, training on appropriate responses and procedures for reporting. This information is essential for fostering a culture of awareness and proactive prevention. Clear reporting mechanisms are outlined, emphasizing the importance of promptly reporting any concerns related to school safety or unsafe situations. Alternative reporting options are provided to address situations where the designated recipient of harassment complaints is the alleged harasser.

This new AP describes the investigation procedures and the commitment to confidentiality. It explicitly prohibits reprisals against those who report incidents in good faith.

The Administrative Procedure, along with associated training practices, is subject to regular review and updates. Compliance is reinforced through legal references such as the Alberta Human Rights Act, the Canadian Charter of Rights and Freedoms, Alberta Government guidelines, and the Occupational Health and Safety Act.

**010/2024 - Moved by Trustee Oatway-McLay** that the Board of Trustees rescind Board *Policy 120: Harassment Policy* as recommended at the February 28, 2024 Public Board meeting.

**CARRIED 4/3**

**OPPOSED: Trustee Dwyer**

**Trustee Pequin**

**Trustee Murray- Elliott**

#### **Board Policy 230: Appendix A - Committee of the Whole**

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time (Policy 230). The Committee of the Whole provides the Board with the structure to:

gather privately for professional development, to review the function of the Board and strategic planning purposes. The Board also uses this opportunity to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting (Policy 230: Appendix A).

Administration is recommending that the Board add a second Committee of the Whole meeting as a standing committee on the afternoons of Public Board to provide the Board additional dedicated time for professional development to grow understanding in the legislation that guides the role of the Board and time to review Board policies that support the governance role.

**011/2024 - Moved by Trustee Briggs** that the Board of Trustees approve the amendments to *Board Policy 230: Appendix A - Committee of the Whole* as presented at the February 28, 2024, Public Board meeting.

**CARRIED UNANIMOUSLY**

#### Town of Bon Accord

The request of the Town of Bon Accord is that the Sturgeon Public School Division send a letter to Sturgeon County in support of 54 Ave.

**012/2024 - Moved by Trustee Buga** that the Board of Trustees direct Administration to draft a letter to the Town of Bon Accord highlighting improving safety of sidewalks, lighting on 54 Ave in Bon Accord.

**012/2024 - Amendment by Trustee Pequin** that the Board of Trustees direct Administration to compose a letter to Sturgeon County, outlining all our safety concerns, in Bon Accord.

**DEFEATED UNANIMOUSLY**

**013/2024 - Moved by Trustee Buga** MOTION that the Board of Trustees direct Administration to draft a letter to the Town of Bon Accord highlighting the safety concerns of 54 Avenue.

**CARRIED UNANIMOUSLY**

*Health Break at 10:24 a.m. Meeting resumed at 10:38 a.m.*

#### Edwin Parr Teacher Nomination

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.

**014/2024 - Moved by Trustee Oatway-Mclay** that the Board of Trustees move to In Camera at 10:30 a.m.

**CARRIED UNANIMOUSLY**

**015/2024 - Moved by Trustee Oatway-McLay** that the Board of Trustees revert to a public meeting at 10:43 a.m.

**CARRIED UNANIMOUSLY**

**016/2024 - Moved by Trustee Briggs** that the Board of Trustees nominate Chris Jansen as the Board's nominee for the Edwin Parr Awards for 2023-2024, recognizing his exceptional teaching within his first year.

**CARRIED UNANIMOUSLY**

## **Administrative Reports**

### Communications Report - January & February 2024

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


### 2023-2024 Superintendent Discretionary Fund

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

January 18, 2024, to February 21, 2024, the following additional staffing FTE and resources have been allocated to schools using Superintendent Discretionary Fund dollars:

- \$839.20 for resources for Therapeutic Crisis Intervention in Schools (TCIS).

- Additional 1.0FTE Teacher at Redwater School for the remainder of the 2023-2024 school year to support a large Grade 9 class.
- \$2,500 to support Division Drumline Jr High Training Camp. Two-day Training Camp after school/evening offered to students in Grades 8 & 9. Second night to coincide with STRIDES.
- Additional \$1,381 required for STEAM PD. Updated costs for all 11 individuals originally included in the proposal and adding the STEAM Lead Team members who were not initially included on the proposal.
- 1.0EA FTE allocated to an Educational Assistant position at BACS for the remainder of the 2023-2024 school year (Jordan’s Principle funding followed the student who moved out of the Division).

2023 -2024 Superintendent Discretionary				Total Budget	\$ 600,000	
 As at February 15, 2024				Total Committed to Student Success		\$ 511,351
				Total Available		\$ 88,649
Budget Item Description	Date	# FTE	# of months	Cost	Budgeted	Available
<b>Direct staffing to schools (K- 12)</b>				\$ 225,113	\$ 500,000	\$ 274,887
Teachers	Avg Cost: \$110,000		<b>Totals:</b>	<b>2.08</b>	<b>8.50</b>	<b>\$ 141,240</b>
Guthrie School	Oct 10, 2023	0.20	8.50	\$ 18,700		
Namao School	Nov 01, 2023	0.38	8.00	\$ 33,440		
Landing Trail School	Nov 01, 2023	0.10	8.00	\$ 8,800		
Landing Trail School	Dec 11, 2023	0.40	7.00	\$ 30,800		
Redwater School	Jan 29, 2024	1.00	4.50	\$ 49,500		
CUPE				<b>Totals:</b>	<b>3.31</b>	<b>\$ 83,873</b>
EA Colony	May 16, 2023	1.00	10.00	\$ 43,300		
Vocational EA at SCHS	May 25, 2023	-1.00	10.00	\$ (43,300)		
EA at SCHS	Nov 16, 2023	0.61	7.00	\$ 18,490		
EA at LT	Dec 11, 2023	0.50	7.00	\$ 15,155		
EA at BACS	Dec 22, 2023	1.00	6.00	\$ 25,980		
EA at LPS	Jan 11, 2024	0.20	5.50	\$ 4,763		
EA at BACS	Feb 15, 2024	1.00	4.50	\$ 19,485		
<b>Other (Emergent Priorities staff, non-staff and resources)</b>				\$ 286,238	\$ 100,000	\$ (186,238)
Social Worker SCHS Success Centre	Sep 28, 2023	0.60		\$ 36,498		
Child and Youthcare Workers	Aug 31, 2023	7.00		\$ 78,470		
Child and Youthcare Worker	Dec 11, 2023	1.00		\$ 39,830		
Child and Youthcare Worker	Dec 11, 2023	1.00		\$ 39,830		
Child and Youthcare Worker	Dec 11, 2023	1.00		\$ 9,520		
Child and Youthcare Worker	Dec 11, 2023	1.00		\$ 9,520		
Social Worker Division-Wide	Dec 11, 2023	1.00		\$ 56,200		
STEAM Professional Development	Jan 09, 2024			\$ 13,031		
TCIS Resources	Jan 19, 2024			\$ 839		
SPS Division Drumline Jr High Training Camps	Jan 30, 2024			\$ 2,500		

Superintendent Report

Shawna Warren, Superintendent, presented the Superintendent Report.

Legal Public School Grade Configuration 2024-2025

Shawna Warren, Superintendent, presented an update on the Legal Public School Grade Configuration for the 2024-2025 School Year.

Sturgeon Public Schools gained access to the Town of Legal in 2011 and, up until the fall of 2022, the Division offered families a choice of attending ÉMPS, FWPS, BACS or LS. The Division also ran pre-kindergarten programming in the Town of Legal and from 2013-2022 it ran as an Intergenerational Program in the Chateau Sturgeon Seniors Lodge.

As announced in June 2022, the Division secured a school in the Town of Legal to open the 2022-2023 school year. Legal Public School currently offers pre-kindergarten to grade 4 programming under the guidance of Ms. Kessia Brenneis who serves as the Principal of both Legal Public School and Bon Accord Community School (BACS). The school has three classrooms, a gymnasium, office space, a playground with green space and parking.

For the upcoming 2024-2025 school year, Legal Public School will expand to include grade 5, making the school a pre-kindergarten to grade 5. The Division is proud to be able to offer Legal families with pre-kindergarten to grade 5 aged children the choice of Public Education in their home community. The Board and Administration continue to advocate for space in the Town of Legal for Grades 6 - 9.

#### Administrative Procedure 711: Welcoming Inclusive, Safe and Healthy Environments

Jonathan Konrad, Deputy Superintendent, Education Services presented an update to Administrative Procedure 711: Welcoming Inclusive, Safe and Healthy Environments.

#### Administrative Procedure 717: Workplace Violence and Harassment

Lisa Lacroix, Associate Superintendent, Human Resources presented a new Administrative Procedure 717: Workplace Violence and Harassment.

### **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 Meeting with the Superintendent (*Feb. 9 & Feb. 26*)
- Committee of the Whole Meeting (*Feb. 14 & Feb. 28*)
- Meeting with Board Chair Parkland Public School for Mentoring (*Feb. 23*)
- Meeting with M.P. Dane Lloyd (*Feb. 20*)
- Education Minister Zoom Meeting: Budget Day Session (*Feb. 29*)
- Education Minister Zoom Meeting: Supporting Alberta's Student (*Feb. 5*)
- Public Board Meeting (*Feb. 28*)
- Student Advisory Committee (*Feb. 27*)
- Virtual Federal Advocacy Session (*Feb. 21*)
- Zone 2/3 Meeting (*Feb. 23*)



Trustees' Reports

Below are the submitted Trustee Reports.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Archery Tournament BACS and Lilian Schick Students (Feb. 23)
- Committee of the Whole Meeting (Feb. 14)
- Community Services Advisory Board Meeting (CSAB) (Feb. 12)
- Joint School Council Meeting BACS and Lilian Schick (Feb. 27)
- Legal Kindergarten Open House (Feb. 15)
- Legal Public School Council (Feb. 15)
- Meeting with M.P. Dane Lloyd (Feb. 20)
- Public School Board Association Dinner & Speaker Graham Thompson (Feb. 8)
- Stakeholder Engagement Bon Accord Community School (Feb. 27)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Alternate Learning Advisory Committee (Feb. 15)
- ASBA Virtual Engagement (Feb. 21)
- Chamber Luncheon (Feb. 7)
- Committee of the Whole (Feb. 14 & Feb 28)
- Meeting with M.P. Dane Lloyd (Feb. 20)
- Parent Engagement at Four Winds Public School (Feb. 15)
- Parent Engagement at SCHS (Feb. 6)
- Public Board Meeting (Feb. 28)
- Public School Board Conference (Feb. 8 & Feb. 9)
- SCHS Open House (Feb. 29)
- Student Advisory Committee (Feb. 27)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School Council
- Committee of the Whole (Feb. 14 & Feb 28)
- Meeting with M.P. Dane Lloyd (Feb. 20)
- Public Board Meeting (Feb. 28)

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

Trustee Murray-Elliott reported that she attended:

- Committee of the Whole Meeting (Feb. 14 & Feb. 28)
- Community Engagement, SCHS (Feb. 5)
- Meeting with M.P. Dane Lloyd (Feb. 20)
- Open House, SCHS (Feb. 29)

- PSBC Business Meeting (Feb. 9)
- PSBC PD Session and Dinner with Guest Speaker (Feb. 8)
- School Council Meeting, SCHS (Feb. 26)
- School Council Meeting, Sturgeon Heights School (Feb. 12)

#### Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Committee of the Whole (Feb. 14 & Feb. 28)
- Guthrie School Council (Feb. 5)
- Meeting with M.P. Dane Lloyd (Feb. 20)
- Namao School Council (Feb. 12)
- Public Board Meeting (Feb. 28)

#### Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Committee of the Whole (Feb. 14 & Feb. 28)
- Meeting with M.P. Dane Lloyd (Feb. 20)
- Ochre Park School Council (Feb. 15)
- Public Board Meeting (Feb. 28)
- Redwater Parent Engagement (Feb. 22)
- Redwater School Council (Feb. 22)
- Student Advisory Committee (Feb. 27)
- Zone 2/3 (Feb. 23)

#### 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 February 14, 2024, Committee of the Whole meeting.

#### Rotary Report

Trustee Dwyer shared a verbal report.

### **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.

Summary of previous PSBC on Feb. 8 and 9 has been posted to Google Drive. It was discussed at CoW but rushed due to time constraints, I am happy to answer any questions at this time.

PSBAA Webinar presentation of “Choice in Alberta Education: Challenges and Opportunities for Public Schools” on March 1, Friday. The Boardroom has been booked.

Upcoming PSBAA newsletter, the Advocate, is due out shortly.

The next PSBC is scheduled for April 11 and 12 at DoubleTree in Edmonton.

PSBAA Spring General Assembly 2024 in Calgary, May 30 – June 1.

Summer PSBC meeting August 7 – 9 in Grande Prairie.

On the PSBAA website homepage were the familiar-looking faces of the SCHS drumline, Mr. Swenson and Trustees from the fall PSBC meeting.

*Action item:* Fill out, as a Board, the PSBAA survey on the greatest challenges and possible solutions. To be submitted at the April PSBC Meeting. The form is attached to the Board Agenda Package for Trustees to start compiling thoughts. It can be worked on during CoW.

### Unfinished Business

No unfinished business.

### Comment and Question Period

No comments or questions from the public.

### In Camera

**017/2024 - Moved by Trustee Oatway-McLay** that the Board of Trustees move to In Camera at 11:38 a.m.

**CARRIED UNANIMOUSLY**

*Lunch Break at 12:14 p.m. Meeting resumed 12:46 p.m.*

**018/2024 - Moved by Trustee Pequin** that the Board of Trustees revert to a public meeting at 2:04 p.m.

**CARRIED UNANIMOUSLY**

**Adjournment**

Trustee Oatway-McLay adjourned the meeting at 2:04 p.m.

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Chair

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Date

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Associate Superintendent,  
Corporate Services

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