



BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

Public Board Meeting

AGENDA

Date: March 20, 2024 **Start Time:** 9:00 a.m.

Location: Frank Robinson Education Centre
9820 - 104 Street, Morinville, Alberta

1. Call to Order
2. Land Acknowledgement - Trustee Briggs
3. Approval of Agenda
4. Approval of Minutes
5. Business Arising From The Minutes
6. Presentations/Delegations
 - 6.1 Education Planning Team
7. Action Items
 - 7.1 2025/2026 School Calendar
 - 7.2 2024-2027 Draft Three Year Capital Plan
 - 7.3 Board Policy 110: Welcoming Inclusive, Safe and Healthy Environments
 - 7.4 Board Policy 300: School Based Decision-Making
 - 7.5 Omnibus Motion for Board Policies 405, 415, 420 & 425
8. Administrative Reports
 - 8.1 IMR/CMR Expenditure Report

- 8.2 Numeracy Report
- 8.3 Technology Services Report
- 8.4 Communications Report - February & March 2024
- 8.5 Quarterly Financial Report - Quarter Two (Q2)
- 8.6 2023-2024 Superintendent Discretionary Fund
- 8.7 Superintendent Report
- 8.8 Administrative Procedure 210: Role of School Administration
- 8.9 Administrative Procedure 205: Developing Administrative Procedures
- 8.10 Administration Procedure 435: Employee Expense Claims and Reimbursement

9. Reports from Trustees and Standing Committees

- 9.1 Chair's Report
- 9.2 Trustees' Reports
 - 9.2.1 [Board Strategic Work Plan](#)
- 9.3 Committee of the Whole Report
- 9.4 Rotary Report

10. Reports from Special Committees/Task Groups

- 10.1 Alberta School Boards Association Representative
- 10.2 Public School Boards Association of Alberta Representative

11. Unfinished Business

12. Comment & Question Period

13. In Camera

14. Adjournment

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Edwin Parr Teacher Nomination	016

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.

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.

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
Direct staffing to schools (K- 12)				\$ 225,113	\$ 500,000	\$ 274,887
Teachers	Avg Cost: \$110,000		Totals:	2.08	8.50	\$ 141,240
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				Totals:	3.31	\$ 83,873
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		
Other (Emergent Priorities staff, non-staff and resources)				\$ 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.

Chair

Date

Associate Superintendent,
Corporate Services

DRAFT



Date: March 20, 2024 **Agenda Item:** 6.1

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services
Shannon Campbell Requa, Director, Education Planning

Governance Policy: [Policy 225: Role of the Board](#)
[Policy 700: Superintendent of Schools](#)

Additional Reference: [AP535: Learning Support Services](#)

Assurance Domain: Student Growth & Achievement
Learning Supports
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring First Nations, Métis, and Inuit Education for All Students
- School Authority Operations and Resources
- Supporting Effective Governance

Subject: **Education Planning Report**

Purpose:

For information.

Background:

Sturgeon Public Schools' Education Planning Team supports schools to embed authentic Indigenous ways of learning and knowing into the curriculum, ensuring respect for First Nations, Métis and Inuit are part of all student learning experiences. Additionally, the team facilitates the implementation of the new Alberta curriculum by providing support to teachers and administrators, ensuring classroom lessons are both captivating and aligned with educational standards.

Education Planning also supports the use of educational technology, empowering teachers to leverage classroom tools effectively for enhanced student understanding and engagement. To support evidence based planning, the team is also responsible for planning and hosting stakeholder engagements. Recent parent engagement events have served as

platforms for robust conversations, capturing concerns, compliments and excitement about the educational initiatives undertaken by Sturgeon Public Schools.

Education Planning prioritizes the professional growth of school leadership and administration through meaningful professional learning opportunities. By nurturing instructional leadership skills among principals and vice-principals, Education Planning reinforces the collaborative effort to support the holistic development of all teachers and students across Sturgeon Public Schools.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Education Planning Report and Presentation



Date: March 20, 2024 **Agenda Item:** 7.1

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Lisa Lacroix, Associate Superintendent, Human Resources

Governance Policy: [Policy 221: Role of The Trustee](#)
[Policy 225: Role of the Board](#)

Additional Reference: [AP235: Operational School Year and Calendar](#)
Education Act: Section 60
Three Year Education Plan

Assurance Domain: Teaching & Leading
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
School Authority Operations and Resources
Supporting Effective Governance

Subject: **2025/2026 School Calendar**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve the 2025/2026 School Calendar as presented at the March 20, 2024, Public Board meeting.

Background:

As per AP235 Operational School Year and Calendar and the Education Act Section 60: A board shall determine and make publicly available for each school year the days, dates and number of days of school operation.

An operational school year calendar, which includes the School Operational Calendar Day Count and Details, shall be prepared for approval in principle by the Board on or before April 1 one full school year preceding the operational school year through a formal process. The school year shall meet the requirements as set out in the Education Act and will generally provide for sufficient instructional days to attend to the hours of instruction required by Alberta students.

- Early Childhood Services (ECS): 475 per school year



- Grades 1 through 9: 950 hours per school year
- Grades 10 through 12: 1000 hours per school year (500 per semester)

Following the review of the preliminary operational school year calendar, as per AP 235, the final operational school year calendar shall be drafted for approval by the Board by November 1 of the preceding academic year. The updated 2025/2026 School Calendar was first reviewed at the March 6, 2024, Committee of the Whole meeting. The following questions were posed by the Committee:

- 1) Does this new calendar cause any issues with Diploma Exams?
 - a) This calendar does not cause any issue with Diploma Exams as the last Diploma in June 2026 is Tuesday, June 23 from 9:00 a.m. - 12:00 p.m. and is Science 30.
- 2) Has the venue for SCHS Graduation 2026 been booked?
 - a) No date or venue for June 2026 has been booked at this time. The school cannot book more than one year in advance.
- 3) September 30th National Day of Truth and Reconciliation is on a Tuesday that year. What does it mean for staff and how people are paid?
 - a) On February 23, 2022, the Board of Trustees made the following motion:

#009/2022 - Moved by Ms. Irene Gibbons that the Board of Trustees approve Draft C as the final version of the 2022/2023 School Calendar as presented at the February 23, 2022, Public Board meeting; and

Further, September 30 become a Board-directed holiday recognizing the National Day of Truth and Reconciliation.

AP235 Operational School Year and Calendar was updated to reflect this Board Decision.

CARRIED UNANIMOUSLY

As per Board Motion and AP 235, National Day for Truth and Reconciliation is classified as a non-operational day: “A day that students and staff do not attend, including but not limited to Fall, Winter, Spring and Summer Breaks and general holidays”.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.



Attachment(s):

1. 2025/2026 School Calendar
2. 2025/2026 School Operational Year Day Count
3. 2025/2026 School Operational Year Details

2025-2026

Approved in Principle

September 27, 2023

AUGUST 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NOVEMBER 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

DECEMBER 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH 2026

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2026

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2026

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
31						

JUNE 2026

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2026

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School Offices Open - NO CLASSES	August 18 - 22
Division/School PD/Collaboration; Staff Meeting	August 25
Division/School PD/Collaboration; Staff Meeting	August 26
Operational Non-Instructional (K-12) - No Classes	August 27
Classes Begin	August 28
Labour Day - No Classes	September 1
Division/School PD/Collaboration; Staff Meeting	September 15
National Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 13
Division/School PD/Collaboration; Staff Meeting	October 14
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Remembrance Day - No Classes	November 11
Fall Break - No Classes	November 12-14
Classes Resume	November 17
Division/School PD/Collaboration; Staff Meeting	December 1
Christmas Break - No Classes	Dec. 20 - Jan 4
Classes Resume	January 5
Division/School PD/Collaboration; Staff Meeting	January 30
First Day of Classes - Semester Two	February 2
Teachers' Convention - No Classes	February 5 - 6
Family Day - No Classes	February 16
Division/School PD/Collaboration; Staff Meeting	March 09
In Lieu of Parent/Teacher Interviews - No Classes	March 20
Spring Break - No Classes	Mar 23 - Mar 27
Classes Resume	March 30
Good Friday - No Classes	April 3
Easter Monday - No Classes	April 6
Classes Resume	April 7
Division/School PD/Collaboration; Staff Meeting	May 15
Victoria Day - No Classes	May 18
Division/School PD/Collaboration; Staff Meeting	June 1
Last Day of Classes	June 26
Operational Non-Instructional (K-12) - No Classes	Jun 30 - Jun 31
Summer Vacation Begins	July 1



Frank Robinson Education Centre
 9820-104 Street
 Morinville, AB T8R 1L8
 Phone: (780) 939-4341
 Fax: (780) 939-5520

	Operational Day - No Classes
	Operational Day - Day In Lieu - No Classes
	Non-Operational Day - No Classes
	Division/School PD/Collaboration; Staff Meeting - No Classes

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	2.0	2.0	5.0	5.0
SEPTEMBER	1.0	1.0	19.0	19.0	20.0	20.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	1.0	1.0	15.0	15.0	16.0	16.0
DECEMBER	1.0	1.0	14.0	14.0	15.0	15.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL - SEMESTER I	8.0	8.0	90.0	90.0	98.0	98.0
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	15.0	15.0	17.0	17.0
APRIL	0.0	0.0	20.0	20.0	20.0	20.0
MAY	1.0	1.0	19.0	19.0	20.0	20.0
JUNE	3.0	3.0	19.0	19.0	22.0	22.0
TOTAL - SEMESTER II	8.0	8.0	90.0	90.0	98.0	98.0
OPERATIONAL YEAR TOTAL	16.0	16.0	180.0	180.0	196.0	196.0

References:

Admin: AP235 – Operational School Year and Calendar
 Procedure: School Operational Year Calendar 2025-2026
 School Operational Year Calendar Day Count 2025-2026
 Education Act Section 60

School Year 2025-2026

(All dates are inclusive unless otherwise specified)

AUGUST

Monday	18	School Offices Open
Monday	25	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	26	Division/School PD/Collaboration; Staff Meeting – No Classes
Wednesday	27	Operational Non-Instructional Day – No Classes
Thursday	28	All Classes (full day)

SEPTEMBER

Monday	01	LABOUR DAY - No Classes
Monday	15	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	NATIONAL TRUTH & RECONCILIATION DAY – No Classes

OCTOBER

Monday	13	THANKSGIVING DAY - No Classes
Tuesday	14	Division/School PD/Collaboration; Staff Meeting – No Classes

NOVEMBER

Monday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Tuesday	11	REMEMBRANCE DAY – No Classes
Wednesday	12	Fall Break Begins
Monday	17	Classes Resume

DECEMBER

Monday	01	Division/School PD/Collaboration; Staff Meeting – No Classes
Saturday	20	Christmas Break Begins

JANUARY

Monday	05	Classes Resume
Friday	30	Division/School PD/Collaboration; Staff Meeting – No Classes

References: *Administrative Procedure 235 – Operational School Year and Calendar*
School Operational Year Calendar 2025-2026
School Operational Year Calendar Day Count 2025-2026
Education Act Section 60

FEBRUARY

Monday	02	First Day of Classes - Semester Two
Thursday	05	Teachers' Convention - No Classes
Friday	06	Teachers' Convention - No Classes
Monday	16	FAMILY DAY - No Classes

MARCH

Monday	09	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	20	Non-Instructional Day In Lieu of Parent-Teacher Interviews – No Classes
Saturday	21	Spring Break Begins
Monday	30	Classes Resume

APRIL

Friday	03	GOOD FRIDAY – No Classes
Monday	06	EASTER MONDAY – No Classes

MAY

Friday	15	Division/School PD/Collaboration; Staff meeting – No Classes
Monday	18	VICTORIA DAY - No Classes

JUNE

Monday	01	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	26	Last Day of Classes
Monday	29	Operational Non-Instructional Day – No Classes
Tuesday	30	Operational Non-Instructional Day – No Classes

JULY

Wednesday	1	Summer Break Begins
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References: *Administrative Procedure 235 – Operational School Year and Calendar*
School Operational Year Calendar 2025-2026
School Operational Year Calendar Day Count 2025-2026
Education Act Section 60



Date: March 20, 2024 **Agenda Item:** 7.2
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services
Governance Policy: [Board Policy 225: Role of the Board](#)
Additional Reference: [AP600: Capital Plan Development](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184
Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

- Visionary Leadership
- School Authority Operations and Resources
- Supporting Effective Governance

Subject: **2024-2027 Draft Three Year Capital Plan**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve the Three Year Capital Plan as presented at the March 20, 2024, Public Board meeting.

Background:

The Division is required to prepare and update its Three Year Capital Plan and submit it to Alberta Education on or prior to April 1 of each year. The Capital Plan is intended for review and approval by the Government and subsequently, fund the approved projects. The Division prepares all the planning and design of the projects in collaboration with members of the community and other stakeholders.

There are multiple factors considered in the three year capital plan, some solution request drivers are building condition index, community renewal, efficiency solutions, enrolment pressures, functionality & programming and health & safety. Capital project requests on the three year capital plan are categorized by the following five classifications; new school, addition to existing school, modernization of existing schools, replacement school and/or a solution.



As per *Board Policy 225: Role of the Board*, The Board of Trustees is responsible for reviewing and approving the Division's Three Year Capital Plan.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Three Year Capital Plan 2024-2027

STURGEON PUBLIC
SCHOOL DIVISION
3-YEAR
CAPITAL
PLAN

2024-2027



PREFACE

Each year, school divisions across the province are required to submit a Three-Year Capital Plan to Alberta Education. The Three-Year Capital Plan (2024-2027) is a summary of the Division's capital priorities for the next three years and includes many assumptions and estimates. Once approved by the Board of Trustees, the priorities are entered into the provincial database system, along with all supporting and required documentation.

Some items to keep in mind when reviewing the capital plan:

- The Three-Year Capital Plan is a list of projects submitted to the Government of Alberta for approval and consideration in its infrastructure planning process. If projects are not approved by the Government of Alberta, the Division does not have the funding to proceed.
- While the plan includes scheduled start dates, end dates and costs, they are estimates and suggestions only. Once the Government of Alberta approves the project, they will determine the actual timelines and budget for the project.

Sturgeon Public School Division's Three-Year Capital Plan priorities have been tailored to mitigate environmental concerns, high maintenance drain on CMR, IMR and operational funding. The capital plan priority school sites have a higher VFA condition rating, higher annual operational costs and increasing annual deferred maintenance costs for the Division. The key drivers for the Division's capital priorities are health & safety, reducing annual operational costs, accessibility issues, sustainability, aging infrastructure solutions, energy conservation and end of life mechanical and electrical systems. As such, the following guiding principles were used in the determination of the Three-Year Capital Plan:

Guiding Principles

- Enable implementation of the Board's strategic goals in the Three-Year Capital Plan.
- Optimize educational programs and facilities to accommodate existing and projected enrolments.
- Strive for increased efficiency in school facility maintenance, administration and operational costs.

The following are data driven factors considered in determining the top priorities for the Capital Plan:

- Standing Maintenance/ Renewal Program
- Enrolment and Utilization Statistics/ Trends
- Health and Safety of Facilities
 - ↳ Alberta Infrastructure School Audits
- Community Partnership and Consultation

In a time of limited resources, there is an increasing expectation on school divisions across the province to assess facility needs in considerable detail as well as review all possible alternatives for delivering education programs and accommodating all students. These options are many and varied.

DATA COLLECTION

Facilities Data

The Division collected data and input from various sources, where available, to analyze and prioritize projects. Facilities data was collected from government systems and was updated through review by independent contractors. Facilities information is represented in Appendix A - Facilities Data.

Enrolment Information

Historical enrolment information was collected from the Funding Event System (FES), which is maintained by the Government of Alberta. Enrolment projections were collected from Baragar, which considers demographic information such as birth rates, capture rates and various other factors. Enrolment projections were updated based on local context from school principals and local municipalities where available.

DATA ANALYSIS

Standing Maintenance and Renewal Program

Deferred Maintenance is the expected maintenance on a building over an established time frame. Five-year deferred maintenance was reviewed from each site and the following are the top three schools with the highest deferred maintenance:

- Gibbons School - \$10.0 Million
- Landing Trail School – \$8.5 Million
- Sturgeon Heights School - \$7.3 Million

This represents a potential costs savings that could be put towards the completion of a modernization or new school.

Health and Safety of Schools

The Facilities Condition Index (FCI) is an industry benchmark that measures the relative condition of a building and its safety. The schools with FCI over 30% include:

- Lilian Schick School – Poor (42%)
- École Morinville Public School – Fair (31%)
- Landing Trail School – Fair (35%)
- Gibbons School – Fair (30%)
- Redwater School – Fair (32%)

Enrolment and Utilization Statistics/Trends

The Division is expected to see increases in enrolment and utilization rates over the next three years. The following schools are expected to see enrolment increases that will have a utilization rate above 85%:

- Sturgeon Heights School
- Namao School
- Gibbons School
- Four Winds Public School
- Landing Trail School

Community Partnership and Consultation

The Division has been in conversation with the Town of Gibbons to form a partnership and acquire land for a potential site for new schools. The Town has provided a Commitment Letter and a plan to develop specialized joint use facilities.

CONTENTS

PRIORITY NUMBER 1 - GIBBONS & LANDING TRAIL SCHOOL SOLUTION _____ **5**

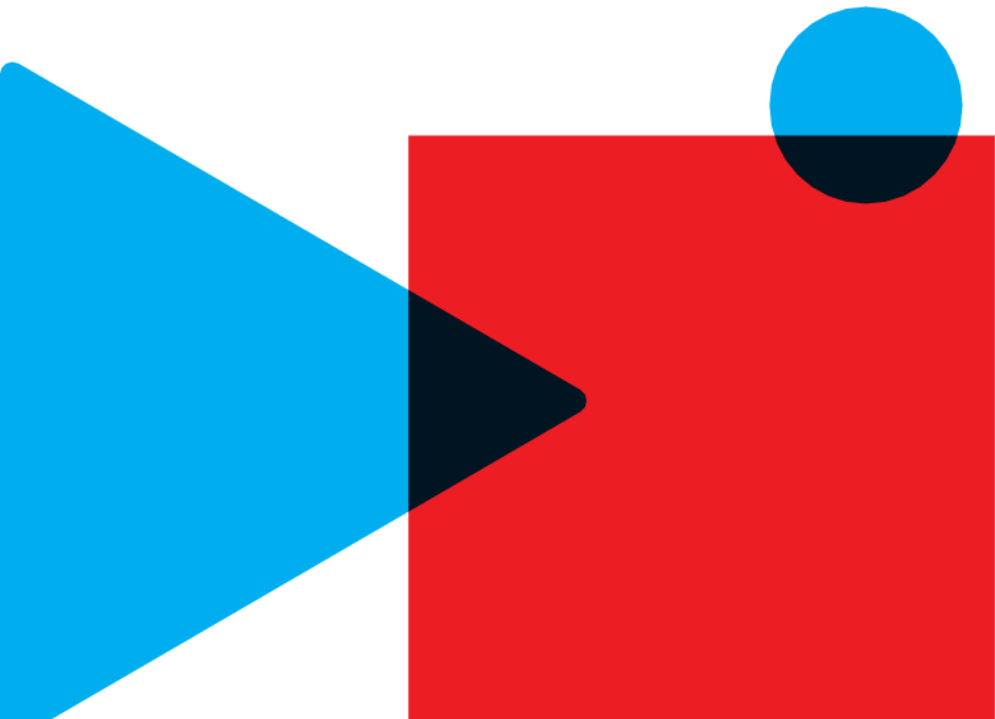
Priority Number 1 - Fact Sheet _____ **7**

PRIORITY NUMBER 2 - ÉCOLE MORINVILLE PUBLIC SCHOOL _____ **8**

Priority Number 2 - Fact Sheet _____ **9**

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Appendix B - Enrolment Information _____ **11**





PRIORITY NUMBER 1

GIBBONS & LANDING TRAIL SOLUTION

GIBBONS SCHOOL

Solution



Gibbons School Description

Originally built in 1951, the school has gone through many demolitions, renovations and additions with the newest addition completed in 1994. The school accommodates students from grades five to nine. The building lacks adequate functional design. It suffers from a lack of natural light, natural clean ventilation in several classroom spaces and has many deficiencies in the code requirements, including health and safety issues related to hazardous materials. The mechanical and electrical system are at the end of life and require a tremendous amount of deferred maintenance to maintain a healthy operational environment.

LANDING TRAIL SCHOOL

Solution



Landing Trail School Description

Landing Trail School was constructed in 1981 with four portable classrooms attached to the south side. In the same year, four additional portable classrooms, constructed in 1977, were attached on the east side of the school. Three additional portables were added to the school, one of them on the south side and the other two on the east end of the facility. The school accommodates students from kindergarten to grade four and is the feeder school to Gibbons School. The building lacks natural ventilation in several teaching spaces and has many deficiencies in the code requirements, including health and safety issues related to hazardous materials. The exterior envelope is constructed of coarse stucco finish applied to a steel wire mesh on the exterior walls of the stage and gymnasium. Deterioration and cracks were noticed in the stucco finish which needs to be replaced to prevent mold.



PROJECT OVERVIEW

Sturgeon Public Schools is looking for a Solution for Gibbons & Landing Trail Schools that involves several factors related to the condition of the impacted schools and the site development that aligns with the Town of Gibbon's future capital plans.

The Town of Gibbons is expecting to see a drastic increase in population over the next ten years. Sturgeon Public School Division has been working with the Town of Gibbons to align with their respective capital plan to address this expected growth. The Town of Gibbons has secured a plot of land, approximately 30 acres in size, with more land in reserve for future population growth. The partnership with the Town of Gibbons creates a shared joint use space that would connect the new schools to the town's recreational facility. This solution, which is currently being explored, will likely lead to significant savings for all parties involved in the collaborative partnership.

The proposed plan, in partnership with the town, would require the construction of one new school, to replace the two existing schools, on the reserve land provided by the town. This new site would address many concerns with the current facilities such as:

- Large, deferred maintenance costs and aging infrastructure
- Inadequate facilities configurations
- Lack of programming opportunities such as Career and Technology Foundations (CTF) spaces
- Lack of natural light and natural ventilation in several teaching spaces
- Deficiencies in the code requirements, including health and safety issues related to hazardous material

The Town of Gibbons has shared its expected growth and plan with the Premier of Alberta, requesting support and has provided Sturgeon Public Schools with a Commitment Letter outlining some of the key requirements for the construction of a school build, such as:

- Land Transfer Process
- Municipal Zoning
- Budget Approval for completion of Services
- Anticipate Site Availability
- Expiry of Commitment

The ability for the Town of Gibbons to work in partnership with Sturgeon Public Schools to develop an extremely dynamic campus that focuses on the needs of the broader community help to ensure success long into the future. The opportunity to strike a strong balance of educational needs with community wellness and have it packaged in a manner that is strategic, efficient, collaborative, and financially prudent both from a capital and operational perspective, is the foundation for a healthy community.



PRIORITY NUMBER 1 - FACT SHEET

PROJECT ESTIMATE: \$32,510,886

PROJECT DRIVER FACTS

Sturgeon Public School Division Project Drivers

- Deferred maintenance and sustainability costs
- Health & Safety
- Demographics
- Improve delivery of programs and services to the students of the area
- Partnership with the Town of Gibbons and Joint Use Opportunities
- Cost Savings

Town of Gibbons Project Drivers

- Collaborative partnership (Gibbons and Landing Trail Schools / Leisure Centre with shared facilities)
- Highway access infrastructure development
- Municipal facilities future initiatives (Recreation/Leisure Centre)

QUICK FACTS

Gibbons School

- Year Constructed: 1958 (Additions in 1966, 1974, 1993, 1994)
- Utilization Percentage: 69% (Projected 88%)
- Facility Condition Index (FCI): 30 (fair)
- Deferred maintenance in the next 5 years: \$10.0 Million

Landing Trail School

- Year Constructed: 1981 (Additions in 1981, 1982, 2013, 2014)
- Utilization Percentage: 75% (Projected 96%)
- Facility Condition Index (FCI): 35 (fair)
- Deferred maintenance in the next 5 years: \$8.5 Million

REQUEST

The current capacity of the two schools combined is 925 students, and we are requesting a new school with a capacity for 860 students. This change will result in a decrease in total gross area while increasing the instructional area.



PRIORITY NUMBER 2

ÉCOLE MORINVILLE PUBLIC SCHOOL



École Morinville Public School Description:

École Morinville Public School, Pre-Kindergarten to Grade 4, is in the Town of Morinville. The school has a high percentage of modular classrooms, corridors and washrooms. The modulators make up 45% of the gross square meters of the entire school. The result is a very large, spread out and poorly functioning school within an increasingly tight site. With continued community population growth, large enrolments and utilization rates in recent years, the school required a significant number of modular classrooms to be added to the site. The original school, built in 1957, featured a sunken gymnasium that is about 4 feet below the grade. The gymnasium floor has been replaced and repaired multiple times because of the high-water table. The elevation of the gym floor causes hydrostatic pressure pushing water through the concrete slab and the walls below grade. These conditions cause unseen mold and health concerns for our students, staff and joint use community groups. The gymnasium change rooms and washrooms are located on the second level and access by stairs poses accessibility issues when students are utilizing the gym facilities.



PROJECT OVERVIEW

École Morinville Public School solution requires a new school built on the northwest side of the property to create a sustainable building, healthy learning environment and environmental responsibility for our future community.

The Town of Morinville has experienced high spikes of population growth over the last few years, in turn making the enrolment rates increase rapidly at the school. The solution of a school replacement is imperative for the sustainability of the infrastructure, health & safety of our community, energy conservation and impact on the environment. When the school split in two with the opening of the new Four Winds Public School (Grades 5 to 9 moved to the new school), what remained was a poor functional design and a lower utilization rate. Four Winds Public School (FWPS) is already at capacity. A new replacement school could alleviate the capacity issues at FWPS by having grades 5 and 6 move back to École Morinville Public School and making the Four Winds Public School a Junior High school which would address capacity issues.

Currently, the École Morinville Public School site has plenty of land to build a replacement school. The school can be left functioning during the new school construction.



PRIORITY NUMBER 2 - FACT SHEET

PROJECT ESTIMATE:

\$22,582,884

QUICK FACTS

École Morinville Public School

- Year Constructed: 1958 (Additions in 1966, 1974, 1993, 1994)
- Facility Condition Index (FCI): 31 (fair)
- Deferred maintenance in the next 5 years: \$4.2 Million

PROJECT DRIVER FACTS

- Health & Safety
 - Deferred maintenance & Sustainability
 - Program Changes
 - Cost Savings
-
- Program and school configuration benefits
 - School would be eligible for Playground Funding
 - Support enrolment pressure at Four Winds Public School

REQUEST

The Division is requesting a replacement school with a capacity for 740 students, accompanied by a change in grade configuration from K-4 to K-6. This adjustment aims to alleviate enrolment pressures at Four Winds Public School.

APPENDIX A: FACILITIES DATA

School Code	School	Grade Configuration	Original Construction Year	Renovated In	Facility Condition Index (FCI)	FCI	FCI Last Evaluated	Five-Year Deferred Maintenance	Instructional Area (m2)	Gross Area	Net Capacity	Utilization
2504	Gibbons School	5-9	1958	1966, 1974, 1978, 1993, 1994	30%	Fair	2022	\$10,028,921	1,377	4,812	441	69%
2512	Landing Trail School	K-4	1981	2014	35%	Fair	2022	\$8,517,955	1,679	4,370	484	75%
2506	Sturgeon Heights School	K-9	1971	1987, 1999, 2001, 2015, 2017, 2019	27%	Fair	2022	\$7,256,680	1,998	4,665	518	90%
2507	Namao School	K-9	1959	1970, 1981, 1983, 1994, 2011	19%	Good	2016	\$6,372,236	1,789	5,085	536	85%
2514	Lilian Schick School	5-9	1982	1993	42%	Poor	2022	\$4,859,843	1,254	3,644	387	63%
2623	Redwater School	5-12	1957	1952, 1957, 1961, 1985, 2022	32%	Fair	2022	\$4,859,655	1,301	4,535	393	74%
2513	Ochre Park School	K-4	1982	N/A	29%	Fair	2022	\$4,796,141	1,001	3,216	288	62%
2501	Bon Accord Community School	K-4	1957	1969, 1976, 1992, 1997	27%	Fair	2022	\$4,647,230	1,128	3,260	325	68%
2510	Sturgeon Composite High School	10-12	1976	1980, 1985, 1987, 1991, 1993, 2014, 2018	28%	Fair	2016	\$4,566,430	3,494	12,056	1217	75%
1582	École Morinville Public School	K-4	1957	1965, 1966, 1976, 1984, 1990, 1991, 2002, 2015, 2021	31%	Fair	2022	\$4,247,495	2,598	5,392	749	71%
3392	Guthrie School	K-9	2003	N/A	11%	Good	2016	\$1,537,500	1,878	4,968	560	43%
2502	Camilla School	K-9	2020	N/A	0%	Excellent	N/A	\$1,531,250	5,264	5,264	640	81%
2248	Four Winds Public School	5-9	2020	N/A	0%	Excellent	N/A	\$1,468,750	5,570	5,570	605	83%

APPENDIX B: PROJECTED ENROLMENT

WARD 1

Town of Redwater

Ochre Park School
Redwater School

WARD 2

Town of Bon Accord

Bon Accord Community School
Lilian Schick School

WARD 3

Camilla School

WARD 4

Sturgeon Heights School

WARD 5

Town of Morinville

École Morinville Public School
Four Winds Public School

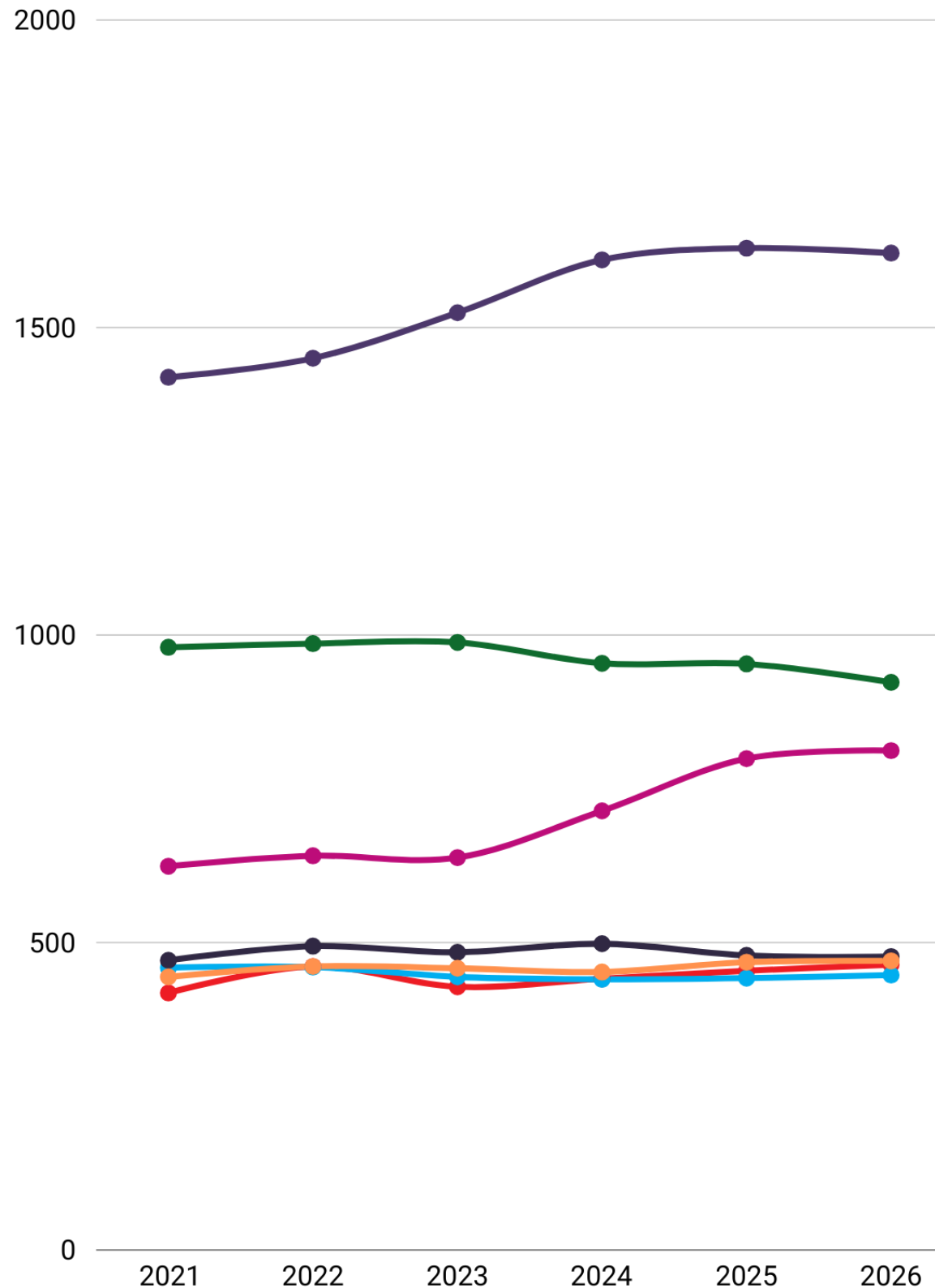
WARD 6

Namao School
Guthrie School
Sturgeon Composite High School

WARD 7

Town of Gibbons

Gibbons School
Landing Trail School





Date: March 20, 2024 **Agenda Item:** 7.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services

Governance Policy: [Board Policy 110: Welcoming Inclusive, Safe and Healthy Environments](#)

Additional Reference: [Board Policy 105: Vision, Mission and Values](#)
[Board Policy 115 – Sexual Orientation and Gender Identities](#)
[Board Policy 900 – Student Conduct and Discipline](#)
[Administrative Procedure 711: Welcoming Inclusive, Safe and Healthy Environments](#)
[Administrative Procedure 717: Workplace Violence and Harassment](#)
[Education Act: Sections 16, 35, 35.1](#)
[Canadian Charter of Rights and Freedoms](#)
[Alberta Human Rights Act](#)
[Freedom of Information and Protection of Privacy Act](#)

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS / Board Policy 700](#)):
Supporting Effective Governance

Subject: **Board Policy 110: Welcoming and Inclusive, Safe and Healthy Environments**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve *Board Policy 110: Welcoming Inclusive, Safe and Healthy Environments* as presented at the March 20, 2024, Public Board Meeting.

Background:

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. Policies are intended to set the direction, goals and expectations at a higher level, guiding the Division towards its mission.

As part of the annual review process, Administration has reviewed *Policy 110: Welcoming and Inclusive, Safe and Healthy Environments*. The recommended changes to the Policy include the broadening of the school community to include community members and volunteers as per Board request. This underscores the right for all members of a school community to learn, work and volunteer in environments that respect equity, diversity, inclusion and human rights. Emphasizing collective responsibility calls on everyone involved with The Sturgeon Public School Division to create and maintain a positive culture in schools and workplaces that are free from harassment, bullying, discrimination and violence.

Administration reviewed the correlated Administrative Procedure, *AP711 Welcoming Inclusive, Safe and Healthy Environments*, and updated the procedure to ensure it also captured volunteers and all members of the school community 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. *AP 711* was brought to the February 28, 2024 Public Board meeting as information.

A new Administrative Procedure, *AP717: Workplace Violence and Harassment*, was created and shared as information at the February 28, 2024 Public Board meeting 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.

Board Policy 110: Welcoming Inclusive, Safe and Healthy Environments was brought to the February 14, 2024, Committee of the Whole for a first reading and the March 6, 2024 Committee of the Whole for a second reading.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Board Policy 110: Welcoming Inclusive, Safe and Healthy Environments - Tracked Changes

Welcoming Inclusive, Safe and Healthy Environments

1.0 POLICY

The Board believes in the importance of, and is committed to, establishing, and maintaining a welcoming, inclusive, equitable, safe, and healthy environment that respects diversity and fosters a sense of belonging.

The Board believes that **all members of the school community, including** students, ~~and staff, members~~ **and community members**, have the right to learn, ~~and work~~ **and volunteer** in environments that respect: equity, diversity, inclusion and human rights. Such environments create the conditions where ~~students and staff~~ **everyone** can prosper.

The Board believes all ~~students and staff~~ **members of the school community** deserve opportunities to connect to their culture. Sturgeon Public School Division celebrates the diversity of our students and communities and is committed to collaborating with community and cultural leaders to build and promote cultural connections.

The Board is committed to providing environments that support the positive mental health of students and staff and reflect research informed practices related to trauma sensitivity and strength-based approaches to teaching and learning.

The Board believes it is the collective responsibility of all those involved with the Division to create and maintain positive cultures in our schools and workplaces. As such, the Board is committed to providing environments free from harassment, bullying, discrimination and violence.

Definitions:

For the purposes of this policy equity, diversity, and inclusion are defined as:

Equity: A condition or state of fair, inclusive, and respectful treatment of all people. Equity means treating people in ways that take individual differences into consideration.

Diversity: The presence of a wide range of human qualities and attributes within a group, organization, or society. The dimensions of diversity include, but are not limited to, ancestry, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, religion, sexual orientation, and socio-economic status.

Inclusion: Is based on the principles of acceptance and welcoming of all students. Students see themselves reflected in their studies, their physical surroundings, and the broader environment, in which all individuals are honored and diversity is respected.

References:

[Policy 105: Vision, Mission and Values](#)

[Policy 115 – Sexual Orientation and Gender Identities](#)

[Policy 120 – Harassment Policy](#) [Administrative Procedure 717 - Workplace Violence and Harassment](#)

[Policy 900 – Student Conduct and Discipline](#)

[Administrative Procedure: AP711 – Welcoming Inclusive, Safe and Healthy Environments](#)

[Education Act: Sections 16, 35, 35.1](#)

[Canadian Charter of Rights and Freedoms](#)

[Alberta Human Rights Act](#)

[Freedom of Information and Protection of Privacy Act](#)

History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2022 Jun 22 Amended

2023 Apr 26 Amended



Date: March 20, 2024 **Agenda Item:** 7.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Policy 225: Role of the Board](#)

Additional Reference: Policy 105: Vision, Mission and Values
Policy 240: Policy Development
Policy 700: Superintendent of Schools

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Supporting Effective Governance

Subject: **Board Policy 300: School Based Decision-Making**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees rescind *Board Policy 300: School Based Decision-Making* as recommended at the March 20, 2024, Public Board meeting.

Background:

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.

Policies provide direction and signal the major intentions and priorities of the board of trustees. Directional policy is expressed in the board goals and strategic directions and is clearly aligned with government priorities. Directional policies signal long-term institutional commitments to student achievement and well-being, to values and to fairness.

The Education Act, Board Policy 105: Vision, Mission and Values, Board Policy 225: Role of the Board, Board Policy 240: Policy Development and Board Policy 700: Superintendent of Schools capture the governance role of the Board of Trustees for school based decision making.



Policy 300: School Based Decision Making was brought to the March 6, 2024, Committee of the Whole for review.

A new Administrative Procedure has been developed, *AP210: Role of School Administration*, to replace existing *AP210: School Based Decision Making* to ensure that Principals and Vice Principals have a clear procedure outlining their responsibilities.

Administration has reviewed and recommends rescinding *Board Policy 300: School Based Decision-Making*.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Policy 300: School Based Decision Making
2. Administrative Procedure 210: Role of School Administration
3. Administrative Procedure 210: School Based Decision Making

Policy 300 - Recommendation to Rescind

School Based Decision-Making

1.0 POLICY

Governance and oversight of schools within Sturgeon Public Schools is the responsibility of the Board of Trustees. **Captured in Board Policy 225: Role of the Board.**

The School Board, through policy, sets the vision, establishes the parameters for division operations and approves the budget. **Captured in Board Policies 105: Vision, Mission and Values, 240: Policy Development and 225: Role of the Board.**

Within this context, the Board of Trustees supports a centrally coordinated approach to school-based decision-making. **We want to move to empower Principals to make the best decisions for their schools as per the Education Act.**

Speaks to the role of governance and not the operations of a school directed by the principal.

Policy 225: The board shall:

- Review and approve the vision for the Division
- Annually review and approve ed goals
- Set governance standards

The Board believes that, at all times, school-based decision-making must focus on maintaining high standards for teaching and learning. **Captured in Board Policy 225: Role of the Board.**

Schools and all services are given full responsibility and accountability for results within the parameters and guidelines established by Board Policies, Admin Procedures, and division planning documents and, through the Superintendent, are held accountable for their results. The Board supports school councils, school-based staff, parents, students and/or community members participating in school-based decision-making. **Policies 225: Role of the Board and 700: Superintendent of Schools.**

References:

Administrative Procedures:

AP205 – Developing Administrative Procedures

AP210 – School Based Decision Making

History

2019 Apr 24 Initial Approval

2020 Sep 23 Amended

2021 Oct 27 Reviewed

NEW AP 210- Role of School Administration

Purpose

As outlined in the Education Act (Section 197), the Principal is the instructional leader of the school and is responsible for the management of the school. The Principal is directly accountable to the Superintendent.

Procedure

With respect to the role of the School Principal:

1. The Principal shall, at all times, act in full accordance with the Education Act.
2. The Principal shall, at a minimum, demonstrate leadership in full alignment with the current provincial Leadership Quality Standard.
3. The Principal shall, at all times, act in a manner that maintains the Vision, Mission and Values of the Division and in accordance with all Board Policies, Administrative Procedures and the annual Education Plan.
4. The Principal shall provide opportunities for the staff and School Council to be meaningfully involved in school based decisions involving programs, budgets and procedures.
5. Subject to any applicable collective agreement and the Principal's contract of employment, the Principal shall carry out those duties that are assigned to the Principal by the Superintendent.

With respect to the role of the Vice Principal and notwithstanding those duties applicable to the Vice Principal in support of, or in absence of the Principal:

1. The Vice Principal is an educational leader in the school and shall be directly accountable to the Principal.
2. The Vice Principal shall, at a minimum, demonstrate leadership in alignment with any applicable requirements of the current Leadership Quality Standard.
3. The Vice Principal shall, at all times, act in a manner that maintains the Vision, Mission and Values of the Division and in accordance with all Board Policies, Administrative Procedures and the annual Education Plan.

With respect to the role of school administration (Principal and Vice Principal(s)):

1. School administration shall ensure that the standard of care is met with respect to order and discipline in the school and on the school grounds and during activities sponsored by the Division.
2. School administration shall promote cooperation between the school and the community that it serves.

3. School administration shall facilitate effective communication with school stakeholders.
4. School administration shall establish procedures and practices to meaningfully collaborate with other school administrators as full members of the Division's Leadership Team.

References

Education Act Sections 197, 199

Leadership Quality Standard

Collective Agreement

Policy 700- Superintendent of Schools

210: School Based Decision Making Replacing with 210 Role of School Administrators

Responsible Administrator: Superintendent

PURPOSE

Sturgeon Public Schools empowers its schools to make decisions and allocate resources in a collaborative manner to best support the educational needs of all students. Distributed decision making within the statutory requirements, Policies and resource allocation set by the Board of Trustees, places responsibility and accountability for results at each school/site level.

PROCEDURE

1. The school principal shall:

1.1 provide for effective school based management, including all aspects of instruction, student services and school operations in adherence to Board policy, the division's resource allocation, the Education Act and within the context of Alberta Education policy and regulations.

1.2 work constructively with staff, school councils, community and the Superintendent in the implementation of school based decisions, division policies and Administrative Procedures.

1.3 establish a consultative decision-making process within each school, that includes the School Council, school-based staff and other stakeholders as required, to provide input to:

1.3.1 the annual establishment of school goals through the development of school action plans;

1.3.2 the development and implementation of strategies to achieve school goals;

1.3.3 the implementation of evaluations to measure whether goals have been achieved; and

1.3.4 the completion of an annual results report.

1.4 ensure that goals, outcomes and strategies in each school are in harmony with the educational and fiscal goals, school operation expectations, and policy set by the Board of Trustees.

2. School based staff will:

2.1 advise and consult with the Principal on matters and issues related to the school; and

2.2 work constructively with the Principal in the implementation of school based decisions, division Policies and Administrative Procedures.

3. The role of the School Council is to:

3.1 advise and consult with the Principal on matters related to the school.

4. The Superintendent of Schools shall ensure that:

4.1 All centralized services provide support to the schools;

4.2 Administrative Procedures are reviewed regularly and in concert with policy review to ensure that they provide the context necessary to guide and direct school-based decision making as per division policy; and

4.3 Where appropriate, assistance is provided to support the sharing of services between schools.

References:

Board Policy: 300 School Based Decision Making

History

2020 Jan 29 Initial Approval



Date: March 20, 2024 **Agenda Item:** 7.5

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services

Governance Policy: [Policy 225: Role of the Board](#)

Additional Reference: Education Act
Local Authorities Election Act
Special School Tax Levy Plebiscite Regulation

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Supporting Effective Governance

Subject: **Omnibus Motion for Board Policies 405, 415, 420 & 425**

Purpose:

For approval. Motion required.

Recommended Motion:

THAT the Board of Trustees approve the following Omnibus Motion to rescind the following Board Policies:

Board Policy 405: Budget Development and Transparency

Board Policy 415: Local Authorities Pension Plan

Board Policy 420: Income Tax Deductions Receipts for Donations Received by the Division

Board Policy 425: Revenue from Property Tax Sources

Background:

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. Policies are intended to set the direction, goals and expectations at a higher level, guiding the Division towards its mission.

Policy 225: Role of the Board clearly defines the Board's governance responsibilities for resource stewardship as defined in the Education Act section 33.1(i):

Policy 225:

Resource Stewardship

The Board shall ensure effective stewardship of the Board's resources [Education Act s. 33(1)(i)]. Specifically, the Board:

38. Within the context of the strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.
39. Review and approve annual budget and allocation of resources.
40. Approve substantive budget adjustments when necessary.
41. Approve borrowing for capital expenditures within provincial restrictions.
43. Receive, review and approve the annual Audited Financial Statements.
44. Acquire and dispose of land and buildings.
45. Approve student fees annually.
48. Approve transfer of funds to/from operating and capital reserves.
49. Approve annually signing authorities for the Division. Approve investment parameters in alignment with the Education Act Regulation.

Administration has reviewed and recommends rescinding *Board Policies 405, 415, 420 and 425*.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. *Board Policy 405: Budget Development and Transparency*
2. *Board Policy 415: Local Authorities Pension Plan*
3. *Board Policy 420: Income Tax Deductions Receipts for Donations Received by the Division*
4. *Board Policy 425: Revenue from Property Tax Sources*

Policy 405 - **Recommend to rescind.**

Budget Development and Transparency

1.0 POLICY

The Board believes that the annual system budget and the Three Year Educational Plan, together with annual school budgets are key planning documents for the continuous improvement of the quality of education for the Division's students. **Captured in Policy 225: Role of the Board - Education Planning and Programming and Resource Stewardship.**

The Board believes that one of its key responsibilities is the timely review of the financial affairs of the Division. The Board believes that the creation of reserves through the regular budget process for the purchase, replacement or upgrading of capital assets and for operational needs is a prudent fiscal practice. **Captured in Board Policy 225: Role of the Board; 38 - Resource Stewardship.**

The Board believes the reserves will consist of two components, an operating reserve and a capital reserve. **Captured in Board Policy 225: Role of the Board; 38 - Resource Stewardship.**

2.0 GUIDELINES - All guidelines listed are operational, not governance. At any time, the Board may request the Superintendent to provide additional information to ensure they can fulfill their fiduciary responsibility and their governance role.

2.1 The Superintendent directs the preparation and presentation of the system budget.

2.2 The Superintendent executes the allocation of reserves at the discretion of the Board.

2.3 The Associate Superintendent Corporate Services coordinates the system budget process. **Captured in AP400.**

2.4 Based on the centrally allocated budget and as approved by the Board, the Principal of each school directs the preparation of the school budget and is responsible for presenting the budget to staff and school council. **Captured in AP410.**

2.5 The system budget submitted to the Board for approval shall reflect the goals and objectives of the Division and shall include:

2.5.1 Details of estimated enrolments

2.5.2 Details of estimated revenues

2.5.3 Details of estimated expenditures for support functions:

2.5.3.1 ECS - Gr 12 Instruction

2.5.3.2 Plant Operations and Maintenance

2.5.3.3 Transportation

2.5.3.4 Board Governance and System Administration

2.5.3.5 External Services

2.5.4 Details on allocations of revenues to schools.

2.5.5 Current year's budget data for comparison purposes.

2.5.6 Year-end projection of current year's data including projection of ending accumulated surplus/deficit position. **How budget is presented is dictated by Alberta Education and may change from time to time without our input. This is too prescriptive.**

2.6 Monthly at the Public Board meeting, the Board shall receive a financial report of budget and year-to-date revenues and expenditures, along with a variance analysis for the previous month. **As discussed with the Board, monthly financial reports are not effective. There is too much variance in the short time frame. This has been moved to quarterly so the Associate Superintendent Corporate Services can provide the Board with a clear and transparent breakdown of revenues and expenses.**

2.7 All Division departments and schools shall have access to monthly reporting of budget and year-to-date expenditures. **This is operational**

2.8 Principals shall report quarterly to school councils on their schools' financial information. **in AP410: School Budget Allocations; 3.**

References:

Education Act: Sections 139(1)(2), 143, 180, 183, 184

History

2019 Mar 27 Initial Approval

2020 Sep 23 Amended

2021 Oct 27 Reviewed

Policy 415 - Recommend to rescind.

Local Authorities Pension Plan

All points captured in AP440: Local Authorities Pension Plan. This is operational, not governance.

1.0 POLICY

The Board of Trustees believes that there should be pension benefits available for all continuous non-teaching employees.

2.0 GUIDELINES

2.1 This employee benefit is currently provided under the Local Authorities Pension Plan.

2.2 Membership

2.2.1 All continuous employees under the age of 71.

2.2.2 Continuous means there is no foreseen end date to employment.

2.2.3 Part time employees who work more than 15 hours a week, once eligible and enrolled in LAPP, will continue to contribute.

2.2.4 GEC employees who are scheduled to work 30 or more hours on average per week are eligible to participate in the plan.

2.2.5 CUPE employees who are scheduled to work 27.5 or more hours on average per week are eligible to participate in the plan.

2.2.6 Non-unionized, term contract employees in a leadership or senior leadership role may be eligible if specified in their contract of employment.

3.0 ADMINISTRATION

3.1 The Board of Trustees assigns the Superintendent, through Human Resources and Payroll Services of the division, to administer this policy

References:

Admin Procedure [440 – Local Authorities Pension Plan](#)
Alberta Pensions Services – CICA Handbook S.5815

History

2019 Apr 24 Initial Approval
2021 Jan 27 Amended
2021 Oct 27 Reviewed

Policy 420 - Recommend to rescind.

Captured in AP495: Income Tax Deductible Receipts. Pertains more directly to operational processes rather than governance.

Income Tax Deduction Receipts for Donations Received by the Division

1.0 POLICY

The Board shall acknowledge donations for the advancement of education within the Division by issuing receipts which may enable the donor to claim the donation as a tax deduction, in accordance with the Income Tax Act and its regulations.

References:

Administrative Procedure: [AP495 – Income Tax Deductible Receipts](#)

Alberta Personal Income Tax Act, 2020

History

2019 Apr 24 Initial Approval

2020 Sep 23 Amended

2021 Oct 27 Reviewed

Policy 425 - Recommend to Rescind

Revenue from Property Tax Sources

1.0 POLICY - Captured in the Education Act section 172-179, Local Authorities Election Act and the Special School Tax Levy Plebiscite Regulation. Would require a board motion to impose.

The Board recognizes that support of education is provided through revenues coming from local education tax and the provincial government.

The Board however believes that there may be instances in which the Division and electors may want to raise additional funds beyond those provided by government, for a specific purpose.

A special School Tax Levy shall be raised only through a plebiscite process held every four years in conjunction with the Local Authorities Election Act.

The Board must adhere to the Special School Tax Levy Plebiscite Regulation.

References:

Education Act: Sections 164(1)(7), 172-174, 176-179
Local Authorities Election Act, 2019
Special School Tax Levy Plebiscite Regulation

History

2019 Apr 24 Initial Approval
2020 Sep 23 Amended
2021 Oct 27 Reviewed

Date: March 20, 2024 **Agenda Item:** 8.1

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services
Steven Holkham, Director, Facility Services

Governance Policy: [Board Policy 225: Role of the Board](#)

Additional Reference: [AP600: Capital Plan Development](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):School Authority Operations and Resources
Supporting Effective Governance**Subject:** **IMR/CMR Expenditure Report**

Purpose:

For information.

Background:

A board has the responsibility to manage its facilities to ensure that education is delivered in a safe learning environment. This includes ensuring school facilities meet all regulatory requirements, particularly as they pertain to providing a safe and healthy environment.

As per the Funding Manual, IMR funding may only be used for the purpose for which it is intended. School Jurisdictions may use the funding to:

- a. Ensure school facilities meet all regulatory requirements, particularly as they pertain to providing a safe and healthy learning environment.
- b. Preserve and improve the quality of the learning environment by:
 - i. Replacing building components that have failed;
 - ii. Prolonging the life of the school facility through planned, proactive replacement of major components; and
 - iii. Upgrading of the educational areas to meet program requirements.
- c. Meet the requirements of children/students requiring specialized supports and services; or
- d. Replace or upgrade building components to improve energy conservation and efficiency to achieve cost savings as a result.

Also as per the Funding Manual, CMR funding allocations have been based on specific maintenance and renewal projects identified by the division.

The IMR program is annual funding based on the school year (September 1 to August 31), and CMR the Government of Alberta fiscal year is (April 1st to March 31st) which is allocated to school jurisdictions on a formula basis. IMR/CMR plans address critical maintenance and renewal projects in the division's facilities.

- a. IMR statement of final costs must be submitted to Alberta Education by November 30 of each school year
- b. CMR statement of final costs must be submitted to Alberta Education by June 30 of each school year.

Provided in the attachment for information is an update regarding Infrastructure Maintenance and Renewal (IMR) and Capital Maintenance and Renewal (CMR) Plan for the 2023 - 2024 school year.

Funding Information

The Government of Alberta changed Infrastructure Maintenance Renewal (IMR) funding allocations in 2021-2022 by dividing the total amount of funds received into IMR and Capital Maintenance Renewal (CMR) funding. Below is a list of the funding received over the last five years

School Year	IMR	CMR	Total
2019 - 2020	\$1,678,582	\$0.00	\$1,678,582
2020 - 2021	\$749,737	\$926,844	\$1,676,581
2021 - 2022	\$718,661	\$779,217	\$1,497,878
2022 - 2023	\$700,368	\$483,829	\$1,184,197
2023 - 2024	\$695,683	\$355,263	\$1,050,946

IMR and CMR funding has declined drastically over the last five years. The Division has seen a reduction of \$627,636 over the last three years as construction costs have increased.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. IMR/CMR 2023-2024 Plan

Sturgeon Public School Division 2023-2024 IMR/CMR Priority Initiatives:

School	Funding	Work Summary	Estimated Costs
Bon Accord School	IMR	Fire alarm device modernization	\$40,000
Bon Accord School	CMR	Electrical Panel replacements	\$50,000
Bon Accord School	IMR	Ceiling Tile Abatement & Mechanical Pipe Insulation	\$5,100
Gibbons School	CMR	Boiler replacement	\$30,000
Gibbons School	IMR	Paint and door refresh	\$12,000
Gibbons School	IMR	PA modernization	\$25,000
Gibbons School	CMR	Boiler replacement	\$35,000
Gibbons School	IMR	Ceiling Tile Abatement & Mechanical Pipe Insulation	\$6,675
Guthrie School	IMR	Dry system replacement	\$150,000
Landing Trail School	IMR	Office refresh: painting, floors, T-bar replacement, and LED lighting	\$30,000
Lilian Schick School	IMR	Washroom Renovation: Tile, Ceilings, LED Lighting, Partitions, Counters and Fixtures	\$45,000
Lilian Schick School	IMR	Library flooring replacement	\$49,500
Lilian Schick School	IMR	Painting doors and frames	\$15,000
École Morinville Public School	IMR	Washroom Renovation: Tile, Ceilings, LED Lighting, Partitions, Counters and Fixtures	\$80,000
École Morinville Public School	IMR	Ceiling Tile Abatement & Mechanical Pipe Insulation	\$32,325
École Morinville Public School	IMR	Accessibility front doors access repair	\$12,000
Ochre Park School	IMR	Replace damaged exterior brick walls	\$3,500
Ochre Park School	IMR	Ceiling Tile Abatement & Mechanical Pipe Insulation	\$13,800
Redwater School	IMR	Mech room abatement	\$10,000
Redwater School	IMR	PA system modernization	\$25,000
Redwater School	IMR	Washroom renovation: tile, ceilings, LED lighting, partitions, and fixtures	\$75,000
Redwater School	IMR	Galvanized pipe replacement	\$25,000
Redwater School	IMR	Ceiling tile abatement & mechanical pipe insulation	\$30,000
Sturgeon Heights School	CMR	Electrical panel replacements	\$55,000
Sturgeon Heights School	IMR	Classroom modernizations	\$50,000
Sturgeon Heights School	IMR	Ceiling tile abatement & mechanical pipe insulation	\$10,800
Total Estimated Costs		Total	\$920,200



Date: March 20, 2024 **Agenda Item:** 8.2

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services
Shannon Campbell Requa, Director, Education Planning

Governance Policy: [Policy 225: Role of the Board](#)
[Policy 700: Superintendent of Schools](#)

Additional Reference: [AP805: Assessment, Evaluation & Reporting Student Achievement](#)

Assurance Domain: Student Growth & Achievement
Learning Supports
Local & Societal

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Modeling Commitment to Professional Learning
Visionary Leadership
Leading Learning

Subject: **Numeracy Report**

Purpose:

For information.

Background:

Alberta Education defines numeracy as the ability, confidence and willingness to engage with quantitative and spatial information to make informed decisions in all aspects of daily living. A numerate individual has the confidence and awareness to know when and how to apply quantitative and spatial understandings at home, at school, at work or in the community. The Numeracy Report provides an overview of the numeracy intervention processes currently in place across Sturgeon Public Schools. The report includes current results reporting to support an understanding of the requirement for intervention.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Numeracy Intervention and Support in Sturgeon Public Schools.



Numeracy Intervention and Support in Sturgeon Public

Numeracy Assessments in 2023/24

The numeracy screening assessments are a set of activities that help teachers see how well their students understand numbers, basic math operations, and proportions. These tasks are meant to match what kids typically learn in grades 3 to 6, but they are not tests based on the curriculum. They use the Alberta curriculum as a guide to make sure the tasks cover what students should know, but it is expected most students do at least as well as the minimum standards.

Alberta Education Numeracy Screener

Students in grades 1-4 complete the Alberta Education Numeracy Screener in September, January and May. This screener assesses a broad range of number skills in students from early verbal counting to arithmetic fluency to address early gaps in number knowledge.

Math Intervention/Programming Instrument (MIPI)

Students in grades 5 to 10 complete the MIPI in September. It is a standardized math test used to evaluate a student's understanding of the Alberta mathematics curriculum taught at the previous grade level. Heat mapping can be used to understand the general strengths and areas of growth for a class.

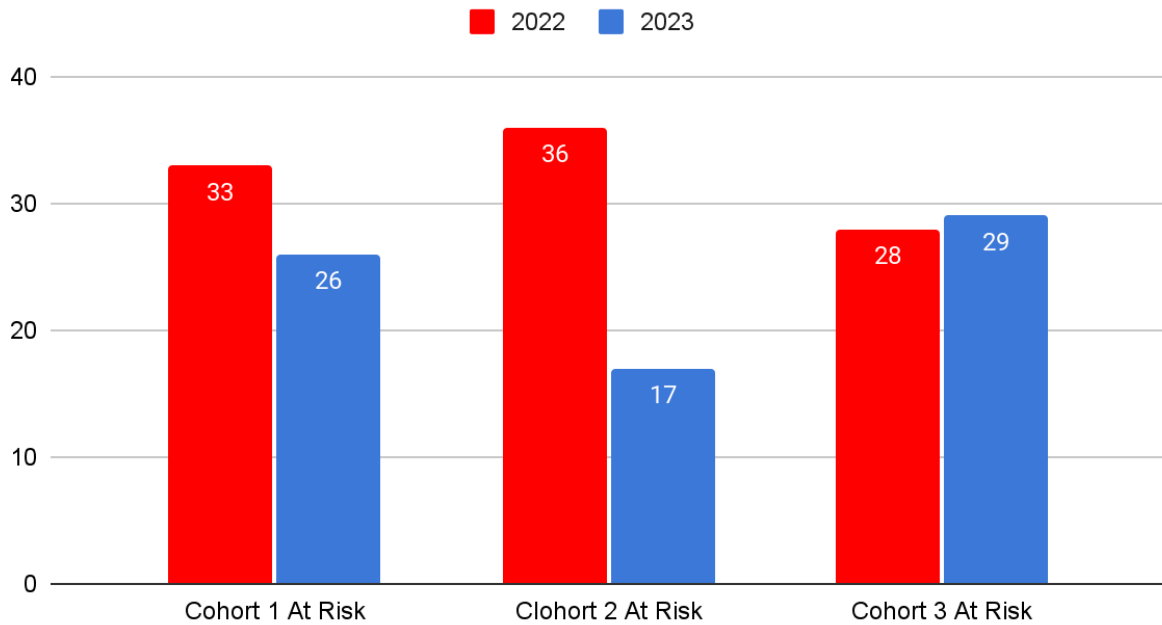
English - Alberta Education Numeracy Screener

	Gr 1 % At Risk	Gr 2 % At Risk	Gr. 3 % At Risk	Gr. 4 % At Risk
September 2022		36	28	n/a
September 2023		26	17	29
January 2023	33			
January 2024	18			
	15 % improvement	10% improvement	11% improvement	Did not screen all students in 2022





Cohort % of Students at Risk



Learning Interruption Grant - Numeracy Intervention

For the 2023/24 school year, Sturgeon Public Schools (SPS) received just over \$100,000 through the Learning Interruption Grant. With this money, SPS hired three Literacy/Numeracy Intervention teachers to provide daily small group instruction for up to 5-6 weeks to grade 4 and 5 students in a pull-out model. Students are chosen for this extra support based on numeracy screening data and classroom teacher recommendations.

French Immersion - Alberta Education Numeracy Screener

	Gr 1 % At Risk	Gr 2 % At Risk	Gr. 3 % At Risk	Gr. 4 % At Risk
September 2022		58	28	n/a
September 2023		56	25	10
January 2023	61			
January 2024	35			
	26% improvement	2% improvement	3% improvement	Did not screen all students in 2022





Teaching and Leading: Implemented Support for Improved Math Instruction

- Purchased Mathology or Mathologie licenses for all math teachers K-3 in English and French Immersion.
- Introduction of Fact Fluency Kits in Kindergarten - Grade 6.
- K-9 Learning Coaches received professional development in math talks, developing fact fluency, using the Fact Fluency Kits, using manipulatives in the classroom.
- K-9 Learning Coaches have worked side-by-side with classroom teachers to implement small group instruction, fact fluency kits and the Mathology resource.
- Optional *Building Thinking Classrooms* book club with over 30 teacher participants.
- New Curriculum PD Menu is offering 11 sessions related to math instruction.
- Division supported math manipulative carts are being added to each math classroom K-6.

Planned Supports

- Focused support on the use of math manipulatives in grades 4-6.
- Research and propose a pilot of a universal screener to replace the MIPI
- K-9 Learning Coaches in each school to coordinate and support ongoing attention to numeracy improvement.
- French Immersion working group to develop classroom practice and consistencies with administering screeners and assessments.
- Support ongoing data analysis of assessment data to inform instruction at classroom, small group and individual levels.
- Review and implement effective structures for ongoing Division-level mentoring for new teachers, coaches, and school leaders.
- Collaborate with Principals to explore opportunities within math programming in schools.





Date: March 20, 2024 **Agenda Item:** 8.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services
Robert Litchfield, Director, Technology Services

Governance Policy: [Policy 225: Role of the Board](#)
[Policy 700: Superintendent of Schools](#)

Additional Reference: [AP865: Information and Communication Technology](#)

Assurance Domain: Local & Societal Context

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Visionary Leadership
School Authority Operations and Resources

Subject: **Technology Services Report**

Purpose:
For information.

Background:
Working together with all departments and educators, Technology Services is committed to providing the needs of Sturgeon Public School Division, ultimately creating 21st century learning environments for enduring success. The use of technology within Sturgeon Public Schools is aligned in support of the Three Year Education Plan.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Technology Services Report Spring 2024



Technology Services Report, Spring 2024

In the October 2023 report, the critical challenge of mitigating the accumulated technical debt was underscored, emphasizing the need for concerted efforts across the technical team and collaborative departments. This current report extends that narrative, highlighting ongoing efforts and significant advancements made towards addressing this issue.

Since the last report, the Technical team has successfully implemented Multi-Factor Authentication (MFA), encompassing all staff members. This initiative reflects a commitment to enhancing security measures to safeguard the digital infrastructure and reduce overall technical debt.

Enterprise ID Standardization

Authentication plays a crucial role in maintaining security by serving as the primary defense, ensuring only authorized users access sensitive information. It verifies user identities, blocks unauthorized access, and is key to safeguarding against attacks. Additionally, it facilitates user accountability and activity monitoring within systems, critical for detecting and addressing security incidents.

The Division will transition away from the @edu.sturgeon.ab.ca ID, consolidating all staff and student accounts under the @sturgeon.ab.ca ID. This change will also apply to Google Suite product usage. Furthermore, the aim is to integrate Single Sign-On (SSO) technologies, linking all major systems, including PowerSchool SIS, to this unified ID and password framework.

Implementation planning is underway, focusing on technical execution and communication with staff. The transition is scheduled for the weekend of August 10, 2024, to minimize disruption during the staff's summer break.

Standardized Collaboration Platform

Standardizing on a single collaboration platform, such as Google Workspace, provides several key advantages. Firstly, it ensures consistency within the Division, allowing everyone to work with the same set of tools and software. This consistency can significantly reduce confusion and increase overall productivity.

Standardization enhances interoperability, making it easier to integrate different software components and applications seamlessly. This simplifies the often complex process of ensuring that all tools work well together, saving valuable time and effort.





Security, compliance, and data integration are essential considerations. Standardization plays a vital role in ensuring security and compliance since it's easier to manage policies and updates when dealing with a single platform.

Email Transition

The Division is transitioning from Microsoft Email to Google Workspace for all email and meeting management needs. Google Gmail will become the primary email client within the Division. Technical support for Outlook will continue, albeit on a limited basis, for users who choose to connect it with Google Email.

Document Storage Update

SharePoint sites currently in use will be phased out, with all their content being migrated to Google Workspace. Additionally, all local storage solutions will be discontinued, and their contents will be transferred to Google Workspace to streamline the document storage approach, both for individual and shared resources.

Online Meetings and Instant Messaging

For online meetings and instant messaging, support for both Google Meet and Microsoft Teams will continue. However, Google Meet will be the preferred and integrated tool within Google Workspace. It is anticipated that support for Microsoft Teams may eventually be phased out due to diminished usage as the consolidation of communication tools within the Google Workspace ecosystem progresses.

In conjunction with the Single ID implementation, the current plan is for the conversion to take place over the weekend of August 10/11.

Network Modernization

Between 2021 and 2023, the Technical team undertook a significant initiative to enhance wireless network coverage across the Division, a strategic move aimed at addressing existing technology debt while simultaneously elevating the security infrastructure. The Technical team managed this expansive project, modernizing infrastructure in selected schools and reallocating some of the older devices to others, optimizing coverage and resource utilization.

Currently, the Division oversees the operation of over 500 WiFi access points distributed across various locations, with the majority having undergone modernization. However, 115 devices remain outdated and require upgrading to align with modern, secure, and efficient network standards. This discrepancy has necessitated a division of locations into specific zones for more effective device management. Due to compatibility issues between older and newer devices, some schools operate on a singular WiFi technology, rendering them outside the central management console and requiring manual oversight.





The WiFi modernization initiative aims to encompass Bon Accord, Gibbons, and Sturgeon Heights schools. Looking ahead, this initiative represents a crucial next step in tackling technical debt and enhancing the security posture. Discussions have already started to explore this requirement in greater detail.

Conclusion

In conclusion, this report outlines ongoing efforts to mitigate technical debt and strengthen cybersecurity infrastructure across the Division. By implementing Multi-Factor Authentication, launching a Single ID system, and migrating communication and document storage to Google Workspace, security, efficiency, and cohesion within the digital landscape are enhanced.

The planned network modernization, through WiFi upgrades in selected schools, underscores the commitment to proactively overcoming existing challenges and equipping for upcoming demands.

As these initiatives advance, the priority is to ensure minimal disruption while significantly improving the robustness and performance of the technological framework.





Date: March 20, 2024 **Agenda Item:** 8.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services
Lauren Walter, Manager, Marketing and Communications

Governance Policy: [Policy 225: Role of the Board](#)
[Policy 700: Superintendent of Schools](#)

Additional Reference: [AP220: Communications](#)

Assurance Domain: Local & Societal Context

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
Building Effective Relationships
Visionary Leadership

Subject: **Communications Report - February & March 2024**

Purpose:

For information.

Background:

Aligning with the Board’s value of Communication, the Superintendent is committed to ensuring open, transparent, positive internal and external communications are developed and maintained. In accordance with this commitment, the Superintendent directs the creation and review of an annual Communication Plan to establish and maintain effective Division and school communication.

Attached is the Communications Report on activities for February and March 2024.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Communications Report for February and March 2024

Board Memorandum

February & March 2024



**Sturgeon
Public Schools**

Dare to reimagine learning

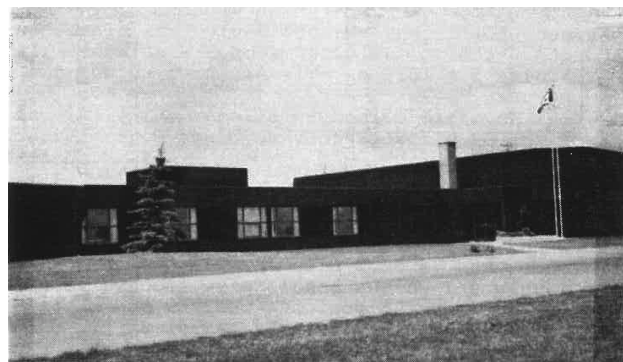
Communications
Report

OVERVIEW OF GOALS

Connecting with the School Community

GOAL #1: WEBSITE ENHANCEMENT

Objective: Improve website content and visuals to increase site visits and provide reliable, up-to-date information.



GOAL #2: KINDERGARTEN EXPO

Objective: Increase Pre-Kindergarten and Kindergarten enrolment by hosting informative Expos.

GOAL #3: GRADE 9 RETENTION

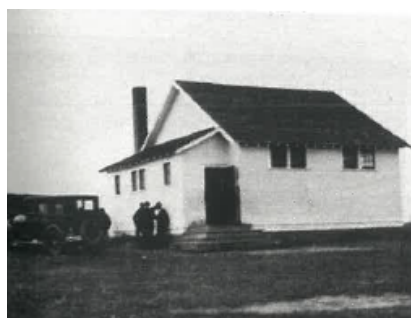
Objective: Build a sense of community to retain grade 9 students transitioning to Sturgeon Composite High School.

GOAL #4: FRENCH IMMERSION GROWTH

Objective: Increase enrolment in the new French Immersion program at Sturgeon Composite High School.

GOAL #5: COMMUNITY COLLABORATION

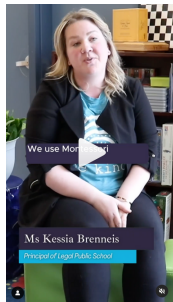
Objective: Strengthen community connections by being more visible in school communities.



Communications in February & March has been focused on:

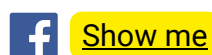
Aligns with Marketing Goals 1 & 5

- Promoting Legal Public School and enhancing community awareness of its programs, values and culture. To achieve this, promotional videos were developed, featuring testimonials from parents and insights from the principal. The school's website also received updates, including a new page titled "What Makes Us Unique," showcasing the distinct features that make Legal Public School an exceptional learning environment. The focus was on three key aspects intended to capture the essence of the school: small class sizes for personalized learning, land-based learning opportunities, Montessori-inspired teaching methods and a close-knit community atmosphere.



Aligns with Marketing Goal 3

- Promoting Summer School 2024. Updates were made to the Division website, showcasing the courses available for Summer 2024, complete with course descriptions. Social media posts were also crafted to announce the opening of summer school registration, complemented by an email communication to all families. Furthermore, flyers were produced for distribution during Grade 9 orientation events at junior highs, ensuring comprehensive outreach about the upcoming summer school opportunities.



Communications in February & March has been focused on:

Aligns with Marketing Goal 5




- Updating the Division website. This month, the "Division" section of our website underwent significant updates to ensure it accurately reflects our current operations and services. The subpages that received edits include "Curriculum Facts," "About Us," "Emergency Plan," and "Division Services," which now features an updated staff directory. These revisions are part of a commitment to providing transparent and up-to-date information to our school community.

Aligns with All Marketing Goals

- Celebrating the achievements of our junior high students. Following the positive reception of our Volleyball All-Stars on social media and our website blog, the team collaborated with the Inter-school Sport Committee (ISC) to recognize our 2023/24 basketball season all-stars in a similar manner. Each student was featured in a post accompanied by a quote from their coach, highlighting their accomplishments throughout the season.

QUOTE FROM THE COACH

Isabelle is a dedicated, hard working player who keeps a positive attitude throughout all games, no matter the outcome. She is an excellent leader; a player who her teammates depend on and look up to. Thank you for all of your important contributions this season, Isabelle!



TEAM ALLSTAR
ISABELLE B.



Show me

QUOTE FROM THE COACH

Elliot's unwavering commitment and dedication were evident throughout the entire basketball season. He consistently demonstrated a willingness to listen and learn, making him a coach's dream. Additionally, his selflessness and team-first mentality were instrumental in fostering a cohesive and successful team environment. Without a doubt, Elliot possesses all the qualities deserving of being recognized as an all-star player.



TEAM ALLSTAR
ELLIOT D.



Show me

Communications in February & March has been focused on:

Aligns with All Marketing Goals

- Spotlighting our Division's participation in Pink Shirt Day. Every school received a pink version of their logo to use on social media and websites. Moreover, schools posted content showcasing their involvement in Pink Shirt Day. At the Division level, the team captured and shared photos of Central Office Staff and the Board of Trustees wearing their pink shirts, both on the website and across social media platforms.



Gibbons School



Sturgeon Public in the Media

Aligns with Marketing Goal 5

- March 13, 2024 — School News Section
Redwater Review
- March 6, 2024 — School News Section
Redwater Review
- March 1, 2024 — Legal Public School: Registration is Open
Legal Lerie

Upcoming Events

- Spring Break: March 22 - March 29, 2024
- Month of the Military Child: April, 2024
- Teal Up Day: April 12, 2024
- Administrative Professionals Day: April 24, 2024



Date: March 20, 2024 **Agenda Item:** 8.5

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services
Franco Maisano, Executive Director, Corporate Services

Governance Policy: [Board Policy 225: Role of the Board](#)

Additional Reference: [AP415: Fiscal Reporting](#)
Education Act: Sections 139(1)(2), 143, 180, 183, 184

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)
SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
School Authority Operations and Resources
Supporting Effective Governance

Subject: **Quarterly Financial Report - Quarter Two (Q2)**

Purpose:

For information.

Background:

The Board annually approves a budget based on projected enrolments, revenues and expenses. The budget plots a course for the Board to provide educational services in its jurisdiction and to address local priorities. Responsible fiscal management requires the Board to monitor the Division's financial results to ensure that the organization operates according to its plan and to adjust operations if necessary.

This report provides the second quarter financial results as of February 29, 2024. The "Schedule of Revenues and Expenses" shows revenues and expenses from the Spring Budget, Quarter One (Q1) Forecast, Quarter Two (Q2) Forecast, Year to Date as of February 29, 2024, and percentage comparisons of Year to Date to Spring Budget and Quarter Two Forecast.

The Division on February 29, 2024, should expect revenues and expenses between 50 per cent (6/12 months) & 60 per cent (6/10 months). Overall actual revenues are at 52% of the Q2 Forecasted budget, while expenses are at 51% of the Q2 Forecasted budget.

- Year-to-date revenues as of February 29, 2024: \$42.6 million or 52 per cent of total forecasted revenues.
- Year-to-date expenses as of February 29, 2024: \$43.3 million or 51 per cent of total forecasted expenses.
- Year-to-date operating deficit as of February 29, 2024: \$0.7 million

Up to the end of Q2, the Division received the following additional revenues/funding not previously included in the Spring Budget:

Grant/Revenue	Amount	Received in
Alberta School Council Engagement Grant	\$8,000	Q2
Learning disruption support funds	\$101,513	Q1
Low Incidence Support Services	\$46,426	Q1
Other Alberta school authorities	\$31,244	Q1, Q2
Odyssey Grant 22-23 balance of funding	\$9,000	Q2
School Bus Driver Grant	\$22,000	Q1, Q2
Totals	\$218,183	

The following are announced additional funding not previously included in the Spring Budget and not received by the Division as of the end of this quarter:

Grant/Revenue	Amount	Expected in
School Nutrition Program - One Time Payment	\$47,568	Q3

In Q2, the Division re-classified actual secondment revenue from Sales and Services into Alberta Education Revenue and Other Revenue. This was done after the Q2 forecasted amount. Q3 forecast will reflect this secondment revenue re-classification.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Sturgeon Public School Division Quarterly Report for Q2 ending February 29, 2024

QUARTERLY FINANCIAL REPORT

SECOND QUARTER (Q2)

September 1, 2023 to February 29, 2024

Purpose of Quarterly Report:

- Monitor Activity
- Review Variances
- Highlight Key Points

Schedule of Revenues and Expenses

2023-2024

For the quarter ending February 29, 2024

In Thousand's

Percentage of Fiscal Year Completed

50%

REVENUES	Spring Budget	Q1 Forecast	Q2 Forecast	Year to Date as at Feb 29, 24	% Actual to Spring Budget	% Actual to Q2 Forecast
Alberta Education	\$ 70,519	\$ 70,860	\$ 71,154	\$ 36,861	52%	52%
Alberta Infrastructure	4,215	4,215	4,215	1,925	46%	46%
Other - Government of Alberta	1,300	1,310	1,310	674	52%	51%
Federal Government and First Nations	1,086	1,086	1,086	515	47%	47%
Other Alberta school authorities	-	-	-	31	100%	100%
Fees	1,941	1,945	1,945	1,406	72%	72%
Sales of services and products	190	533	374	129	68%	34%
Investment income	620	920	920	434	70%	47%
Gifts and donations	67	67	67	132	197%	197%
Rental of facilities	56	56	56	50	89%	89%
Fundraising	54	54	54	93	172%	172%
Gains on disposal of tangible capital assets	-	-	-	34	100%	100%
Other Revenues	-	-	159	309	100%	194%
TOTAL REVENUES	\$ 80,048	\$ 81,046	\$ 81,340	\$ 42,593	53%	52%

EXPENSES BY CATEGORY	Spring Budget	Q1 Forecast	Q2 Forecast	Year to Date as at Feb 29, 24	% Actual to Spring Budget	% Actual to Q2 Forecast
Certificated salaries	\$ 35,130	\$ 35,880	\$ 35,889	\$ 17,876	51%	50%
Certificated benefits	8,318	8,489	8,489	3,978	48%	47%
Non-certificated salaries and wages	15,156	14,223	14,067	7,910	52%	56%
Non-certificated benefits	4,402	4,382	4,382	2,162	49%	49%
SUB - TOTAL	\$ 63,006	\$ 62,974	\$ 62,827	\$ 31,926	51%	51%
Services, contracts and supplies	\$ 16,438	\$ 17,450	\$ 17,943	\$ 9,044	55%	50%
Amortization of Capital	4,766	4,766	4,766	2,344	49%	49%
Other interest and finance charges	54	54	-	-	0%	-
Losses on disposal of tangible capital assets	-	-	-	-	-	-
Other expense	-	-	-	-	-	-
TOTAL EXPENSES	\$ 84,264	\$ 85,244	\$ 85,536	\$ 43,314	51%	51%
Annual Operating Surplus (Deficit)	\$ (4,216)	\$ (4,198)	\$ (4,196)	\$ (721)		

EXPENSES BY PROGRAM OPERATION	Spring Budget	Q1 Forecast	Q2 Forecast	Year to Date as at Feb 29, 24	% Actual to Spring Budget	% Actual to Q2 Forecast
Instruction: ECS	\$ 3,717	\$ 2,581	\$ 2,581	\$ 2,164	58%	84%
Instruction: Grades 1 to 12	60,983	62,947	63,214	30,923	51%	49%
Operations & Maintenance	10,536	10,761	10,762	5,134	49%	48%
Transportation	5,825	5,788	5,796	3,487	60%	60%
System Administration	2,843	2,881	2,881	1,414	50%	49%
External Services	360	286	302	192	53%	64%
TOTAL EXPENSES	\$ 84,264	\$ 85,244	\$ 85,536	\$ 43,314	51%	51%
Annual Operating Surplus (Deficit)	\$ (4,216)	\$ (4,198)	\$ (4,196)	\$ (721)		

Revenues By Month

2023-2024

In Thousand's

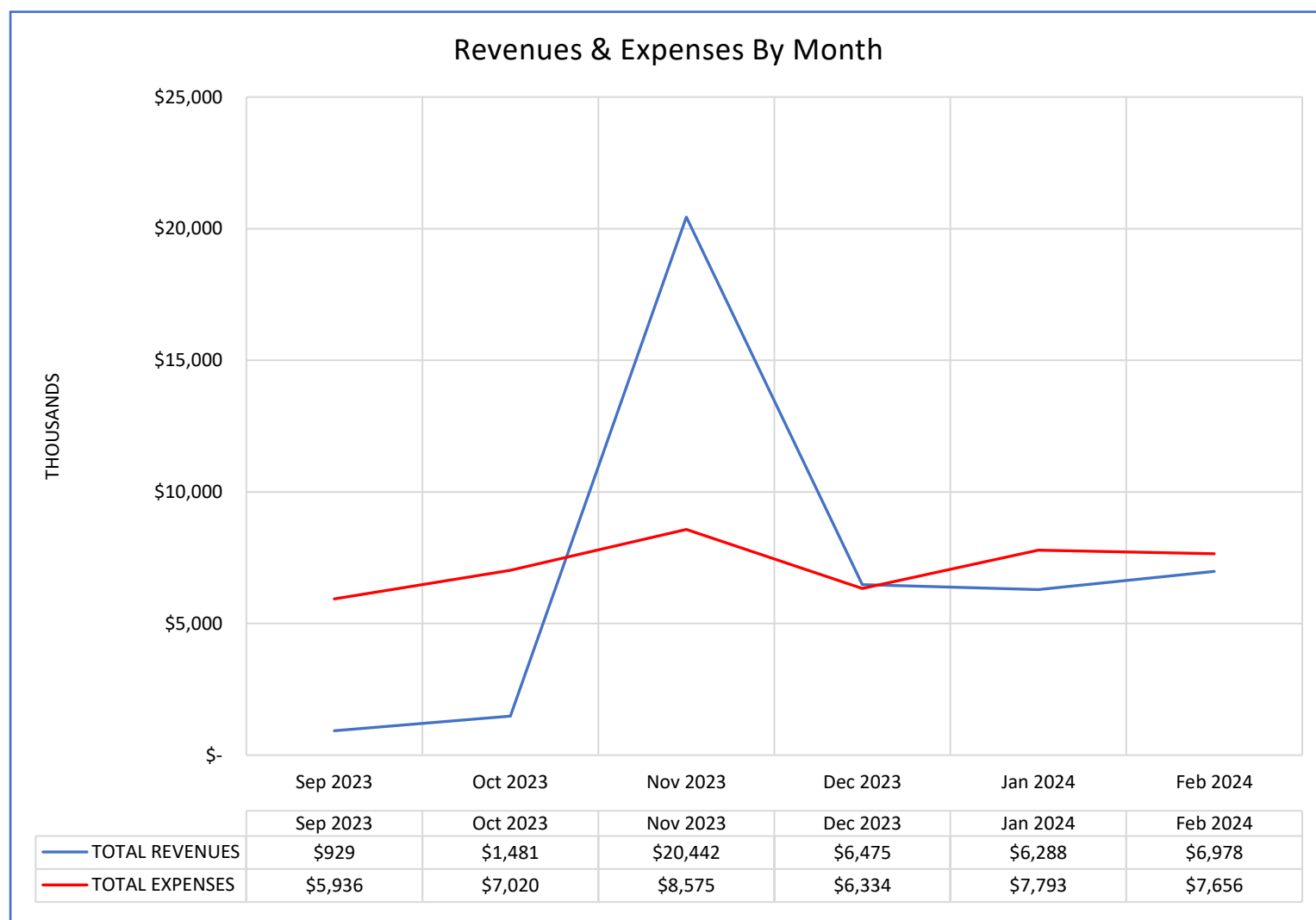
Revenues	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Totals
Alberta Education	\$ 19	\$ 247	\$ 19,454	\$ 5,784	\$ 5,581	\$ 5,773	\$ 36,858
Alberta Infrastructure	-	642	321	321	321	321	1,926
Other - Government of Alberta	78	100	152	113	113	117	673
Federal Government and First Nations	31	31	31	31	31	360	515
Other Alberta school authorities	2	2	2	7	3	16	32
Fees	672	255	127	67	122	164	1,407
Sales of services and products	23	44	26	25	23	(12)	129
Investment income	78	80	74	65	75	61	433
Gifts and donations	15	12	48	35	12	10	132
Rental of facilities	4	11	8	8	4	16	51
Fundraising	7	20	39	18	3	6	93
Gains on disposal of tangible capital assets	-	34	-	-	-	-	34
Other Revenues	-	3	160	1	-	146	310
TOTAL REVENUES	\$ 929	\$ 1,481	\$ 20,442	\$ 6,475	\$ 6,288	\$ 6,978	\$ 42,593

Expenses By Month

2023-2024

In Thousand's

Expenses	Sep 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Totals
Certificated salaries	\$ 2,881	\$ 2,857	\$ 3,188	\$ 2,957	\$ 3,021	\$ 2,975	\$ 17,879
Certificated benefits	358	332	1,104	612	788	784	3,978
Non-certificated salaries and wages	1,297	1,255	1,362	1,316	1,311	1,368	7,909
Non-certificated benefits	358	348	346	353	371	386	2,162
SUB - TOTAL	\$ 4,894	\$ 4,792	\$ 6,000	\$ 5,238	\$ 5,491	\$ 5,513	\$ 31,928
Services, contracts and supplies	\$1,042	\$1,455	\$2,186	\$706	\$1,907	\$1,747	9,043
Amortization of Capital	-	773	389	390	395	396	2,343
Other interest and finance charges	-	-	-	-	-	-	-
Losses on disposal of tangible capital assets	-	-	-	-	-	-	-
Other expense	-	-	-	-	-	-	-
TOTAL EXPENSES	\$ 5,936	\$ 7,020	\$ 8,575	\$ 6,334	\$ 7,793	\$ 7,656	\$ 43,314





Date: March 20, 2024 **Agenda Item:** 8.6

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Board Policy 405: Budget Development and Transparency](#)
[Board Policy 700: Superintendent of Schools](#)

Additional Reference: *Education Act: Section 139(1)(2)*
Freedom of Information and Protection of Privacy Act

Assurance Domain: Learning Supports
Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):
School Authority Operations and Resources

Subject: **2023-2024 Superintendent Discretionary Fund**

Purpose:

For information.

Background:

The expenditure of school funds is a public trust and the Board must ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division (Policy 220: Appendix A - Code of Ethics).

The Superintendent strategically allocates resources in the interests of all students and ensures effective alignment of human resources with the Division’s goals and priorities (SLQS #6).

As part of the budget process, a certain amount of dollars are allocated annually in a budget section titled “Superintendent Discretionary”. For the 2023-2024 school year, the total budgeted dollar amount allocated in the Superintendent’s Discretionary Fund is \$600,000; \$500,000 for staffing and \$100,000 for non-staffing emergent priorities.

The Superintendent Discretionary Fund is a dollar amount set aside to support schools with additional staffing and/or resource requirements that arise after the budget has been approved. At the August 23, 2023, Public Board meeting, May 2023 to July 2023 Superintendent Discretionary spending was reported which included recovering 1.0 FTE

Educational Assistant from Sturgeon Composite High School and allocating 1.0 FTE Educational Assistant to Morinville Colony school. Allocated budget remained at \$600,000.

During the September 27, 2023, Public Board meeting, it was reported that Superintendent Discretionary spending for the period of August 16 to September 20 included the addition of 0.5FTE Social Worker at Sturgeon Composite High School to support the Student Success Centre. This is a full-time position which includes 0.5FTE being funded by the Mental Health Capacity Building (MHCB) Grant (HYPE), with a total cost of \$28,256 against the Superintendent's Discretionary budget.

During the October 25, 2023, Public Board meeting, it was reported that the Superintendent's Discretionary spending for the period of September 20 to October 18 included the addition of 0.1FTE to the full-time Social Worker position at Sturgeon Composite High School to support the Student Success Centre at an additional cost of \$8,242 against the budget.

During the November 29, 2023, Public Board meeting, it was reported that the Superintendent Discretionary spending for the period of October 19 to November 22 included additional funds (retroactive to August 31) required to cover the actual cost of the 7.0FTE Child and Youthcare Workers for the 2023-2024 school year and additional teacher FTEs at Guthrie School, Namao School and Landing School for an additional cost of \$139,410 against the budget.

During the December 20, 2023, Public Board meeting, it was reported that the Superintendent's Discretionary spending for the period of November 23 to December 13 included 1.1FTE for Educational Assistants at SCHS and Landing Trail, 4.0FTE for Child and Youthcare Workers at Lilian Schick and Redwater (2 full time and 2 positions requiring cost top up funds), 0.4FTE Teacher at Landing Trail and 1.0FTE Social Worker Division wide for an additional cost of \$200k against the budget.

During the January 24, 2024, Public Board meeting, it was reported that the Superintendent's Discretionary spending for the period of December 14, 2023 - January 17, 2024, included an 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 with 0.3FTE coming out of the Specialized Learning Supports (SLS) Grant Budget and funding of STEAM PD to build capacity for STEAM programming across the Division; supporting 10 teacher leaders across the Division to attend.

During the February 28, 2024, Public Board meeting, it was reported that the Superintendent's Discretionary spending for the period of January 18 to February 21 included resources for Therapeutic Crisis Intervention in Schools (TCIS), additional funding



for STEAM PD, funding to support Division Drumline Jr. High Training Camp, 1.0 teacher FTE at Redwater School and 1.0 FTE allocation for an EA at BACS.

Update:

February 22, 2024, to March 13, 2024, the following additional staffing FTE and resources have been allocated to schools using Superintendent Discretionary Fund dollars:

- Refund of \$599.00 was returned to the budget due to one individual being unable to attend STEAM PD and one individual attending only a portion.

2023 -2024 Superintendent Discretionary		Total Budget \$		600,000			
As at March 11, 2024		Total Committed to Student Success \$		510,752			
		Total Available \$		89,248			
Budget Item Description	Date	# FTE	# of months	Cost	Budgeted	Available	GL Codes
Direct staffing to schools (K- 12)				\$ 225,113	\$ 500,000	\$ 274,887	obj-prg-185-ele-1c
Teachers	Avg Cost: \$110,000		Totals: 2.08	\$ 141,240			216-300-185-000-47 316-300-185-000-47
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				\$ 83,873			
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			
Other (Emergent Priorities staff, non-staff and resources)				\$ 285,639	\$ 100,000	\$ (185,639)	610-300-185-000-47
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			215-300-185-700-42 315-300-185-700-42 410-300-185-700-42
STEAM Refund	Mar 11, 2024			\$ (599)			
TCIS Resources	Jan 19, 2024			\$ 839			610-300-185-000-47
SPS Division Drumline Jr High Training Camps	Jan 30, 2024			\$ 2,500			612-300-185-700-13

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

Not applicable.



Date: March 20, 2024 **Agenda Item:** 8.7

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Policy 700: Superintendent of Schools](#)

Additional Reference: *Education Act: Sections 8, 11(1), 52-53, 222, 223, 224*
Freedom of Information and Protection of Privacy Act
Superintendent of Schools Regulation 98/2019
Superintendent Leadership Quality Standard

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring First Nations, Métis, and Inuit Education for All Students
- School Authority Operations and Resources
- Supporting Effective Governance

Subject: **Superintendent Report**

Purpose:

For information.

Background:

A superintendent of schools, as referred to in the Education Act, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation (SLQS). Quality superintendent leadership occurs when the superintendent's ongoing analysis of the context, and the superintendent's decisions about what leadership knowledge and abilities to apply, result in quality school leadership, quality teaching and optimum learning for all students in the school authority.

The Alberta government has a system for schools and school authorities to consistently assess progress and demonstrate success called the Assurance Framework. The framework has 5 assurance areas with related performance measures that enable schools and school authorities to show their communities how they are performing each year.

The Senior Administrative Leadership Team is committed to keeping the Board informed regarding progress in the Board's approved outcomes, measures and strategies articulated in the Division's Education Plan to meet our priority of Student Achievement. Using key insights from the Annual Education Results Report, the Division's Education Plan directs the work in schools and at a system level.

This report offers a concise overview of recent events and attended meetings that have influenced the Division's trajectory in the past month. By highlighting significant interactions and their implications, this report aims to provide the Board of Trustees with valuable insights into the Division's proactive leadership, collaborative partnerships, and ongoing operations enhancement.

Building Effective Relationships

A superintendent establishes a welcoming, caring, respectful and safe learning environment by building positive and productive relationships with members of the school community and the local community.

- ★ On February 27, 2024, a meeting was held with bus contractors to discuss key agenda items crucial for the ongoing collaboration and operation of Transportation Services. The session commenced with the introduction of Sean Nicholson. An update was provided on the Bus Driver Appreciation event, scheduled for May 6, 2024, emphasizing the importance of acknowledging the dedication and service of bus drivers. An insurance update was also provided, ensuring all contractors were informed of the latest policies and requirements. Furthermore, one contractor led a critical discussion on the expectations and requirements of Administration concerning contacting new parents or making changes to routes, including the timeline for these actions. This meeting highlights the commitment to fostering effective relationships, to enhance communication, to recognize the contributions of bus drivers and contractors and ensure operational efficiency.

- ★ Throughout February, the *Central Office Bake Off* unfolded. Central Office staff participated in some friendly, “sweet”, baking competitions. The theme was Chocolate Lasagne, with entries submitted for a taste test once per week. Four talented Sturgeon Public CO staff emerged triumphant, securing the top three positions. The winners were announced on February 29th.

- ★ On March 2nd and 3rd, the Superintendent attended two Celebration of Life ceremonies, honouring the memories of two Sturgeon Public teachers who tragically passed away this winter. The ceremonies were beautiful tributes to two teachers who were loved by their colleagues, their students and their communities.
- ★ The second Council of School Councils' (COSC) evening was held on March 7 at Sturgeon Heights School and featured round table discussions among school council chairs and vice chairs. The evening encompassed group discussion around the roles and responsibilities of School Councils, Principals and Fundraising Associations, insurance and playground audits. The meeting also outlined plans for the ASCA Annual General Meeting on April 28 and the introduction of a template document for School Council Reports to the Board and details on the next meeting.
- ★ Since the last report, monthly Principal meetings, organized by school groupings (K-4; K-9, 5-9, and 10-12), have continued to effectively bring together school-based leadership along with the Superintendent and the Education Services leadership team. These meetings are a vital platform for engaging in meaningful discussions, exchanging ideas and developing innovative strategies aimed at enhancing the success and well-being of our students and our staff.
- ★ Mayor Hnatiw of Sturgeon County extended a special invitation to the Superintendent to join her as her guest at the 408 Squadron Annual Business Luncheon on March 15, 2024.
- ★ The Superintendent and the Associate Superintendent, Corporate Services, engage in regular discussions with the Town of Gibbon's CAO and administrative staff, alongside the Director of Facilities. These meetings, aimed at deliberating over the town's development and the future educational landscape, highlight the strategic partnership that aligns the Division's capital plan with the town's expansion and development goals.
- ★ In the spirit of true teamwork, the Principal from Lilian Schick School facilitated a successful partnership between central office and the school for a 1-hour science event. Ms. Clark, Principal, enlisted the expertise of two of the Division's Facility Services team members to tackle the electrical component of the project, leveraging their skill sets to enrich the educational experience for LS students. The event was a resounding success, much to the satisfaction of the Facilities team, who expressed their willingness to support future events.

- ★ March 11-15, 2024, Substitute Appreciation Week. To celebrate the wonderful substitute teachers who work in Sturgeon Public Schools, central office provided all schools with \$5.00 Tim Horton gift cards with a card attached.



- ★ During the upcoming Spring Break, the Gibbons Mental Health Coaches (Mental Health in Schools - MHIN Grant) are offering special programs for children aged 6-12. These activities are scheduled from March 26th to March 28th, providing flexibility with both morning sessions from 9-11 AM and afternoon sessions from 1-3 PM to accommodate different schedules. Designed to foster creativity, physical activity and social interaction, these Spring Break programs offer a valuable opportunity for children to focus on mental health promotion and prevention.

Leading Learning

A superintendent establishes and sustains a learning culture in the school community that promotes ongoing critical reflection on practice, shared responsibility for student success and continuous improvement.

- ★ March Administrative Council professional development focus:
 - Assessment and Outcome-based Reporting
 - Optimal Learning: Deepening Understanding Outcomes Based Assessment (OBA)
 - OBA fundamentals
 - Instructional Leadership: Leading Improvement in Assessment Practice
 - Effective Parent Communication
 - Supporting New Curriculum & Teacher Clarity
 - Best Practice in Grading & Reporting
- ★ School leaders were informed of an opportunity for Library Technicians to attend a professional development conference hosted by the Edmonton Public School Board (EPSB) at M.E. LaZerte High School on March 11, 2024. This event focused on enhancing job skills. The agenda for the day included sessions on topics ranging from the impact of artificial intelligence in education to strategies for reflecting student diversity in library collections and improving library services.

- ★ Sturgeon Composite High School hosted the Division Wide Professional Development event on March 11th, welcoming all Sturgeon Public School staff for a day of learning. The morning professional development summary is under *Ensuring First Nations Métis and Inuit Education for all Students*. The afternoon included dedicated time for school-directed professional development activities.

- ★ Substitute Office Staff Training
 - Initial introduction session for substitutes will occur on March 11, 2024, at the Division PD Day
 - Concept is to provide formal training to this group:
 - Documented so schools can use this data when requesting substitutes based on their office/placement requirements
 - Build support network with CO for guidance/immediate assistance during real life situations in the office
 - Continued development and training to support a natural pooling of staff for upcoming permanent positions

- ★ March 12, 2024, Education Stakeholders Meeting - Alberta Education Curriculum Engagement - The Superintendent, Deputy Superintendent and Director of Education Planning participated in a Zoom Meeting hosted by Alberta Education to outline the progress on the new K-6 Social Studies Curriculum. Presenters provided a summary of the feedback received, changes implemented as a result of stakeholder feedback, the pilot and the launch process.

- ★ March 13, 2024, Professional Learning for Mental Health and Wellness Coaches
 - Presentation from CASA Therapy Lead - Anxiety in the classroom and how it presents in our schools
 - Mental Health Literacy - Supports for Mental Health and Wellness Coaches (MHWC) and Counsellors in teaching Mental Health Literacy in schools

- ★ March 13, 2024, Professional Learning for Learning Support Leads (LSL)
 - Guest speaker from [Wrap 2.0](#) - presentation on classroom strategies and supporting students with Fetal Alcohol Spectrum Disorder (FASD)

- ★ The Principal Community of Practice convened at Bon Accord Community Centre (BACS) on February 28 at 2:30 pm. This session delved into two key indicators of instructional leadership: the fairness, appropriateness and evidence-informed nature of student assessment and evaluation practices, and a robust understanding of effective pedagogy and curriculum, with an emphasis on John Hattie's research. The group of leaders also shared insights on "Visionary Leadership". Additionally, the meeting offered a platform for 'Shoptalk,' where principals discussed various pressing issues and shared thoughts related to their respective schools. This gathering highlights the continuous effort towards

enhancing educational leadership and fostering a collaborative environment for sharing best practices.

- ★ At the February Admin Professional Development session, participants were guided to adopt the RED Violent Threat Risk Assessment (VTRA) binder, now transitioning to ARTO (Assessment of Risk To Others), as their primary crisis management tool. This binder, which includes Division Crisis Documents, is to be updated with essential materials including a new title page, checklists, communication strategies, and advice for staff interaction with students. The transition from VTRA to ARTO emphasizes the importance of being prepared with printed resources like sample letters and crisis intervention plans. Furthermore, the event highlighted the robust support network available to administrators, featuring a dedicated Division Crisis Team with professionals ranging from the Director of Learning Services to mental health therapists and social workers.

- ★ Every month, the Superintendent engages in one-on-one meetings with direct reports, promoting a culture of open dialogue and customized leadership throughout the school division. These crucial gatherings serve as a platform for evaluating performance on an individual basis, goal setting, and tackling any emerging issues or prospects. They are a key opportunity for the Superintendent to provide personalized advice and support, as well as to gain a comprehensive understanding of the division's operations from varied viewpoints. This consistent, personalized interaction not only bolsters the professional growth of team members but also amplifies the leadership team's overall impact, fostering a united effort toward fulfilling the division's educational objectives and priorities.

Modeling Commitment to Professional Learning

A superintendent engages in career-long professional learning and ongoing critical reflection, identifying and acting on research-informed opportunities for enhancing leadership, teaching, and learning.

- ★ March 1, the CASS Zone 2/3 meeting was hosted at Edmonton Catholic Schools, Lumen Christi Catholic Education Centre.
 - The meeting began with networking, followed by the formal proceedings.
 - Updates from the CASS Board were shared:
 - CASS President Report
 - Chief Executive Officer Report
 - Director Report
 - Deputy Minister Lora Pillipow, along with Assistant Deputy Minister Kindy Joseph, engaged in a Q&A session, providing insights into their roles and visions for the future of education in Alberta.
 - The business segment of the meeting focused on the Kindergarten to Grade 6 Arts Curriculum Development, with a presentation by Brady Sherard from Alberta Education, followed by a discussion period.

- Information reports were provided by:
 - ARPDC
 - Women in Leadership
 - Continuing Education Program
 - First Nation Metis Inuit Action Committee
 - Rupertsland Report
 - Alberta Assessment Consortium
- Role-alike breakout sessions were held, covering a variety of topics including:
 - Superintendents and Human Resources
 - Teaching Profession Commission Update and Conversation
 - Curriculum, Assessment and Technology and Indigenous Education
 - SS Draft Curriculum Optional Implementation phases
 - Update to the development of the science resources
 - Inclusive Education
 - Jordan's Principle Submissions
- ★ The Superintendent, along with Trustee Buga, attended the 2024 Alberta Rural Education Symposium from March 3rd to March 5th at the River Cree Resort and Casino, an event focused on the theme of "Cultivating Relationships, Nurturing Connections and Harvesting Success" within rural education. This enriching three-day symposium featured a lineup of distinguished speakers, including Chief Cadmus Delorme, Dr. Leyton Schnellert, Jordan Tinney and Dr. Ken Coates, who shared their insights on governance, leadership and building relationships in rural educational contexts. Highlights of the event included a Ministers' Panel and reception, providing a forum for discussions on rural education's challenges and school presentations that showcased innovative strategies and success stories. The symposium served as a valuable platform to connect, share ideas and gain insights aimed at enhancing the success and growth of rural education.
- ★ FranklinCovey meeting - March 8th - The Superintendent met with Franklin Covey to discuss potential future leadership training possibilities.
- ★ March 11th and 18th, the Superintendent participated in a CASS Continuing Education Program (CEP) Course Development: Supporting Effective Governance. This is course development course #2. Dr. Scott Morrison, retired Superintendent, led the advisory team of 7 current Superintendents to develop the curriculum for a second course for current and future Superintendents to contribute to the CASS CEP program.
- ★ March 12, 2024 - First Meeting - CASS CEP program - Working Committee - Self-Assessment Tools for Regulated Members - The Superintendent is participating on a committee that will be developing self-assessment tools to support regulated members in self-assessing their professional capacity as it relates to Alberta's professional practice standards. Once developed, these tools will be integrated into the CASS Continuing

Education Program, offering members valuable resources for identifying their professional learning needs specific to system education leadership.

- ★ The Superintendent is set to attend the CASS Annual Learning Conference from March 22-23, 2024, an integral gathering that promises to enrich System Education Leaders' professional capacities. This conference, essential to a broader Professional Learning plan, aims at deepening participants' understanding and fostering the application of learning in support of professional practice. It serves as an interactive forum where members, alongside invited colleagues and researchers, converge to disseminate research findings and narrate current practices that resonate with the local educational context. These discussions and presentations are anchored in the frameworks provided by the Superintendent Leadership Quality Standard (SLQS) and the Leadership Quality Standard (LQS), ensuring relevance and applicability to the attendees' leadership roles.

Among the sessions the Superintendent plans to engage with is one led by Dr. Meredith Honig on the transformation of central office roles to better support principals as instructional leaders. This session is poised to challenge the traditional paradigms of principal supervision by advocating for a shift toward growth support in instructional leadership. Through engaging activities and discussions, Dr. Honig intends to outline the limitations of conventional approaches and introduce research-backed strategies for enhancing principal supervision. These include dedicating time for support, facilitating principals' leadership growth, and utilizing evaluation as a learning tool, among others. The session promises actionable insights into fostering instructional leadership within school systems.

Another notable workshop focuses on Leadership in the Age of Artificial Intelligence, addressing the recent strides in AI technology and its implications for educational leadership. This session aims to explore the dual facets of AI's impact—its challenges and opportunities—while underscoring the importance of ethical leadership and human interaction in the digital era. Additionally, the Superintendent will attend a session detailing a school division's journey from an allegation to a Board of Reference decision involving teacher termination. This session, featuring insights from Brett Cooper and legal counsel Colin Fetter, is set to provide a comprehensive view of handling legal and HR aspects in educational leadership. The conference also includes a role-alike session, offering a valuable opportunity for superintendents to exchange insights and strengthen their leadership practices through shared experiences.

Visionary Leadership

A superintendent engages with the school community in implementing a vision of a preferred future for student success, based on common values and beliefs.

- ★ **Building Futures** - Sturgeon Public Schools will be embarking on a new adventure for student success. Building Futures is an immersive and unique one-year program for Grade 10 students. Students are able to earn credits towards their diploma while learning by doing. Building Futures takes students beyond the traditional classroom. They experience authentic learning from being involved with building a house, while simultaneously earning the necessary credits required for high school graduation. During the month of April, Mike Lees, Director of Building Futures, will be visiting all grade 9 students across the Division to promote the program.
- ★ **Sturgeon County Community Partners** - The Director of Learning Services hosted weekly meetings with multiple community members and Sturgeon Public staff to continue the conversation on collaborating on a community improvement initiative, drawing inspiration from the past success of the Regional Collaborative Service Delivery (RCSD) model.

In the series of meetings held on March 5th, 7th, and 12th, the Director of Learning Services, representatives from various community groups and Sturgeon Public staff reconvened to advance their collaborative efforts toward enhancing community services, taking cues from the past successful implementation of the Regional Collaborative Service Delivery (RCSD) framework.

The conversations were aimed at deepening the collective understanding of the array of services, supports, initiatives, key areas of focus, and demographics catered to by the community partners. The meetings also tackled the nuances of reporting mandates and the challenges that might arise. Drawing on the lessons learned from previous collaborative successes, there was a renewed pledge to integrate initiatives in line with the RCSD archetype. The goal is to forge a partnership that creates a broad spectrum of supports and services across Sturgeon County, encapsulated through community programs such as FCSS, Families First Society, MHCB-HYPE, FSCD-SHINE, MHIN-M&Ms, and Boys and Girls Clubs.

- ★ On March 14th, key representatives from the Sturgeon Public School Division, including the Superintendent, Deputy Superintendent, Division Principal and SCHS teacher embarked on a visit to Medicine Hat for a collaborative meeting with Prairie Rose School Division. The purpose of this visit was to explore the innovative Dave Rozdeba South Alberta Flight Academy, a distinctive high school program that integrates the attainment of a private pilot's license with the completion of a high school diploma. The visit aimed to gather insights and explore the potential for adopting similar educational partnerships in Sturgeon.

Ensuring First Nations Métis and Inuit Education for all Students

A superintendent establishes the structures and provides the resources necessary for the school community to acquire and apply foundational knowledge about First Nations, Métis and Inuit for the benefit of all students.

- ★ In March, the monthly focus is dedicated to celebrating and learning about Nehiyawak (Cree) Culture, with a wealth of resources available on the Indigenous Education Hub. This initiative aims to deepen understanding and appreciation of Cree traditions and perspectives. Among the featured resources are an informative video on wahkohtowin, which explores the principles of Cree natural law, and Tipi teachings that offer insights into the cultural significance and symbolism of the Tipi in Cree society. Additionally, a Cree Meditation playlist is available for those seeking to connect with Cree spirituality and relaxation practices. These resources, along with others on the hub, are designed to provide a comprehensive and immersive learning experience about Nehiyawak culture, catering to a broad audience interested in Indigenous education and cultural preservation.
- ★ Division Wide Professional Development event on March 11th - Keynote panel titled "Lessons from the Lodge, the Land and Grandmother Moon," featuring Indigenous teacher educators Etienna Moostoos-Lafferty, Karen West and Megan Tipler. The panel delved into the integration of Indigenous wisdom traditions into educational settings, emphasizing place-based learning and ethical relationships with the community and the land. Breakout sessions followed.
- ★ SCHS Aboriginal Studies 10/20 class participated in a memorable field trip to Hinton and Jasper, in partnership with the Kipohakaw Education Center (KEC). This educational journey was an opportunity to join KEC for their senior high conference, which featured land-based learning led by Elders. The trip offered a fantastic learning experience, enriching the students' knowledge and understanding through direct engagement with the natural environment and indigenous wisdom. This unique educational experience highlighted the importance of integrating traditional knowledge into learning and provided students with invaluable insights into the cultural heritage and environmental stewardship practices of the indigenous communities.

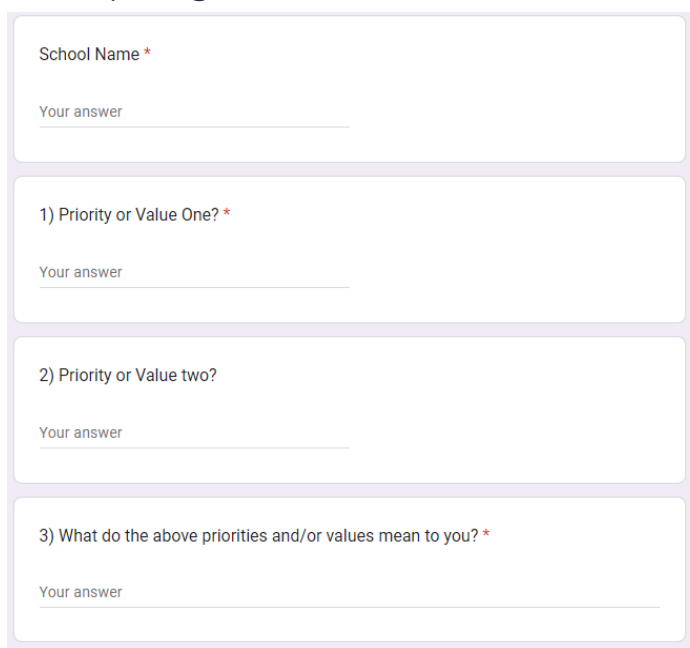
School Authority Operations and Resources

A superintendent directs school authority operations and strategically allocates resources in the interests of all students and in alignment with the school authority's goals and priorities.

- ★ Annually, school divisions throughout Alberta are mandated to submit a Three-Year Capital Plan by April 1st to Alberta Education that must be approved by the School Board. The Superintendent collaborated closely with the Associate Superintendent of Corporate Services and the Facilities Director to prepare the draft Three-Year Capital Plan to be first presented at the March CoW for Board input and in turn the Public Board for approval. This

strategic preparation is aimed at ensuring the plan receives thorough review and subsequent approval from the Board of Trustees, aligning with the requirements set forth by Alberta Education and ensuring the Division's infrastructure needs and priorities are adequately planned for.

- ★ In preparation for Budget 2024-2025, Senior Administration sought input from Principals on their priorities and values significant to the upcoming budget cycle, aiming to develop an allocation model that closely matches the division's needs. A survey was distributed to all Principals to collect their insights on what is important for their schools and their communities. The survey captured their priorities and provided an opportunity for them to add additional context. Suggested values included areas like complex needs, counseling, class size and transparency, with a specific request from the Sr. Team to avoid listing increased funding as a priority. This feedback will play a crucial role in informing the development of the 2024-2025 budget allocation model ensuring our school based leaders have input to ensure we are putting students first.



The image shows a screenshot of a survey form with four questions, each followed by a text input field labeled "Your answer".

- Question 1: "School Name *"
- Question 2: "1) Priority or Value One? *"
- Question 3: "2) Priority or Value two?"
- Question 4: "3) What do the above priorities and/or values mean to you? *"

(survey questions sent to Principals on February 26, 2024)

- ★ Weekly Budget Meetings. Beginning at the end of February, the Superintendent began meeting weekly with the Sr. Team to proactively develop the 24-25 resource allocation for school budgets in preparation for the release of the Division's funding profile and the funding manual before the end of March. This is to ensure that the focus is on the best interests of Sturgeon Public students and keeping dollars in classrooms.

- ★ ASBA - Education Priority Items Discussion Working Session - The Superintendent and Board Chair participated in a session on Monday, March 18, continuing the dialogue initiated in a similar meeting on October 12. This session focused on discussing educational priorities and provided updates from the Ministry of Education. Additionally, the context of the upcoming Budget 2024 was highlighted, with an emphasis on the potential impact of legislative policy committees' meetings with ministries.
- ★ At the beginning of March, a significant change was made to the Central Office meeting rooms as they were all renamed to reflect the rich history of Sturgeon County. This initiative was aimed at honouring the local heritage and instilling a sense of pride and connection among staff and visitors. Each room now serves as a reminder of the diverse and storied past of the area, creating an environment that is both informative and inspiring for those who use the spaces for meetings and gatherings.

Supporting Effective Governance

A superintendent of schools as referred to in the Education Act, as chief executive officer of the board and chief education officer of the school authority, provides the board with information, advice and support required for the fulfillment of its governance role, and reports to the Minister on all matters required of the superintendent as identified in the Education Act and other provincial legislation.

- ★ The Superintendent presented the proposal for the addition of a second Committee of the Whole meeting to occur after the Public Board meeting if time allows. This suggestion aimed to provide the Board with additional dedicated time for professional development and a deeper understanding of the legislation guiding their role, as well as for reviewing Board policies supporting governance.
- ★ The Superintendent provided Trustees with the monthly speaking points for School Council meetings and Stakeholders in general to support effective governance. Topics include:
 - Standing Items
 - Trustee Talk
 - Board Meetings are recorded and online
 - Division Newsletter
 - Focused and Effective Communication
- ★ On March 6th, the Board of Trustees and senior administration from the Sturgeon Public School Division convened with their counterparts from St. Albert Public Schools to explore the intricacies of their respective school systems and investigate potential avenues for collaboration between the two school divisions. This meeting served as a strategic platform for both parties to discuss shared challenges, opportunities for partnership and ways to enhance educational outcomes through cooperative efforts. The dialogue focused on identifying synergies between the divisions and laying the groundwork for future initiatives

- ★ On Tuesday, March 5th, the Mayor and CAO of the Town of Gibbons organized a meeting that occurred on March 7th, inviting the Board Chair, Superintendent and Associate Superintendent of Corporate Services to attend a concise, 30-minute discussion with MLA Nally. The primary purpose of this meeting, initiated by the Mayor of Gibbons, was to confirm MLA Nally's support for the vision of building a new collaborative project between the School Division and the Town including school and community facilities in the future, showcasing the local government's commitment to development and community growth.

- ★ The "Superintendent Week-at-a-Glance" initiative, introduced in the 2022-2023 school year, remains key in building transparency and trust across the school community. By sharing the Superintendent's weekly calendar with the Board, school-based leaders, and central office leadership, this initiative offers a glimpse into the Superintendent's scheduled activities for the forthcoming week. This approach significantly improves transparency, fosters better communication, and encourages collaboration.

- ★ The Board Chair and the Superintendent maintain their practice of conducting regular agenda review meetings for the Committee of the Whole and Public Board, highlighting their dedication to meticulous preparation and strategic planning. Held before each respective meeting, these sessions focus on a detailed examination of the agenda package, ensuring that both leaders are fully versed in the matters at hand. This method of agenda review underscores a cooperative governance style, promoting discussions and decisions that are both informed and collaborative.

- ★ The Edwin Parr Teacher Award annually recognizes outstanding first-year teachers who demonstrate exceptional dedication and skill in their profession. In a recent selection process, the Board of Trustees received applications from two promising candidates, underscoring the challenge of choosing only one for the prestigious nomination. After careful consideration, the Board selected Chris Jansen from Sturgeon Composite High School as its nominee. Jansen's innovative teaching methods, commitment to student success, and ability to inspire both colleagues and students distinguished him as an exemplary educator, embodying the spirit and excellence the Edwin Parr Teacher Award seeks to honour.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

Not applicable.



Date: March 20, 2024 **Agenda Item:** 8.8

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Policy 225: Role of the Board](#)

Additional Reference: [Policy 105: Vision, Mission and Values](#)
[Policy 240: Policy Development](#)
[Policy 700: Superintendent of Schools](#)

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLOS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring First Nations, Métis, and Inuit Education for All Students
- School Authority Operations and Resources
- Supporting Effective Governance

Subject: **Administrative Procedure 210: Role of School Administration**

Purpose:

For information.

Background:

Policy 300: School Based Decision Making was brought to the March 6, 2024, Committee of the Whole for review.

A new Administrative Procedure has been developed, *Administrative Procedure 210: Role of School Administration*, to replace existing *Administrative Procedure 210: School Based Decision-Making* to ensure that Principals and Vice Principals have a clear procedure outlining their responsibilities.

The Superintendent is responsible for maintaining this Administrative Procedure.

Administrative Procedure 210: Role of School Administration was brought to the March 6, 2024, Committee of the Whole for review.

Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Administrative Procedure 210: Role of School Administration

NEW AP 210- Role of School Administration

Purpose

As outlined in the Education Act (Section 197), the Principal is the instructional leader of the school and is responsible for the management of the school. The Principal is directly accountable to the Superintendent.

Procedure

With respect to the role of the School Principal:

1. The Principal shall, at all times, act in full accordance with the Education Act.
2. The Principal shall, at a minimum, demonstrate leadership in full alignment with the current provincial Leadership Quality Standard.
3. The Principal shall, at all times, act in a manner that maintains the Vision, Mission and Values of the Division and in accordance with all Board Policies, Administrative Procedures and the annual Education Plan.
4. The Principal shall provide opportunities for the staff and School Council to be meaningfully involved in school based decisions involving programs, budgets and procedures.
5. Subject to any applicable collective agreement and the Principal's contract of employment, the Principal shall carry out those duties that are assigned to the Principal by the Superintendent.

With respect to the role of the Vice Principal and notwithstanding those duties applicable to the Vice Principal in support of, or in absence of the Principal:

1. The Vice Principal is an educational leader in the school and shall be directly accountable to the Principal.
2. The Vice Principal shall, at a minimum, demonstrate leadership in alignment with any applicable requirements of the current Leadership Quality Standard.
3. The Vice Principal shall, at all times, act in a manner that maintains the Vision, Mission and Values of the Division and in accordance with all Board Policies, Administrative Procedures and the annual Education Plan.

With respect to the role of school administration (Principal and Vice Principal(s)):

1. School administration shall ensure that the standard of care is met with respect to order and discipline in the school and on the school grounds and during activities sponsored by the Division.
2. School administration shall promote cooperation between the school and the community that it serves.

3. School administration shall facilitate effective communication with school stakeholders.
4. School administration shall establish procedures and practices to meaningfully collaborate with other school administrators as full members of the Division's Leadership Team.

References

Education Act Sections 197, 199

Leadership Quality Standard

Collective Agreement

Policy 700- Superintendent of Schools



Date: March 20, 2024 **Agenda Item:** 8.9

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent

Governance Policy: [Board Policy: 240 Policy Development](#)
[Board Policy 700: Superintendent of Schools](#)

Assurance Domain: Student Growth & Achievement
Teaching & Leading
Learning Supports
Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

- Building Effective Relationships
- Modeling Commitment to Professional Learning
- Visionary Leadership
- Leading Learning
- Ensuring First Nations, Métis, and Inuit Education for All Students
- School Authority Operations and Resources
- Supporting Effective Governance

Subject: **Administrative Procedure 205: Developing Administrative Procedures**

Purpose:

For information.

Background:

Administrative Procedures (APs) define and legislate operational best-practice approaches in order to effectively administer Board policy across the Division. The Superintendent expects that all staff are familiar with the Division's administrative procedures. With the passage of time and with emerging needs, administrative procedures may require creation or review. Regular review of Administrative Procedures, with the opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

Administrative Procedure 205: Developing Administrative Procedures was up for regular review. The Administrative Procedure has been amended to ensure it captures the procedures for the review and development of APs to ensure best practices to effectively administer Board policy and foster effective operations.



Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Administrative Procedure 205: Developing Administrative Procedures - Tracked Changes

Administrative Procedure 205

Developing Administrative Procedures

Responsible Administrator: Superintendent

PURPOSE

Administrative procedures define and legislate operational best-practice approaches in order to effectively administer Board policy across the Division.

The Superintendent expects that all staff are familiar with the Division's administrative procedures.

With the passage of time and with emerging needs, administrative procedures may require creation or review.

Regular review of Administrative Procedures, with opportunity for input by the appropriate stakeholders, leads to effective operations within the school system.

PROCESS

Senior Executive will be responsible for the development **or amendment** of Administrative Procedures relative to their areas of responsibility.

PROCEDURE

1. Administrative Procedure review and development will occur on a regularly scheduled basis and in accordance with the review and development of related policies.
2. Draft Administrative Procedures will be forwarded to the Senior Executive for review and provided to the Board as information.
3. Where applicable, draft Administrative Procedures will be forwarded to the Leadership Team and/or Administrators' Council for feedback **to ensure alignment of procedures with Division practices.**
4. Revisions to the draft Administrative Procedure will be completed by the appropriate Senior Executive and forwarded to the Superintendent for final approval.
5. ~~The Executive Assistant to the Superintendent will distribute the final approved draft and ensure its placement on the Division website.~~ **Draft administrative procedures are reviewed and approved by the Superintendent and become effective as of the date of approval.**
6. **Any decisions or amendments arising from a review of administrative procedures shall be communicated expeditiously to all affected stakeholders.**

References:

Board Policy:
240 Policy Development

700 Superintendent of Schools

~~300 School Based Decision Making~~

History

2020 Jan 29 Initial Approval

2024 March 6 Amendment

Date: March 20, 2024 **Agenda Item:** 8.10

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services

Governance Policy: [Board Policy 700: Superintendent of Schools](#)

Additional Reference: [Board Policy 225: Role of the Board](#)
[AP425: Purchasing Authority and Procedure](#)
Superintendent of Schools Regulation 98/2019
Government of Alberta Travel, Meal and Hospitality Expenses Policy

Assurance Domain: Governance

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLOS](#) / [Board Policy 700](#)):
School Authority Operations and Resources
Supporting Effective Governance

Subject: **Administrative Procedure 435: Employee Expense Claims and Reimbursement**

Purpose:

For information.

Background:

The Superintendent's travel rate is governed through the Superintendent of Schools Regulation (98/2019) which aligns with the Government of Alberta's "[Travel, Meal and Hospitality Expenses Policy](#)", emphasizing that "taxpayer dollars are to be used prudently and responsibly with a focus on accountability and transparency". This GoA policy underscores the necessity for officials to exercise caution and discretion when utilizing public funds for travel-related expenses, ensuring that every expenditure is justified and serves the public interest. The GoA policy was recently updated with amendments made to the mileage rate and the meal allowance rates. All Division staff travel, meal and expenses will follow suit and align with the GoA policy effective April 1, 2024.

Administration has reviewed *Administrative Procedure 435: Employee Expense Claims and Reimbursement* to align with the GoA policy: the same rate for which a non-bargaining unit employee within the meaning of the Public Service Act is eligible for, pursuant to the Travel, Meal and Hospitality Expenses Directive (Treasury Board Directive 1/2015), as amended or replaced from time to time (Superintendent of Schools Regulation).



Administration is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Administrative Procedure 435: Employee Expense Claims and Reimbursement - Tracked Changes

435: Employee Expense Claims and Reimbursement

Responsible Administrator: Associate Superintendent Corporate Services

PURPOSE

Sturgeon Public Schools acknowledges that system personnel may incur additional expenses in completing their assigned duties. Employees may be reimbursed for authorized expense claims.

PROCESS

School system personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved employee expense reimbursement form with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

PROCEDURE

Expenses:

1. Claims for reimbursement of expenses should be submitted promptly within ten (10) calendar days of the reporting period cut-off. Each reporting period, in any given month is from the 19th of the prior month to the 18th of the current month. For example, in November, the current reporting period is October 19th to November 18th, and the reviewed and approved expense claim is due to Accounts Payable by November 28th. The only exception to this rule would be at fiscal year-end, August 31st, at which time we should aim to refrain from incurring out-of-pocket expenses during the period of August 19th to August 31st .

2. Approved expenses will be reimbursement for the following activities:

2.1 Supervision of both extra-curricular and co-curricular activities, when such attendance has been approved by the Principal, Superintendent or designate.

2.2 Other activities carried out by employees in the performance of their duties, eg. travel to medical facilities, necessary pickups and deliveries and home visits, when such attendance has been approved by the Principal, Superintendent or designate.

3. Approved expenses will be paid at the following rates:

3.1 Actual distance traveled in Alberta in the employee's vehicle, at the approved **\$0.55 Per kilometre travelled as outlined on the Government of Alberta Travel, Meal and Hospitality Expenses Policy**

3.2 Actual expenses for travel incurred by means other than the use of the employee's vehicle – receipts required.

3.3 Actual accommodation and meal expenses with receipts.

3.4 ~~\$13.00 \$40.00~~ for breakfast, ~~\$17.00 \$44.00~~ for lunch and ~~\$27.00 \$22.00~~ for dinner where receipts are not available.

3.5 Standard per kilometer distances between schools, Morinville locations and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached.

Mileage

4. All mileage charges must be approved by the Principal /Supervisor for approved activities.

4.1 Mileage claims - operational days: (above normal miles travelled in a day)

4.1.1 from school to school shall be calculated as determined year-to-year per ~~AP435 Appendix A – Mileage Chart~~.

4.1.2 from school to place of required activity shall be calculated from school to place of activity.

4.2 Mileage claims - non-operational days:

4.2.1 from home to place of activity shall be calculated from home to place of activity.

5. On Division professional development days, where the work site is not at the school, the designated site becomes the place of work, therefore mileage is not eligible to be claimed.

6. Employees who are required to travel between schools during the school day are eligible to claim travel allowance following prior approval of their supervisor.

7. Mileage claims for employee travel to their first worksite of the day are not eligible for reimbursement.

8. Mileage claims for employee travel from their last worksite of the day are not eligible unless their travel placed them farther from home than the distance from their home to their first worksite of the day. In these circumstances, the employee may claim the distance between their last worksite of the day and their first worksite of the day.

9. Employees are not eligible for travel expenses if their work site location alternates on different days. Employees are responsible for getting to their first worksite of the day.

10. Employees and Supervisors have a responsibility to create a work schedule that meets student-learning needs and takes into consideration prudent financial decisions.

11. Claims for travel shall be submitted by the Employee for reimbursement, in accordance to Article 1 of this Administrative Procedure.

12. The Expense Claim Form shall be approved by the Supervisor of the site responsible for the expense.

13. Claims under this Administrative Procedure will be charged to the site budget for which the travel was required. Supervisors shall ensure there is a sufficient budget allocated for travel expenses.

14. This Administrative Procedure applies to casual employees who are hired to replace a regular employee with the same assigned duties who are eligible for mileage reimbursement.

15. This Administrative Procedure does not apply to casual employees who accept positions for two regular employees in different schools.

[AP435 APPENDIX A - Mileage Chart](#)

[Form 435-01 - Employee Expense Form](#)

References:

[Board Policy 225: Role of the Board](#)

[Admin Procedure: 425 Purchasing Authority and Procedure](#)

[Superintendent of Schools Regulation 98/2019](#)

[Government of Alberta Travel, Meal and Hospitality Expenses Policy](#)

History

2020 Jan 29 Initial Approval

2021 Jan 29 Amended

2024 Mar 20 Amended



Date: March 20, 2024
To: Board of Trustees
From: Irene Gibbons, Ward 7
Governance Policy: [Policy 235: Board Operations](#)
Subject: Trustee Report

Purpose:
For information.

Background:

The following are recent events, functions and meetings attended by the Trustee:

- March 2, 2024 Trustee Panelist for ATA Political Engagement Seminar
- March 3, 2024 Rural Caucus Meeting
- March 5, 2024 Agenda Review with Superintendent
- March 5, 2024 Parent Engagement Session
- March 5, 2024 SLC/MLC/SPVA School Council Meeting
- March 6, 2024 Committee of the Whole Meeting
- March 6, 2024 Meeting with St Albert Public School Board Trustees
- March 7, 2024 Meeting with MLA Nally and Town of Gibbons Mayor Deck
- March 7, 2024 Council of School Councils' Meeting
- March 12, 2024 Education Minister appear before the Standing Committee on Families and Communities for budget estimates
- March 14, 2024 Landing Trail Parent Conversation and ICE Presentation
- March 15, 2024 Agenda Review with Superintendent
- March 18, 2024 ASBA Board Chair Working Session with Alberta Education Ministry
- March 20, 2024 Public Board / Committee of the Whole Meetings
- March 20, 2024 Landing Trail Conversations and ASCA Presentation



Date: March 20, 2024
To: Board of Trustees
From: Cindy Briggs, Ward 2
Governance Policy: [Board Policy 235: Board Operations](#)
Subject: Trustee Report - January

Purpose:
For information.

Background:
The following are recent events, functions and meetings attended by the Trustee:

- March 6 Committee of the Whole Meeting
- March 6 Meeting with St. Albert Public School Board
- March 11 Meeting at Central Office
- March 13 Joint Use Committee Meeting Town of Bon Accord
- March 18 Lilian Schick School Council and RPA Meeting
- March 21 Legal School Council Meeting



Date: March 20, 2024
To: Board of Trustees
From: Trish Murray-Elliott, Ward 4
Governance Policy: [Policy 235: Board Operations](#)
Subject: Trustee Report

Purpose:
For information.

Background:

The following are recent events, functions and meetings attended by the Trustee:

- March 1, 2024 PSBAA Webinar: Choice in Alberta Education
- March 6, 2024 Committee of the Whole Meeting
- March 6, 2024 Meeting with St. Albert Public Schools Board of Trustees
- March 7, 2024 Council of School Councils' Meeting
- March 11, 2024 CUPE Negotiations
- March 18, 2024 School Council, Sturgeon Heights School
- March 20, 2024 Public Board / Committee of the Whole Meetings



Date: March 20, 2024
To: Board of Trustees
From: Stacey Buga, Ward 5
Governance Policy: [Board Policy 235: Board Operations](#)
Subject: Trustee Report

Purpose:
For information.

Background:
The following are recent events, functions and meetings attended by the Trustee:

<u>Date</u>	<u>Event</u>
1-Mar-24	PSBAA - Choice in Education
1-Mar-24	Meeting with Principal
3-5 Mar-24	Alberta Rural Education Symposium
4-Mar-24	ÉMPS School Council
6-Mar-24	Committee of the Whole
6-Mar-24	Meeting with St. Albert Public Schools
7-Mar-24	Jessica Martel Memorial Foundation Women's Day Luncheon
7-Mar-24	Council of School Councils'
14-Mar-24	Four Winds School Council
15-Mar-24	SPVA Flex Friday
15-Mar-24	ÉMPS Character Assembly
18-Mar-24	SCHS School Council
19-Mar-24	Gibbons School Career Fair
20-Mar-24	Public Board/Committee of the Whole
21-Mar-24	Citizenship Ceremony at Four Winds



Date: March 20, 2024 **Agenda Item:** 9.3

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Committee of the Whole
Senior Administrative Team

Governance Policy: [Board Policy 230: Board Committees](#)
[Board Policy 700: Superintendent of Schools](#)

Additional Reference: [Board Policy 230: Appendix A - Committee of the Whole](#)
Education Act: Sections 51, 52(1)(b)
Board Procedures Regulation 82/2019

Assurance Domain: Governance
Local & Societal

Superintendent Leadership Quality Standard (SLQS)

SLQS Competencies ([SLQS](#) / [Board Policy 700](#)):

Building Effective Relationships
School Division Operations and Resources
Supporting Effective Governance

Subject: **Committee of the Whole Report**

Purpose:

For information.

Background:

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 Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees. The Committee of the Whole is established pursuant to Section 52 (1) (b) of the Education Act.

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible. The purpose of the Committee of the Whole is to provide an opportunity for all Trustees to engage in professional development, review the function of the Board and strategic planning purposes, and make recommendations for agenda items for subsequent Board meetings. 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 the consideration of the matter at a Regular Board Meeting (Policy 230, Appendix A).

On February 28, 2024, and March 6, 2024, the Committee of the Whole met to discuss a number of topics chosen in advance by both the Board of Trustees and the Senior Administrative Team. The following reports attached are a record of those meetings.

The Board Chair is prepared to respond to questions at the March 20, 2024, Public Board meeting.

Attachment(s):

1. Approved Minutes of the Meeting - February 28, 2024
2. Unapproved Minutes of the Meeting - March 6, 2024 (To be brought forward for approval at the March 20, 2024, Committee of the Whole).

**MINUTES OF THE
COMMITTEE OF THE WHOLE**

Meeting held at the Frank Robinson Education Centre Boardroom, in
Morinville, Alberta

On Wednesday, February 28, 2024, at 2:12 p.m.

APPROVED

Attendance:

Irene Gibbons, Board Chair

Cindy Briggs, Vice Chair

Joe Dwyer, Trustee left meeting at 3:09 p.m.

Stacey Buga, Trustee

Tasha Oatway-McLay, Trustee left meeting at 3:10 p.m.

Trish Murray-Elliott, Trustee

Shawna Warren, Superintendent

Sean Nicholson, Associate Superintendent, Corporate Services

Regrets:

Janine Pequin, Trustee

1. Call to Order

Chair Gibbons called the meeting to order at 2:12 p.m.

2. Approval of the Agenda

Moved by Trustee Oatway-McLay that the Board of Trustees accept the agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Oatway-McLay that the Board of Trustees accept the Committee Meeting Minutes of February 14, 2024, as presented.

CARRIED UNANIMOUSLY

4. Presentations - No presentations.

5. Policy

All policy discussions deferred to March 6, 2024, Committee of the Whole meeting.

6. Capital Projects and Facility Services Department Update - No update.

7. Advocacy

7.5 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

Comments and Questions by the Committee:

- Trustee Buga requested clarification on the type of events shared on the Trustee Calendar.
- Trustee Buga unable to attend the Rural Caucus on March 3rd at 2:00 p.m. at River Cree. Chair Gibbons will attend in her place.

7.6 2023-2024 Board Strategic Plan

The Board of Trustees reviewed their 2023-2024 Board Strategic Plan.

Comments and Questions by the Committee:

- Trustee Oatway-McLay - Funding of non core courses - how are they funded? How do we connect that through these current Alberta Education Curriculum complementary courses, that we are supporting mental health and wellness?
 - Superintendent Warren shared that Music, PEW and Art are complementary courses outlined in the Guide to Education. The Division is funded per student allocation, not programming. This is a great discussion to come up at School Councils.
- Trustee Briggs - Is it your intention to move back to what was in place for school-based evergreening funding ten years ago?
- Trustee Buga - What are the governance questions around this issue?
- Chair Gibbons - What would a position statement look like?
 - Superintendent Warren stated that this would be a great ASBA position statement - stating to the government to instead fund these programs properly to support mental health and wellness (since the outcomes are in the curriculum already) instead of separate mental health and wellness grants.
- Trustee Murray-Elliott - Worried about rebranding academies and losing the name "Academy" because it is very popular to her SH families.
- Trustee Buga - Inquired about more about French Immersion and marketing and have a sign at ÉMPS.
 - Superintendent Warren offered information and indicated that more forward facing marketing is important and will discuss with Communications.

8. Audit, Finance and Human Resources - No update.

9. Transportation - No update.

10. Governance

All governance agenda items deferred to a future Committee of the Whole meeting.

11. Adjournment

Trustee Briggs adjourned the meeting at 3:12 p.m.

Next meeting: Wednesday, March 6, 2024

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	arrived at 2:15 p.m.	left meeting at 12:15 p.m. left meeting at 4:07 p.m.
Sean Nicholson, Associate Superintendent, Corporate Services	arrived at 2:15 p.m.	left meeting at 12:15 p.m. left meeting at 4:07 p.m.
Steven Holkham, Director, Facility Services	arrived at 10:45 a.m.	left meeting at 12:15 p.m.
Krystal Bryant, Recording Secretary	arrived at 2:15 p.m.	left meeting at 12:15 p.m. left meeting at 4:07 p.m.

Presentation Attendees:

Kendra Thompson, Principal	arrived at 9:00 a.m.	left meeting at 9:21 a.m.
Kristen Moltzan, Vice Principal	arrived at 9:00 a.m.	left meeting at 9:21 a.m.
Caelie Landry, Vice Principal	arrived at 9:00 a.m.	left meeting at 9:21 a.m.
Kessia Brenneis, Principal	arrived at 9:38 a.m.	left meeting at 10:44 a.m.
Andrea Ameobi, Vice Principal	arrived at 9:38 a.m.	left meeting at 10:44 a.m.
Jerome Chabot, Vice Principal	arrived at 9:38 a.m.	left meeting at 10:44 a.m.
Shannon Requa, Director, Education Planning	arrived at 9:00 a.m. arrived at 9:38 a.m.	left meeting at 9:21 a.m. left meeting at 10:44 a.m.

1. Call to Order

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

2. Approval of the Agenda

Moved by Trustee Pequin that the Board of Trustees accept the agenda as amended with the following addition:

- 10.1 Board Evaluation

CARRIED UNANIMOUSLY

3. **Approval of the Committee Minutes**

Moved by Trustee Peguin that the Board of Trustees accept the Committee Meeting Minutes of February 28, 2024, as presented.

CARRIED UNANIMOUSLY

4. **Presentations**

4.1 École Morinville Public School: Kendra Thompson, Principal, Kristen Moltzan, Vice Principal and Caelie Landry, Vice Principal presented.

4.2 Bon Accord Community School & Legal Public School: Kessia Brenneis, Principal, Andrea Ameobi, Vice Principal and Jerome Chabot, Vice Principal presented.

Meeting recessed for break at 10:44 a.m.

Meeting resumed at 10:54 a.m.

5. **Capital Projects and Facility Services**

5.1 Capital Projects and Facility Services Department Update: Steven Holkham, Director, Facility Services provided a verbal update on Capital Projects and Facility Services.

- Have a list of 26 projects identified and working on throughout the Division.

Questions by the Committee:

- Trustee Buga - Are we able to see a list of what the projects are? Is that something we can see?
 - Associate Superintendent Nicholson - Yes, we can provide a list.

5.2 Draft Three Year Capital Plan: Shawna Warren, Superintendent presented the Draft Three Year Capital Plan.

- This year's plan looks different than previous years as the Division is fortunate to have an Associate Superintendent experienced in the Education field and has created the forward facing document and made it an intentional document.

Sean Nicholson, Associate Superintendent, Corporate Services provided additional information.

- The Draft Plan is a shorter document as this is the forward facing document and what the public sees. This document is not provided to Alberta Education. Alberta Education has a background system where all specific, required details are entered.
- The goal is for the public document to be easier to read and understand.

- The Division's priorities are listed with the Gibbons schools being priority number 1 and ÉMPS being the second priority.

Questions by the Committee:

- Trustee Buga - Can you clarify for Gibbons that we're looking at a change in capacity for both Gibbons and Landing Trail schools and adding two schools on the new site? Can you clarify the hows and why?
 - Superintendent Warren - Actual logistics and when this was first discussed is that it wasn't coming from us to have one K-9; not with the town projections on growth, that would be a really big school. The proposal is K-4 on one side and 5-9 on the other would be best with a rec centre in the middle.
- Trustee Dwyer - Is there a standard presentation to the government?
 - Associate Superintendent Nicholson - Divisions can do whatever they want. The Government looks at the back end (what is entered online), not at this document. This document is forward facing.
- Trustee Buga - The charts look like they are comparing to each other but they are not. It took me a second to realize that they aren't compared to each other.
- Trustee Murray-Elliott - In the past, I recall having three priorities. How difficult is it to add a third?
 - Superintendent Warren - Alberta Education only looks at the top two.

Draft Three Year Capital Plan will be brought to the March 20, 2024, Public Board Meeting.

5.3 Deferred Maintenance List: Sean Nicholson, Associate Superintendent, Corporate Services, discussed the status of the Deferred Maintenance List.

- This list is still being worked on as the Facilities Team is running around and confirming numbers. Because the list is quite long, it needs to be confirmed what Trustees want to see.

Steven Holkham, Director, Facility Services discussed the status of the Deferred Maintenance List.

- I'm not sure about what work was done on the Namao Modernization, so I will look closer into this.

Questions by the Committee:

- Trustee Pequin - Is the list coming with general division boilers, or broken down by school or by big topics?
 - Associate Superintendent Nicholson - What would you like?
- Trustee Pequin - By school. Not a super detailed breakdown but by school and then by project.

- Trustee Murray-Elliot - My biggest concern is that Four Winds and Camilla have \$1.5M. Does the Government not see this from every division?
 - Associate Superintendent Nicholson - To clarify, this is over the next five years.

5.4 Playground Audits: Steven Holkham, Director, Facility Services discussed Playground Audits.

- All schools have their playground audits and defined responsibilities by Facilities and by the school.
- The biggest issue is sand so the team is working on being creative and finding solutions.
- The last audit was completed this week and sent to the Principal.
- Steven will be visiting all Principals and getting some action items in place.
- Extremely dangerous areas have been addressed.

Questions by the Committee:

- Trustee Briggs - Thank you for doing this. Is there a reason why such expensive sand?
 - Director Holkham - There is a specific type of sand that needs to be used. It's not more expensive, it's just we require a large volume.
- Trustee Buga - I don't know if it's possible, but Sturgeon Heights and École Morinville school councils are presenting a position statement about playground funding because the Government funds new playgrounds but not older ones. Is it possible to get a summary of overall schools and our playgrounds are x amount of years and cost? Get some data to support their position statement.
 - Superintendent Warren - This could be brought up at COSC and seeing if other school councils are interested in joining on the position statement.

Meeting recessed for lunch at 12:15 p.m.

Meeting resumed at 12:49 p.m.

Meeting recessed for the St. Albert Public Meeting at 1:00 p.m.

Wellness Break 2:09 p.m. - 2:15 p.m

Meeting resumed at 2:15 p.m.

6. Policy

6.1 PSBAA - Module 7 - Exercising Authentic Governance: The School Board's Role as Policy Maker: The Board of Trustees reviewed PSBAA Module 7 - Exercising Authentic Governance: The School Board's Role as Policy Maker.

6.2 Policy 110: Welcoming Inclusive, Safe and Health Environments: Shawna Warren, Superintendent recommended amendments to this policy.

Questions by the Committee:

- Trustee Oatway-McLay - All we did was make it more inclusive of our people and I think that's all we needed.
- Superintendent Warren - You felt what was missing was your vision, it needed to capture everybody that would be in the school building. So we added community members and volunteers.

Policy 110: Welcoming Inclusive, Safe and Healthy Environments will be brought to the March 20, 2024, Public Board meeting.

6.3 Policy 305: School Councils: Shawna Warren, Superintendent recommended that this policy be rescinded and replaced with an Administrative Procedure.

- Everything is outlined in red and I tried to be as specific as possible, however, it's your policy.
- This is the first time this policy is being brought forward for review.

Questions by the Committee:

- Trustee Buga - Do we have a dispute resolution procedure between school councils and principals?
 - Superintendent Warren - We have included the dispute resolution process in the new Administrative Procedure - *AP211: School Councils*
- Chair Gibbons - Any additional info from administration to make the decision?
 - Trustee Pequin - Yes, we need to see what gets added to 225 before we rescind this.

Policy 305: School Councils will be brought to the March 20, 2024, Committee of the Whole meeting for further discussion.

6.4 Policy 300: School Based Decision-Making: Shawna Warren, Superintendent recommended that this policy be rescinded and replaced with an Administrative Procedure.

- Changes/reasons for recommendation are in red and also a brand new AP was created as there were gaps about the Administrator's role.

- This is the first time Trustees have seen this.

Comments and Questions by the Committee:

- Trustee Buga - When I was reading through this policy and looked at the checklist, I could not find a single place where this was policy. Maybe that centrally based piece. I didn't understand what the goal of this policy was at all. I don't know if there's a history I'm missing.
 - Superintendent Warren - This policy was created in 2019. That's not our focus and we're getting away from central control.

Policy 300: School Based Decision-Making will be brought to the March 20, 2024, Public Board meeting.

AP210: Role of School Administration will be brought to the March 20, 2024, Public Board meeting.

AP205: Developing Administrative Procedures will be brought to the March 20, 2024, Public Board meeting.

6.5 Policy 405: Budget Development and Transparency: Sean Nicholson, Associate Superintendent, Corporate Services recommended that this policy be rescinded.

- Not reviewed since 2021 and reasons for recommendation are in red.
- We don't dictate how the budget is presented so it's strange to have it down to the details. If the Government were to change it, we'd have to revisit this policy to change it.
- It's redundant.

Questions by the Committee:

- Trustee Pequin - When's the last time we had financial statements brought to the Board?
 - Associate Superintendent Nicholson - We changed it to quarterly so it could be robust.
 - Superintendent Warren - Quarterly report coming up, one came in December.
- Trustee Oatway-McLay - This policy is only speaking to how the budget is presented.
 - Superintendent Warren - This is why we bring budget allocations along with the Ed Plan that drives our work.

Policy 405: Budget Development and Transparency will be brought to the March 20, 2024, Public Board meeting.

- 6.6 Policy 415: Local Authorities Pension Plan:** Sean Nicholson, Associate Superintendent, Corporate Services recommended that this policy be rescinded.
- Became a policy in 2019 and has not been reviewed since October 2021. We're not sure why this is a policy as it's administrative.

Questions by the Committee:

- Trustee Pequin - Do all employees have access to a pension plan? That's what I feel is the intent. Whether any employee had the opportunity to have a pension plan.
 - Associate Superintendent Nicholson - Yes, anyone who meets these guidelines has access to a pension plan.

Policy 415: Local Authorities Pension Plan will be brought to the March 20, 2024, Public Board meeting.

- 6.7 Policy 420: Income Tax Deduction for Donations Received by the Division:** Sean Nicholson, Associate Superintendent, Corporate Services recommended that this policy be rescinded.
- The policy was implemented in 2019 and is up for review. Unsure why it's a policy.

Policy 420: Income Tax Deduction for Donations Received by the Division will be brought to the March 20, 2024, Public Board meeting.

- 6.8 Policy 425: Revenue from Property Tax Sources:** Sean Nicholson, Associate Superintendent, Corporate Services recommended that this policy be rescinded.
- Not even sure why this is a policy.

Policy 425: Revenue from Property Tax Sources will be brought to the March 20, 2024, Public Board meeting.

- 6.9 Policy 235: Board Operations and Appendix D - Trustee Remuneration:** Agenda item deferred.

7. Advocacy

7.1 Agenda - St. Albert Public Meeting

Trustees reviewed the agenda before the meeting with St. Albert Public at 1:00 p.m.

7.2 Town of Bon Accord Letter

Trustees reviewed the letter to the Town of Bon Accord and discussed the purpose.

7.3 ASBA

7.3.1 Potential Position Statements

- Potential Position Statement discussed.
- Agenda item to continue on March 20, 2024, Committee of the Whole.

7.4 PSBAA

7.4.1 PSBC Greatest Challenges Survey & Administration Suggestions

- Trustees discussed the PSBC Greatest Challenges Survey and the suggestions provided by Administration.

7.5 Upcoming School Events/Trustee Attendance

The Board of Trustees reviewed upcoming school events.

- Trustee Buga will be attending SCHS school council for Trustee Murray-Elliott due to move for Spring Break.
- Chair Gibbons will attend the Namao School Council on April 15th for Trustee Oatway-McLay.

7.6 2023-2024 Board Strategic Plan

Agenda item deferred.

8. Audit, Finance and Human Resources

8.1 2025/2026 School Calendar: Shawna Warren, Superintendent brought forward suggested changes to the 2025/2026 School Calendar based on feedback provided.

- This agenda item does have to come to the Public Board for approval.
- The first calendar did receive preliminary approval at September 27th Public Board and then went to schools, TBAC, CUPE and school councils for feedback.
- Request for June 29 to be designated an operational day - this adjustment would allow families to start summer vacation on the Friday. Staff concerns of low attendance on Monday. 180 instructional days are still in compliance.
- Would you like to consider this change to be brought to the Public Board?
- What other options would you like to bring forward or consider?

Questions by the Committee:

- Trustee Buga - When is the diploma exam schedule released?
 - Superintendent Warren - We will include the Diploma exam schedule for June 2026 in the memo for March Public Board.
- Trustee Buga - Do we know when SCHS grad is going to be happening? To ensure there's no conflict.

- Superintendent Warren - We can bring that information forward to the Public Board. Any other information/questions you need to make an informed decision?
- Trustee Dwyer - Aug 28/29 will they be half and half type of thing again? A lot of people don't even like coming back for that. Not sure if we can even change?
 - Superintendent Warren - Some feedback was to start after the September long weekend, but it's a challenge to meet all instructional hours. Fall break does impact that.
 - We will still do a staggered start again this year. We tried for one year and we're going to try again for another year before we make a decision to continue or go back to normal and really communicate to parents on why it's positive for students.
- Trustee Buga - September 30 non operational day - what does that look like staff wise and how do we pay our staff as a division non operational day, now that it's on a Tuesday?
 - Superintendent Warren - We will include that information in the memo.

The 2025/2026 School Calendar will be brought to the March 20, 2024, Public Board meeting.

9. Transportation: no update.

10. Governance

10.1 Board Evaluation

The Board discussed who to use as an external consultant to do the Board Evaluation in June 2024.

10.2 Board Approval for Letters/Emails/Communications Sent on Behalf of the Board

Agenda item deferred.

10.3 2024-2025 Board Meeting Schedule

Agenda item deferred.

10.4 PSBAA Professional Development

Agenda item deferred.

10.5 Trustee Handbook Review - 2023-2024

Agenda item deferred.

10.6 Board Meeting Procedures Review - Robert's Rule of Order - Board Meeting in Slow Motion.

Agenda item deferred.

11. Adjournment

Chair Gibbons adjourned the meeting at 4:07 p.m.

Next meeting: Wednesday, March 20, 2024, after Public Board.

DRAFT



Date: March 20, 2024
To: Board of Trustees
From: Trish Murray-Elliott, Trustee
Originator(s): Trish Murray-Elliott, Trustee, PSBAA Representative
Subject: **PSBAA Update, March 2024**

Purpose:

For information.

Background:

PSBAA Webinar, presentation of “Choice in Alberta Education: Challenges and Opportunities for Public Schools” presented on March 1, 2024. Shared in Google Drive.

Next PSBC 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.

Attachment(s):

Not applicable.