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DRAFT

MINUTES OF THE PUBLIC BOARD MEETING

Meeting held at the Frank Robinson Education Centre
Boardroom, in Morinville, Alberta
On Wednesday, May 22, 2024, at 9:00 a.m.

Attendance:

Irene Gibbons, Board Chair

Cindy Briggs, Vice Chair

*Janine Pequin, Trustee

Joe Dwyer, Trustee

Stacey Buga, Trustee

Tasha Oatway-McLay, Trustee

Arrived at 9:19 a.m

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

**Attended meeting virtually*

Call to Order

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

Land Acknowledgement

Trustee Murray-Elliott read the Land Acknowledgement Statement.

Approval of Agenda

[036/2024 - Moved by Trustee Murray-Elliott](#) that the agenda be approved as presented.

CARRIED UNANIMOUSLY

Approval of Minutes

[037/2024 - Moved by Trustee Murray-Elliott](#) that the minutes of the Regular Meeting of April 24, 2024, be approved as presented.

CARRIED UNANIMOUSLY

Business Arising From The Minutes

No business arising from the minutes.

Presentations/Delegations

No presentations.

Action Items

2024-2025 Council of School Councils' Meetings

The Council of School Councils' (COSC) is an informal gathering of the Chair and/or Vice Chair of each school council for the purpose of sharing information, building connections between the school councils and facilitating communication between the Board of Trustees, school councils and the Division's administrative team.

As per *Policy 225 - Role of the Board; School Council*, section 11, the Board of Trustees is to "meet at least annually with the Council of School Councils or School Council Chairs". Each year, the Board of Trustees hosts the first meeting of the Sturgeon Public Schools' Council of School Councils. The first meeting is usually held in late October or early November in order to give all Sturgeon Public schools the opportunity to have their first school council meeting to elect their chair and vice chair positions.

In addition, there are no individual school council meetings on the dates provided, and consideration has also been given to avoid Parent Teacher Interview evenings.

Administration will bring a Memo before the Board in the Fall of 2024, requesting further direction regarding venue location and choice of meals or refreshments.

038/2024 - Moved by Trustee Murray-Elliott that the Board of Trustees approve that the 2024 - 2025 Council of School Councils' meetings will take place in person on Wednesday, October 23, 2024, and Wednesday, March 5, 2025.

CARRIED UNANIMOUSLY

Administrative Reports

Career and Technology Report

Jonathan Konrad, Deputy Superintendent, Education Services presented the Career and Technology Report.

Communications Report - April & May 2024

Jonathan Konrad, Deputy Superintendent, Education Services presented the Communications Report - April & May 2024.

2023-2024 Superintendent Discretionary Fund

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

April 17, 2024, to May 15, 2024, the following additional staffing FTE and resources have been allocated to schools using Superintendent Discretionary Fund dollars:

- \$68,505.00 to cover the top up costs of Therapeutic Crisis Intervention for Schools training for Sturgeon Public Staff for the 2023-2024 school year.

2023 -2024 Superintendent Discretionary					Total Budget \$600,000	
As at April 20, 2024			Total Committed to Student Success		\$600,000	
					Total Available	
					\$0	
Budget Item Description	Date	# FTE	# of months	Cost	Budgeted	Available
Direct staffing to schools (K-12)					\$ 245,856	\$ 500,000
Teachers Avg Cost: \$110,000					\$ 152,240	
Totals:		3.08				
Guthrie School	Oct10, 2023	0.20	8.50	\$ 18,700		
Namao School	Nov 01, 2023	0.38	8.00	\$ 33,440		
Landing Trall School	Nov 01, 2023	0.10	8.00	\$ 8,800		
Landing Trall School	Dec 11, 2023	0.40	7.00	\$ 30,800		
Redwater School	Jan 29, 2024	1.00	4.50	\$ 49,500		
OP	Apr 08, 2024	1.00	1.00	\$ 11,000		
CUPE Avg Cost: \$43,300					\$ 93,616	
Totals:		4.31				
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		
EA at Namao	Apr 08, 2024	1.00	2.50	\$ 9,743		
Other (Emergent Priorities staff, non-staff and resources)					\$ 354,144	\$ 100,000
						\$ (254,144)
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		
STEAM Refund	Mar 11, 2024			\$ (599)		
TCIS Resources	Jan 19, 2024			\$ 839		
SPS Division Drumline Jr High Training Camps	Jan 30, 2024			\$ 2,500		
TCIS Implementation 2023-2024	Apr 20, 2024			\$ 68,505		

As of the May 22, 2024, Public Board meeting, the Superintendent Discretionary Fund for the 2023-2024 school year has been fully utilized. Therefore, this report will no longer come forward for the remainder of the 2023-2024 school year, indicating that the Division has exhausted the allocated budget for this purpose.

Superintendent Report

Shawna Warren, Superintendent, presented the Superintendent Report.

Administrative Procedure 235: Operational School Year and Calendar

Lisa Lacroix, Associate Superintendent, Human Resources presented an update to Administrative Procedure 235: Operational School Year and Calendar.

To ensure comprehensive consultation and alignment with the needs and preferences of the Sturgeon Public Division communities, *Administrative Procedure 235: Operational School Year and Calendar* approval process has been amended.

The approval in principle date has been amended to November 1, one full school year preceding the operational school year. Additionally, the final approval date has been amended to April 1, one full school year preceding the operational school year. These changes align with current practice.

Administrative Procedure 255: Inclement Weather and Outdoor Air Quality Decisions for Schools

Jonathan Konrad, Deputy Superintendent, Education Services presented an update to Administrative Procedure 255: Inclement Weather and Outdoor Air Quality Decisions for Schools.

In order to support the Board's belief in the safety and well-being of all Sturgeon Public students at school during inclement weather, AP255 has been reviewed and additional wording has been added to address Outdoor Air Quality.

Administrative Procedure 871: Use of Personal Mobile Device for Division Business

Jonathan Konrad, Deputy Superintendent, Education Services presented an update to Administrative Procedure 871: Use of Personal Mobile Device for Division Business.

In order to support the Board's commitment to fiscal responsibility, Administrative Procedure 871 has been revised to more accurately reflect Staff use of Personal Mobile devices for conducting Sturgeon Public business.

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 Superintendent (*May 15 & 31*)
- Board Governance PD (*May 8*)
- Committee of the Whole (*May 9*)
- Edwin Parr and Friends of Education Awards Banquet (*May 24*)
- Gibbons School Fine Arts Performance (*May 31*)
- Gibbons School, School Council (*May 6*)
- Landing Trail School Council (*May 7*)
- Meeting with Minister Nicolaides (*May 16*)

- MFRC Gala (May 11)
- MLA Zone 2/3 MLA Engagement Night (May 8)
- Presentation Review with Board Consultant (May 1)
- Public Board Meeting/Committee of the Whole Meeting (May 22)
- Special Board Meeting (May 28)
- Staff Recognition (May 17)
- Student Advisory Committee Meeting (May 28)
- Sturgeon Strides (May 16)
- Virtual Meeting with Chief of Staff James Johnson (May 3)
- Zone 2/3 Meeting (May 24)

The Role of the Trustee

Irene Gibbons, Board Chair presented a report on the Role of the Trustee.

Trustees have responsibilities similar to those of directors of any other corporation, including a common law “fiduciary duty” or “fiduciary responsibility”. Fiduciary duty of trustees may be described as: a duty of loyalty, an obligation to act in a manner that puts the Division’s interest ahead of all other interests and a duty to act honestly and in good faith with a view to the best interests of the Division.

A trustee, as a partner in education, has the responsibility to fulfill the responsibilities of the board as set out in section 33 of the Education Act and comply with the Board’s code of conduct (Education Act Section 34).

As outlined in Policy 221 - Role of the Trustee, it is explicitly stated:

2.1.7 Respect and support the authority of the Superintendent to direct the work of administration and staff.

2.2 Trustees shall not attempt to exercise individual authority over the organization and/or schools; the Superintendent; or any member of the staff.

In particular:

2.2.1 Individual Trustees will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred forthwith to the Superintendent for investigation and resolution

2.2.2 Trustees shall not encourage direct communication with employees and members of the public who attempt to bypass school or Central Office Administration but shall encourage employees and members of the public to utilize reporting lines at the school level or within Central Office Administration to bring concerns to the Board

2.2.3 Trustees shall comply with their fiduciary duty to inform Administration of concerns brought to their attention

Additionally, the Education Act, Section 33(1)(j) emphasizes the responsibility of the board in relation to the Superintendent:

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

Trustees are reminded to adhere to legislation and policy. Bypassing the Superintendent by contacting employees directly with requests is in breach of Trustee Code of Conduct. Such actions undermine the established structure and impede the effective management of the school division.

The Superintendent is the primary point of contact for all operational matters and any concerns or requests shall be communicated through the appropriate channels to ensure consistency and respect for the roles within the organization.

Trustees' Reports

Below are the submitted Trustee Reports.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Board PD (May 8)
- Bon Accord Community School Tea (May 7)
- Committee of the Whole (May 9)
- CUPE Negotiations (May 3)
- Edwin Parr Banquet (May 24)
- Legal Block Party (May 16)
- Lilian Schick School Council and Room Parent Association (May 6)
- MLA Engagement (May 8)
- Public Board Meeting (May 22)
- Special Board Meeting (May 28)
- Staff Recognition SCHS (May 17)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Alternate Learning Advisory Committee (May 14)
- Committee of the Whole - Online (May 9)
- Committee of the Whole/PD (May 8)

- Four Winds School Council (May 9)
- Four Winds Welcome Night (May 16)
- Inspire Gala (May 23)
- Mean Girls (May 29)
- Morinville Public School Council (May 6)
- Phone Interview - Board Evaluation (May 13)
- PSBAA (May 30)
- Public Board Meeting (May 22)
- Special Board Meeting (May 28)
- Staff Recognition (May 17)
- STEAM Games (May 23)
- Student Advisory Agenda Meeting (May 14)
- Student Advisory Committee (May 28)
- Sturgeon Strides (May 16)
- Zone 2/3 MLA Event (May 8)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Appreciation Breakfast for Teachers and Bus Drivers at Camilla
- CUPE Negotiations
- Footloose Performance
- School Council Meeting
- Track and Field Day

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

Trustee Murray-Elliott reported that she attended:

- Committee of the Whole Meeting / Board Evaluation (May 8)
- Committee of the Whole Meeting - Budget (May 9)
- CUPE Negotiations (May 3)
- Edwin Parr Awards Ceremony (May 24)
- Phone Meeting with Board Evaluation Consultant (May 15)
- PSBAA SGM (May 30 & 31)
- Public Board Meeting / Committee of the Whole Meeting (May 22)
- School Council, SCHS (May 27)
- School Council, Sturgeon Heights School (May 13)
- Senator Paula Simons Speaks to Grade 12 Social Studies (May 15)
- Special Board Meeting (May 28)
- STEAM Games (May 23)
- Staff Recognition (May 17)
- Student Advisory Committee (May 28)
- Sturgeon Strides (May 16)

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported:

- Guthrie School Council
- Namao Ag Society Casino (May 23)
- Staff Appreciation

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Board PD (May 8)
- Board PD Follow Up (May 21)
- Committee of the Whole (May 9)
- Ochre Park School Council (May 9)
- Public Board Meeting (May 22)
- Redwater School Council (May 21)
- Redwater School Musical Theatre (May 29)
- Special Board Meeting (May 28)
- Staff Recognition (May 17)
- Student Advisory (May 28)
- Zone 2/3 (May 24)
- Zone 2/3 MLA Engagement Night (May 8)

Committee of the Whole

The Board of Trustees received as information, the approved minutes of the meeting from the April 24, 2024, and the unapproved minutes of the meeting from the May 9, 2024, Committee of the Whole meetings.

Rotary Report

Trustee Dwyer shared a verbal report.

- Officially welcomed Interact group at SCHS with a pizza lunch;
- Sponsoring other projects with the SCHS Interact group;
- Sponsored the lunch at Sturgeon Strides; and
- Rotary provided \$1,000 to Camilla for the Footloose play.

Reports from Special Committees/Task Groups

Alberta School Boards Association Representative

Chair Gibbons and Trustee Pequin shared a verbal report.

Public School Boards Associate of Alberta Representative

Trustee Murray-Elliott presented a written report.

PSBAA Gift Basket Info - Theme for SPS gift basket is Summer Fun Outdoor Activities. Thanks to Tasha for doing most of the shopping.

At the 2024 ASCA Conference, PSBAA was awarded The Friend of ASCA Award, which recognized PSBAA's strong support for ASCA, its commitment to nurturing supportive school environments and family engagement in education and empowering students to achieve their full potential.

PSBAA Spring General Assembly 2024 in Calgary, May 30 – June 1. The theme this year is: “Navigating our Future: Transformative Governance and Leadership.”

Summer PSBC meeting August 7 – 9 in Grande Prairie. Contact me for details.

Reminder to ask for Student Land Acknowledgements for future PSBAA meetings.

Unfinished Business

No unfinished business.

Comment and Question Period

No comments or questions from the public.

In Camera

039/2024 - Moved by Trustee Oatway-McLay that the Board of Trustees move to In Camera at 9:49 a.m.

CARRIED UNANIMOUSLY

Health Break at 9:48 a.m. Meeting resumed at 9:53 a.m.

040/2024 - Moved by Trustee Briggs that the Board of Trustees revert to a public meeting at 11:59 a.m.

CARRIED UNANIMOUSLY

Adjournment

Trustee Oatway-McLay adjourned the meeting at 11:59 a.m.

Chair

Date

Associate Superintendent,
Corporate Services

DRAFT