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MINUTES OF THE PUBLIC BOARD MEETING

Meeting held at the Frank Robinson Education Centre
Boardroom, in Morinville, Alberta
On Wednesday, August 28, 2024, at 10:24 a.m.

Attendance:

Tasha Oatway-McLay, Board Chair
Stacey Buga, Vice Chair
Cindy Briggs, Trustee
Irene Gibbons, Trustee
Janine Pequin, Trustee
Joe Dwyer, 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

Call to Order

Board Chair Oatway-McLay called the meeting to order at 10:24 a.m.

Approval of Agenda

[053/2024 - Moved by Trustee Murray-Elliott](#) that the agenda be approved as presented.

CARRIED UNANIMOUSLY

Approval of Minutes

[054/2024 - Moved by Trustee Dwyer](#) that the minutes of the Regular Meeting of June 19, 2024, be approved as presented.

CARRIED UNANIMOUSLY

Business Arising From The Minutes

No business arising from the minutes.

Presentations/Delegations

No presentations/delegations.

Action Items

JUPA Governance Clause Recommendation

Currently, two Joint Use and Planning Agreements are being worked on

1. The City of St.Albert area, which includes:
 - a. THE CITY OF ST. ALBERT
 - b. THE GREATER ST. ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION
 - c. THE FRANCOPHONE REGIONAL AUTHORITY OF THE GREATER NORTH CENTRAL FRANCOPHONE EDUCATION REGION
 - d. THE ST. ALBERT SCHOOL DIVISION
 - e. THE STURGEON PUBLIC SCHOOL DIVISION

2. The Town of Morinville area, which includes:
 - a. THE TOWN OF MORINVILLE
 - b. THE GREATER ST. ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION
 - c. THE STURGEON PUBLIC SCHOOL DIVISION

In both of these agreements, the parties have identified that they will not have a governing committee for the following reasons:

- Once the agreement is in place and approved by the Council (City/Town) and the School Board, it is administrative and most effectively dealt with between administrative personnel.
- If issues do arise with the agreement it should be taken to the School Board to amend the agreements, in which a meeting between the Council and the School Board can be arranged at any time.
- Reduce the number of meetings required and the difficulty of getting every member together.

As other parties of the agreements do not wish to have a governance committee included, Sturgeon Public School Division would have to create their own agreements between the municipalities and the Division.

Examples of wording for the governance committee have been attached for reference. In addition, an example of a dispute resolution clause has been included to identify how the Board would be involved if administration staff could not resolve an issue.

055/2024 - Moved by Trustee Gibbons that the Board of Trustees approve the use of a Joint Use Planning Agreement without the Governing Committee and that any issues arising from the agreement will be dealt with first between administration staff and then escalated to the Board as needed.

CARRIED UNANIMOUSLY

Administrative Reports

Pembina Pipeline Corporation Grant

Shawna Warren, Superintendent presented the Pembina Pipeline Corporation Grant.

During the 2023-2024 school year, the Superintendent's Office submitted multiple grant applications and spent time searching for different external funding sources to ensure all Sturgeon Public students have access to nutritious meals. In response to the rising cost of food and the increase in the number of students accessing food in each school, this initiative was aimed at expanding the support for students to ensure they have access to nutritious food to promote learning and well-being.

We are excited to announce that, earlier this month, the Division received confirmation from one of the grant applications. Pembina has approved our grant application for Redwater School and Ochre Park School. The two schools will receive a nutrition grant for the 2024-2025 school year sponsored by Pembina which will be administered through the Breakfast Club of Canada. These funds will be disbursed between the two schools to enhance their existing nutrition programs.

The Division will continue working with the Breakfast Club of Canada to ensure the effective implementation of the grant to support these programs.

056/2024 - Moved by Trustee Murray-Elliott that administration provide the Board with some information on where the nutritional grants we are receiving are coming from and how they are being divided and allocated.

CARRIED 6/1

Opposed: Trustee Gibbons

Summer School Enrolment Summary

Jonathan Konrad, Deputy Superintendent, Education Services presented the Summer School Enrolment Summary.

The attached Summer School report outlines the background, benefits, enrolment statistics and key dates for the Division's Summer School program. Summer School is designed to support students in catching up, upgrading or getting ahead in their high school studies. By

offering flexible options and a variety of courses, students are provided with the opportunity to thrive academically.

The Summer School program supports the Board's mission by creating a collaborative and respectful learning environment where students can excel academically and aligns with the values of excellence in teaching, shared responsibility and providing learning choices to meet diverse student needs.

Communications Report - July and August 2024

Jonathan Konrad, Deputy Superintendent, Education Services presented the Communications Report - July and August 2024.

057/2024 - Moved by Trustee Buga that Administration bring Communication Goals for the 2024-2025 school year to the appropriate Committee of the Whole meeting for review.

CARRIED UNANIMOUSLY


2024-2025 Superintendent Discretionary Fund

Shawna Warren, Superintendent presented the 2024-2025 Superintendent Discretionary Fund.

As part of the budget process, a certain amount of dollars are allocated annually in a budget section titled "Superintendent Discretionary". For the 2024-2025 school year, the total budgeted dollar amount allocated in the Superintendent's Discretionary Fund is \$312,510 for staffing and 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. To date, for the 2024-2025 school year, the following resources have been allocated using Superintendent Discretionary Fund dollars:

- Additional Administrative Allowance funding to add a second Vice Principal at Four Winds Public School to support the growing population, student complexity and ensure student success.
- BACS 0.17FTE Learning Support Lead (LSL) teacher allocation to support complex student needs.

2024 -2025 Superintendent Discretionary		Budget \$312,510				
 As at July 5, 2024		Total Committed to Student Success			\$33,881	
		Total Available			\$278,629	
Budget Item Description	Date	# FTE	# of months	Cost	Budgeted	Available
Direct staffing to schools (K- 12)				\$ 33,881	\$ 312,510	\$ 278,629
Teachers Avg Cost: \$111,067	Totals:	0.17		\$ 33,881		
Four Winds - additional VP Allowance	May 29, 2024			\$ 15,000		
BACS - additional 0.17 FTE support	Jul 05, 2024	0.17	10.00	\$ 18,881		

Superintendent Report

Shawna Warren, Superintendent presented the Superintendent Report.

Administrative Procedure 901: Student Conduct

Shawna Warren, Superintendent and Jonathan Konrad, Deputy Superintendent, Education Services presented the Administrative Procedure 901: Student Conduct.

In response to Ministerial Order #014/2024 – Standards for the Use of Personal Mobile Devices and Social Media in Schools – Administration spent the summer updating all applicable Administrative Procedures in advance of the start of the school year to set our schools up for success.

It is in the best interest of our students, our staff and our school community at large to adopt and implement these new legislated requirements at the beginning of the school year instead of trying to shift part way through on January 1, 2025 (mandated implementation date).

The two updated Administrative Procedures (along with the corresponding exhibits) were shared with Principals, Vice Principals and School Office Staff earlier this month so that the school-based leadership teams could get their Student Code of Conduct/Handbooks updated and create their plans for implementation to meet these new legislative requirements.

Administrative Procedure 870: Responsible Use of Technology Resources

Shawna Warren, Superintendent and Jonathan Konrad, Deputy Superintendent, Education Services presented the Administrative Procedure 870: Responsible Use of Technology Resources.

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Reports from Trustees and Standing Committees

Chair's Report

Below is the previous Chair's verbal report.

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

- Education Law Day (Aug. 13)

Trustees' Reports

Below are the verbal Trustee Reports.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Indigenous Parent Advisory Group (Jul. 10)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Indigenous Parent Advisory Group (Jul. 10)
- Education Law Day (Aug. 13)
- Volunteered to support Morinville Public Learning Farm

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Rotary (Aug. 28)
- Meet the Staff at Camilla School (Aug. 28)

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

Trustee Murray-Elliott reported that she attended:

- Indigenous Parent Advisory Group (Jul. 10)

Chair Oatway-McLay (Cardiff/Garrison)

Chair Oatway-McLay reported that she attended:

- Reviewed PSBAA Modules on Board Governance
- PSBC Meeting in Grand Prairie (Aug. 10-12)

Committee of the Whole

The Board of Trustees received as information, the unapproved Minutes of the meeting from the June 19, 2024, Committee of the Whole meeting.

Meeting recessed for break at 11:25 a.m. Meeting resumed at 11:32 a.m.

Reports from Special Committees/Task Groups

Alberta School Boards Association Representative

Trustee Pequin shared that there were no meetings over the summer.

Public School Boards Associate of Alberta Representative

Trustee Murray-Elliott shared her report. Forwarded all information to trustees.

Unfinished Business

058/2024 - Moved by Trustee Pequin that the Board of Trustees approve the creation of an Ad Hoc Committee of three trustees for a Policy Committee with one Administration support.

CARRIED UNANIMOUSLY

059/2024 - Moved by Trustee Gibbons that the Board of Trustees approve the following members for the Ad Hoc Policy Committee for the 2024-2025 school year:

Trustee Pequin
Trustee Buga
Trustee Gibbons

CARRIED UNANIMOUSLY

Comment and Question Period

No comments or questions from the public.

In Camera

060/2024 - Moved by Trustee Pequin that the Board of Trustees move to In Camera at 11:39 a.m.

CARRIED UNANIMOUSLY

061/2024 - Moved by Trustee Gibbons that the Board of Trustees revert to a public meeting at 12:04 p.m.

CARRIED UNANIMOUSLY

Adjournment

Trustee Gibbons adjourned the meeting at 12:05 p.m.

Chair

Date

Associate Superintendent,
Corporate Services

DRAFT