



BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

Public Board Meeting

AGENDA

Date: September 23, 2024 **Start Time:** 10:00 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
 - 4.1 Approval of the Minutes of the Organizational Meeting of August 28, 2024
 - 4.2 Approval of the Minutes of the Regular Board Meeting of August 28, 2024
5. Business Arising From The Minutes
6. Presentations/Delegations
7. Action Items
 - 7.1 Draft 2026-2027 School Year Calendar
 - 7.2 Policy 235: Board Operations; Appendix C - Electoral Wards
 - 7.3 Bylaw 01-2024: A Bylaw to Establish Electoral Wards Within the Division
 - 7.4 2024-2025 Council of School Councils' Meetings
 - 7.5 Policy 900: Student Conduct and Discipline

8. Administrative Reports

- 8.1 Indigenous Student Success
- 8.2 Student Nutrition 2024-2025
- 8.3 Communications 2023-2024 Annual Plan Review & Communications
2024-2025 Annual Plan Presentation
- 8.4 2024-2025 Superintendent Discretionary Fund
- 8.5 Superintendent Report
- 8.6 Administrative Procedure 305: SPS Emergency Preparedness Response Plan

9. Reports from Trustees and Standing Committees

- 9.1 Chair's Report
- 9.2 Trustees' Reports
- 9.3 Committee of the Whole Report
- 9.4 Policy Committee Report

10. Reports from Special Committees/Task Groups

- 10.1 Alberta School Boards Association Representative
- 10.2 Public School Boards Association of Alberta Representative
- 10.3 Rotary Report
- 10.4 Chamber of Commerce Meetings

11. Unfinished Business

12. Comment & Question Period

13. In Camera

14. Adjournment

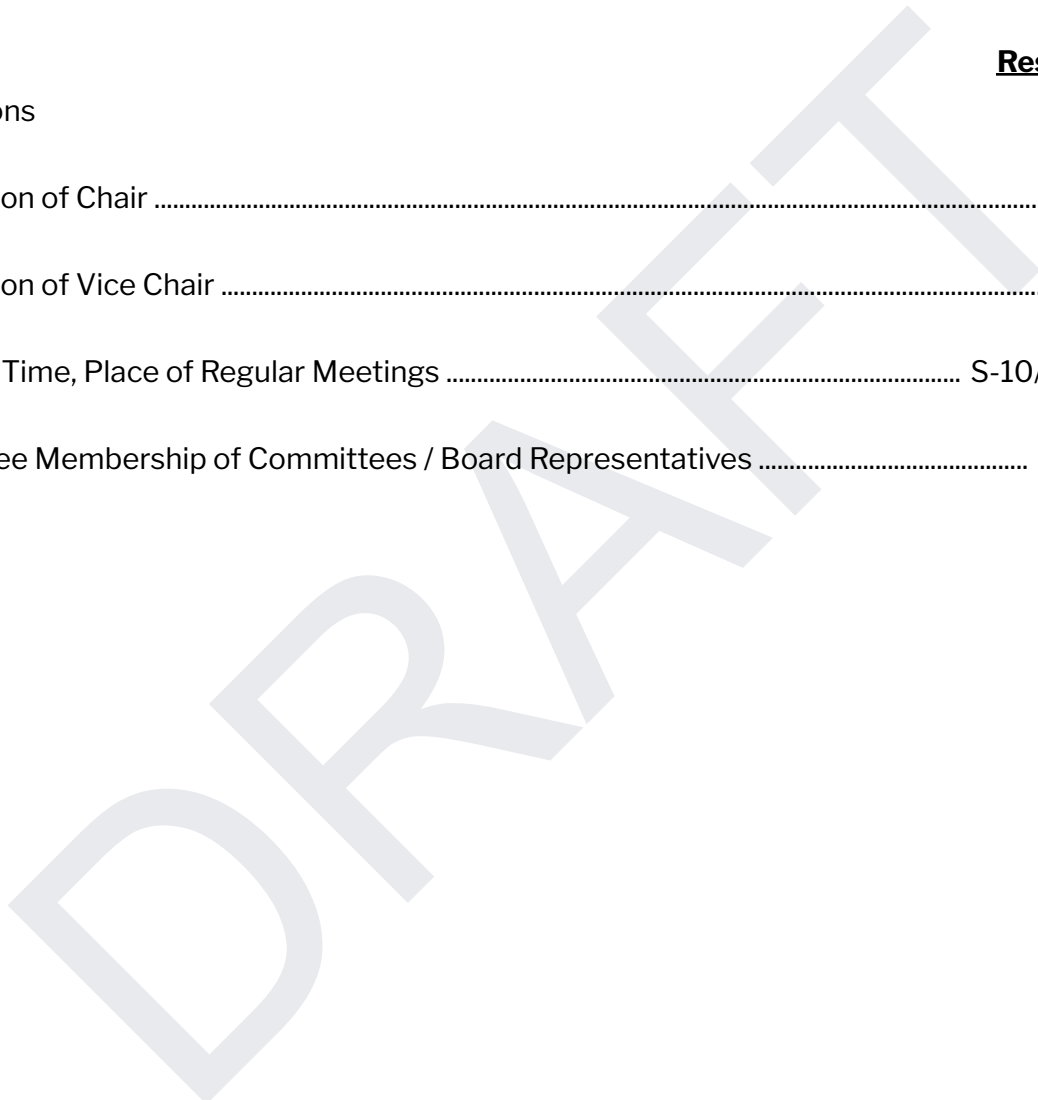


**MINUTES OF THE
ORGANIZATIONAL MEETING**

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

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**Sturgeon
Public Schools**

MINUTES OF THE ORGANIZATIONAL MEETING

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

Roll Call:

Janine Pequin, Trustee, Ward 1
Cindy Briggs, Trustee, Ward 2
Joe Dwyer, Trustee, Ward 3
Trish Murray-Elliott, Trustee, Ward 4
Stacey Buga, Trustee, Ward 5
Tasha Oatway-McLay, Trustee, Ward 6
Irene Gibbons, Trustee, Ward 7
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

Sean Nicholson, Associate Superintendent, Corporate Services, presiding as Chair, called the meeting to order at 9:01 a.m.

Land Acknowledgement

Sean Nicholson, Associate Superintendent, Corporate Services, presiding as Chair, read the Land Acknowledgement Statement.

Outgoing Chair, Chair Gibbons, shared a few words.

Election of Chair

Presiding Chair, Associate Superintendent Nicholson, called for nominations for the position of Board Chair.

Trustee Murray-Elliott nominated Trustee Dwyer for the position of Board Chair. Trustee Dwyer accepted the nomination.

Presiding Chair, Associate Superintendent Nicholson, called a second time for nominations for the position of Board Chair.

Trustee Pequin nominated Trustee Oatway-McLay for the position of Board Chair. Trustee Oatway-McLay accepted the nomination.

Presiding Chair, Associate Superintendent Nicholson, called a third time for nominations for the position of Board Chair.

S-04/2024 - Moved by Trustee Gibbons that nominations for the position of Board Chair cease.

CARRIED UNANIMOUSLY

S-05/2024 - Moved by Trustee Pequin that Tasha Oatway-McLay be declared elected Chair for the 2024-2025 school year.

CARRIED UNANIMOUSLY

Trustee Oatway-McLay was declared Chair of the Board of Trustees of Sturgeon Public Schools.

S-06/2024 - Moved by Trustee Gibbons that the ballots be destroyed.

CARRIED UNANIMOUSLY

Presiding Chair Nicholson transferred the chair to Board Chair Oatway-McLay at 9:16 a.m.

Election of Vice Chair

Board Chair Oatway-McLay, called for nominations for the position of Vice Chair.

Trustee Gibbons nominated Trustee Buga for the position of Vice Chair. Trustee Buga accepted the nomination.

Board Chair Oatway-McLay called a second time for nominations for the position of Vice Chair.

Trustee Dwyer nominated Trustee Briggs for the position of Vice Chair. Trustee Briggs accepted the nomination.

Board Chair Oatway-McLay called a third time for nominations for the position of Vice Chair.

S-07/2024 - Moved by Trustee Pequin that nominations for the position of Vice Chair cease.

CARRIED UNANIMOUSLY

S-08/2024 - Moved by Trustee Gibbons that Stacey Buga be declared elected Vice Chair.

CARRIED UNANIMOUSLY

Trustee Buga was declared Vice Chair of the Board of Trustees of Sturgeon Public Schools.

S-09/2024 - Moved by Trustee Pequin that the ballots be destroyed.

CARRIED UNANIMOUSLY

Meeting recessed for a break at 9:23 a.m. Meeting resumed at 9:28 a.m.

Code of Ethics

Vice Chair Buga read the Code of Ethics out loud.

Date, Time, Place of Regular Meetings

S-10/2024 - Moved by Chair Oatway-McLay that the Board of Trustees approve the Schedule of Public Board Meetings - 2024-2025 as attached to the Organizational meeting package, with the September date changed to September 25, 2024; and

Further, the Public Board meetings be held at the Frank Robinson Education Centre in Morinville at 9:00 a.m.

S-11/2024 - Amendment by Trustee Pequin that the Board of Trustees approve the Schedule of Public Board Meetings - 2024-2025 as attached to the Organizational meeting package, with the September date changed to September 23, 2024;

Further, the Public Board meetings be held at the Frank Robinson Education Centre in Morinville at 10:00 a.m.

CARRIED UNANIMOUSLY

S-12/2024 - Moved by Trustee Murray-Elliott that the Board of Trustees approve the amended motion regarding the Board schedule.

CARRIED UNANIMOUSLY

Trustee Membership of Committees

S-13/2024 - Moved by Vice Chair Buga that the Board of Trustees approve the following Membership Committees for the 2024-2025 school year:

Committee of the Whole

All Trustees

ATA Negotiations Committee

Trustee Oatway-McLay, Trustee Briggs, Trustee Buga

CUPE Negotiations Committee

Trustee Dwyer, Trustee Briggs, Trustee Murray-Elliott

Teacher Board Advisory Committee (TBAC)

Trustee Oatway-McLay, Trustee Pequin, Trustee Gibbons

Labour Management Committee (CUPE)

Trustee Murray-Elliott, Trustee Dwyer, Trustee Briggs

CARRIED UNANIMOUSLY

Board Representatives to Other Organizations

S-14/2024 - Moved by Trustee Murray-Elliott that the Board of Trustees approve the following Board Representatives to Other Organizations for the 2024-2025 school year:

Alberta School Boards Association - Zone 2/3

Trustee Gibbons, Alternate Trustee Buga

Public School Boards Association of Alberta

Trustee Briggs, Alternate Trustee Murray-Elliott

TEBA Representative

Trustee Oatway-McLay

Sturgeon Composite High School - School Council

Rotation of: Trustee Murray-Elliott, Trustee Dwyer, Trustee Buga

Sturgeon Public Virtual Academy - School Council

Trustee Buga

Student Discipline Committee

Trustees will rotate attendance (a quorum of two)

Morinville Sturgeon Rotary Representatives

Rotation of: Trustee Dwyer, any Trustee who would like to attend

Community Services Advisory Board

Trustee Briggs

CARRIED UNANIMOUSLY

Close of the Meeting

The meeting adjourned at 10:14 a.m.

Chair

Date

Associate Superintendent,
Corporate Services

DRAFT

**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.

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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.

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.

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



Date: September 23, 2024 **Agenda Item:** 7.1

To: Board of Trustees

From: Shawna Warren, Superintendent

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

Subject: **Draft 2026 - 2027 School Year Calendar**

Recommended Motion:

THAT the Board of Trustees approve in principle the draft 2026-2027 School Year Calendar as presented at the September 23, 2024, Public Board meeting, and

Further, direct Administration to circulate the draft 2026-2027 School Year Calendar for feedback as outlined in Board Policy.

Background:

The 2026 - 2027 Draft School Year Calendar has been developed to adhere to all legislative and policy requirements. As per *Administrative Procedure 235: Operational School Year and Calendar*, once the School Year Calendar has been approved in principle by the Board of Trustees, the calendar package will be referred to Administrative Council (Principals/Vice Principals) and School Councils for review and feedback prior to the Board’s final approval. The proposed calendar will also be shared with the Teacher Board Advisory Committee for review and feedback.

Once all feedback has been received, the 2026-2027 School Year Calendar will be brought to the March 19, 2025, Public Board meeting for final review and approval.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (1) Building Effective Relationships

INDICATORS: e. establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations; and

f. facilitating the meaningful participation of members of the school community and local community in decision-making.

COMPETENCY: (2) Modeling Commitment to Professional Learning

INDICATORS: c. actively seeking out feedback and information from a variety of sources to enhance leadership practice.

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.

COMPETENCY: (7) Supporting Effective Governance
INDICATORS: f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms; and
l. facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities.

Governance Implications:

[Education Act](#)

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

(c) provide, where appropriate, for the engagement of parents, students, staff and the community, including municipalities and the local business community, in board matters, including the board's plans and the achievement of goals and targets within those plans,

School day and year

60 A board shall determine and make publicly available for each school year the days, dates and number of days of school operation.

[Funding Manual for School Authorities & Guide to Education](#)

All students must receive the minimum required instructional hours and be provided sufficient opportunity to achieve the outcomes outlined in the programs of study/curriculum as mandated by legislation. The 2026-2027 school year calendar ensures these requirements are met.

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

7. Establish processes to engage the community and stakeholders in a dialogue about Division programs and future planning.

[Policy 221: Role of the Trustee](#)

2.1.1 Represent his or her constituents and consider the interests of all Division stakeholders when making decisions.

[Administrative Procedure 235: Operational School Year Calendar](#)

A board shall determine and make publicly available for each school year the days, dates and number of days of school operation (Education Act Section 60).



Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. Draft 2026 - 2027 School Year Calendar
2. Draft 2026 - 2027 School Operational Year Count
3. Draft 2026 - 2027 School Operational Year Details

2026-2027

****Draft**

AUGUST 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					

SEPTEMBER 2026

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

OCTOBER 2026

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25	26	27	28	29	30	31

NOVEMBER 2026

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22	23	24	25	26	27	28
29	30					

DECEMBER 2026

S	M	T	W	T	F	S
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27	28	29	30	31		

JANUARY 2027

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24	25	26	27	28	29	30
31						

FEBRUARY 2027

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2027

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2027

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25	26	27	28	29	30	

MAY 2027

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23	24	25	26	27	28	29
30	31					

JUNE 2027

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JULY 2027

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**** SUBJECT TO DIPLOMA EXAM SCHEDULE RELEASE**

Event	Date
School Offices Open - NO CLASSES	August 17
Division/School PD/Collaboration; Staff Meeting	August 24
Division/School PD/Collaboration; Staff Meeting	August 25
Operational Non-Instructional (K-12) - No Classes	August 26
Classes Begin	August 27
Labour Day - No Classes	September 7
Division/School PD/Collaboration; Staff Meeting	September 14
National Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 12
Division/School PD/Collaboration; Staff Meeting	October 13
In Lieu of Parent/Teacher Interviews - No Classes	November 9
Fall Break - No Classes	November 10
Remembrance Day - No Classes	November 11
Fall Break - No Classes	November 12 - 13
Classes Resume	November 16
Division/School PD/Collaboration; Staff Meeting	December 7
Christmas Break - No Classes	December 21
Classes Resume	January 4
Division/School PD/Collaboration; Staff Meeting	January 29
First Day of Classes - Semester Two	February 1
Teachers' Convention - No Classes	February 4-5
Family Day - No Classes	February 15
Division/School PD/Collaboration; Staff Meeting	March 8
In Lieu of Parent/Teacher Interviews - No Classes	March 25
Good Friday - No Classes	March 26
Easter Monday - No Classes	March 29
Spring Break - No Classes	March 30 - April 2
Classes Resume	April 5
Victoria Day - No Classes	May 24
Division/School PD/Collaboration; Staff Meeting	May 25
Division/School PD/Collaboration; Staff Meeting	June 7
Last Day of Classes	June 25
Operational Non-Instructional (K-12) - No Classes	June 28-29
Summer Vacation Begins	June 30



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	3	3	3	6	6
September	1	1	19	19	20	20
October	1	1	20	20	21	21
November	1	1	16	16	17	17
December	1	1	13	13	14	14
January	1	1	19	19	20	20
Total - Semester 1	8	8	90	90	98	98
February	2	2	17	17	19	19
March	2	2	17	17	19	19
April	0	0	20	20	20	20
May	1	1	19	19	20	20
June	3	3	18	18	21	21
Total - Semester 2	8	8	91	91	99	99
Operational Year Total	16	16	181	181	197	197

References:	Admin Procedure	235 - Operational School Year and Calendar			
		School Operational Year Calendar 2026-2027			
		School Operational Year Calendar Day Count 2026-2027			
	Education Act	Section 60			

School Year 2026-2027

(All dates are inclusive unless otherwise specified)

AUGUST

Monday	17	School Offices Open
Monday	24	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	25	Division/School PD/Collaboration; Staff Meeting – No Classes
Wednesday	26	Operational Non-Instructional Day – No Classes
Thursday	27	All Classes (full day)

SEPTEMBER

Monday	07	LABOUR DAY - No Classes
Monday	14	Division/School PD/Collaboration; Staff Meeting – No Classes
Wednesday	30	NATIONAL TRUTH & RECONCILIATION DAY – No Classes

OCTOBER

Monday	12	THANKSGIVING DAY - No Classes
Tuesday	13	Division/School PD/Collaboration; Staff Meeting – No Classes

NOVEMBER

Monday	9	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Tuesday	10	Fall Break - No Classes
Wednesday	11	REMEMBRANCE DAY – No Classes
Thursday	12	Fall Break - No Classes
Friday	13	Fall Break - No Classes
Monday	16	Classes Resume

DECEMBER

Monday	07	Division/School PD/Collaboration; Staff Meeting – No Classes
Saturday	19	Christmas Break Begins

JANUARY

Monday	04	Classes Resume
Friday	29	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	01	First Day of Classes - Semester Two
Thursday	04	Teachers' Convention - No Classes
Friday	05	Teachers' Convention - No Classes
Monday	15	FAMILY DAY - No Classes

MARCH

Monday	08	Division/School PD/Collaboration; Staff Meeting – No Classes
Thursday	25	Non-Instructional Day In Lieu of Parent-Teacher Interviews – No Classes
Friday	26	GOOD FRIDAY – No Classes
Monday	29	EASTER MONDAY – No Classes
Tuesday	30	Spring Break Begins

APRIL

Monday	05	Classes Resume
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MAY

Monday	24	VICTORIA DAY - No Classes
Tuesday	25	Division/School PD/Collaboration; Staff meeting – No Classes

JUNE

Monday	07	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	25	Last Day of Classes
Monday	28	Operational Non-Instructional Day – No Classes
Tuesday	29	Operational Non-Instructional Day – No Classes
Wednesday	30	Summer Break Begins

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: September 23, 2024 **Agenda Item:** 7.2

To: Board of Trustees

From: Shawna Warren, Superintendent

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

Subject: **Policy 235: Board Operations; Appendix C - Electoral Wards**

Recommended Motion:

THAT the Board of Trustees approve revised Board *Policy 235: Board Operations; Appendix C - Electoral Wards* with recommended changes as presented at the September 23, 2024, Public Board meeting.

Background:

In the 2023-2024 school year, the Government of Alberta issued Ministerial Order 014/2023, which related to the Boundary between Sturgeon Public School Division’s, St. Albert School Division’s and The Greater St. Albert Roman Catholic Separate School Division’s Boundaries. Based on the Ministerial Order, Sturgeon Public School Division has to adjust Board Policy 235: Board Operations; Appendix C - Electoral Wards to reflect the adjustment in boundaries.

Policy 235: Board Operations; Appendix C - Electoral Wards was reviewed at the September 9, 2024, Policy Committee meeting and forwarded to the September Public Board meeting for approval.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (6) School Authority Operations and Resources

INDICATORS: a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and

e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

COMPETENCY: (7) Supporting Effective Governance

INDICATORS: d. ensuring that the board’s plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities; and

f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms.

Governance Implications:

Education Act

Establishment of wards

76(1) The board of a school division may bylaw

- (a) provide for the nomination and election of trustees by wards and determine the boundaries of the wards, or
- (b) provide for the election of trustees by the general vote of the electors.

Ministerial Order 014/2023

I, Demetrios Nicolaides, Minister of Education, pursuant to Section 114 of the Education Act, make the Order in the attached Appendix, being The St. Albert School Division, The Sturgeon School Division, and The Greater St. Albert Roman Catholic Separate School Division Boundary Adjustment Order.

Policy 235: Board Operations

WARDS

Any changes to the electoral ward boundaries shall be by Ministerial Order.

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. Policy 235: Board Operations; Appendix C - Electoral Wards - Clean Copy
2. Policy 235: Board Operations; Appendix C - Electoral Wards - Tracked Changes

235: APPENDIX C - Electoral Wards

WARD 1 (REDWATER/CORONADO)

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 57, Range 22, West of the 4th Meridian
Sections 1 to 36 inclusive In Township 57, Range 23, West of the 4th Meridian
Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

WARD 2 (BON ACCORD/LEGAL)

In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 56, Range 25, West of the 4th Meridian
Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive In Township 57, Range 24, West of the 4th Meridian
Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

WARD 3 (ALCOMDALE/VILLENEUVE)

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive In Township 54, Range 28, West of the 4th Meridian Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive In Township 55, Range 25, West of the 4th Meridian Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 55, Range 27, West of the 4th Meridian Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)

In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 lying West of Big Lake: those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 23 to 36 inclusive; those portions of Sections, 11, 12,14, 15, 19, 21 and 22, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8,17 and 31 lying East of Highway 44

WARD 5 (MORINVILLE)

Town of Morinville

All Land Within the corporate limits of the Town of Morinville

WARD 6 (CARDIFF/GARRISON)

In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 Lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway

WARD 7 (GIBBONS/LAMOUREUX)

Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan

River and South of the corporate limits of Fort Saskatchewan Settlement;
those portions of Section 36 lying North of Fort Saskatchewan Settlement
In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16
lying North and West of the corporate limits of the Fort Saskatchewan
Settlement; those portions of Section 22 lying south of the Sturgeon River and
outside the corporate limits of the Fort Saskatchewan Settlement; those
portions of Section 23 lying West of the East Bank of the North Saskatchewan
River, South of the Sturgeon River, and North of the corporate limit of the Fort
Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying
South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying
South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon
River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying
South and East of the Sturgeon River; those portions of Sections 12, 13, 23
and 24 lying South and West of the Sturgeon River; those portions of Section
15 lying within the corporate limits of the Town of Gibbons

235: APPENDIX C - Electoral Wards

WARD 1 (REDWATER/CORONADO)

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 57, Range 22, West of the 4th Meridian
Sections 1 to 36 inclusive In Township 57, Range 23, West of the 4th Meridian
Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

WARD 2 (BON ACCORD/LEGAL)

In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 56, Range 25, West of the 4th Meridian
Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive In Township 57, Range 24, West of the 4th Meridian
Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

WARD 3 (ALCOMDALE/VILLENEUVE)

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive In Township 54, Range 28, West of the 4th Meridian Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive In Township 55, Range 25, West of the 4th Meridian Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive In Township 55, Range 27, West of the 4th Meridian Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)

In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 lying West of Big Lake: those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, ~~14~~, ~~19~~, ~~23~~ to 36 inclusive; those portions of Sections ~~10~~, 11, 12, ~~14~~, 15, ~~17~~, ~~18~~, ~~19-20~~, ~~21~~ and ~~22~~, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8, 17 and 31 lying East of Highway 44

WARD 5 (MORINVILLE)

Town of Morinville

All Land Within the corporate limits of the Town of Morinville

WARD 6 (CARDIFF/GARRISON)

In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 Lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway

WARD 7 (GIBBONS/LAMOUREUX)

Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan

River and South of the corporate limits of Fort Saskatchewan Settlement;
those portions of Section 36 lying North of Fort Saskatchewan Settlement
In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16
lying North and West of the corporate limits of the Fort Saskatchewan
Settlement; those portions of Section 22 lying south of the Sturgeon River and
outside the corporate limits of the Fort Saskatchewan Settlement; those
portions of Section 23 lying West of the East Bank of the North Saskatchewan
River, South of the Sturgeon River, and North of the corporate limit of the Fort
Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying
South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying
South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon
River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying
South and East of the Sturgeon River; those portions of Sections 12, 13, 23
and 24 lying South and West of the Sturgeon River; those portions of Section
15 lying within the corporate limits of the Town of Gibbons



Date: September 23, 2024 **Agenda Item:** 7.3
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Sean Nicholson, Associate Superintendent, Corporate Services
Subject: **Bylaw 01-2024: A Bylaw to Establish Electoral Wards Within the Division**

Recommended Motions:

THAT the Board of Trustees approve the proposed Bylaw 01-2024: A Bylaw to Establish Electoral Wards Within the Division, at the first readings in this meeting in order to establish the electoral boundaries.

THAT the Board of Trustees approve proposed Bylaw 01-2024 at the second readings in this meeting in order to establish the electoral boundaries.

THAT the Board of Trustees approve proposed Bylaw 01-2024 at the third readings in this meeting in order to establish the electoral boundaries.

THAT the Board of Trustees approve Bylaw 01-2024: A Bylaw to Establish Electoral Wards Within the Division, in its third reading, on this 23rd day of September 2024.

Background:

With 2025 being an election year for Alberta school boards, our bylaw determines the school boards' Ward structure must be passed before December 31 in the year before an election year, in accordance with the *Education Act*.

The Division is updating its ward boundaries to align with Ministerial Order #014/2023, signed September 28, 2023. This Ministerial Order was changed to account for the Annexation of Sturgeon County by the city of St. Albert. Ministerial Order #04/2023 is attached for reference.

Under the Education Act, the Minister no longer approves the bylaw; however, school boards must provide a copy of the bylaw to the Minister before December 31.

Attached is the amended Bylaw 01-2024, A Bylaw to Establish Electoral Wards Within the Division, including the annexation, that requires approval from the Board

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.

COMPETENCY: (7) Supporting Effective Governance
INDICATORS: e. ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements; and
g. implementing board policies and supporting the regular review and evaluation of their impact.

Governance Implications:[Education Act](#)

Establishment of wards

(2) A bylaw passed under this section

(a) does not apply to the general election next following the passing of the bylaw unless it is passed before December 31 in the year prior to that general election being held, and

(b) does not apply to or affect the composition of the board until the date of the next general election to which the bylaw applies.

(2.1) Subject to subsection (2.2), a board shall provide a copy of a bylaw passed under this section to the Minister as soon as possible after the bylaw is passed.

(2.2) A board shall provide a copy of a bylaw passed under this section to the Minister before December 31 in the year prior to an election year.

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. Bylaw 01-2024 - Electoral Ward Boundaries
2. Ministerial Order 014-2023

THE STURGEON PUBLIC SCHOOL DIVISION

BYLAW NO. 01-2024

A BYLAW TO ESTABLISH ELECTORAL WARDS WITHIN THE DIVISION

Whereas section 76 of the *Education Act* provides that the board of a school division may by bylaw establish the wards and provide for the nomination and election of trustees in the wards;

And whereas Bylaw No. 2-2013 enacted March 27, 2013 requires name change amendment.

Pursuant to the Provisions of Section 76 of the *Education Act*, The Sturgeon Public School Division enacts as follows:

1. That The Sturgeon Public School Division hereby provides for the nomination and election of trustees by wards.
2. That The Sturgeon Public School Division hereby determines that there shall be seven (7) such wards; one (1) Trustee shall be elected per ward.
3. That The Sturgeon Public School Division hereby determines that the boundaries of those seven (7) wards shall be as specified on **Schedule "A"** attached to and forming part of the Bylaw 01-2024.
4. That Bylaw 01-2024 of The Sturgeon Public School Division is a replacement Bylaw to provide for the nomination and election of Trustees by Wards and determine the boundaries of the wards.

As set out in section 76(2) of the *Education Act*, this Bylaw shall take effect on the date of the next general election for the Board.

READ A FIRST TIME THIS 23rd DAY OF September, 2024

BOARD CHAIR

ASSOCIATE SUPERINTENDENT
CORPORATE SERVICES

READ A SECOND TIME THIS 23rd DAY OF September, 2024

BOARD CHAIR

ASSOCIATE SUPERINTENDENT
CORPORATE SERVICES

READ A THIRD TIME THIS 23rd DAY OF September, 2024

BOARD CHAIR

ASSOCIATE SUPERINTENDENT
CORPORATE SERVICES

SCHEDULE A

ELECTORAL WARDS

WARD 1 (REDWATER/CORONADO)

In Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 55, Range 22, West of the 4th Meridian

Sections 27, 33, 34, 35 inclusive; those portions of Sections 25, 26 and 36 lying West of the East bank of the North Saskatchewan River; those portions of Sections 22, 28, 29 and 32 lying North and East of the Sturgeon River; those portions of Section 23 lying West of the East bank of the North Saskatchewan River and East of Sturgeon River

In Township 56, Range 20, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 21, West of the 4th Meridian

Sections 18, 19, 29 to 34 inclusive; those portions of Sections 6, 7, 8, 17, 20, 21, 26, 27, 28, 35 and 36 lying West of the East bank of the North Saskatchewan River

In Township 56, Range 22, West of the 4th Meridian

Sections 1-5, 8 to 36 inclusive; those portions of Sections 6 and 7 lying East of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 25, 26, 35 and 36; those portions of Section 13 lying East of the Sturgeon River; those portions of Section 12 lying North and East of Sturgeon River; those portions of Sections 23 and 24 lying North of the Sturgeon River

In Township 57, Range 20, West of the 4th Meridian

Sections 7, 17 to 21, and 27 to 35 inclusive; those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River

In Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 57, Range 22, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 57, Range 23, West of the 4th Meridian

Sections 1, 2, 11 to 14, 23 to 26, 35 and 36 inclusive

WARD 2 (BON ACCORD/LEGAL)

In Township 55, Range 23, West of the 4th Meridian

Those portions of Sections 30, 31 and 32 North and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 6 to 8, 16 to 22, 27 to 34 inclusive; those portions of Section 5 lying North and West of the Sturgeon River; those portions of Section 15 lying North and West of the corporate limit of the Town of Gibbons

In Township 56, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Sections 9, 16, and 21 lying East of Highway 2

In Township 57, Range 23, West of the 4th Meridian

Sections 3 to 10, 15 to 22, 27 to 34 inclusive

In Township 57, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 1 to 3, 10 to 15, 22 to 27, 34 to 36 inclusive; those portions of Section 33 lying North and East of Highway 2

In Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9, 16 to 18 inclusive

In Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive

In Township 58, Range 25, West of the 4th Meridian

Sections 1 to 3, 9 to 12 inclusive; those portions of Section 4 lying North and East of Highway 2

WARD 3 (ALCOMDALE/VILLENEUVE)

In Township 53, Range 26, West of the 4th Meridian

Those portions of Sections 30 and 31 lying West of Highway 44

In Township 54, Range 26, West of the 4th Meridian

Sections 6, 7, 18, 19 and 30 inclusive; those portions of 8, 17 and 31 lying west of Highway 44

In Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3, 10 to 36 inclusive

In Township 54, Range 28, West of the 4th Meridian

Sections 13, 24, 25 and 36 inclusive

In Township 54, Range 1, West of the 5th Meridian

Sections 13, 24, 25 and 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 3, 28, and 33 lying West of Highway 2

In Township 55, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 27, West of the 4th Meridian

Sections 1 to 25 and 36 inclusive; those portions of Sections 26 to 30 lying South of Alexander Band No.134 Boundary

In Township 55, Range 1, West of the 5th Meridian

Sections 1, 12, 13 and 24 inclusive; those portions of Section 25 lying South of Alexander Band No.134 Boundary

In Township 56, Range 25, West of the 4th Meridian

Sections 5 to 8, 17 to 20, 28 to 33 inclusive; those portions of Sections 4, 9, 16 and 21 lying West of Highway 2

In Township 56, Range 26, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 56, Range 27, West of the 4th Meridian

Sections 12, 13 and 19 to 36 inclusive; those portions of Sections 1 lying East of the Alexander Band No.134 Boundary

In Township 56, Range 1, West of the 5th Meridian

Sections 23 to 26, 35, 36 inclusive

In Township 57, Range 25, West of the 4th Meridian

Sections 4 to 9, 16 to 21, 29 to 32 inclusive; those portions of Sections 28 and 33 lying West of Highway 2

In Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15, 22 to 27, 35 and 36 inclusive; East half of Sections 16, 21, 28, and 34

In Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest Quarter of Section 8; South half of Section 18

In Township 57, Range 1, West of the 5th Meridian

Sections 1,2,11, and 12 inclusive; South half of Sections 13 and 14

In Township 58, Range 25, West of the 4th Meridian

Sections 5 and 6 inclusive; those portions of Section 4 lying West of Highway 2

In Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2 inclusive; East half of Section 3

WARD 4 (STURGEON VALLEY/WEST ST. ALBERT)

In Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 Lying West of Big Lake: those portions of section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert

In Township 53, Range 26, West of the 4th Meridian

Sections 26, 28, 29 and 32 to 35 inclusive: those portions of Sections 22, 23, 24, 25 and 27 lying North of Big Lake; Those Portions of Sections 30 and 31 lying East of Highway 44; those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert

In Township 54, Range 24, West of the 4th Meridian

Sections 18, 19, 30 and 31 inclusive; North Half of Section 7; that portion of the North half of Section 8 lying West of Highway 28; those portions of Sections 17, 20, 29, and 32 lying West of Highway 28

In Township 54, Range 25, West of the 4th Meridian

Sections 13, 23 to 36 inclusive; those portions of Sections, 11, 12,14, 15, 19, 21 and 22, lying outside of the corporate limits of the City of St. Albert

In Township 54, Range 26, West of the 4th Meridian

Sections 2 to 5, 9 to 11, 14 to 16, 20 to 29 and 32 to 36 inclusive; those portions of Sections 1, 12, and 13 lying outside of the corporate limits of the City of St. Albert; those portions of 8,17 and 31 lying East of Highway 44

WARD 5 (MORINVILLE)

Town of Morinville

All Land Within the corporate limits of the Town of Morinville

WARD 6 (CARDIFF/GARRISON)

In Township 54, Range 24, West of the 4th Meridian

Sections 15, 16, 21, 22, 27, 28, 33 and 34 inclusive; those portions of Sections 8, 17, 20, 29, and 32 lying East of Highway 28; those portions of Section 9, 10, 11, 14, 23, 26, and 35 lying outside of the corporate limits for the City of Edmonton

In Township 55, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive

In Township 55, Range 25, West of the 4th Meridian

Sections 1, 2, 10 to 15, 22 to 26, 35 and 36 inclusive; the portion of Section 3 lying East of Highway 2

WARD 7 (GIBBONS/LAMOUREUX)

Fort Saskatchewan Settlement

All lands within the corporate limits of Fort Saskatchewan Settlement West of the East bank of the North Saskatchewan River

In Township 54, Range 23, West of the 4th Meridian

Section 35 inclusive; those portions of Sections 23, and 26 lying North and West of the East bank of the North Saskatchewan River; those portions of Section 25 lying North and West of the East bank of the North Saskatchewan River and South of the corporate limits of Fort Saskatchewan Settlement; those portions of Section 36 lying North of Fort Saskatchewan Settlement

In Township 55, Range 22, West of the 4th Meridian

Sections 6, 7, 17 to 21, 30 and 31 inclusive; those portions of 5, 8, 9, and 16 lying North and West of the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 22 lying south of the Sturgeon River and outside the corporate limits of the Fort Saskatchewan Settlement; those portions of Section 23 lying West of the East Bank of the North Saskatchewan River, South of the Sturgeon River, and North of the corporate limit of the Fort Saskatchewan Settlement; those portions of Section 28, 29 and 32 lying South and West of the Sturgeon River

In Township 55, Range 23, West of the 4th Meridian

Sections 1 to 29, and 33 to 36 inclusive; those portions of 30, 31 and 32 lying South and East of the Sturgeon River

In Township 56, Range 22, West of the 4th Meridian

Those portions of Sections 6 and 7 lying South and West of the Sturgeon River

In Township 56, Range 23, West of the 4th Meridian

Sections 1 to 4, 9 to 11 and 14 inclusive; those portions of Section 5 lying South and East of the Sturgeon River; those portions of Sections 12, 13, 23 and 24 lying South and West of the Sturgeon River; those portions of Section 15 lying within the corporate limits of the Town of Gibbons



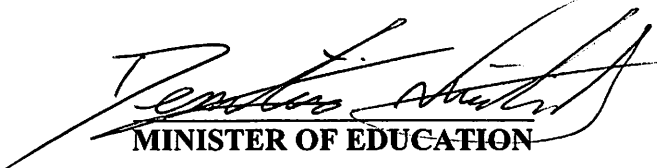
ALBERTA

EDUCATION
Office of the Minister

GOVERNMENT OF ALBERTA
DEPARTMENT OF EDUCATION
MINISTERIAL ORDER (#014/2023)

I, Demetrios Nicolaides, Minister of Education, pursuant to Section 114 of the *Education Act*, make the Order in the attached Appendix, being The St. Albert School Division, The Sturgeon School Division, and The Greater St. Albert Roman Catholic Separate School Division Boundary Adjustment Order.

DATED at Calgary, Alberta on September 28 2023.


MINISTER OF EDUCATION

APPENDIX

MINISTERIAL ORDER (#014/2023)

EDUCATION ACT

The St. Albert School Division, The Sturgeon School Division, and The Greater St. Albert Roman Catholic Separate School Division Boundary Adjustment Order

1 Pursuant to Order in Council 362/2021 dated December 8, 2021, separated lands from Sturgeon County and annexed the lands to the City of St. Albert.

2 Pursuant to Section 114 of the *Education Act*, the following lands are taken from The Guilbault School District No. 2885 (The Sturgeon School Division) and The Guilbault Roman Catholic Separate School District No. 552 (The Greater St. Albert Roman Catholic Separate School Division), and are added to The St. Albert Public School District No. 5565 (The St. Albert School Division) and The Greater St. Albert School District No. 5566 (The Greater St. Albert Roman Catholic Separate School Division):

Township 54, Range 25, West of the 4th Meridian

That portion of the Northeast quarter of Section 10 not within the City of St. Albert; That portion of the North half of Section 11 lying West of the railroad tracks; That portion of the Northeast quarter of Section 20 not within the City of St. Albert; That portion of Section 21 not within the City of St. Albert; That portion of the Northwest quarter of Section 22 not within the City of St. Albert, which is bounded on the Southeast by the Northerly boundary of the road allowance separating St. Albert Settlement from the said quarter Section as shown on a plan of survey of the said township signed at Ottawa on the 5th day of March A.D. 1884 and which lies to the Southwest of a line described as follows: Commencing at a point on the North boundary of the road allowance separating the St. Albert Settlement from the said quarter Section, which point lies 73.9 meters Southwest of the intersection of the North boundary of the said road allowance with the production North-Westerly of the East boundary of River Lot 37 within the St. Albert Settlement, thence Northwesterly to a point on the West boundary of the said quarter Section 325.2 meters North of the Southwest corner of the titled portion of said quarter Section; That portion of the River Lot 37 as shown on a plan of survey of the said settlement signed at Ottawa on the 7th day of October A.D. 1910 within the Northwest quarter of Section 22 and including all that portion of the road allowance adjacent to the North boundary of said River Lot 37 lying West of the projection Northwesterly of the Eastern boundary of said River Lot 37; All that portion of the Southwest quarter of Section 22 lying West of the Eastern boundary of River Lot 37 as shown on a plan of survey of the said settlement signed at Ottawa on the 7th day of October A.D. 1910; That portion of Section 15 not within the City of St. Albert lying West of a line projected

APPENDIX

MINISTERIAL ORDER (#014/2023)

Southeasterly from the point to the Eastern boundary of River Lot 37 as shown on a plan of survey of the said settlement signed at Ottawa on the 7th day of October A.D. 1910 intersects the Northern boundary of said section to the right bank of the Sturgeon River and lying North of the right bank of the Sturgeon River; That portion of the East half of Section 15 not within the City of St. Albert lying South and East of the right bank of the Sturgeon River and South of the Northeastern boundary of St. Albert settlement River Lot 56 as shown on a plan of survey of said settlement signed at Ottawa on the 7th day of October A.D. 1910; That portion of the Southwest quarter of Section 14 lying South of the projection of a line commencing at the intersection of St. Albert Settlement River Lot 56 as shown on a plan of survey of said settlement signed at Ottawa on the 7th day of October A.D. 1910 and the Western boundary of said quarter section to the intersection of said River Lot 56 and the Eastern boundary of said quarter section; Block A, Plan 3951RS.

- 2 Pursuant to Section 114 of the *Education Act*, the following lands are taken from The O'Donnell School District No. 2047 (The Sturgeon School Division), and are added to The St. Albert Public School District No. 5565 (The St. Albert School Division) and The Greater St. Albert School District No. 5566 (The Greater St. Albert Roman Catholic Separate School Division):

Township 54, Range 25, West of the 4th Meridian

That portion of the West half of Section 18 not within the City of St. Albert; That portion of the Southwest quarter of Section 19 within the Hudson's Bay Company Reserve lands.

Township 54, Range 26, West of the 4th Meridian

That portion of the North half of Section 1 lying West of Carrot Creek and North of the Railway tracks; That portion of Section 12 lying West of Carrot Creek; That portion of Section 13 lying West and North of Carrot Creek; That portion of the Southeast quarter of Section 23 lying East and North of the West and South boundary of Road Plan 1311 K excluding Lot 4, Plan 982 6489 and excluding that portion of Road Plan 1311 K lying North of the projection West of the North boundary of Lot 1, Plan 992 5995; All that portion of the South half of Section 24 lying South of the North boundary and South of the projection East of the North boundary of Lot 1, Plan 992 5995, including that portion adjacent to the South boundary of Lot 2, Block 1, Plan 932 011.

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MINISTERIAL ORDER (#014/2023)

- 4 Pursuant to Section 114 of the *Education Act*, the following lands are taken from The Volmer Roman Catholic Public School District No. 47 (The Sturgeon School Division), and are added to The St. Albert Public School District No. 5565 (The St. Albert School Division) and The Greater St. Albert School District No. 5566 (The Greater St. Albert Roman Catholic Separate School Division):

Township 54, Range 25, West of the 4th Meridian

The West half of Section 20; The Northwest quarter of Section 17; The Northeast quarter of Section 18; The Southeast quarter of Section 19; That portion of the Southwest quarter of Section 19 not included in the Hudson's Bay Company Reserve lands; That portion of the Northeast quarter of Section 19 lying East of the Eastern boundary of Lot 2, Plan 872 2561.

- 5 The St. Albert School Division shall be comprised of the following lands:

Township 53, Range 25, West of the 4th Meridian

Section 33; Those portions of Section 28 lying North of 137 Ave NW and Anthony Henday Drive; Those portions of Sections 29 to 32 inclusive lying outside of Big Lake; Those portions of Section 34 and 35 lying North and West of Anthony Henday Drive.

Township 53, Range 26, West of the 4th Meridian

That portion of Section 36 lying North and East of Carrot Creek.

Township 54, Range 25, West of the 4th Meridian

Sections 3 to 10 inclusive; Sections 16 to 18 inclusive; Sections 20 and 21; The South half of Section 19 and all that portion of the Northeast quarter of Section 19 lying East of the Eastern boundary of Lot 2, Plan 872 2561; Those portions of Section 2 lying North of Anthony Henday Drive; That portion of Section 11 lying South and West of the railroad track; That portion of the Northwest quarter of Section 22 not within the City of St. Albert, which is bounded on the Southeast by the Northerly boundary of the road allowance separating St. Albert Settlement from the said quarter Section as shown on a plan of survey of the said township signed at Ottawa on the 5th day of March A.D. 1884 and which lies to the Southwest of a line described as follows: Commencing at a point on the North boundary of the road allowance separating the St. Albert Settlement from the said quarter Section, which point lies 73.9 meters Southwest of the intersection of the North boundary of the said road allowance with the production North-Westerly of the East boundary of River Lot 37 within the St. Albert Settlement; thence Northwesterly to a

APPENDIX

MINISTERIAL ORDER (#014/2023)

point on the West boundary of the said quarter Section 325.2 meters North of the Southwest corner of the titled portion of said quarter Section; That portion of the River Lot 37 as shown on a plan of survey of the said settlement signed at Ottawa on the 7th day of October A.D. 1910 within the Northwest quarter of Section 22 and including all that portion of the road allowance adjacent to the North boundary of said River Lot 37 lying West of the projection Northwesterly of the Eastern boundary of said River Lot 37; All that portion of the Southwest quarter of Section 22 lying West of the Eastern boundary of River Lot 37 as shown on a plan of survey of the said settlement signed at Ottawa on the 7th day of October A.D. 1910; That portion of Section 15 lying West of a line projected Southeasterly from the point to the Eastern boundary of River Lot 37 as shown on a plan of survey of the said settlement signed at Ottawa on the 7th day of October A.D. 1910 intersects the Northern boundary of said section to the right bank of the Sturgeon River and lying North of the right bank of the Sturgeon River; That portion of the East half of Section 15 lying South and East of the right bank of the Sturgeon River and South of the Northeastern boundary of St. Albert Settlement River Lot 56 as shown on a plan of survey of said settlement signed at Ottawa on the 7th day of October A.D. 1910; That portion of the Southwest quarter of Section 14 lying South of the projection of a line commencing at the intersection of St. Albert settlement River Lot 56 as shown on a plan of survey of said settlement signed at Ottawa on the 7th day of October A.D. 1910 and the Western boundary of said quarter section to the intersection of said River Lot 56 and the Eastern boundary of said quarter section; Block A, Plan 3951RS.

Township 54, Range 26, West of the 4th Meridian

Sections 12 and 13; All that portion of the South half of Section 24 lying South of the North boundary and South of the projection East of the North boundary of Lot 1, Plan 992 5995, including that portion adjacent to the South boundary of Lot 2, Block 1, Plan 932 011; That portion of the Southeast quarter of Section 23 lying East and North of the West and South boundary of Road Plan 1311 K excluding Lot 4, Plan 982 6489 and excluding that portion of Road Plan 1311 K lying North of the projection West of the North boundary of Lot 1, Plan 992 5995; Those portions of Section 1 lying East of Carrot Creek; That portion of Section 1 lying West of Carrot Creek and North of the railroad tracks.

- 6 The Sturgeon School Division shall be comprised of the following lands:

Township 53, Range 25, West of the 4th Meridian

Those portions of Section 30 Lying West of Big Lake; Those portions of Section 31 lying West of Big Lake and South of the corporate limits for the City of St. Albert.

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Township 53, Range 26, West of the 4th Meridian

Section 26; Sections 28 to 35 inclusive; Those portions of Sections 22, 23, 24, 25, and 27 lying North of Big Lake; Those portions of Section 36 lying South and West of the corporate limits of the City of St. Albert.

Township 54, Range 22, West of the 4th Meridian

Those portions of Sections 30, 31, and 32 lying West of the East bank of the North Saskatchewan River.

Township 54, Range 23, West of the 4th Meridian

Sections 35 and 36; Those portions of Sections 23, 25, and 26 lying West of the East bank of the North Saskatchewan River.

Township 54, Range 24, West of the 4th Meridian

Sections 15 to 22 inclusive; Sections 27 to 34 inclusive; The North halves of Sections 7 to 10 inclusive; The West halves of Sections 14, 23, 26, and 35; The Northwest quarter of Section 11.

Township 54, Range 25, West of the 4th Meridian

Section 13; Sections 23 to 36 inclusive; North half of Section 12; That portion of Section 11 lying North and East of the railroad track; The Northwest quarter and all that portion of the Northeast quarter of Section 19 lying West of the Eastern boundary of Lot 2, Plan 872 2561; That portion of the Northwest quarter of Section 22 excluding the portion which is bounded on the Southeast by the Northerly boundary of the road allowance separating St. Albert Settlement from the said quarter Section as shown on a plan of survey of the said township signed at Ottawa on the 5th day of March A.D. 1884 and which lies to the Southwest of a line described as follows: Commencing at a point on the North boundary of the road allowance separating the St. Albert Settlement from the said quarter Section, which point lies 73.9 meters Southwest of the intersection of the North boundary of the said road allowance with the production North-Westerly of the East boundary of River Lot 37 within the St. Albert Settlement; thence Northwesterly to a point on the West boundary of the said quarter Section 325.2 meters North of the Southwest corner of the titled portion of said quarter Section; That portion of the Northwest quarter of Section 22 excluding River Lot 37 as shown on a plan of survey of the said settlement signed at Ottawa on the 7th day of October A.D. 1910 within the Northwest quarter of Section 22, including all that portion of the road allowance adjacent to the North boundary of said River Lot 37 lying West of the projection Northwesterly of the Eastern boundary of said River Lot 37; All that portion of the Southwest quarter of Section 22 lying East of the Eastern boundary of River Lot 37 as shown on a plan of survey of the said settlement signed at Ottawa on the 7th day of October A.D. 1910; The East half of Section 22; That portion of Section 15 lying East of a line projected

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Southeasterly from the point to the Eastern boundary of River Lot 37 as shown on a plan of survey of the said settlement signed at Ottawa on the 7th day of October A.D. 1910 intersects the Northern boundary of said section to the right bank of the Sturgeon River and lying North of the right bank of the Sturgeon River; That portion of the East half of Section 15 lying North and West of the right bank of the Sturgeon River and North of the Northeastern boundary of St. Albert Settlement River Lot 56 as shown on a plan of survey of said settlement signed at Ottawa on the 7th day of October A.D. 1910; The North half of Section 14; That portion of the Southwest quarter of Section 14 lying North of the projection of a line commencing at the intersection of St. Albert settlement River Lot 56 as shown on a plan of survey of said settlement signed at Ottawa on the 7th day of October A.D. 1910 and the Western boundary of said quarter section to the intersection of said River Lot 56 and the Eastern boundary of said quarter section; That portion of the Southeast quarter of Section 14 excluding Block A, Plan 3951RS.

Township 54, Range 26, West of the 4th Meridian

Sections 2 to 11 inclusive; Sections 14 to 22 inclusive; Sections 25 to 36 inclusive; The North half and Southwest quarter of Sections 23; That portion of the Southeast quarter of Section 23 lying West and South of the West and South boundary of Road Plan 1311 K including Lot 4, Plan 982 6489 and including that portion of Road Plan 1311 K lying North of the projection West of the North boundary of Lot 1, Plan 992 5995; The North half of Section 24; All that portion of the South half of Section 24 lying North of the North boundary and North of the projection East of the North boundary of Lot 1, Plan 992 5995, excluding that portion adjacent to the South boundary of Lot 2, Block 1, Plan 932 011; That portion of Section 1 lying West of Carrot Creek and South of the railroad tracks.

Township 54, Range 27, West of the 4th Meridian

Sections 1 to 3 inclusive; Sections 10 to 36 inclusive.

Township 54, Range 28, West of the 4th Meridian

Sections 13, 24, 25, and 36.

Township 55, Range 21, West of the 4th Meridian

Those portions of Section 31 lying West of the East bank of the North Saskatchewan River.

Township 55, Range 22, West of the 4th Meridian

Sections 5 to 8 inclusive; Sections 16 to 22 inclusive; Sections 27 to 35 inclusive; Those portions of Sections 4, 9, 10, 14, 15, 23, 25, 26, and 36 lying West of the East bank of the North Saskatchewan River.

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Township 55, Range 23, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 55, Range 24, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 55, Range 25, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 55, Range 26, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 55, Range 27, West of the 4th Meridian
Sections 1 to 25 inclusive; Section 36; Those portions of Sections 26 to 30 inclusive
lying South of Alexander Band No.134 Boundary.

Township 56, Range 20, West of the 4th Meridian
Those portions of Section 31 lying West of the East bank of the North Saskatchewan
River.

Township 56, Range 21, West of the 4th Meridian
Sections 18 and 19; Sections 29 to 34 inclusive; Those portions of Sections 6, 7, 8, 17,
20, 21, 26, 27, 28, 35, and 36 lying West of the East bank of the North Saskatchewan
River.

Township 56, Range 22, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 56, Range 23, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 56, Range 24, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 56, Range 25, West of the 4th Meridian
Sections 1 to 36 inclusive.

Township 56, Range 26, West of the 4th Meridian
Sections 1 to 36 inclusive.

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Township 56, Range 27, West of the 4th Meridian

Sections 12 and 13; Sections 19 to 36 inclusive; Those portions of Sections 1 lying East of the Alexander Band No.134 Boundary.

Township 57, Range 20, West of the 4th Meridian

Section 7; Sections 17 to 21 inclusive; Sections 27 to 35 inclusive; Those portions of Sections 5, 6, 8, 9, 15, 16, 22, 23, 25, 26, and 36 lying West of the East Bank of the North Saskatchewan River.

Township 57, Range 21, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 22, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 23, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 24, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 25, West of the 4th Meridian

Sections 1 to 36 inclusive.

Township 57, Range 26, West of the 4th Meridian

Sections 1 to 15 inclusive; Sections 22 to 27 inclusive; Sections 35 and 36; East halves of Sections 16, 21, 28, and 34.

Township 57, Range 27, West of the 4th Meridian

Sections 1 to 7 inclusive; Southwest quarter of Section 8; South half of Section 18.

Township 58, Range 23, West of the 4th Meridian

Sections 4 to 9 inclusive; Sections 16 to 18 inclusive.

Township 58, Range 24, West of the 4th Meridian

Sections 1 to 18 inclusive.

Township 58, Range 25, West of the 4th Meridian

Sections 1 to 6 inclusive; Sections 9 to 12 inclusive.

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Township 58, Range 26, West of the 4th Meridian
Sections 1 and 2; East half of Section 3.

Township 54, Range 1, West of the 5th Meridian
Sections 13, 24, 25, and 36.

Township 55, Range 1, West of the 5th Meridian
Sections 1, 12, 13, and 24; Those portions of Section 25 lying South of Alexander Band No.134 Boundary.

Township 56, Range 1, West of the 5th Meridian
Sections 23 to 26 inclusive; Sections 35 and 36.

Township 57, Range 1, West of the 5th Meridian
Sections 1, 2, 11, and 12; South halves of Sections 13 and 14.

- 7 The Greater St. Albert Roman Catholic Separate School Division shall be comprised of the following lands:

Township 53, Range 25, West of the 4th Meridian
Section 33; Those portions of Section 28 lying North of 137 Ave NW and Anthony Henday Drive; Those portions of Sections 29 to 32 inclusive lying outside of Big Lake; Those portions of Section 34 and 35 lying North and West of Anthony Henday Drive.

Township 53, Range 26, West of the 4th Meridian
Sections 28 to 34 inclusive; North half of Section 26; That portion of Section 27 lying North and East of the Big Lake; That portion of Section 35 lying West of the Sturgeon River; That portion of the Northwest quarter of Section 25 lying West of the Sturgeon River; That portion of Section 36 lying North and East of Carrot Creek.

Township 54, Range 24, West of the 4th Meridian
Sections 15 to 22 inclusive; Sections 27 to 34 inclusive; North halves of Sections 7 to 10 inclusive; West halves of Sections 14, 23, 26, and 35; Northwest quarter of Section 11.

Township 54, Range 25, West of the 4th Meridian
Sections 3 to 11 inclusive; Sections 13 to 18 inclusive; Sections 20 to 28 inclusive; North half of Section 12; East half of Section 29; South halves of Sections 33 to 36 inclusive; The South half of Section 19 and all that portion of the Northeast quarter of Section 19 lying East of the Eastern boundary of Lot 2, Plan 872 2561; Those portions of Section 2 lying North of Anthony Henday Drive.

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Township 54, Range 26, West of the 4th Meridian

Sections 5, 6, 12, and 13; South half and Northwest quarter of Section 4; South half of Sections 3; Southwest quarter of Section 2; That portion of the Southeast quarter of Section 23 lying East and North of the West and South boundary of Road Plan 1311 K excluding Lot 4, Plan 982 6489 and excluding that portion of Road Plan 1311 K lying North of the projection West of the North boundary of Lot 1, Plan 992 5995; All that portion of the South half of Section 24 lying South of the North boundary and South of the projection East of the North boundary of Lot 1, Plan 992 5995, including that portion adjacent to the South boundary of Lot 2, Block 1, Plan 932 011; Those portions of Section 1 lying East of Carrot Creek; That portion of Section 1 lying West of Carrot Creek and North of the railroad tracks.

Township 55, Range 23, West of the 4th Meridian

Northwest quarter of Section 31.

Township 55, Range 24, West of the 4th Meridian

Sections 2 to 5 inclusive; Sections 8 to 10 inclusive; Sections 15 to 17 inclusive; Sections 20 and 36; East halves of Sections 7, 18, and 35; South half of Section 11; Southwest quarters of Sections 1 and 21; Northwest quarter of Section 14; Southeast quarter of Section 19.

Township 55, Range 25, West of the 4th Meridian

Sections 21 to 24 inclusive; Sections 27 to 29 inclusive; Sections 32 to 34 inclusive; South half and Northeast quarter of Section 26; Southwest quarter of Section 25; Northeast quarter of Section 31; Northwest quarter of Section 35.

Township 56, Range 23, West of the 4th Meridian

Sections 6 and 7; Sections 17 to 20 inclusive; North half and Southwest quarter of Section 8; West half of Section 16; South halves of Sections 29 and 30; Northwest quarters of Sections 5 and 9.

Township 56, Range 24, West of the 4th Meridian

Section 1; Sections 11 to 14 inclusive; Sections 23 and 24; North half and Southeast quarter of Section 2; South half and Northeast quarter of Section 15; East half of Section 10; Southeast quarter of Section 25.

Township 56, Range 25, West of the 4th Meridian

Sections 3 to 5 inclusive; Sections 9 and 10; South half and Northwest quarter of Section 2; South half of Section 6; Southeast quarter of Section 8; Southwest quarter of Section 11.

APPENDIX

MINISTERIAL ORDER (#014/2023)

Township 57, Range 24, West of the 4th Meridian

Section 16; Sections 19 to 23 inclusive; Sections 26 to 35 inclusive; East halves of Sections 9 and 17; North halves and Southwest quarters of Sections 14 and 18; North half of Section 15.

Township 57, Range 25, West of the 4th Meridian

Sections 2 to 5 inclusive; Sections 8 to 11 inclusive; Sections 13 to 36 inclusive; North half and Southwest quarter of Section 12.

Township 57, Range 26, West of the 4th Meridian

Sections 13 to 15 inclusive; Sections 22 to 27 inclusive; Sections 35 and 36; East halves of Sections 16, 21, 28, and 34.

Township 58, Range 24, West of the 4th Meridian

Sections 3 to 11 inclusive; Sections 15 to 18 inclusive; South half and Northwest quarter of Section 2; North half and Southwest quarter of Section 14; Southwest quarter of Section 12.

Township 58, Range 25, West of the 4th Meridian

Sections 1 to 6 inclusive; Sections 9 to 12 inclusive.

Township 58, Range 26, West of the 4th Meridian

Sections 1 and 2; East half of Section 3.

8 This Order shall be effective September 1, 2024.



Date: September 23, 2024 **Agenda Item:** 7.4

To: Board of Trustees

From: Shawna Warren, Superintendent

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

Subject: **2024-2025 Council of School Councils' Meetings**

Recommended Motion:

THAT the Board of Trustees approve that the Council of School Councils' Meeting on Wednesday, October 23, 2024, take place at the Morinville Rendez Vous Centre with a meal to be served at 5:30 p.m., and the meeting on Wednesday, March 5, 2025, take place at a Sturgeon Public school, to be determined, with light refreshments and snacks to be served at 6:30 p.m.

Background:

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.

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 prior to meeting with the Board. 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.

At the May 22, 2024, Public Board Meeting, the Board of Trustees approved that two Council of School Councils' Meetings will take place in person on Wednesday, October 23, 2024 and Wednesday, March 5, 2025, for the 2024-2025 school year.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- COMPETENCY:** (1) Building Effective Relationships
- INDICATORS:** e. establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations; and
f. facilitating the meaningful participation of members of the school community and local community in decision-making.

COMPETENCY:	(7) Supporting Effective Governance
INDICATORS:	k. supporting the board in its engagement with the school community to develop a vision of a preferred future for student success; and l. facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities.

Governance Implications:Education Act

School council

55(1) For each school operated by a board, a school council must be established in accordance with the regulations.

Policy 225: Role of the Board

The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board [Education Act s.55, the School Councils Regulation, and the Alberta School Councils Resource Guide]. Specifically, the Board:

11. Meet at least annually with the Council of School Councils or School Council Chairs.

Administrative Procedure 211: School Councils

5. A Council of School Councils (COSC) provides an opportunity for the Division's school council membership to meet and share strategies and experiences. COSC enables effective communication among the School Councils, the Division, the Superintendent and the community. As per Board Policy 225: Role of the Board, COSC will meet at least once annually.

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

Not applicable.



Date: September 23, 2024 **Agenda Item:** 7.5

To: Board of Trustees

From: Shawna Warren, Superintendent

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

Subject: **Policy 900: Student Conduct and Discipline**

Recommended Motion:

THAT the Board of Trustees approve revised Board *Policy 900: Student Conduct and Discipline* with recommended changes as presented at the September 23, 2024, Public Board meeting.

Background:

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 was 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.

As per Ministerial Order #014/2024, school authorities must have policies and/or procedures relating to the use of personal mobile devices and social media in schools that comply with the Standards outlined no later than January 1, 2025.

Policy 900: Student Conduct and Discipline was reviewed at the September 9, 2024, Policy Committee meeting and forwarded to the September Public Board meeting for approval.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- COMPETENCY:** (1) Building Effective Relationships
- INDICATORS:** a. collaborating with community and provincial agencies to address the needs of students and their families; and
e. establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations.

COMPETENCY: (3) Visionary Leadership
INDICATORS: a. ensuring that the vision is informed by research on effective learning, teaching and leadership; and
d. ensuring that the vision expressed in the school authority's education plan is responsive to the ongoing review of the school authority's achievements, meets all requirements identified in provincial legislation and incorporates the school community's perspectives.

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and
e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

COMPETENCY: (7) Supporting Effective Governance
INDICATORS: d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;
g. implementing board policies and supporting the regular review and evaluation of their impact; and
j. building the capacity of the board and staff to predict, communicate and respond to emergent circumstances, including emergency readiness and crisis management, and to political, social, economic, legal and cultural contexts and trends.

Governance Implications:

[Education Act](#)

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

(d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,

(2) A board shall establish, implement and maintain a policy respecting the board's obligation under subsection (1)(d) to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour.

(3) A code of conduct established under subsection (2) must

- (a) be made publicly available,
- (b) be reviewed every year,
- (c) be provided to all staff of the board, students of the board and parents of students of the board,
- (d) contain the following elements:
 - (i) a statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful and safe learning environments;
 - (ii) one or more statements that address the prohibited grounds of discrimination set out in the Alberta Human Rights Act;
 - (iii) one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day or by electronic means;
 - (iv) one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity and individual circumstances, and which must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour, and
- (e) be in accordance with any further requirements established by the Minister by order.

[Ministerial Order #014/2024](#)

4. A school authority is required to have policies and/or procedures relating to the use of personal mobile devices and social media in schools that comply with these Standards no later than January 1, 2025. A school authority may achieve this by developing new policies or procedures, or by incorporating these Standards into existing policies and/or procedures.

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

55. The Board shall establish a Division Code of Conduct, by policy, to apply to all students (Policy 900).

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. Policy 900: Student Conduct and Discipline - Clean Copy
2. Policy 900: Student Conduct and Discipline - Tracked Changes

Administrative Procedure 900

Student Conduct and Discipline

1.0 POLICY

Policy 900 shall be reviewed by the Board of Trustees on an annual basis and shall be publicly available on Sturgeon Public Schools website.

The Board believes that each student and staff member has the right to learn and work in an environment that promotes: equity, diversity, inclusion and human rights.

The Board believes that to maintain a welcoming, caring, respectful and safe learning and working environment, students must attend school regularly, be punctual, diligent in their studies, and be respectful and considerate to everyone in the school community.

The Board believes that parents and guardians are partners in education and expects that they will support the schools in ensuring a welcoming, caring, respectful and safe working and learning environment.

2.0 DEFINITIONS

2.1 Bullying: Repeated and hostile or demeaning behavior by an individual in the school community where the behavior is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

2.2 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.

2.3 Discrimination is an action or a decision that treats a person or a group badly for reasons such as their race, age or disability. The Human Rights Act lists as grounds for which discrimination is prohibited: national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability and conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered.

2.4 Harassment: Harassment is a form of discrimination. It includes any unwanted physical or verbal behavior that offends or humiliates you. Generally, harassment is a behavior that persists over time. Serious one-time incidents can also sometimes be considered harassment.

2.5 Illicit: all prohibited substances, which include but are not limited to, illegal drugs as

defined in the Controlled Drugs and Substances Act. Examples include: Methamphetamines, Cocaine, Ecstasy and Heroin.

2.6 Restricted/Prohibited: controlled legal substances which have parameters for legal use. Examples include, but are not limited to, Tylenol 3, Benzodiazepines, Barbiturates, Cannabis, tobacco, tobacco-like products and alcohol.

2.7 Personal Communication Device (PCD): means any personal electronic device that can be used to communicate with or access the internet, such as a cellphone, tablet, laptop, or smartwatch.

3.0 GUIDELINES

3.1 Each school shall develop a Code of Student Conduct to be reviewed annually by the Superintendent or designate.

3.1.1 Principals will review the Code of Student Conduct with School Council annually.

3.1.2 Principals will review the Code of Student Conduct with students annually.

3.2 The Board believes that students must comply with school rules set out in the school's code of student conduct.

3.3 The Board prohibits bullying, harassing, discriminatory, and violent behaviors and expects allegations of such behavior to be investigated in a timely and respectful manner.

3.4 Attendance

3.4.1 The Board believes that regular attendance is a significant contributing factor to student learning and therefore that students enrolled in school should attend on a regular basis.

3.4.2 The Board believes that, although student attendance is primarily the responsibility of the student and the parent/guardian, the school has a responsibility to encourage student attendance.

3.5 Personal Communication Devices

3.5.1 The Board recognizes that there is an appropriate educational purpose for the use of technology in the classroom provided that it is used to achieve the learner outcomes in the Alberta Programs of Study and allows students to participate in learner activities chosen by the teacher.

3.5.2 Each school shall develop a plan for the safe and effective use of a Personal Communication Device (PCD) while in class or at school and articulate this plan in the Code of Student Conduct.

3.6 Social Media

3.6.1 The Board recognizes that a distraction-free learning environment promotes empowered learning and wellbeing. Limiting access to social media maintains focus on learning outcomes and limits opportunities for bullying.

3.6 Illicit, Prohibited and Restricted Substances

- 3.6.1 The possession, distribution and/or use of illicit, prohibited and restricted substances are forbidden.
- 3.6.2 The Board believes that the Division, in cooperation with families, community and law enforcement agencies, has a responsibility to:
- 3.6.2.1 Ensure all division schools, grounds and school sponsored events are designated smoke, vape and tobacco free environments.
 - 3.6.2.2 Educate students regarding illicit, prohibited and restricted substance abuse.
 - 3.6.2.3 Ensure that students who are under the influence of illicit, prohibited or restricted substances or possess drug paraphernalia while under school supervision receive appropriate consequences, which may include recommendation for expulsion.
 - 3.6.2.4 Ensure that students who possess and/or distribute prohibited or restricted substances while under school supervision receive appropriate consequences, which may include recommendation for expulsion.
 - 3.6.2.5 Ensure that students who possess and/or distribute illicit substances while under school supervision are recommended for expulsion.
- 3.6.3 Principals shall take disciplinary action with a student found at school or at a school sanctioned activity, who has consumed, is under the influence of, is in possession of, or is distributing illicit, prohibited or restricted substances.

3.7 Students will be held responsible and accountable to Sturgeon Public Schools and its agents for their behavior and conduct beyond the hours of school operation, if that behavior or conduct has a connection back to the school and demonstrated detrimental impact on the welfare of individual students.

3.8 Suspension/Expulsion

- 3.8.1 The Board believes the suspension or expulsion of a student is to be invoked when other measures have proven to be ineffective or when the seriousness of the offense warrants such action.
- 3.8.2 The Board believes an impartial Student Discipline Committee of the Board should be delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the Education Act.
- 3.8.3 In the event that expulsion becomes necessary, the Board reserves the right to make rules respecting the conditions under which an expelled student may be re-enrolled.
- 3.8.4 Discipline Hearing Process - See Policy 230 – Board Committees, Appendix B - Student Discipline Committee.

References:

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

[Policy 230: Board Committees](#)

Administrative Procedures:

[AP717: Workplace Violence and Harassment](#)

[AP901: Student Conduct](#)

Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197

Alberta Human Rights Act

Freedom of Information and Protection of Privacy Act
Tobacco Reduction Act
[*Vision, Mission and Values Statement*](#)

History

2019 Mar 27 Initial Approval

2020 Jan 29 Reviewed

2020 Mar 25 Amended

2021 Mar 24 Amended

2021 Jun 23 Amended

2021 Oct 27 Reviewed

2022 Jun 22 Amended

2023 Mar 22 Amended

2024

Administrative Procedure 900

Student Conduct and Discipline

1.0 POLICY

Policy 900 shall be reviewed by the Board of Trustees on an annual basis and shall be publicly available on Sturgeon Public Schools website.

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3.8.2 The Board believes an impartial Student Discipline Committee of the Board should be delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the Education Act.

3.8.3 In the event that expulsion becomes necessary, the Board reserves the right to make rules respecting the conditions under which an expelled student may be re-enrolled.

3.8.4 Discipline Hearing Process - See Policy 230 – Board Committees, Appendix B - Student Discipline Committee.

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

[Policy 230:—Board Committees](#)

Administrative Procedures:

[AP717: Workplace Violence and Harassment](#)

[AP9010: Student Conduct](#)

Education Act: Sections 31, 32, 33, 34, 35, 36, 37, 197

Alberta Human Rights Act

Freedom of Information and Protection of Privacy Act

Prevention of Youth Tobacco Use Regulation 149/2003

Tobacco Reduction Act

[Vision, Mission and Values Statement](#)

History

2019 Mar 27 Initial Approval

2020 Jan 29 Reviewed

2020 Mar 25 Amended

2021 Mar 24 Amended
2021 Jun 23 Amended
2021 Oct 27 Reviewed
2022 Jun 22 Amended
2023 Mar 22 Amended

Date: September 23, 2024 **Agenda Item:** 8.1

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Jonathan Konrad, Deputy Superintendent, Education Services
Shannon Requa, Director, Education Planning
Maxine Hildebrandt, Coordinator, Indigenous Education

Subject: **Indigenous Student Success**

Background:

National Truth and Reconciliation Week, Orange Shirt Day and Supporting Activities:

From September 23rd to 27th, all Sturgeon Public School (SPS) students will have the opportunity to engage in activities which acknowledge the histories, impact and truth of residential schools, and honour the survivors, their families and communities.

- Division-wide daily activity guides created for elementary and secondary teachers. Includes vetted and linked resources and is intended as minimum expectations.
- Many sites are planning school-based activities in addition to the division curated activities.
- Orange Shirt Day will be acknowledged throughout SPS on September 27th.
- Permanent Tipi remains in place at Sturgeon Composite High School and has been extremely well received. A wide variety of learning experiences, as well as cultural teachings have transpired there. With support from Helen Arcand, two Tipis have been donated to the Division - intended for Four Winds and Camilla schools. Along with the Tipi at the Frank Robinson Education Centre, these additional Tipi's will be erected in spring and will stand for National Indigenous Peoples Month.

Strategic Planning For 2024-2025

The Division continues to focus on multiple research informed targets to support Indigenous Student Success and system improvement. Beyond academic achievement and attendance, the Division strives to create learning opportunities where Indigenous students see themselves and their culture represented in empowered learning and are meaningfully part of safe and healthy communities. Interesting opportunities for leadership and student voice create space for students to engage with their learning, culture and school communities.

By focusing on strength-based intercultural exchange, all students are exposed to foundational knowledge, Indigenous worldview, truth and history. As the Division continues

to prioritize and build community connections, all students benefit from intergenerational teaching, experiential and land-based learning and local and diverse Indigenous wisdom, language and culture. The Division continues to make concerted effort to strengthen relationships with Alexander First Nation and Kipohtakaw Education Center (KEC), seeking opportunities for reciprocal connections. We also continue to foster a relationship with Elder Adam North Peigan, President of the Legacy of Hope Foundation.

Many of the key strategies outlined for the upcoming year represent a continuation of groundwork initiated last year.

Goals, Strategies and Measures of Success for 2024/2025:

Goal 1: Enhancing Local Community Partnerships and Intergenerational Connections

Strategy. Establish and strengthen partnerships with local Indigenous community members, Elders, and Knowledge Keepers to promote cultural exchange, support learning experiences, and deepen connections between schools and Indigenous communities.

Measurable Data:

- Number of partnerships and collaborations formed with local Indigenous community members.
- Number of meaningful connections with Elders and Knowledge Keepers.
- Participation rates in cultural events and workshops.
- Regular meetings between KEC, Camilla and Sturgeon Composite High School.
- Evidence of contributions to KEC/Alexander First Nation.

Goal 2: Strengthening Community and Family Engagement

Strategy: Create opportunities for Indigenous families to engage with schools through events, advisory committees, and collaborative initiatives, fostering a supportive environment for Indigenous student success.

Measurable Data:

- Number of opportunities for support for schools interested in engaging with parent and family nights and programming.
- Continuation of Indigenous Parent Advisory Committee.
- Collaborative initiatives and partnerships with local organizations and research projects. The Division is currently exploring a joint project with Kipohtakaw Education Center and a research team out of the University of Calgary.

Goal 3: Promoting Indigenous Student Academic Success and Graduation

Strategy: Improve academic achievement, attendance, and graduation rates among Indigenous students by providing culturally responsive and supportive educational environments.

Measurable Data:

- Improved academic performance, attendance, and graduation rates among Indigenous students.
- Positive feedback from Indigenous students, families, and community members through survey data and conversation.

Goal 4: Fostering Safe, Representative, Healthy School Communities:

Strategy: Create school environments that reflect Indigenous culture, values, and perspectives, ensuring that Indigenous students feel represented, safe, and cared for.

Measurable Data:

- Evidence of Indigenous representation, art and literature in schools.
- Feedback from Indigenous students including representation in learning within a safe and caring environment.
- Number of times lead team members support school teams in weaving Indigenous Pedagogy and world view throughout learning experiences.

Goal 5: Driving Systemic Change Through Professional Development

Strategy: Implement systemic changes that embed Indigenous history, culture, and ways of knowing into school practices through targeted professional development for teachers and staff.

Measurable Data:

- Number of professional development activities focusing on Teacher Quality Standard (TQS) and Leadership Quality Standard (LQS) 5; training teachers and staff on Indigenous history, culture, and ways of knowing.
- Number of staff participating in additional optional PD offerings
- Survey feedback from PD offerings.
- Creation of school based structures ensuring Call to Action Cohort leads share information and learning with school teams.
- Practice changes related to Indigenous education.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY:	(1) Building Effective Relationships
INDICATORS:	c. building and sustaining relationships with First Nations, Métis, and Inuit parents/guardians, Elders, local leaders, and community members; and f. facilitating the meaningful participation of members of the school community and local community in decision-making
COMPETENCY:	(3) Visionary Leadership
INDICATORS:	c. promoting in the school community a common understanding of and support for the school authority's goals, priorities and strategic initiatives.
COMPETENCY:	(4) Leading Learning
INDICATORS:	b. providing learning opportunities, based on research informed principles of effective teaching, learning and leadership, to support building the capacity of all members of the school community to fulfill their educational roles; and e. ensuring that staff have access to resources, programs and expertise to support them in meeting their professional responsibilities and in addressing the learning needs of all students.
COMPETENCY:	(5) Ensuring First Nations, Métis, and Inuit Education for All Students
INDICATORS:	a. supporting staff in accessing the professional learning and capacity building needed to meet the learning needs of First Nations, Métis, Inuit and all other students; b. engaging and collaborating with neighbouring First Nations and Métis leaders, organizations and communities to optimize learning success and development of First Nations, Métis, Inuit and all other students; d. aligning school authority resources and building organizational capacity to support First Nations, Métis and Inuit student achievement; and e. pursuing opportunities and engaging in practices to facilitate reconciliation within the school community.
COMPETENCY:	(6) School Authority Operations and Resources
INDICATORS:	f. respecting cultural diversity and appreciating differing perspectives expressed in the school community.

COMPETENCY:	(7) Supporting Effective Governance
INDICATORS:	i. facilitating collaboration among the board, staff and First Nations, Métis and Inuit leaders, organizations and communities to establish strategic policy directions in support of First Nations, Métis and Inuit student achievement and development.

Governance Implications:

Education Act

Diversity and respect

16(1) All courses or programs of study and instructional materials used in a school must reflect the diverse nature and heritage of society in Alberta, promote understanding and respect for others and honour and respect the common values and beliefs of Albertans.

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

- (d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,

Policy 110: Welcoming Inclusive, Safe and Healthy Environments

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, staff members, and community members, have the right to learn, work and volunteer in environments that respect: equity, diversity, inclusion, and human rights. Such environments create the conditions where everyone can prosper.

The Board believes all 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.

Policy 225: Role of the Board

Safe, Caring, Respectful and Healthy Environments

The Board shall ensure that each student enrolled in a school operated by the Board and each staff member employed by the Board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging [Education Act s. 33(1)(d)]. Specifically, the Board:

15. Develop culturally appropriate protocols to guide the Division.

16. Establish plans for collaborative work between the Division and First Nations.

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. Truth & Reconciliation Week (Elementary)
2. Truth & Reconciliation Week (Secondary)

TRUTH & RECONCILIATION WEEK 2024



Elementary Division



Reminder: Show Your Support! Wear Your Orange Shirt on Friday, September 27th!

MON

Read Aloud

A story on the topic of Orange Shirt Day

Engage through Story



See [suggested reading list](#) for selection of recommended books

TUE

Watch Interview

[Students Interview Phyllis Webstad](#) - Youtube



Reflection Activity

Ask students to create their own question they would like to ask Phyllis Webstad about her experience

WED

Class Discussion



Caring through Collaboration

- Students will draw and colour a picture which conveys a positive message (i.e. I matter, you matter, every child matters).
- Once students have completed their pictures, email the pictures to another class within the school division.
- Hopefully there will be many positive messages flowing throughout the Sturgeon School Division

THU

Watch & Listen

[Bringing Back the Buffalo](#) - Youtube

Buffalo Project for Reconciliation



FRI

Buffalo Project

Follow-Up Assignment for the Buffalo Project

Fostering New Friendships

Students will create a buffalo collage comprising positive messages for students of Pelican Lake First Nations School in Saskatchewan



More ideas for week-long activities are available on the [National Centre for Truth and Reconciliation website](#)

TRUTH & RECONCILIATION WEEK 2024



Secondary Division



Reminder: Show Your Support! Wear Your Orange Shirt on Friday, September 27th!

MON

Determine Prior Knowledge



Open Discussion

- Ask students if they know why Sept. 30th is known as National Truth and Reconciliation Day or why we wear orange shirts on that day?
- Compile answers on the whiteboard or Smartboard. Ask students if they have any questions they wonder about?
- [Watch a video on Phyllis Webstad](#) telling her story about her experience and how her story inspired a whole movement

TUE

Watch Interview

[Reflections on Truth & Reconciliation with Honourable Murray Sinclair](#) - Youtube

Reflection Activity

- Learn more about Indian Residential Schools and why they were created.
- Watch the video featuring [Senator Murray Sinclair](#) reflecting on the creation of these schools and their impact on Indigenous students who attended them.
- Complete the [follow-up activity](#) after watching video.

WED

Contemplate Indigenous Art

Featuring
Lawrence Paul
Yuxweluptun



Interpretive Activity

[Reflect on Indigenous Art](#)

THU

Watch & Listen

[Bringing Back the Buffalo](#) - Youtube

Buffalo Project for Reconciliation

Read [more](#) about how Loko Koa and Tearfund organizations are helping Indigenous groups



FRI

Buffalo Project Reconciliation Activity

Fostering New Friendships

Students will create a buffalo collage comprising positive messages for secondary students of Pelican Lake First Nations School in Saskatchewan



More ideas for week-long activities are available on the [National Centre for Truth and Reconciliation website](#)



National Centre for
Truth and Reconciliation
UNIVERSITY OF MANITOBA



jDate: September 23, 2024 **Agenda Item:** 8.2

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Shawna Warren, Superintendent
Jonathan Konrad, Deputy Superintendent, Education Services
Sean Nicholson, Associate Superintendent, Corporate Services

Subject: **Student Nutrition 2024-2025**

Background:

The following motion was made at the August 28, 2024, Public Board Meeting:

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

The following report is provided as information in response to this request.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the SLOS in the following way:

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: a. providing direction on fiscal and resource management in accordance with all statutory, regulatory, and school authority requirements; and
 e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

COMPETENCY: (7) Supporting Effective Governance
INDICATORS: d. ensuring that the board’s plans, resource allocations, strategies, and procedures lead to the achievement of its goals and priorities;
 e. ensuring that the board’s fiscal and resource management is in accordance with all statutory, regulatory, and board requirements; and
 f. supporting the board in the fulfillment of its governance functions in the fiduciary, strategic, and generative realms.

Governance Implications:**Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to
(i) ensure effective stewardship of the board's resources,

Policy 225: Role of the Board

Resource Stewardship

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

40. Review and approve annual budget and allocation of resources.


















Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. School Nutritional Grants Information for 2024-2025 School Year

School Nutritional Grants Information for 2024-2025 School Year

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.

Schools	Grant	AB Education School Nutrition Program	SCHOOL GENERATED FUNDS					Total School Generate Funds	Totals AB Education and School Generate Funds	
			Breakfast Club of Canada	Pembina Pipeline Corp via Breakfast Club of Canada	Flowpoint Environmental Systems	Nutrien	Midstream Society			Other
 Bon Accord Community School		\$45,750	\$13,200	n/a	n/a	n/a	n/a	n/a	\$13,200	\$58,950
 Camilla School		\$12,480	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$12,480
 Four Winds Public School		\$11,494	\$5,000	n/a	\$7,500	n/a	\$4,500	President Choice Children's Charity (Power Full Kids Eat Well Program): \$13,680	\$17,000	\$28,494
 Gibbons School		\$6,584	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$6,584
 Guthrie School		\$5,116	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$5,116
 Landing Trail School		\$8,190	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$8,190
 Learning Centres		\$0	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$0
 Legal Public School		\$642	n/a	n/a	n/a	n/a	n/a	Working on grant through TC Energy	\$0	\$642
 Lilian Schick School		\$5,391	n/a	n/a	n/a	n/a	n/a	Fam Credit Canada \$12,000	\$0	\$5,391
 Morinville Colony School		\$0	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$0
 Morinville Public School		\$91,500	n/a	n/a	n/a	n/a	Anticipated \$4,000	n/a	\$0	\$91,500
 Namao School		\$9,498	n/a	n/a	n/a	n/a	n/a	Namao School Fundraising Association \$6,927	\$0	\$9,498
 Oak Hill School		\$0	n/a	n/a	n/a	n/a	n/a	The Ranch supplies all food.	\$0	\$0
 Ochre Park School		\$45,750	n/a	Awarded - amount to be determined	n/a	n/a	n/a	n/a	\$0	\$45,750
 Redwater School		\$5,643	n/a	Awarded - amount to be determined	n/a	\$13,000	n/a	n/a	\$13,000	\$18,643
 Sturgeon Composite High School		\$21,977	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$21,977
 Sturgeon Heights School		\$10,553	n/a	n/a	n/a	n/a	n/a	n/a	\$0	\$10,553
Total		\$280,568	\$18,200	TBD	\$7,500	\$13,000	\$8,500	\$32,607	\$79,807	\$360,375

Notes:

Alberta Education School Nutrition Funding Breakdown:	
24-25 Funding	\$233,000
Carry Forward from 23-24	\$47,568
Total Available to Allocate	\$280,568

Redwater Nutrien Grant is a 3 year grant, with 2024-2025 being the last of the 3 years.



Date: September 23, 2024 **Agenda Item:** 8.3

To: Board of Trustees

From: Shawna Warren, Superintendent

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

Subject: **Communications 2023-2024 Annual Plan Review & Communications 2024-2025 Annual Plan Presentation**

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 August and September, a summary of the Communications 2023 - 2024 Annual Plan Review, and the Communications 2024 - 2025 Annual Plan which highlights the intended work of the department for the 2024 - 2025 school year.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (1) Building Effective Relationships
INDICATORS: e. establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations.

COMPETENCY: (3) Visionary Leadership
INDICATORS: c. promoting in the school community a common understanding of and support for the school authority’s goals, priorities and strategic initiatives.

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: e. . establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

COMPETENCY:	(7) Supporting Effective Governance
INDICATORS:	I. facilitating ongoing public communication about the board's operations and the achievement of its goals and priorities.

Governance Implications:

Education Act

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

- (b) be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes,
- (c) provide, where appropriate, for the engagement of parents, students, staff and the community, including municipalities and the local business community, in board matters, including the board's plans and the achievement of goals and targets within those plans,

Policy 225: Role of the Board

Stakeholder Engagement and Communication

The Board shall provide, where appropriate, for the engagement of parents, students, staff and the community, including municipalities and the local business community, in Board matters, including the Board's plans and the achievement of goals and targets within those plans [Education Act s. 33(1)(c)]. Specifically, the Board:

- 7. Establish processes to engage the community and stakeholders in a dialogue about Division programs and future planning.
- 8. Make informed decisions that consider community values and represent the interests of the entire Division.
- 9. Promote the schools' programs which reflect the needs and desires of the community.
- 10. Report Division outcomes to the community annually.

Policy 700: Superintendent of Schools

The Superintendent directly reports to the Board of Trustees and is accountable to the Board of Trustees on behalf of students and the public, for the total operation of the school system in a manner that is consistent with the requirements of the Education Act, Alberta Education regulations, the Superintendent Leadership Quality Standard, Board policies, Division vision, mission and values, and the Education Plan goals.

Administrative Procedure 220: Communications

The development of a strategic communication plan facilitates timely and coordinated sharing of information regarding the priorities and operation of the school division. As such, it is an important component in the process of increasing awareness, understanding and support of public education and the division.

3. Preparation of the strategic communications plan shall be coordinated by the Superintendent or designate and will be provided to the Board as information.

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. Communications Report for August and September 2024
2. Communications 2023 - 2024 Annual Plan Review
3. Communications 2024 - 2025 Annual Plan



Communications August and September Report

Communications in August and September has been focused on:

1. Conducting start-up meetings with each of our schools. During these meetings, we collaborated with Admin teams and school staff to establish marketing goals for the year, provided training on using our website platform (Rally), newsletter platform (Google Sites), and social media platforms (Facebook and Instagram). We also reviewed and updated each school's website to ensure new documents, such as the School Handbook/Code of Conduct, were updated, program information was accurate, staff lists were up to date, and school council dates for the 2024/25 school year were added.
2. Creating and sharing a comprehensive list of mandatory events for the year with Admin teams, and adding them to the Division Calendar. These events include: Truth & Reconciliation Week, National Custodian Day, World Teachers' Day, Métis Week, Bullying Awareness Week, Educational Assistants' Appreciation Day, Pink Shirt Day, Substitute Teachers' Appreciation Week, Teal Up Day (Month of the Military Child), Education Week, Earth Day, Administrative Professionals' Day, Hats On for Mental Health, Bus Driver Appreciation Day, Pride Week, and National Indigenous Peoples Day.
3. Implementing "Canva for Education," allowing staff free access to Canva's pro features.
4. Delivering a professional development session for beginning teachers focused on proactive communication with families. The session emphasized building positive relationships with parents to highlight teachers' passion and professionalism while minimizing potential conflicts or miscommunication.

Sturgeon Public Schools in the Media:

- Sept 4, 2024 – Cellphone ban rolls out in St. Albert schools
[St Albert Gazette](#)
- Sept 1, 2024 – Sturgeon Composite Student Joins Provincial Advisory Committee
[St Albert Gazette](#)
- Sept 16, 2024 – Sturgeon Spirits Defeat O'Leary Spartans
[Morinville Online](#)



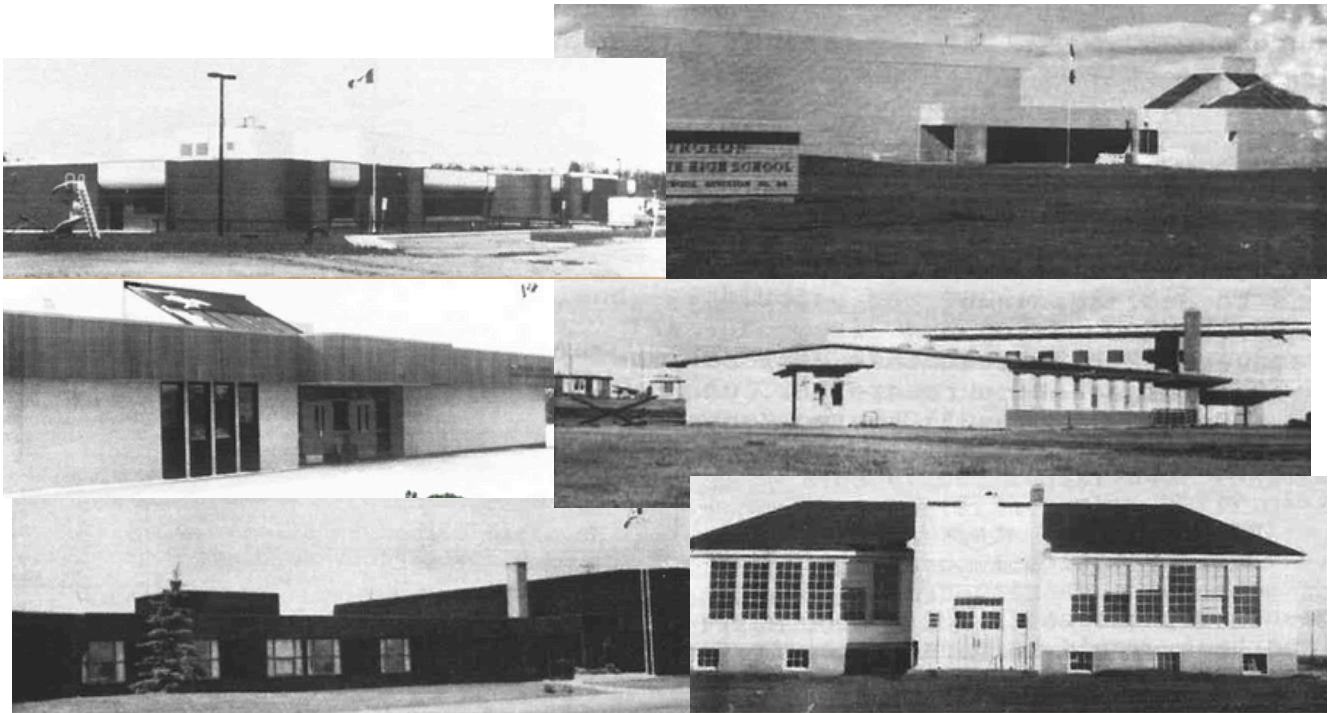


- Sept 9, 2024 – Sturgeon Spirits Dominate Tigers in Fiery Friday Night Showdown
[Morinville Online](#)
- Aug 26, 2024 – Sturgeon Football Kicks Off Season with Dominant Pre-Season Victory
[Morinville Online](#)
- Sept 3, 2024 – Sturgeon Spirits Open Season with Commanding 28-8 Victory Over Scona Lords
[Morinville Online](#)

Upcoming Events:

- Truth & Reconciliation Week: September 23 - 27
- National Custodian Day: October 2
- World Teachers' Day: October 5





2023-2024

A Year In Review

MARKETING & COMMUNICATIONS

MARKETING GOALS

How did we do?

GOAL #1: WEBSITE ENHANCEMENT

Division Website Updates

The Division website underwent a comprehensive update, ensuring all information is current and accurate. This includes sections with information on the Division, Registration, Schools, Programs, Transportation, and more.



School Website Updates

Each individual school website received a full update. Key areas such as school information, program details, parent zone, and registration info now accurately reflect current operations.



Website Standardization

Standardization was implemented across school website pages, promoting consistency in messaging, goals, and operations. Examples include school council meeting information, transportation information, and the counseling and student services page.



Visual Improvements

Significant visual improvements were made, with the addition of hundreds of updated, high-quality photos showcasing our positive Division culture.



Google My Business Ownership

We reclaimed ownership of every Google My Business page for our schools, ensuring accurate contact information, addresses, hours of operation, and more. This step enhances the accessibility of school information for our communities.



GOAL #2: KINDERGARTEN EXPO

Video Creation

"Dear Future SPS Graduate" Video:
Produced by compiling footage from each elementary school to vividly illustrate the essence of Early Learning in the Division, emphasizing hands-on, collaborative, and play-based approaches.



Event Attendance

A total of 124 families registered for the Expo events, with 92 families attending the Morinville event at Four Winds Public School and 13 families attending the Redwater event at Redwater School.



Staff and Parent Engagement

Staff and parents manned booths, fielding questions from families and providing promotional and informative material.



Comprehensive Presentation

With the help of the Learning Services team, a presentation covering all the essential information for prospective parents about Pre-Kindergarten and Kindergarten was put together and delivered.



Infographics and Fact Sheets:

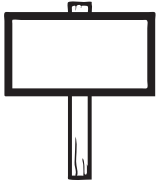
Developed comprehensive infographic sheets for each program showcased at the Expo (including French Immersion, STEAM/Makerspace, Outdoor Learning, and LOGOS) and unique fact sheets for every elementary school, highlighting Open House dates, programs, school values, and more.



GOAL #4: FRENCH IMMERSION GROWTH

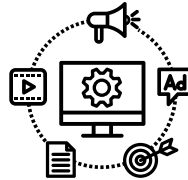
Branded Stand-Up Signs

Each school offering French Immersion received a stand-up sign branded with their logo and school colours to promote the program.



Advertising Campaign

Launched a multi-faceted campaign that included a billboard ad, a radio spot, digital ads, and a Google ad.



Growth

Morinville Public School

- Kindergarten Enrollment:
 - 2023/2024: 20 students
 - 2024/2025: 22 students
 - Growth: +10%
- Grade 1 Enrollment:
 - 2023/2024: 14 students
 - 2024/2025: 19 students
 - Growth: +35%

Junior High: Four Winds Public School

- Overall Enrollment:
 - 2023/2024: 85 students
 - 2024/2025: 93 students
 - Growth: +9.4%

High School: Sturgeon Composite High School

- Grade 10 Enrollment:
 - 2023/2024: 7 students
 - 2024/2025: 16 students
 - Growth: +228%
- Grade 11 Enrollment (New in 2024/2025):
 - 2024/2025: 7 students

GOAL #3: GRADE 9 RETENTION

Comprehensive Advertising

Promoted high school open houses for Sturgeon Composite High School (including the Learning Centres) and Redwater School through print advertising, digital advertising, and signage.



Informative Promotional Material

Created detailed promotional material surrounding programming for both the Open House events and the Grade 9 Tour Day to ensure students and parents have all necessary information.



Growth

Grade 9 student retention statistics will be available following the Division's final enrollment submission after September 30th and will be included in the October 2024 Communications Board Memorandum.

GOAL #5: COMMUNITY COLLABORATION

Kindergarten Expos

These events served not only as an opportunity to learn about Pre-Kindergarten and Kindergarten but also as a chance for our staff to connect with community members and speak on behalf of our programs.



Event Calendar

Communicated with all of the towns within our Division and the county to create a complete list of every event happening throughout the 2024/25 school year that our schools could participate in or present at. This list was shared with school administrators in August 2024.



Promotional Materials and Branded Swag

Provided schools/staff members with promotional and informative materials, along with Sturgeon Public Schools branded swag, for various community events including the Town of Gibbons Meet the Community Night, Town of Legal Block Party, and the Town of Legal Meet Your Community Event.





INTRO

GOALS

ANALYTICS

CONTACT

MARKETING & COMMUNICATIONS



STURGEON PUBLIC SCHOOLS

Communication Plan

2024 - 2025



Introduction

As the Marketing and Communications Department, our overarching theme for the 2024/2025 school year is "Showcasing Our Expertise". We aim to highlight the dedication, collaboration, and skill of our staff across Sturgeon Public Schools, who work diligently to create safe, respectful, and engaging learning environments. Our content will showcase the many ways our educators inspire and equip students with the diverse skills needed to excel in the global community, empowering them to pursue their unique paths to future success.

Purpose of this Plan

Our goal this year is to demonstrate our exceptional ability to educate students through transparent and engaging content. We aim to:

- Showcase the knowledge and hard work of our staff.
- Provide a behind-the-scenes look at the excellence within our Division.
- Highlight innovative teaching methods and programs.
- Build a feeling of transparency and trust within our school community.

OVERVIEW

Plan & Goals

2024 - 2025



A woman with long brown hair, wearing a blue blazer and a name tag that says "STEALIA GAMES Judge", is smiling and looking down at a smartphone. She is in a classroom or meeting room with other people in the background. A young boy in an orange hoodie is in the foreground, looking towards the camera.

GOAL #1

Highlight Staff Expertise & Excellence

Strategies

- Use our social media channels to showcase the knowledge and talent of our staff, demonstrating their ability to successfully educate our students.
- Create content that allows staff to share their knowledge, teaching practices, and techniques.

Measures

- Increase social media followers by 15% across all platforms.
- Achieve a 10% increase in post interactions (likes, shares, comments).



GOAL #2

Consistency in Communication and Messaging

Strategies

- Standardize messaging across all platforms, including websites, Google Sites, School Messenger, newsletters, and social media.
- Recognize the unique needs of each school community and ensure important information is available across all platforms used by schools.

Measure

- Improve the consistency in messaging across all platforms.

GOAL #3

Building Staff Capacity

Strategies

- Continue to train and support staff in effectively using our communication channels to ensure a smoother process for both staff and stakeholders.
- Provide consistent support and training through weekly rotational visits to schools.
- Collaborate with school Admin teams to achieve shared, long-term goals.



Measure

- Conduct meetings with every school by the end of September 2024 to establish communication goals for the 2024/25 school year.
- Complete at least five visits to each school over the course of the school year to deliver training and support in achieving the outlined communication goals.

A man in a dark suit and light blue shirt is speaking at a podium in a lecture hall. He is gesturing with his right hand. In the foreground, the back of a student's head and shoulders is visible, looking towards the speaker. The background shows a wood-paneled wall and other students seated at desks.

GOAL #4

Improve Broad Public Perception

Strategy

- Leverage prominently displayed Google reviews as a crucial representation of our schools by actively gathering positive feedback that accurately reflects our school's culture.

Measure

- Obtain a minimum of 10 positive Google reviews for each school by June, 2025.

A woman with blonde hair, wearing glasses and a red jacket, is holding a camera and looking towards a young boy with brown hair wearing a green jacket. They are standing in a snowy forest with bare trees in the background.

GOAL #5

Improve Division Wide Communication

Strategies

- Reintroduce the monthly Division Newsletter focused on important Division information.
- Check in with Division Departments monthly to gather information for the newsletter.

Measure

- Publish the newsletter monthly with a 40% readership rate.

OVERVIEW

Analytics

2024 - 2025



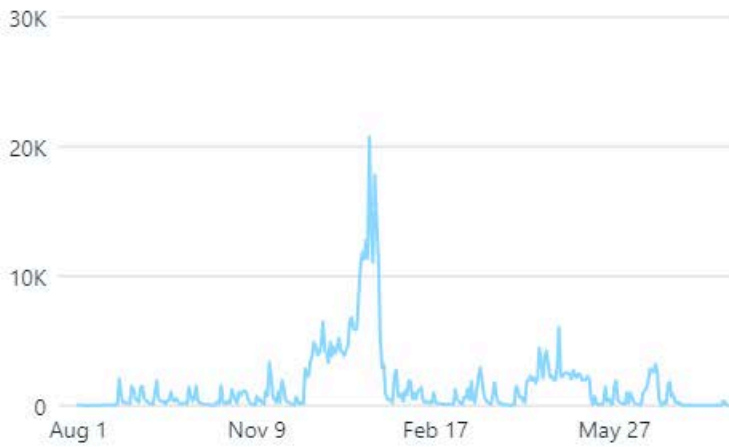
2023 - 2024 Analytics



Reach

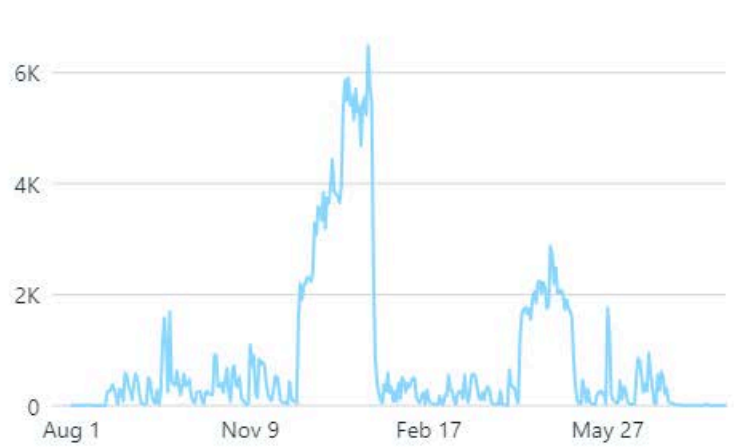
Facebook reach ⓘ

150K



Instagram reach ⓘ

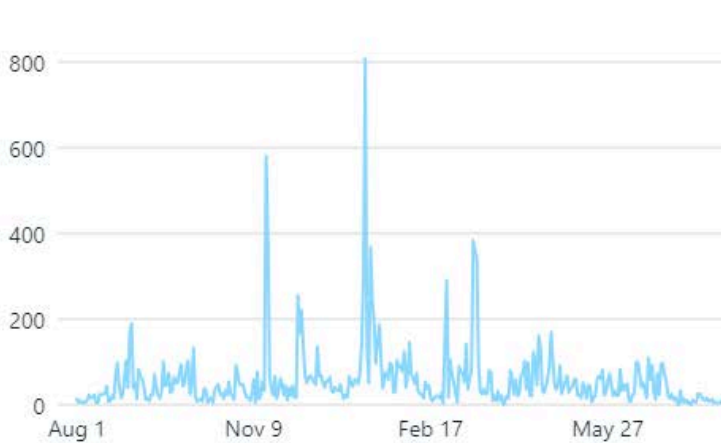
76.1K



Visits

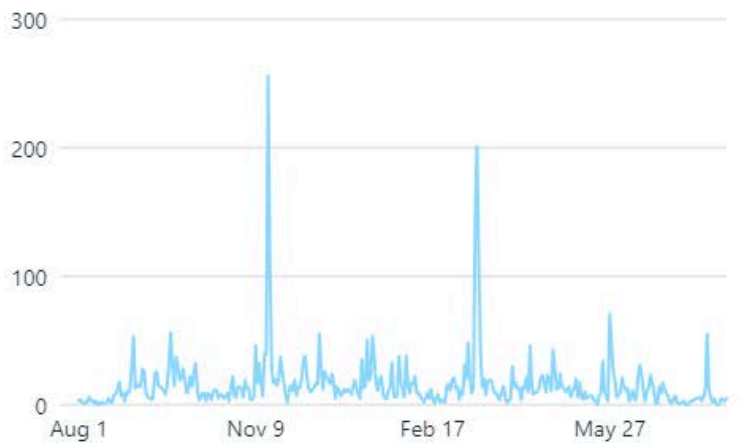
Facebook visits ⓘ

20.8K



Instagram profile visits ⓘ

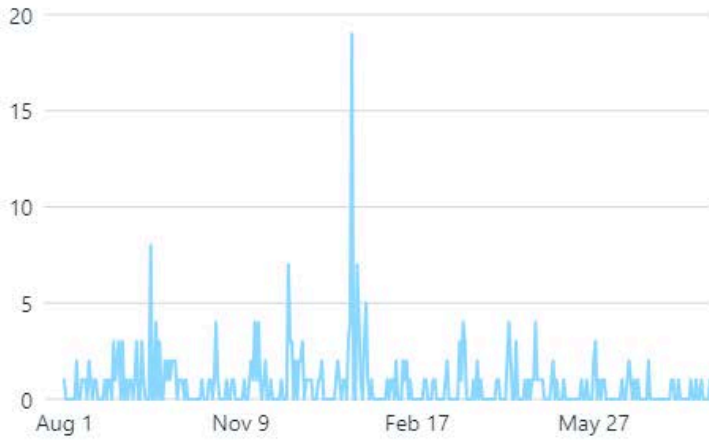
5.7K



Follows

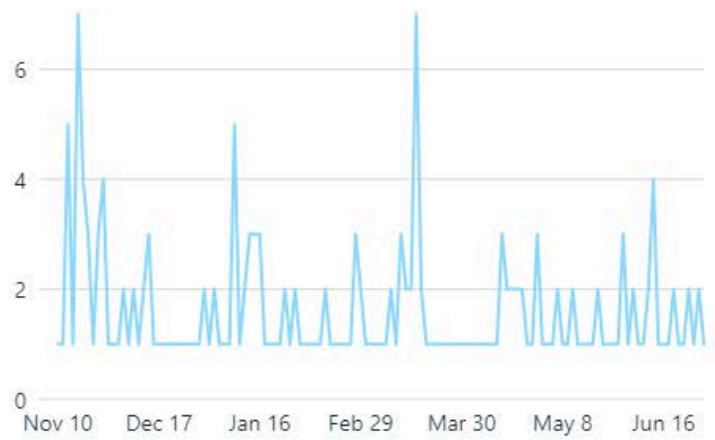
Facebook follows ⓘ

271



Instagram follows ⓘ

206



Video views

120K

Profile views

4.3K

Likes

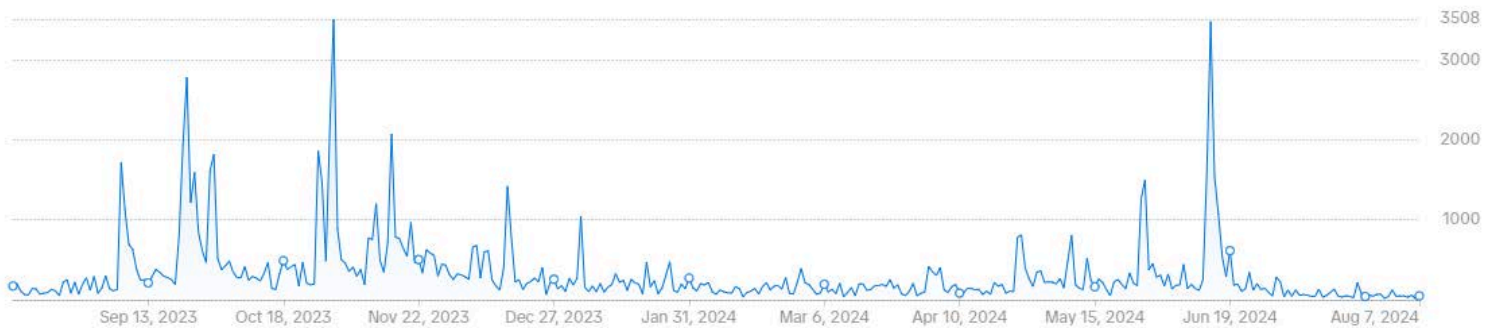
2.8K

Comments

101

Shares

193





Date: September 23, 2024 **Agenda Item:** 8.4
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Shawna Warren, Superintendent
Subject: **2024-2025 Superintendent Discretionary Fund**

Background:

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. At the August 28, 2024, Public Board meeting, June 2024 to August 2024 Superintendent Discretionary spending was reported which included additional administrative allowance funding to add a second VP at Four Winds Public School and 0.17FTE Learning Support Lead teacher at BACS.

Update:

August 21, 2024, to September 16, 2024, the following additional staffing FTE and resources have been allocated to schools using the Superintendent Discretionary Fund:

- 0.5FTE Educational Assistant (EA2) at Legal Public School - to be reviewed in December.
- Corrected office staff allocation for an Administrative Assistant (AA) at Sturgeon Heights School and both AAs returned to original work hours due to unintended consequences of additional pressures.
- Additional teacher FTE at Sturgeon Heights to cover partial leave.
- 1.0FTE Education Assistant at Namao School for the 2024-2025 school year to support additional student needs.
- Tuition and Transportation costs for a new resident student who requires specialized supports and services that cannot be met through programming in our Division schools.



2024 -2025 Superintendent Discretionary		Budget					\$312,510
As at September 13, 2024		Total Committed to Student Success					\$159,698
		Total Available					\$152,812
Budget Item Description	Date	# FTE	# of months	Cost	Budgeted	Available	GL Codes
Direct staffing to schools (K- 12)				\$ 109,698	\$ 312,510	\$ 202,812	obj-prg-185-ele-ic
Teachers Avg Cost: \$111,067	Totals:	0.17		\$ 48,281			216/316-300-185-000-47
Four Winds - additional VP Allowance	May 29, 2024			\$ 15,000			xfr in MBF
BACS - additional 0.17 FTE support	Jul 05, 2024	0.17	10.00	\$ 18,881			xfr in MBF
Sturgeon Heights - Teacher Support	Sep 09, 2024			\$ 14,400			xfr in MBF
CUPE Avg Cost: \$45,188	Totals:	1.50		\$ 61,417			250/350-300-185-000-47
Legal Public Schools - EA2 Sep - Dec 31	Sep 03, 2024	0.50	4.00	\$ 9,038			xfr in MBF
Namao School (SLS) - EA Oct - Jun	Sep 13, 2024	1.00	9.50	\$ 42,929			xfr in MBF
Sturgeon Heights - Staffing Supports	Sep 09, 2024			\$ 9,450			xfr in MBF
Other (Emergent Priorities staff, non-staff and resources)				\$ 50,000		\$ (50,000)	610-300-185-000-47
Student Programming	Sep 09, 2024			\$ 50,000	(estimated amount to be updated)		

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (3) Visionary Leadership
INDICATORS: b. promoting innovation and continuous improvement by building structures and developing strategies to support staff in professional collaboration.

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
 b. ensuring effective alignment of the school authority’s human resources to achieve the school authority’s education plan; and
 e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

Governance Implications:**Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

- (i) ensure effective stewardship of the board's resources,
- (j) recruit the superintendent and entrust the day-to-day management of the school division to the staff through the superintendent,

Superintendent of schools

(4) The superintendent shall carry out the duties assigned to the superintendent by the board.

(5) The superintendent shall supervise the operation of schools and the provision of education programs in the school division, including, but not limited to, the following:

- (c) ensuring that the fiscal management of the school division by the treasurer or secretary-treasurer is in accordance with the terms or conditions of any grants received by the board under this Act or any other Act;

Policy 220: Appendix A - Code of Ethics

2.0 I will recognize that the expenditure of school funds is a public trust and I will support policies and practices which ensure that all such funds are expended efficiently, economically and in the best interest of the students and electors of the Division.

Policy 700: Superintendent of Schools

6.1 The Superintendent directs school division operations and strategically allocates resources in the interests of all students and in alignment with the school division's goals and priorities.

Policy 701: Board Delegation of Authority

The Superintendent plays a critical collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board by recommending actions to address current and emerging issues in alignment with the mission, vision, and value statements of the Division.

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

Not applicable.

Date: September 23, 2024 **Agenda Item:** 8.5
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Shawna Warren, Superintendent
Subject: **Superintendent Report**

Background:

The Superintendent 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.

As per Ministerial Order 003/2020 (AMENDED 2023), the Superintendent Leadership Quality Standard applies to superintendents. All superintendents are expected to meet the Superintendent Leadership Quality Standard throughout their careers. The superintendent of schools as referred to in the Education Act is accountable for the demonstration of all of the competencies identified in the Superintendent Leadership Quality Standard.

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.

- ★ In response to feedback from the 2023-2024 Parent Engagement Evenings, a Parent Engagement Night for parents of students in Specialized Programming will be held on September 24 from 6:00-7:00 p.m. at SCHS. Parents received email invitations and SPS staff members will serve as table moderators.
- ★ Several Principals will be evaluated each year. The Superintendent started the process in September. Each Principal will be paired with a mentor for guidance, support and feedback to promote professional growth. This initiative aims to strengthen leadership skills and improve student success.
- ★ Guthrie School is partnering with the Canadian Armed Forces (CAF) to enhance science education for K-9 students. Starting in October 2024, CAF volunteers with science and

trade experience will lead hands-on activities, bringing real-world applications into the classroom. This initiative offers students practical insights into CAF trades and professions.

- ★ The RCMP Morinville Detachment assigned school liaisons for this year, supporting the School Resource Officer program under a tripartite agreement with Sturgeon Public Schools, Greater St. Albert Catholic Schools and the Town of Morinville. Officers will visit their assigned schools at least once a month for informal or formal activities.
- ★ The Director of Learning Services and Coordinator attended the "Inclusion and Mental Health Collaborative Community Initial Meeting" on September 17. The first hour covered inclusion and the second focused on mental health. This meeting introduced members and set the direction for future discussions.
- ★ Sep 4, Sturgeon Public Schools and Sturgeon County Leadership Collaboration meeting. Topics included: Educational Work Experience, STEAM, Hydrogen, Shared Professional Development Opportunities, Safe Community Facilitation, JUPA and roundtable discussions.
- ★ School Counsellors attended Applied Suicide Intervention Skills Training (ASIST) by Sturgeon County on September 12-13, 2024. The two-day workshop trained participants to recognize and intervene when someone has suicidal thoughts, helping to create a safety plan.
- ★ September 10, the Superintendent, the Manager of Marketing and Communications and Trustee Gibbons attended the Meet the Community event in Gibbons. They engaged with community members, promoted the Division and distributed swag, the Trustee Talk and the Division's Three-Year Capital Plan. Trustee Gibbons, as Board Chair, requested the Superintendent attend to field any questions regarding the Capital Plan and potential new school in Gibbons.
- ★ This month, the Joy Squad delivered snack boxes to staff as a welcome back after the summer break, celebrating the start of the new school year and fostering a positive atmosphere.
- ★ The Superintendent fosters trust and transparency by sending the "Superintendent Week-at-a-Glance" calendar every Friday to the Board, school leadership and central office leadership. This practice will continue through the 2024-2025 school year.
- ★ The Superintendent continues the leadership and central office staff engagement meetings from 2022-2023 to support collaboration and professional development in 2024-2025.
 - Monthly Principal meetings, grouped by school type, with the Superintendent and the Education Services leadership team.
 - Weekly Senior Executive Committee meetings.

- Regular 1:1 meetings with direct reports to focus on mentorship and growth.
- A new monthly Central Office leadership meeting will focus on strategic planning and clear roles and responsibilities across departments.

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.

- ★ On September 16th, the Superintendent delivered welcoming remarks at the first Division-wide professional development day of the 2024-2025 school year. All school based staff began the day with individual school staff meetings held on-site at SCHS and then moved into 3 separate breakout professional development sessions. Many of the sessions were led by our own SPS staff.
- ★ On September 19, Learning Support Leads (LSLs) met at Central Office to discuss updates on "The HUB," the LSL Monthly newsletter, PUF coding criteria, Change Code Forms and syncing PowerSchool with CLEVR. They also reviewed EAL benchmarks, IPP/LP/BP/SP documentation and support documents for IPP writing and signature uploads.

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.

- ★ In August, Principals were informed about the University of Alberta's Supporting Mentor Teachers Project, offering professional learning for teachers mentoring U of A pre-service teachers, including non-credit modules, graduate courses and tuition waivers. This aims to encourage current and future mentors.
- ★ As reported in the Superintendent Report on April 17, 2024, the Superintendent participated in a CASS CEP program to develop Self-Assessment Tools for CASS Regulated Members. The Superintendent worked with fellow Superintendents to develop self-assessment tools to support Superintendents and Deputy Superintendents in self-assessing their professional capacity as it relates to Alberta's professional practice standards. Now 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.

On September 4th, as a final step to creating the tools for the course, the Superintendent submitted her own video for the self-reflective/self-assessment practice website for system education leaders. The video outlined the Superintendent's personal and

professional self-reflective/self-assessment practices. This video will join the videos from other Superintendents across the province to be featured on the CASS members-only webpage to support self-reflective/self-assessment leadership development.

- ★ Effective September 1, 2024, all Regulated members, which includes all Superintendents, must earn 30 Continuing Education Program (CEP) credits annually to maintain their professional designation (SLQS certification) as a system education leader. Leaders must meet accreditation requirements under the SLQS by earning 30 CEP credits annually and completing five courses in five years.
- ★ The ATA Beginning Teacher Conference is scheduled for September 20th and 21st, offering professional development for teachers in their first two years of teaching or new to Alberta. SPS will support attendees by covering the cost of a substitute teacher.
- ★ On September 16, the Superintendent attended a virtual professional development session along with Vice Chair Buga and Trustee Murray-Elliott hosted by ASBA on *Implementing Responsible AI in K-12*. The session offered a step-by-step framework built around the 4 C's - context, culture, content and commitment. Context refers to internal and external factors, from regulations to organizational values and existing policies. Culture is about people and governance structures needed for responsible AI. Content focuses on AI systems and assessing benefits and risks related to the technology. Commitment acknowledges that this work involves building organizational capacity.
- ★ On September 24, the Superintendent will attend a webinar on the June 2024 Supreme Court decision's impact on Alberta schools. Led by Teresa Haykowsky, it will cover topics like technology use, AI, student accommodations and freedom of expression. The webinar offers 1.5 Continuing Education credits.
- ★ To support Kindergarten teachers with recent Alberta Education changes, two full days of professional development (PD) have been scheduled. The PD sessions are set for November and February.

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.

- ★ September Admin Council, Principals and central office leaders spent dedicated time to:
 - Revisiting their Leadership Constitution (Be Where Your Feet Are, O'Neil)
 - The 5 Dysfunctions of a Team (Patrick Lencioni) reflection questions
 - Feedback on Admin Council Format

- ★ The afternoon of the September 18 Admin Council meeting, Principals and Vice Principals spent the afternoon learning together how to lead out in their schools' High Leverage Teaching Strategies - the 'HITS' and Leading Assessment (using PowerSchool as an Instructional Leader).
- ★ Leadership Strategic Planning Meeting - Sep 24 (held monthly). Agenda:
 - Big Rocks by Department
 - Who is Impacted?
 - Who is the Most Responsible Party (MRP)?
 - How each Department is Improving

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.

- ★ The "Kipohtakaw Education Center (KEC) Pen Pal Application 2024/25" invited SPS teachers to partner with a KEC teacher to create a pen pal program for their students. The program supports various forms of communication, including written, digital, virtual and in-person meetings. Teachers must commit to connecting with the SPS Indigenous Lead Team for support, sharing information and documenting their experience throughout the program.
- ★ In an email to school leadership and the Call to Action Cohort, it was shared that the Division's Métis Learning Coach for the school year is available to assist with Métis education. Schools are encouraged to reach out for support with classroom teachings, projects, land-based learning and Métis perspectives. Access to the Métis Learning Kits stored at SCHS was also offered.
- ★ The SPS Indigenous Education Coordinator emailed staff, offering a "residency week" at each school to support Indigenous Education and curriculum integration. The Coordinator also highlighted participation in Truth and Reconciliation Week and invited staff to a Reconciliation presentation at the Division-Wide PD Day on September 16.
- ★ The Division will observe Truth and Reconciliation Week from September 23-27, offering activities to educate students, staff and the community on Indigenous history, residential schools and reconciliation. This supports the Division's commitment to reconciliation and inclusive education.
- ★ Orange Shirt Day will be recognized on September 27 to honour Indigenous peoples affected by residential schools and raise awareness of their lasting impact. The

Superintendent will participate, showing a commitment to reconciliation and supporting Indigenous education and cultural understanding.

- ★ The Indigenous Education Hub's September focus is the "History and Legacy of Residential Schools." Resources and activities for different grade levels are available to help educators integrate this topic into classroom learning.
- ★ Schools and Central Office will be closed on September 30 for the National Day of Truth and Reconciliation, a Board-directed holiday. This closure honours the history and impact of residential schools, supporting the Division's commitment to reconciliation and providing time for reflection and learning.

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.

- ★ CASA Classroom currently has students enrolled at SCHS and Guthrie School, with referrals considered quarterly.
- ★ The Facilities Team is updating Custodial and Caretaker Task Schedules. A draft has been shared for review and meetings with school leadership and custodial staff will be scheduled to finalize the updates. These meetings will cover staffing formulas, daily task schedules and locations for posting schedules and floor plan maps.
- ★ The Associate Superintendent of Human Resources shared updated evaluation and supervision documents with principals, including revised guides for certificated staff, new evaluation guides for CUPE and GEC support staff and updated templates for principals, vice principals and teachers. Principals were instructed to review these documents for key timelines and processes.
- ★ Human Resources has provided updated phone lists for Central Office and schools, along with emergency contact cards for the 2024-2025 school year, ensuring accurate and current contact information for effective communication across departments.
- ★ Alberta Education released the Fall Update of the [2024/25 Funding Manual](#) on September 9, featuring updates to the Distance Education Non-Primary Grant and revised rate tables.
- ★ The Hour Zero program is the Division's online School Emergency Preparedness initiative. All employees must complete the required training courses, which include:
 - School Emergency Plan Overview
 - AB Violence and Harassment Awareness
 - OHS Awareness for Alberta Schools

- WHMIS Awareness

Employees will receive monthly emails for any additional training. Personal information must be updated by September 30, 2024.

- ★ On September 17, 12-15 students from Lilian Schick visited Central Office to meet the Facilities team. They observed a cabinet-making demonstration, including cutting, edging, drilling, and assembly. For safety, students watched from a distance.
- ★ The Superintendent provides a monthly report, "2024-2025 Superintendent Discretionary Fund," detailing strategic resource allocation to align with Division goals and priorities, ensuring staffing and resources are directed to schools for optimal student success.

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, the Associate Superintendent of Corporate Services and the Data Coordinator supported the Board in completing ASBA's 2025 Municipal Elections Survey, part of ASBA's plan to support trustees, voters and officials for the 2025 elections.
- ★ The Superintendent has reformatted Public Board memos to clarify their alignment with the Superintendent Leadership Quality Standard (SLQS) and governance implications. Each memo now clearly connects its content to SLQS competencies, legislation and relevant Board policies for better understanding of decisions and actions.
- ★ The Board Retreat took place on September 12 and 13. Teresa Haykowsky from McLennan Ross led sessions on the 12th and the Superintendent supported the Board to begin working through the Work Plan and Strategic Plan for 2024-2025 on the 13th.
- ★ On September 18, the Division Principal and Trustees Murray-Elliott, Briggs and Chair Oatway-McLay attended the "State of the City" Business Luncheon hosted by the St. Albert Chamber of Commerce, featuring Mayor Cathy Heron.
- ★ The Superintendent and Board Chair will attend an ASBA hybrid working session in Calgary on September 25, featuring discussions on educational priorities and updates from the Ministry of Education.
- ★ The Superintendent shared a document from the CASS Summer conference with the Board, titled "Key Questions the Board Should Ask About". Originating from the Saskatchewan

School Boards Association, the document provides sample key governance questions for strategy, risk, resources and people. The resource is for the Board's information and consideration to support their governance role for the school year.

- ★ The Superintendent meets with the Board Chair and Vice Chair to review agenda packages before the Committee of the Whole and Public Board meetings, as per Board policy.
- ★ The Superintendent created a "Big Rocks" list for 2024-2025, highlighting key fiduciary items. These are standing agenda topics at each Committee of the Whole meeting to support the Board's governance role.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLOS](#) in the following way:

COMPETENCY:	(7) Supporting Effective Governance
INDICATORS:	a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity; c. ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education; d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities; e. ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements; and h. ensuring the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities.

Governance Implications:

[Education Act](#)

Superintendent of schools

222 (1.1) Unless otherwise authorized under this Act, a board must appoint as a superintendent of schools only a teacher who holds a superintendent leadership certificate prescribed by the regulations and issued under this Act.

(3) The superintendent is the chief executive officer of the board and the chief education officer of the school division.

(4) The superintendent shall carry out the duties assigned to the superintendent by the board.

(5) The superintendent shall supervise the operation of schools and the provision of education programs in the school division, including, but not limited to, the following:

- (a) implementing education policies established by the Minister;

- (b) ensuring that students have the opportunity in the school division to meet the standards of education set by the Minister;
- (c) ensuring that the fiscal management of the school division by the treasurer or secretary-treasurer is in accordance with the terms or conditions of any grants received by the board under this Act or any other Act;
- (d) providing leadership in all matters relating to education in the school division.

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

Qualifications

2(1) No individual may be appointed as a superintendent unless the individual has a superintendent leadership certificate issued under the *Certification of Teachers and Teacher Leaders Regulation* (AR 84/2019).

[Policy 700: Superintendent of Schools](#)

The Superintendent of Schools, as referred to in the Education Act, is the Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division. The Superintendent directly reports to the Board of Trustees and is accountable to the Board of Trustees on behalf of students and the public, for the total operation of the school system in a manner that is consistent with the requirements of the Education Act, Alberta Education regulations, the Superintendent Leadership Quality Standard, Board policies, Division vision, mission and values, and the Education Plan goals.

The Superintendent of Schools provides the Board with information, advice, and support required for the fulfillment of its governance role. The Superintendent plays a critical and collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board to address current and emerging issues.

[Policy 701: Board Delegation of Authority](#)

The Superintendent is the Chief Executive Officer of the Board and the Chief Education Officer of the Division and is accountable to the Board of Trustees for the conduct and operations of the Division. All authority delegated to the staff of the Division is delegated through the Superintendent.

The Superintendent plays a critical collaborative role in supporting the leadership of the Board by advising, informing, and supporting the Board by recommending actions to address current and emerging issues in alignment with the mission, vision, and value statements of the Division

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

Not applicable.

Date: September 23, 2024 **Agenda Item:** 8.6

To: Board of Trustees

From: Shawna Warren, Superintendent

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

Subject: **Administrative Procedure 305: SPS Emergency Preparedness Response Plan**

Background:

Administrative Procedure 305: SPS Emergency Preparedness Response Plan was up for regular review. Minor amendments were made to the Administrative Procedure while maintaining the core procedures and responsibilities.

This Administrative Procedure ensures that the Division remains prepared to respond effectively to emergencies by providing a clear framework for emergency management, including the roles of the School Emergency Response Teams (SERT) and the Division-based Administrative Command Team (ACT). The Administrative Procedure emphasizes regular training, coordination with local emergency agencies and consistent review to address evolving needs. The overall objective remains to ensure the safety and welfare of students and staff through standardized protocols that can be adapted based on specific emergency circumstances.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- | | |
|--------------------|--|
| COMPETENCY: | (1) Building Effective Relationships |
| INDICATORS: | a. collaborating with community and provincial agencies to address the needs of students and their families. |
| COMPETENCY: | (6) School Authority Operations and Resources |
| INDICATORS: | e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts. |
| COMPETENCY: | (7) Supporting Effective Governance |
| INDICATORS: | j. building the capacity of the board and staff to predict, communicate and respond to emergent circumstances, including emergency readiness and crisis management, and to |

political, social, economic, legal and cultural contexts and trends.

Governance Implications:**Education Act**

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

(h) establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness.

Board Procedures Regulation (Education Act - Alberta Regulation 82/2019)

Policies and procedures

4 The board must

(b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

Policy 225: Role of the Board

The Board shall establish and maintain governance and organizational structures that promote student well-being and success, and monitor and evaluate their effectiveness [Education Act s. 33(1)(h)].

Administrative Procedure 205: Developing Administrative Procedures

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

Administration is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. [Administrative Procedure 305: SPS Emergency Preparedness Response Plan](#) - Website Version
2. Administrative Procedure 305: SPS Emergency Preparedness Response Plan - Tracked Changes

AP305: SPS Emergency Preparedness Response Plan

Responsible Administrator: Superintendent

PURPOSE

Sturgeon Public Schools recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the event of emergency circumstances.

The SPS Emergency Preparedness Response Plan works in conjunction with other local emergency agencies. Individual school plans, along with the Division Plan, are reviewed annually and after an emergency occurs.

There is an on-site, School Emergency Response Team (SERT) at each SPS school, along with a Division-based Administrative Command Team (ACT) that provides support and aid to schools at the time of an emergency. All Division staff are regularly trained on emergency protocols and drills are practiced at each school.

Standardized protocols and procedures provide the basis for response, however, the way in which the Division responds to an emergency is greatly influenced by the specifics of the incident.

The Division collaborates closely with local emergency personnel to ensure plans are coordinated with appropriate agencies. The Division's plans do not replace the authority of law enforcement, fire or EMS. All Division staff work in full cooperation with these agencies.

PROCESS

The Superintendent or Emergency Operations Center (EOC) Director is responsible for the process of maintaining guidelines for the Sturgeon Public Schools Emergency Preparedness Response Plan.

The Superintendent or Information Officer is responsible for coordinating all communications with the media during emergency situations.

The Incident Commander (most responsible person in emergency circumstances) for a school is the Principal and for Central Office Services is the Superintendent or Emergency Operations Center (EOC) Director.

The sSchool principal's responsibility~~principal responsibility~~ in emergencies is to act in a reasonable manner and with full regard for the safety and well-being of all students.

PROCEDURE

1. Central Office Services will maintain a division Emergency Preparedness Response Plan, which schools will use to respond appropriately to emergency circumstances.

1.1 Central ~~Office Services~~ will maintain a division Administrative Command Team (ACT) and schools will maintain a site-based School Emergency Response Team (SERT).

1.2 The division Administrative Command Team (ACT) provides support to individual schools during emergency situations.

1.3 The site-based School Emergency Response Team (SERT) responds to emergency situations according to the protocols as developed in the Emergency Preparedness Response Plans.

2. All Division employees ~~members~~ are to be knowledgeable about the Division's Emergency Preparedness Response Plan and shall fulfill their duties accordingly.

3. The Principal and the Superintendent or EOC Director are responsible for reviewing division and school Emergency Preparedness Response Plans with all employees each school year.

4. In an emergency situation, the Principal and the Superintendent or designate will follow the procedures as outlined in the Sturgeon Public Schools Emergency Preparedness Response Plan.

5. Under certain emergency circumstances, a Principal may close a school following consultation with the Superintendent.

6. During severe weather conditions:

6.1 It is expected that staff shall report for duty.

6.2 Staff shall accept all students that arrive at school.

6.3 If the Superintendent or designate suspends school bus transportation services, teachers will not conduct examinations, nor introduce new curriculum.

6.4 Parents bringing their children to school on days the school bus does not operate, shall be responsible for picking up their children at the end of the school day or making other arrangements.

6.5 Absences by students for transportation challenges that include bus failure, decision of a contractor not to operate, or suspension of transportation services by the Superintendent or designate, shall be deemed excusable, and shall also not affect the granting of credit in high school courses.

7. The Principal and the Superintendent or designate shall:

7.1 Coordinate professional development activities to support the Emergency Preparedness Response Plan.

7.2 Follow the procedures for the proper documentation of incidents.

7.3 Follow procedures for coordinating municipal services in the event of an emergency.

7.4 Follow the communication plan for employees, media, parents, students and the public.

7.5 Ensure that the emergency supply list is maintained as outlined in the Division Emergency Preparedness Response Plan.

8. The Principal shall:

8.1 Conduct training and drills to help better prepare students and staff for possible emergency situations.

8.2 Conduct drills throughout the year to rehearse emergency procedures (refer to AP245 Health and Safety).

8.2.1 Each school shall perform a lockdown at least two times each year.

8.2.2 Each school shall perform six fire drills each year.

8.3 Include a copy of the Sturgeon Public Schools Emergency Preparedness Program Guide for Students, Parents and Guardians in their school newsletter and share with School Council no later than November 1st of each school year.

References:

[Board Policy: 320 Inclement Weather](#)

Admin Procedure: [245 Health and Safety](#)

[Admin Procedure: 255 Inclement Weather and Outdoor Air Quality Decisions for Schools](#)

Hour Zero Crisis Consulting Ltd.

Alberta Fire Code

History

2020 Jan 29 Initial Approval

2022 Feb 7 Amended

[2024 Sep 23 Amended](#)



Date: September 23, 2024
To: Board of Trustees
From: Tasha Oatway-McLay, Chair
Subject: Trustee Report

Purpose:
For information.

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

- Aug 28, 2024 Organizational Meeting
- Sep 9, 2024 Policy Committee Meeting
- Sep 9, 2024 Namao School Council
- Sep 12, 2024 Board Retreat
- Sep 13, 2024 Board Retreat
- Sep 18, 2024 St. Albert Chamber of Commerce
- Sep 19, 2024 Agenda Review Meeting
- Sep 23, 2024 Public Board Meeting
- Sep 25, 2024 ASBA Board Chair Meeting



Date: September 23, 2024
To: Board of Trustees
From: Cindy Briggs, Ward 2
Subject: Trustee Report - September

Purpose:

For information.

Background:

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

- September 8- Community Connect Bon Accord
- September 9- Policy Committee Meeting
- September 10- Lilian Schick and Bon Accord Community School Visit
- September 12- Board Retreat
- September 13- Board Retreat
- September 16- Community Service Advisory Board (CSAB) Sturgeon County
- September 18- St. Albert Chamber of Commerce
- September 19- Bon Accord Meet the Staff Event
- September 20- CUPE Meeting
- September 22- Meet the Community Legal
- September 23- September Public Board Meeting
- September 23- Lilian Schick School Council (upcoming)
- September 24- Meet the TEAM Legal Public School (upcoming)
- September 24- Bon Accord Community School Council (upcoming)
- September 26- Legal Public School Council (upcoming)
- National Truth and Reconciliation Events (upcoming)



Date: September 23, 2024
To: Board of Trustees
From: Trish Murray-Elliott, Ward 4
Subject: Trustee Report

Purpose:
For information.

Background:

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

- August 28, 2024 Organizational / Public Board / CoW Meetings
- August 28, 2024 Welcome Back Evening, Sturgeon Heights School
- September 12, 2024 Board Retreat
- September 13, 2024 Board Retreat
- September 16, 2024 ASBA AI Presentation
- September 18, 2024 St. Albert CoC, State of the City, Mayor Heron
- September 20, 2024 CUPE Negotiations
- September 23, 2024 Public Board Meeting
- September 23, 2024 Sturgeon Heights School Council
- September 24, 2024 Sturgeon Composite High School Council



Date: September 23, 2024
To: Board of Trustees
From: Stacey Buga, Trustee Ward 5
Subject: **Trustee Report**

Purpose:

For information.

Background:

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

9/4/2024	SCHS Meet the Teacher
9/9/2024	Policy Committee
9/12/2024	Board Retreat
9/13/2024	Board Retreat
9/12/2024	Four Winds Meet the Teacher and School Council
9/16/2024	ASBA AI Virtual Event
9/19/2024	Agenda Review Meeting
9/20/2024	Zone 2/3 Meeting
9/23/2024	Public Board Meeting/Committee of the Whole
9/26/2024	Morinville FCSS Lunch & Learn



Date: September 23, 2024
To: Board of Trustees
From: Irene Gibbons, Ward 7
Subject: Trustee Report

Purpose:
For information.

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

- September 10, 2024 Meet the Community Gibbons
- September 12 & 13, 2024 Board Orientation
- September 20, 2024 ASBA Zone 2/3 Meeting



Date: September 23, 2024 **Agenda Item:** 9.3
To: Board of Trustees
From: Shawna Warren, Superintendent
Originator(s): Committee of the Whole
Senior Administrative Team
Subject: **Committee of the Whole Report**

Background:

On August 28, 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 report attached is a record of this meeting.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- COMPETENCY:** (3) Visionary Leadership
INDICATORS:
- a. ensuring that the vision is informed by research on effective learning, teaching and leadership;
 - b. promoting innovation and continuous improvement by building structures and developing strategies to support staff in professional collaboration; and
 - c. promoting in the school community a common understanding of and support for the school authority’s goals, priorities and strategic initiatives.
- COMPETENCY:** (6) School Authority Operations and Resources
INDICATORS:
- a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;
 - b. ensuring effective alignment of the school authority’s human resources to achieve the school authority’s education plan;
 - c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; and
 - e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.

COMPETENCY:	(7) Supporting Effective Governance
INDICATORS:	a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity; b. ensuring that all students and staff are provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging; c. ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education; d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities; and m. promoting constructive relations between the board and staff, as well as provincial authorities, post-secondary institutions and education stakeholder organizations.

Governance Implications:Education Act

Delegation of power

52(1) Subject to subsections (4) and (5), a board may authorize

(b) a committee of the board or a committee established by the board, or

to do any act or thing or exercise any power that the board may do or exercise or is required to do or exercise.

Policy 230: Board Committees

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: Appendix A - Committee of the Whole

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, review and develop Board policies 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 221: Role of the Trustee

2.4 Trustees shall be prepared for Board deliberations by attending in person or by electronic means:

2.4.1 All regularly scheduled or special meetings of the Board of Trustees and any committee meetings to which they are assigned, on a regular and punctual basis.

The Board Chair is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. Unapproved Minutes of the Meeting - August 28, 2024 (To be brought forward for approval at the September 23, 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, August 28, 2024, at 12:36 p.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

Franco Maisano, Executive Director, Corporate Services Arrived at 2:35 p.m.

Left meeting at 2:40 p.m.

Steven Holkham, Executive Director, Facility Services Arrived at 2:45 p.m.

Left meeting at 3:00 p.m.

1. Call to Order

Chair Oatway-McLay called the meeting to order at 12:36 p.m.

2. Approval of the Agenda

Moved by Trustee Gibbons that the Board of Trustees accept the agenda as presented.

CARRIED UNANIMOUSLY

3. Approval of the Committee Minutes

Moved by Trustee Buga that the Board of Trustees accept the Committee Meeting Minutes of June 19, 2024, as presented.

CARRIED UNANIMOUSLY

4. Policy

4.2 Policy Recommendations

Agenda item forwarded to the Policy Committee.

4.3 Policy 700: Superintendent of Schools

Agenda item forwarded to the Policy Committee.

- 4.4 Policy 900: Student Conduct and Discipline**
Agenda item forwarded to the Policy Committee.

5. Advocacy

5.1 Important Dates for the Board Trustees

Important Dates for the Board of Trustees document was brought back from a previous Committee of the Whole meeting for continued discussion.

5.2 2024-2025 Big Rocks

Shawna Warren, Superintendent brought forward as information 2024-2025 Big Rocks for discussion.

5.3 Board Retreat

Information on the Board Retreat was brought forward for discussion.

Meeting recessed for break at 1:59 p.m. Meeting resumed at 2:09 p.m.

5.4 Survey: Dual Credit Programming

Responses to the Alberta Education Survey: Dual Credit Programming were shared with the Board of Trustees.

5.5 ASBA

ASBA discussed.

5.6 PSBAA

PSBAA discussed.

5.7 Upcoming School Events/Trustee Attendance

Trustees reviewed and discussed upcoming events.

5.8 2023-2024 Board Strategic Plan

Deferred to Board Retreat.

6. Audit, Finance and Human Resources

- 6.1 Trustee Monthly Finance Report:** Sean Nicholson, Associate Superintendent, Corporate Services provided the Trustee Monthly Expense Report.

- 6.2 Staff Recognition 2025:** Beginning discussion on Staff Recognition 2025.

6.3 Alberta Education - Funding Update Summer 2024: Sean Nicholson, Associate Superintendent, Corporate Services provided an update on the Division's Funding Profile Update and the extension of the Mental Health in Schools grant (MHIN).

7. Capital Projects and Facility Services

7.1 Capital Projects and Facility Services: Sean Nicholson, Associate Superintendent, Corporate Services and Steven Holkham, Director, Facility Services provided an update on Capital Projects and Facility Services.

7.1.1 Summer Project Update: Sean Nicholson, Associate Superintendent, Corporate Services and Steven Holkham, Director, Facility Services provided an update on summer projects.

8. Transportation

8.1 CBO Contract Update - Schedule A: Sean Nicholson, Associate Superintendent, Corporate Services provided an update on CBO Contract - Schedule A.

8.2 Status Update: Sean Nicholson, Associate Superintendent, Corporate Services provided a status update.

9. Governance

9.1 PSBAA Professional Development
Agenda Item Deferred

9.2 Trustee Handbook Review - 2023-2024
Deferred to Board Retreat.

10. Adjournment

Trustee Briggs adjourned the meeting at 3:11 p.m.

Next meeting: Monday, September 23, 2024



Date: September 23, 2024 **Agenda Item:** 9.4

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Policy Committee
Senior Administrative Team

Subject: **Policy Committee Report**

Background:

At the Public Board meeting on August 28, 2024, the Board established an ad hoc Policy Committee for the 2024-2025 school year.

Report Summary:

The Policy Committee held an online meeting on September 9, 2024. The following is a summary of that meeting:

- *Policy 235: Board Operations; Appendix C - Electoral Wards* was reviewed.
 - The Policy Committee has referred Policy 235 to the September 23, 2024, Public Board meeting for review and approval.
- *Policy 700: Superintendent of Schools* was reviewed.
 - The Policy Committee recommended that the policy come back to the next Policy Committee meeting for further discussion.
- *Policy 900: Student Conduct and Discipline* was reviewed.
 - The Policy Committee has referred Policy 900 to the September 23, 2024, Public Board meeting for review and approval.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY: (6) School Authority Operations and Resources
INDICATORS: a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and
 c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness.

COMPETENCY: (7) Supporting Effective Governance
INDICATORS: a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity;

- d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;
- f. supporting the board in the fulfillment of its governance functions in the fiduciary, strategic and generative realms; and
- g. implementing board policies and supporting the regular review and evaluation of their impact.

Governance Implications:**Education Act**

Delegation of power

52(1) Subject to subsections (4) and (5), a board may authorize

- (b) a committee of the board or a committee established by the board to do any act or thing or exercise any power that the board may do or exercise or is required to do or exercise.

Board Procedures Regulation (Education Act - Alberta Regulation 82/2019)

Policies and procedures

4 The board must

- (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and
- (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

Policy 230: Board Committees

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.

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.

Policy 221: Role of the Trustee

2.4 Trustees shall be prepared for Board deliberations by attending in person or by electronic means:

- 2.4.1 All regularly scheduled or special meetings of the Board of Trustees and any committee meetings to which they are assigned, on a regular and punctual basis.

The Committee Chair is prepared to respond to questions at the September 23, 2024, Public Board meeting.

Attachment(s):

1. Policy Committee Notes - September 9, 2024



Policy Committee Meeting Notes

September 9, 2024

Microsoft TEAMS Online Meeting

In Attendance: Janine Pequin, Trustee, Committee Chair
Irene Gibbons, Trustee
Stacey Buga, Vice Chair

Other Trustees: Tasha Oatway-McLay, Chair
Cindy Briggs, Trustee

Administration: Shawna Warren, Superintendent
Jonathan Konrad, Deputy Superintendent, Education Services
Lisa Lacroix, Associate Superintendent, Human Resources
Sean Nicholson, Associate Superintendent, Corporate Services

1. Call to Order

2:37 p.m. - Shawna Warren, Superintendent called the meeting to order.

2. Election of Committee Chair

The Superintendent called for nominations for Committee Chair.

Stacey Buga nominated Janine Pequin to serve as Chair of the Committee. Janine Pequin, Trustee, accepted the nomination.

The Superintendent called for nominations a second time for Committee Chair.

MOVED by Vice Chair Buga, that Trustee Janine Pequin be declared Committee Chair.

CARRIED UNANIMOUSLY

3. Approval of the Agenda

MOVED by Stacey Buga, Vice Chair

THAT the September 9, 2024, Policy Committee agenda be approved as amended to include Board Retreat - Lawyer Feedback on Policies.

CARRIED UNANIMOUSLY

4. New Business

4.1 Policy Checklist

Standing item on the Policy Committee agenda.

4.2 Policy Recommendations

The Committee requested that Administration compile comparisons to similar rural boards that are G-TECH model boards and bring back the information for the Committee to consider. The Committee discussed renumbering the policies.

4.3 Policy 235: Board Operations; Appendix C - Electoral Wards

Administration presented updated maps that illustrate the ward boundary changes required by the Ministerial order.

Janine Pequin, Committee Chair, recommended that Administration bring Policy 235; Board Operations; Appendix C, as amended, to the next Public Board meeting, on September 23, 2024, for review and approval.

4.4 Policy 700: Superintendent of Schools

Discussion held on recommended Policy 700: Superintendent of Schools. The Committee recommended that the policy come back to the next Policy Committee meeting for further discussion.

4.5 Policy 900: Student Conduct and Discipline

Discussion ensued. Schools are currently collecting feedback from staff, students and families. If feedback comes to Trustees, encourage all stakeholders to communicate ideas and requests to teachers, counselors and school Administration.

Janine Pequin, Committee Chair, recommended that Administration bring Policy 900: Student Conduct and Discipline, with the changes presented, to the next Public Board meeting, on September 23, 2024, for review and approval.

5. Other

5.1 Board Retreat - Lawyer Feedback on Policies

Discussion held on Policy 220: Trustee Code of Conduct with a request that this policy be reviewed at a future committee meeting.

6. Next Meeting

Date: TBD after Board Retreat

Time: TBD

7. Adjournment

Meeting adjourned at 3:50 p.m.

DRAFT



Date: September 23, 2024
To: Board of Trustees
From: Trish Murray-Elliott, Trustee
Originator(s): Trish Murray-Elliott, Trustee, PSBAA Representative
Subject: **PSBAA Update, September 2024**

Purpose:
For information.

Background:
New PSBAA Representative: Cindy Briggs
New PSBAA Alternate: Trish Murray-Elliott

Tasha attended the Summer PSBC meeting August 7 – 9 in Grande Prairie. She is invited to say a few words or answer any questions at this time.

PBSAA FGM is scheduled for October 16 to 18. Reminder to ensure registration for anyone attending.

Next PSBC is scheduled for November 15 and 16.

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

Action item for October CoW: Discussion of contribution for Lois Hole Foundation

Action item: Forwarding of info from PSBAA