

**MINUTES OF THE
PUBLIC BOARD MEETING**

Meeting held at the Frank Robinson Education Centre
Boardroom, in Morinville, Alberta
On Wednesday, September 23, 2024, at 10:00 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, September 23, 2024, at 10:01 a.m.

Attendance:

Tasha Oatway-McLay, Board Chair

Stacey Buga, Vice Chair

Cindy Briggs, 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

Shannon Campbell Requa, Director, Education Services

Arrived 10:01 A.M. Left at 11:41 A.M.

Maxine Hildebrandt, Coordinator, Indigenous Education

Arrived 10:01 A.M. Left at 11:41 A.M.

Lauren Walter, Manager of Marketing and Communications

Arrived 10:01 A.M. Left at 11:41 A.M.

Franco Maisano, Executive Director of Corporate Services

Arrived 10:49 A.M. Left at 11:41 A.M.

Regrets:

Irene Gibbons, Trustee

Call to Order

Board Chair Oatway-McLay called the meeting to order at 10:01 a.m.

Land Acknowledgement

Trustee Briggs read the Land Acknowledgement Statement.

Approval of Agenda

062/2024 - Moved by Trustee Murray-Elliott that the agenda be approved as presented.

CARRIED UNANIMOUSLY

Approval of Minutes

063/2024 - Moved by Trustee Briggs that the minutes of the Organizational Meeting of August 28, 2024, be approved as presented.

CARRIED UNANIMOUSLY

064/2024 - Moved by Trustee Murray-Elliott that the minutes of the Regular Meeting of August 28, 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

Draft 2026-2027 School Year Calendar

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.

065/2024 - Moved by Trustee Briggs 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.

CARRIED UNANIMOUSLY

Policy 235: Board Operations; Appendix C - Electoral Wards

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.

066/2024 - Moved by Trustee Pequin 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.

CARRIED UNANIMOUSLY

Bylaw 01-2024: A Bylaw to Establish Electoral Wards Within the Division

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.

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

067/2024 - Moved by Trustee Buga that the Board of Trustees approve the proposed Bylaw 01-2024: A Bylaw to Establish Electoral Wards Within the Division, at the first reading in this meeting in order to establish the electoral boundaries.

CARRIED UNANIMOUSLY

068/2024 - Moved by Trustee Buga that the Board of Trustees approve proposed Bylaw 01-2024 at the second reading in this meeting in order to establish the electoral boundaries.

CARRIED UNANIMOUSLY

069/2024 - Moved by Trustee Buga that the Board of Trustees approve proposed Bylaw 01-2024 at the third reading in this meeting in order to establish the electoral boundaries.

CARRIED UNANIMOUSLY

070/2024 - Moved by Trustee Buga 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.

CARRIED UNANIMOUSLY

2024-2025 Council of School Councils' Meetings

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

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.

071/2024 - Moved by Trustee Dwyer 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.

CARRIED UNANIMOUSLY

Policy 900: Student Conduct and Discipline

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.

072/2024 - Moved by Trustee Peguin 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.

CARRIED UNANIMOUSLY

Administrative Reports

Indigenous Student Success

Shannon Campbell Requa, Director, Education Planning and Maxine Hildebrandt, Coordinator, Indigenous Education presented the Indigenous Student Success report.

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.

Student Nutrition 2024-2025

Shawna Warren, Superintendent and Sean Nicholson, Associate Superintendent, Corporates Services presented the Student Nutrition 2024-2025.

Communications 2023-2024 Annual Plan Review & Communications 2024-2025 Annual Plan Presentation

Lauren Walter, Manager of Marketing and Communications presented the Communications 2023-2024 Annual Plan Review & Communications 2024-2025 Annual Plan Presentation.

2024-2025 Superintendent Discretionary Fund

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

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			
		Total Committed to Student Success \$182,952			
As at September 18, 2024		Total Available \$129,558			
Budget Item Description	Date	# FTE	# of months	Cost	
Direct staffing to schools (K- 12)					\$ 120,585
Teachers Avg Cost: \$111,067	Totals:	0.17			\$ 48,281
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
Sturgeon Heights - Teacher Support	Sep 09, 2024				\$ 14,400
CUPE Avg Cost: \$45,188	Totals:	1.50			\$ 72,304
Legal Public Schools - EA2 Sep - Dec 31	Sep 03, 2024	0.50	4.00		\$ 9,038
Namao School (SLS) - EA Oct - Jun	Sep 13, 2024	1.00	9.50		\$ 42,929
Sturgeon Heights - Staffing Supports	Sep 09, 2024				\$ 9,450
Fourwinds - Finance Clerk Support	Sep 18, 2024				\$ 10,887
Other (Emergent Priorities staff, non-staff and resources)					\$ 62,367
Student Programming	Sep 09, 2024				\$ 53,000
Fourwinds - Teacher Lead Conference	Sep 18, 2024				\$ 9,367
TOTAL Superintendent Discretionary Spend Committed to Student Success					\$182,952

Report updated after the Public Board meeting to correct errors reported during the meeting.

Superintendent Report

Shawna Warren, Superintendent presented the Superintendent Report with a correction that the 2023-2024 Parent Engagement Evening scheduled on September 24 for parents of students in Specialized Programming was cancelled.

Administrative Procedure 305: SPS Emergency Preparedness Response Plan

Shawna Warren, Superintendent presented an update to Administrative Procedure 305: SPS Emergency Preparedness Response Plan.

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.

Reports from Trustees and Standing Committees

Chair's Report

Below is the Chair's submitted report.

Chair Oatway-McLay (Cardiff/Garrison)

Chair Oatway-McLay reported that she attended:

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

Trustees' Reports

Below are the submitted Trustee Reports.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Board Retreat (Sep. 12 & 13)
- Bon Accord Meet the Staff Event (Sep. 19)
- Community Connect Bon Accord (Sep. 8)
- Community Service Advisory Board (CSAB) Sturgeon County (Sep. 16)
- CUPE Meeting (Sep. 20)
- Lilian Schick and Bon Accord Community School Visit (Sep. 10)
- Lilian Schick School Council (Sep. 26)
- Meeting the Community Legal (Sep. 22)

- National Truth and Reconciliation Events (Sep. 27)
- Policy Committee Meeting (Sep. 9)
- Public Board Meeting (Sep. 23)
- St. Albert Chamber of Commerce (Sep. 18)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Agenda Review Meeting (Sep. 19)
- ASBA AI Virtual Event (Sep. 16)
- Board Retreat (Sep. 12 & 13)
- Four Winds Meet the Teacher and School Council (Sep. 12)
- Morinville FCSS Lunch & Learn (Sep. 26)
- Policy Committee (Sep. 9)
- Public Board Meeting/Committee of the Whole (Sep. 23)
- SCHS Meet the Teach (Sep. 4)
- Zone 2/3 Meeting (Sep. 20)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School Council Meeting

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

- ASBA Zone 2/3 Meeting (Sep. 20)
- Board Orientation (Sep. 12 & 13)
- Meet the Community Gibbons (Sep. 10)

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

Trustee Murray-Elliott reported that she attended:

- ASBA AI Presentation (Sep. 16)
- Board Retreat (Sep. 12 & 13)
- CUPE Negotiations (Sep. 20)
- Organizational/Public Board/CoW Meetings (Aug. 28)
- Public Board Meeting (Sep. 23)
- St. Albert Chamber of Commerce, State of the City, Mayor Heron (Sep. 18)
- Sturgeon Composite High School Council (Sep. 24)
- Sturgeon Heights School Council (Sep. 23)
- Welcome Back Evening, Sturgeon Heights School (Aug. 28)

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Board Retreat (Sep. 12 & 13)

- Ochre Park School Council (Sep. 12)
- Policy Committee (Sep. 9)
- Public Board Meeting (Sep. 23)
- Redwater School Council (Sep. 23)
- Terry Fox Run at Ochre Park School (Sep. 20)

Committee of the Whole

The Board of Trustees received as information, the unapproved Minutes of the meeting from the August 28, 2024, Committee of the Whole meeting.

Policy Committee

The Board of Trustees received as information, the unapproved Notes of the meeting from the September 9, 2024, Policy Committee meeting.

Reports from Special Committees/Task Groups

Alberta School Boards Association Representative

Trustee Buga shared a verbal report.

Public School Boards Associate of Alberta Representative

Trustee Murray-Elliott provided a written report.

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

Rotary Report

Trustee Dwyer shared a verbal report.

Chamber of Commerce Meetings
Trustees shared verbal updates.

Unfinished Business

No unfinished business.

Comment and Question Period

No comments or questions from the public.

In Camera

073/2024 - Moved by Trustee Peguin that the Board of Trustees move to In Camera at 11:52 a.m.

CARRIED UNANIMOUSLY

Meeting recessed at 12:06 p.m.

Meeting resumed at 12:38 p.m.

074/2024 - Moved by Trustee Buga that the Board of Trustees revert to a public meeting at 1:46 p.m.

CARRIED UNANIMOUSLY

075/2024 - Moved by Trustee Murray-Elliott that the Board of Trustees approve that we conduct a Superintendent Evaluation for the 2024/2025 school year that does not include a 360 to be conducted by a mutually agreed upon external consultant.

CARRIED UNANIMOUSLY

Adjournment

Trustee Briggs adjourned the meeting at 1:46 p.m.

Chair

Date

Associate Superintendent,
Corporate Services