



# BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

## Public Board Meeting

# AGENDA

**Date:** October 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 Pequin
3. [Approval of Agenda](#)
4. [Approval of Minutes](#)
  - 4.1 Approval of the Minutes of the Regular Board Meeting of September 23, 2024
  - 4.2 Approval of the Minutes of the Special Board Meeting of October 4, 2024
5. [Business Arising From The Minutes](#)
6. [Presentations/Delegations](#)
  - 6.1 Four Winds Public School Inspire Program
7. [Action Items](#)
  - 7.1 Capital Reserve Approval - Welding Shop
  - 7.2 Camilla Storage Facility Approval
  - 7.3 Gibbons School and Landing Trail School - Solution

## 8. Administrative Reports

- 8.1 2023-2024 School Council Year in Review Reports
- 8.2 Indigenous Funding within Sturgeon Public Schools Report
- 8.3 September 27th Enrolment/Student Growth
- 8.4 Transportation Services Report 2024-2025
- 8.5 Human Resources Annual Report (2023-2024)
- 8.6 Communications Report - September & October 2024
- 8.7 Deputy Superintendent, Education Services Report
- 8.8 2024-2025 Superintendent Discretionary Fund
- 8.9 Superintendent Report
- 8.10 Administrative Procedure 205: Developing Administrative Procedures
- 8.11 Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals
- 8.12 Administrative Procedure 725: Teacher Growth, Supervision and Evaluation
- 8.13 Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation

## 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
- 10.5 Community Services Advisory Board

## 11. Unfinished Business

## 12. Comment & Question Period

## 13. In Camera

## 14. Adjournment

**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 23<sup>rd</sup> DAY OF September, 2024

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BOARD CHAIR

\_\_\_\_\_

ASSOCIATE SUPERINTENDENT  
CORPORATE SERVICES

READ A SECOND TIME THIS 23<sup>rd</sup> DAY OF September, 2024

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BOARD CHAIR

\_\_\_\_\_

ASSOCIATE SUPERINTENDENT  
CORPORATE SERVICES

READ A THIRD TIME THIS 23<sup>rd</sup> DAY OF September, 2024

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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              |  |
| <b>Direct staffing to schools (K- 12)</b>                                    |                |  |             | <b>\$ 120,585</b> |  |
| <b>Teachers</b> Avg Cost: \$111,067  | <b>Totals:</b> | <b>0.17</b>                                  |             | <b>\$ 48,281</b>  |  |
| 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         |  |
|  |                |  |             |                   |  |
|  |                |  |             |                   |  |
| <b>CUPE</b> Avg Cost: \$45,188   | <b>Totals:</b> | <b>1.50</b>                                  |             | <b>\$ 72,304</b>  |  |
| 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         |  |
|  |                |  |             |                   |  |
|  |                |  |             |                   |  |
| <b>Other (Emergent Priorities staff, non-staff and resources)</b>            |                |  |             | <b>\$ 62,367</b>  |  |
| Student Programming  | Sep 09, 2024   |  |             | \$ 53,000         |  |
| Fourwinds - Teacher Lead Conference  | Sep 18, 2024   |  |             | \$ 9,367          |  |
|  |                |  |             |                   |  |
|  |                |  |             |                   |  |
| <b>TOTAL Superintendent Discretionary Spend Committed to Student Success</b> |                |  |             | <b>\$182,952</b>  |  |

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



**MINUTES OF THE  
SPECIAL BOARD MEETING**

Hybrid Meeting held Virtually and in-person at the  
Frank Robinson Education Centre  
On Friday, October 4, 2024, at 3:30 p.m.

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DRAFT





**MINUTES OF THE  
SPECIAL BOARD MEETING**

Hybrid Meeting held Virtually and in-person at the  
Frank Robinson Education Centre  
On Friday, October 4, 2024, at 3:30 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  
*\*Attended meeting virtually*  
*\*\*Attended via phone call*

**Call to Order**

Board Chair Oatway-McLay called the meeting to order at 3:34 p.m.

**CUPE Collective Agreement**

**S-05/2024 - Moved by Trustee Gibbons** that the Board of Trustees move to In Camera at 3:35 p.m.

**CARRIED UNANIMOUSLY**

**S-06/2024 - Moved by Trustee Gibbons** that the Board of Trustees revert to a public meeting at 3:49 p.m.

**CARRIED UNANIMOUSLY**

**S-07/2024 - Moved by Chair Oatway-McLay** that the Board of Trustees approve the CUPE Collective Agreement as presented at the October 4, 2024, Special Board meeting.

**CARRIED UNANIMOUSLY**

**Close of the Meeting**

The meeting adjourned at 3:51 p.m.

-----  
Chair

-----  
Date

-----  
Associate Superintendent,  
Corporate Services

DRAFT



**Date:** October 23, 2024 **Agenda Item:** 7.1  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Sean Nicholson, Associate Superintendent, Corporate Services  
**Subject:** **Capital Reserve Approval - Welding Shop**

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**Recommended Motion:**

THAT the Board of Trustees approve the use of \$100,000 from capital reserves to cover the remaining amount for the renovations of the welding shop at Sturgeon Composite High School to support student health and safety as presented at the October 23, 2024, Public Board meeting.

**Background:**

The welding program at Sturgeon Composite High School is a popular and growing program, attracting a high number of students each year. It provides students with valuable hands-on experience and leads to dual credit opportunities, offering a pathway to post-secondary education or immediate entry into the workforce. The school purchases a number of new bays but the site needs to be upgraded for them to be properly ventilated and allow for adequate supervision.

**Rationale for Renovation:**

- The renovation aims to **improve safety and supervision** in the welding shop.
- By relocating 10 welding bays, the space will have **better sightlines**, allowing the instructor to oversee all students more effectively. This will significantly **reduce safety risks** and ensure a more controlled learning environment.

**Financial Overview:**

- The **total cost of the project was originally \$111,000, however, quotes came in higher than expected and the total project cost has been revised to \$150,000.**
- The Division received a Dual Credit Grant for \$50,000
  - \$12,000 of the \$50,000 was spent from the dual credit grant, leaving \$38,000 remaining.

**Importance of the Project:**

- The renovation is essential for maintaining the high standards of safety required in such a potentially dangerous environment.
- The improved layout will enhance not only the safety but also the educational experience for students.

Investing in this renovation will continue to support the growth of this highly subscribed program and provide students with crucial skills that directly translate into real-world opportunities.

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

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

- |                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (1) Building Effective Relationships   |
| <b>INDICATORS:</b> | a. collaborating with community and provincial agencies to address the needs of students and their families.   |
|                    |  |
| <b>COMPETENCY:</b> | (4) Leading Learning   |
| <b>INDICATORS:</b> | 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. |
|                    |  |
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.   |
|                    |  |
| <b>COMPETENCY:</b> | (7) Supporting Effective Governance  |
| <b>INDICATORS:</b> | e. Ensuring that the board’s fiscal and resource management is in accordance with all statutory, regulatory, and board requirements  |

**Governance Implications:**

[Education Act](#)

Board responsibilities

33(1)(i)] 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: 49. Approve the transfer of funds to/from operating and capital reserves

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



**Attachment(s):**

Not applicable.



**Date:** October 23, 2024 **Agenda Item:** 7.2  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Sean Nicholson, Associate Superintendent, Corporate Services  
**Subject:** **Camilla Storage Facility Approval**

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**Recommended Motion:**

THAT the Board of Trustees approve option number two of the Facilities Camilla Storage Options requesting the use of \$85,000 from capital reserves to cover the amount of the Basic Garage Package (option 2) as presented at the October 23, 2024, Public Board meeting.

**Background:**

At the June 19, 2024, Public Board Meeting the Board approved that a maximum of \$135,000 of capital reserves be allocated to the Camilla Storage Facility:

**046/2024 - Moved by Trustee Oatway-McLay** that the Board of Trustees approve \$135,000 of capital reserves to be allocated to the construction of the Camilla Storage Facility.

**Amended Motion 046/2024**

**046/2024 - Moved by Trustee Pequin** that the Board of Trustees approve to a maximum of \$135,000 of capital reserves to be allocated to the Camilla Storage Facility.

**CARRIED UNANIMOUSLY**

This motion was presented to the Board of Trustees at the June 19, 2024, Public Board meeting in response to the Board’s direction for an update on the Camilla Storage Facilities project that was approved at the February 23, 2022, Public Board meeting. The approved motion from the February 23, 2022, Public Board meeting is included below for reference.

At the February 23, 2022, Public Board meeting, the Board of Trustees approved the following motion:

*“That the Board of Trustees approve the prioritized list of Capital Projects & Access to \$540,000 in Capital Reserves as presented at the February 23, 2022, Public Board meeting.*

This approval was for a list of six projects:

| PROJECT                                     | COST ESTIMATE    |
|---|------------------|
| NAMAO – HOME ECONOMICS ROOM                 | \$150,000        |
| CAMILLA – FENCING OF PROPERTY               | \$100,000        |
| CAMILLA AND FOUR WINDS – STORAGE FACILITIES | \$100,000        |
| LILIAN SCHICK - SIDEWALKS                   | \$100,000        |
| STURGEON HEIGHTS – SIDEWALKS                | \$60,000         |
| REDWATER & GIBBONS – FRONT ENTRANCE DESIGN  | \$30,000         |
| <b>TOTAL FUNDING FROM RESERVES</b>          | <b>\$540,000</b> |

CAMILLA AND FOUR WINDS – STORAGE FACILITIES:

\$100,000 was allocated to build two storage facilities, one at Camilla School and the other at Four Winds School. The construction of the Four Winds storage facility ended up with a final cost of \$130,000, leaving no money for the Camilla storage facility.

Facilities has prepared three estimates with three different building options for this project. Facilities recommends option two - Basic Garage Package for \$85,000. Option two will support the school in ensuring a safe and secure storage facility that is sustainable and energy efficient.

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

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

**COMPETENCY:** (4) Leading Learning  
**INDICATORS:** 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:** (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:** e. ensuring that the board’s fiscal and resource management is in accordance with all statutory, regulatory and board requirements.

**Governance Implications:**

[Education Act](#)

Board responsibilities

33(1)(i)] 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: 49. Approve the transfer of funds to/from operating and capital reserves

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

**Attachment(s):**

1. Camilla Storage Facility Options



## Camilla Storage Facility Options

|    | Description  | Details  | Costs     |
|----|--|--|-----------|
| 1. | Four Door Shipping Container                           | <ul style="list-style-type: none"> <li>● No heat,</li> <li>● No lights or</li> <li>● No power</li> <li>● Gravel pad</li> </ul>   | \$16,500  |
| 2. | Basic Garage Package<br><b><i>(Recommendation)</i></b> | <ul style="list-style-type: none"> <li>● Oriented strand board (Plywood on walls)</li> <li>● No interior paint</li> <li>● Basic Electrical (Required by Code)</li> <li>● No alarm</li> <li>● Vinyl siding</li> </ul>   | \$85,000  |
| 3. | Elite Garage Package<br>(Similar to Four Winds)        | <ul style="list-style-type: none"> <li>● All lighting</li> <li>● Basic Electrical (Required by Code) and additional plugs as needed.</li> <li>● Heating</li> <li>● Drywall walls and ceiling</li> <li>● Hardie plank siding</li> <li>● Painted finishes</li> <li>● Two garage doors</li> <li>● Extend asphalt driveway</li> <li>● Concrete pads at exterior doors</li> </ul> | \$135,000 |



**Date:** October 23, 2024 **Agenda Item:** 7.3  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Shawna Warren, Superintendent  
Sean Nicholson, Associate Superintendent, Corporate Services  
**Subject:** **Gibbons School and Landing Trail School - Solution**

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**Recommended Motion:**

THAT the Board of Trustees approve the process required to initiate the proposed closure of Gibbons School and Landing Trail School for the amalgamation of both schools into one new K-9 school on a new school site and direct the Superintendent to start the notification process as per Board Policy 600.

**Background:**

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

The Three-Year Capital Plan is a list of projects submitted to the Government of Alberta for approval and consideration in its infrastructure planning process. If projects are not approved by the Government of Alberta, the Division does not have the funding to proceed.

While the plan includes scheduled start dates, end dates and costs, they are estimates and suggestions only. Once the Government of Alberta approves the project, they will determine the actual timelines and budget for the project.

*Gibbons and Landing Trail School Solution* is priority number one on the Three-Year Capital Plan. The Division has formed a partnership with the Town of Gibbons to acquire land for a potential site for a new school. The Town has provided a Commitment Letter and a plan to develop specialized joint-use facilities.

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

The Town of Gibbons has secured a plot of land with more land in reserve for future population growth. The partnership with the Town of Gibbons creates a shared joint-use space that would connect the new school(s) to the town's recreational facility. This solution,

which is currently being explored, will likely lead to significant savings for all parties involved in the collaborative partnership.

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

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

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

Following Section 62 of the Education Act and Policy 600, the Division has begun the process of closing Gibbons School and Landing Trail School and amalgamating the two schools' populations into one K-9 school on a new school site. A public information evening is set for **Tuesday, December 3, 2024, at 6:30 p.m.** at Gibbons School allowing the public to learn more about the proposed project and provide feedback.

In line with Policy 600, the Board will gather input from the community before making any decisions. The meeting will be attended by the Board Chair and at least three trustees, with notifications sent to parents and guardians. Administration will present key details on attendance areas, school programs, transportation and financial impacts, including busing changes.

After the meeting, the Board will continue collecting feedback. Details on the event will be shared via the division website, social media and local media. All stakeholders are encouraged to participate, as the Board is committed to making decisions in the best interests of students, parents and the community.

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

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

- 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**

Closure of schools

62(1) A board may, only by resolution, permanently or temporarily

(a) close a school, or

(5) A policy established pursuant to subsection (2) related to the permanent closure of a school must provide for

(a) adequate opportunity for the public to respond to the board's proposal to permanently close a school,

**Policy 600: School Closure**

The Board understands that changing populations and conditions of buildings may necessitate school closure. A decision to close a school shall be made after considering the input from stakeholders.

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

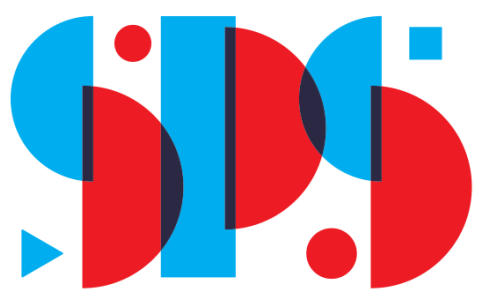
**Attachment(s):**

1. Three Year Capital Plan 2024-2027

STURGEON PUBLIC  
SCHOOL DIVISION

3-YEAR  
CAPITAL  
PLAN

2024-2027



# PREFACE

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

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

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

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

### **Guiding Principles**

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

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

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

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

# DATA COLLECTION

## **Facilities Data**

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

## **Enrolment Information**

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

# DATA ANALYSIS

## **Standing Maintenance and Renewal Program**

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

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

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

## **Health and Safety of Schools**

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

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

## **Enrolment and Utilization Statistics/Trends**

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

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

## **Community Partnership and Consultation**

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

# CONTENTS



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

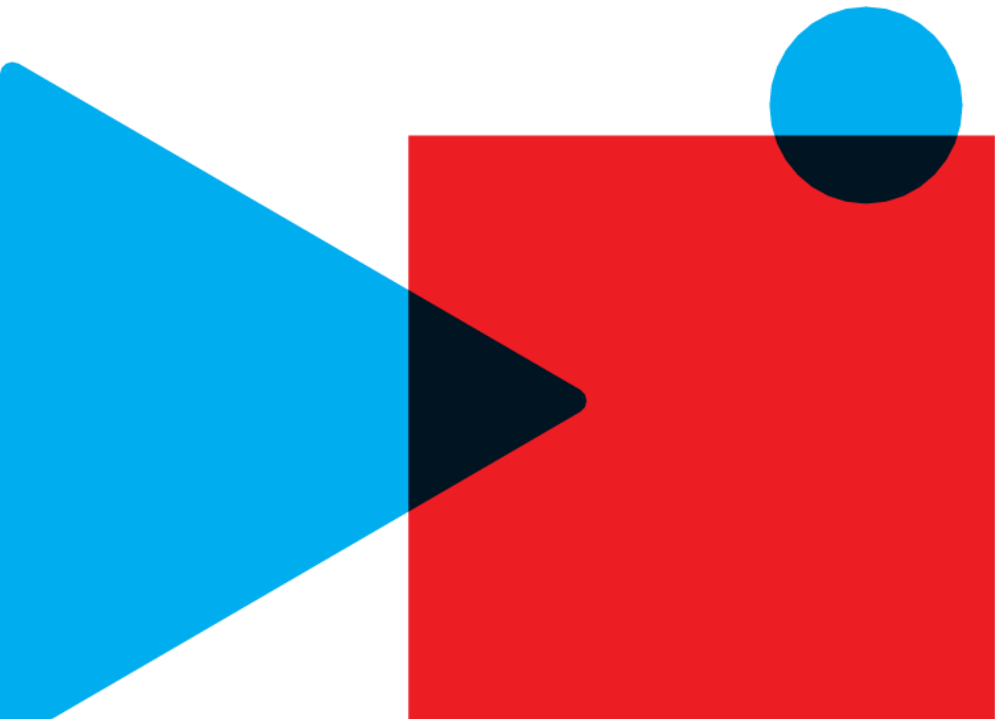
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# PRIORITY NUMBER 1

## GIBBONS & LANDING TRAIL SOLUTION

### GIBBONS SCHOOL

#### Solution



#### **Gibbons School Description**

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

### LANDING TRAIL SCHOOL

#### Solution



#### **Landing Trail School Description**

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



# PROJECT OVERVIEW

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

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

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

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

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

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

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



# PRIORITY NUMBER 1 - FACT SHEET

PROJECT ESTIMATE: \$32,510,886

## PROJECT DRIVER FACTS

### Sturgeon Public School Division Project Drivers

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

### Town of Gibbons Project Drivers

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

## QUICK FACTS

### Gibbons School

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

### Landing Trail School

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

## REQUEST

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



# PRIORITY NUMBER 2

# ÉCOLE MORINVILLE PUBLIC SCHOOL



## **École Morinville Public School Description:**

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



## PROJECT OVERVIEW

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

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

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



# PRIORITY NUMBER 2 - FACT SHEET

## PROJECT ESTIMATE:

\$22,582,884

## QUICK FACTS

### **École Morinville Public School**

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

## PROJECT DRIVER FACTS

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

## REQUEST

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

# APPENDIX A: FACILITIES DATA

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

# APPENDIX B: PROJECTED ENROLMENT

## WARD 1

### Town of Redwater

Ochre Park School  
Redwater School

## WARD 2

### Town of Bon Accord

Bon Accord Community School  
Lilian Schick School

## WARD 3

Camilla School

## WARD 4

Sturgeon Heights School

## WARD 5

### Town of Morinville

École Morinville Public School  
Four Winds Public School

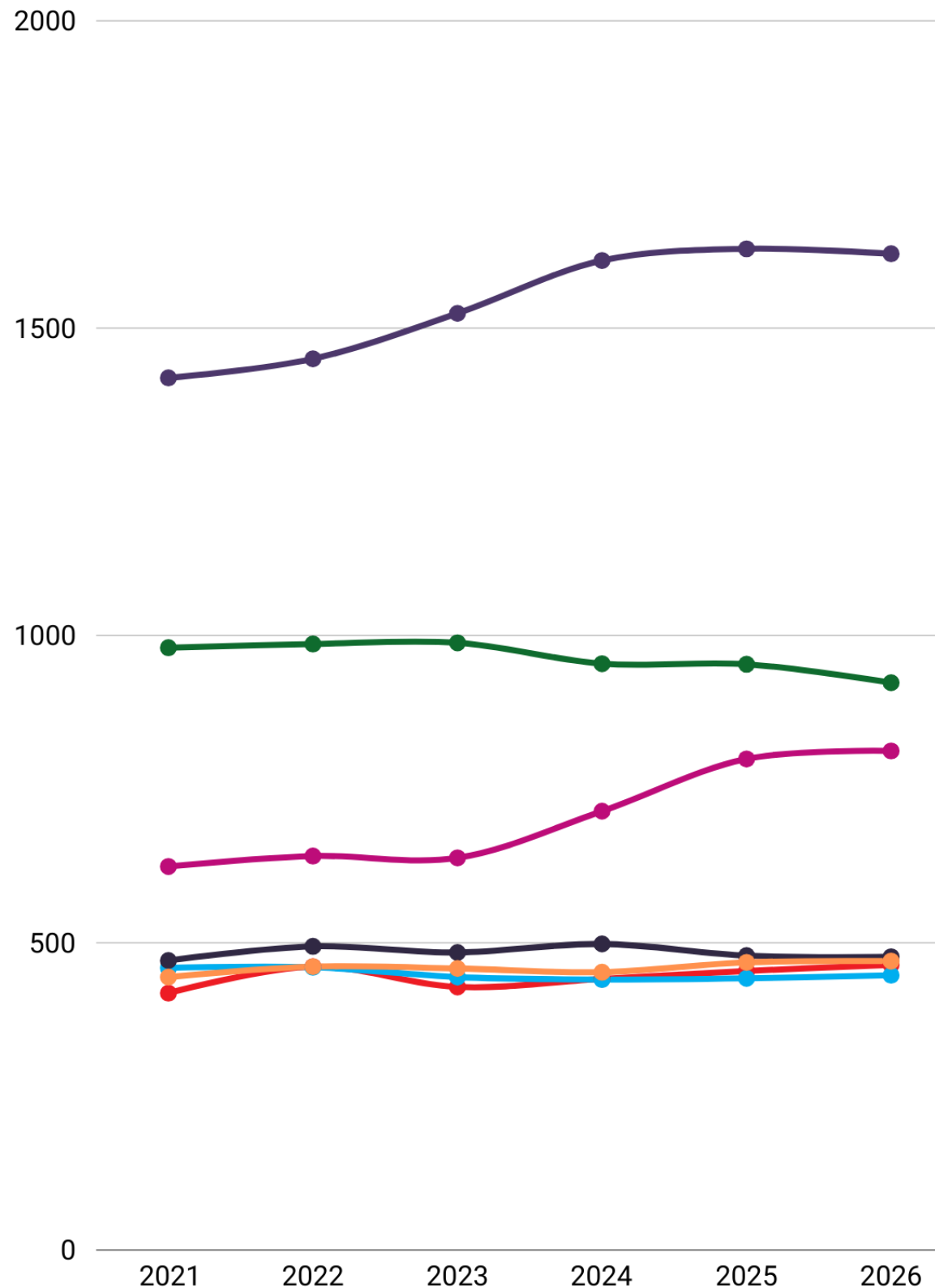
## WARD 6

Namao School  
Guthrie School  
Sturgeon Composite High School

## WARD 7

### Town of Gibbons

Gibbons School  
Landing Trail School





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

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**Subject:** **2023 - 2024 School Council Year in Review Reports**

**Background:**

School Councils are asked to provide an annual “Year in Review” report to the Board of Trustees every Fall as per [Administrative Procedure 211: School Councils](#).

Attached, you will find the “Year in Review” reports for the 2023 - 2024 school year submitted by the following School Councils:

- |                             |                                |
|-----------------------------|--------------------------------|
| Bon Accord Community School | Morinville Public School       |
| Camilla School              | Namao School                   |
| Four Winds Public School    | Ochre Park School              |
| Gibbons School              | Redwater School                |
| Guthrie School              | SPVA and Learning Centers      |
| Landing Trail School        | Sturgeon Composite High School |
| Legal School                | Sturgeon Heights               |
| Lilian Schick School        |                                |

**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.



**Governance Implications:****Education Act Section 55**

(7) Subject to the regulations, a board may establish and implement policies respecting school councils.

**School Councils Regulation 92/2019**

14(1) The chair of a school council must prepare and provide to the board by September 30 of each year a report

- (a) summarizing the activities of the school council in the previous school year, and
- (b) detailing, in accordance with the policies referred to in section 13(2), the receipt, handling and use of any money by the school council in the previous school year.

**Administrative Procedure 211: School Councils**

7. Pursuant to School Councils Regulation, the Chair of the school council must prepare and provide to the Board annually, by September 30 of each year, a written report:

7.1 Summarizing the activities of the school council in the previous school year; The template will be provided. Template can be seen in [Appendix A](#).

7.1.1 A financial statement relating to money handled by the school council in the school year, detailing the receipt, handling and use of any money by the school council in the previous school year;

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

**Attachment(s):**

1. 2023 - 2024 School Council Year in Review Reports

**Bon Accord Community School**

**School Council**

**Year in Review 2023 - 2024**

**Written by:**

**Chairperson**

**Jared Thompson**

**Bon Accord Community School**  
**SCHOOL COUNCIL YEAR IN REVIEW**  
**2023 – 2024**

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**September 2023**

- Report from Principal Kessia Brenneis
  - School Code of Conduct Review
  - Tech Policy- Personal Cell Phones Update
  - New Programming for 2023-2024 (Grade 4 Academics) Two grade 4 academies Creative Academy (\$30) and Rec Academy (\$50)
- Trustee Report - Cindy Briggs
  - Organizational meeting held in August.
    - Chair- Irene Gibbons Vice Chair- Cindy Briggs
  - Transportation- not a lot of feedback for new transportation
  - Unsafe walking conditions on the gravel road to Lilian Schick school were brought up in August. Safety concerns were recognized. Approx 3.6 million to pave.
  - Question was brought up in regards to the new Catchment areas and what has come about as a result.
  - Different fees associated with transportation.
  - Principals do not have to accept student if student is out of zone
  - Some minor concerns with specific busses. Concerns directed to the transportation department.
- SOGI- Sexual Orientation and Gender Identity Discussion
  - Parent concerns raised regarding SOGI within BACS
  - Discussed narratives surrounding program, inclusivity, SOGI within the school division and within BACS itself.
  - Further concerns regarding SOGI to be directed to the public division level.
- Teacher Report provided by Debbie McEachren

**October 2023**

- Admin Report Kessia Brenneis
  - Provincial Screening Achievement Data Discussed
  - Results -Numeracy: Identified at risk significantly lower than previous year
  - Literacy: Identified at risk slightly up from previous year -Alberta Education Assurance Measures at or above average for most part
  - Playground- broken concrete scheduled to be repaired this week.
  - School division full inspection report awaiting approval. Have received numerous letters of support from officials for grant applications in regards to new playground
- Trustee Report - Cindy Briggs
  - Nov 15- Council of School Councils discussion
  - Transportation discussion- not much feedback in regards to adding new runs so idea was

laid to rest.

- Teacher Report provided by Debbie MacEachren

### November 2023

- Admin report Kessia Brenneis
  - Outcome Based Reporting and PowerSchool discussed
  - New Curriculum
  - Stakeholder Engagement Session planned - Feb 27 6:00 pm at BACS with School Council and PSS to follow. Child Care and Food will be provided
  - SPS Pre-K and KG Expos discussed
- Trustee Report - Cindy Briggs
- Executive Report - Jared Thompson
  - Council of School Councils Meeting Update- Highlight was a round table discussion regarding Ideas of engagement.
  - \$500 grant extended for use towards parent outreach
- Teachers Report provided Debbie MacEachren
- School Counselling and Wellness Update - by counsellors Colleen Hall and Mandy McGuire
- Parent Engagement Ideas discussion was had

### December 2023

- No meeting held

### January 2024

- Admin Report provided by Jerome Chabot
  - Staff Update, Budget Update
  - Jan 11, 2024 Evacuation Debrief provided to attendees
  - Stakeholder Engagement Session- Feb 27 6:00pm at BACS with School Council and PSS to follow.
- Trustee Report - Cindy Briggs
  - Met with MLAS - Main concerns discussed:
    - aging infrastructure
    - HWY 28 and 37 plan in place for turning lanes roundabout in 1-2 years
    - safety concerns on LS road
    - Funding Concerns regarding the 3 Legal schools

### February 2024

Held Joint LS and BACS School council meeting

- LS Admin Report - Darla Clark
- BACS Admin Report - Kessia Brenneis

- Teacher Report from BACS - Debbie MacEachren
- Trustee Report - Cindy Briggs
- New Business - Led by Jared Thompson and Tyler Hanson (LS School Council Chair)
  - Review and discussion of ASCA (Alberta School Council Association) AGM resolutions
  - Reviewed 6 Proposed Resolutions, 2 Advocacy Policy proposed resolutions
  - Vote on Resolutions
  - All resolutions were passed, LS rep to vote at ASCA AGM with BACS proxy
- 

### **March 2024**

*No meeting held due to PTI conflict*

### **April 2024**

- Admin Report Kessia Brenneis
  - Budget update
  - Playground update
- Trustee Report - Cindy Briggs
  - Budget update
  - School Calendar update
- Teacher report presented Debbie MacEachren
- Executive report - Jared Thompson
  - First notice of upcoming AGM was presented to council

### **May 2024**

#### **Regular meeting and AGM**

- Admin Report - Kessia Brenneis
  - 2024-25 fee schedule presented
  - 2024-25 Staff update provided
- No Trustee report - Trustee Briggs unable to attend
- Teacher Report - Debbie MacEachren
- Executive - Jared Thompson
  - Discussion was had around the filing of the School Council Annual report. Concerns were raised regarding budget cuts at the division level, and the resulting split classes at both BACS and LS for the following year.

#### **AGM Elections**

Dissolution of the current Executive by motion.

New council for 2024-25 school year

Chair- Jared Thompson

Vice-Chair- Carmen Siemens

Secretary- Katelyne Fleury

Officers- Jessica Kampjes

Community Member - Vacant

**June 2024**  
*No meeting*

Name of School  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2023 - August 31, 2024**

|                      |                                 |    |
|----------------------|---------------------------------|----|
| <b>ASSETS</b>        | Cash/Bank Account/Common Shares | \$ |
|                      | List any other Assets:          |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL ASSETS</b>             | \$ |
| <b>LIABILITIES</b>   | <b>TOTAL LIABILITIES</b>        | \$ |
| <b>INCOME</b>        | List Income:                    |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL INCOME</b>             | \$ |
| <b>DISBURSEMENTS</b> | List Disbursements:             |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL DISBURSEMENTS</b>      | \$ |
| <b>PROFIT/LOSS</b>   | Bank Balance Sept 1, 2023       | \$ |
|                      | Withdrawals                     | \$ |
|                      | Deposits                        | \$ |
|                      | Bank Balance August 31, 2024    | \$ |

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

|           |  |
|-----------|--|
| Name:     |  |
| Position: |  |
| Date:     |  |

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**

## Camilla School Council Year in Review 2023/24

|                  |   |
|------------------|---|
| <b>September</b> | AGM- Harvest Grab and Go for families<br>Establish Executive positions<br>Plan future events ie: babysitting course<br>Grab and Go initiated with CSSA                                |
| <b>October</b>   | Hot lunch started (every 2 weeks)<br>Decided to run Christmas Store<br>Decided to support "Footloose" production  |
| <b>November</b>  | Planned Appreciation snacks for Teachers<br>Planned Pancake Breakfast<br>Hosted "ICE" presentation on Internet safety November 28 <sup>th</sup><br>Decided to support the Coffee Cart |
| <b>December</b>  | Hosted Pancake breakfast December<br>Hosted Christmas Gift Store  |
| <b>January</b>   | No meeting- Parent Engagement Night hosted by SPS<br>Babysitting Course   |
| <b>February</b>  | Book fair planning  |
| <b>March</b>     | Glow Dance – March 1  |
| <b>April</b>     | April 22 <sup>nd</sup> Home alone course  |
| <b>May</b>       | Hosted week of May 8 <sup>th</sup> , Book Fair  |
| <b>June</b>      | June 14 <sup>th</sup> Teacher and Bus Driver appreciation<br>June 20 <sup>th</sup> Hot Dog lunch for whole school<br>Retirement gifts for teachers                                    |



**Four Winds Public School**

**School Council**

**Year in Review 2023 - 2024**

**Written by:**

**Jenn Anheliger**

**School Council Board Chair**

**Four Winds Public School**  
**SCHOOL COUNCIL YEAR IN REVIEW**  
**2023 - 2024**

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**September 2023**

- AGM held on welcome night to encourage increased participation.
- Executive remained the same.
  - J. Anheliger – Chair*
  - M. Keller – Vice Chair*
  - K. de Champlain – Secretary*
- Open House/Meet the Staff Event
- Terry fox run + Volunteers
- AHS Session on Vaping risks.
- Discussion around clubs.
- Discussion around cellphones in communal spaces during class time
- Discussions around outcome-based reporting.
- Principal & Trustee Reports
- PFA Report
- Report from Principal

**October 2023**

- Grade 9 Camp Warwa excursion
- Skills Canada event
- Education plan shared.
- Citizenship ceremony in November
- CTF adjustments discussed
- Discussions around the value of “Science Fair”
- Discussion around annual reports

**November 2023**

- Discussion around Academy and CTF and Club conflicts
- Alternates to Science Fair discussed
- Standard communication process and software for all sports, clubs and teams
- Report from Principal

**December 2023**

- Cancelled.

**January 2024**

- Inclement Weather discussions around curriculum delivery
- M. Dafoe STEM Award recipient
- Sturgeon Comp Visit
- FINS program
- Parent Engagement Meeting SPSD
- Trustee Report & Principal Report
- Round table group discussion – poppy club, DIY virtual escape rooms, community volunteerism etc.

### **February 2024**

CANCELED

### **March 2024**

- Discussion around lockdown drills.
- Hall Passes being tested
- School Showcase night – open house floor hockey for families. Watch game and play. Open to full community
- Clubs continue.
- Base Tour Event for Military families.
- Girls SR. Basketball Gold Medal Division Winners!
- Report from Principal & Trustee

### **April 2024**

- Citizenship ceremony. 66 earned citizenships with participation from community and various municipalities in the region. Elected Officials, SPD Trustees and students participated in various way.
- PATS- Field Testing discussion
- Promotion of French Immersion discussed
- DELF Exams discussed
- Discussion around Student Leadership initiatives.
- Three-year capital plan discussed.
- Insurance information for Parent Fundraising Groups discussed.
- Budget to be finalized in May. LARGED cuts for SPSD

### **May 2024**

- Celebration of Inspire Students
- Discussion around paid Lunchtime Supervisors
- Fins release – Volunteer Opportunity
- Steam Games, Track & Field, Science Olympics
- Annual Reports available.
- Discussion around budget implications
- Report from Principal & Trustee

**June 2024**  
CANCELLED



**Gibbons School**  
**School Council**  
**Year in Review 2023 – 2024**

**Written by:**

**Acting Chairperson (Vice Chair)**

**Amy McConnell**

## Gibbons School

### SCHOOL COUNCIL YEAR IN REVIEW

2023 – 2024

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#### October 2023

- Presentation by Mrs. Morgan, Division Principal, on purpose of Schools Councils and Parent Council fundraising groups
- AGM elections

#### November 2023

- Admin- Overview of PAT results for grade 6 & 9
- Admin -Financial Review of School Budget
- Trustee reports of first Student Advisory Committee

#### January 2024

School Education Plan from Principal

- Upcoming Events: Hack-a- Thon, Career Day, Stakeholder Engagement Session
- Report from Principal
- Report from Trustee

#### February 2024

- Upcoming Events: Marmot Ski Trip, Career Day
- Counsellor presented school Wellness Plan
- Report from Trustee
- Report from Principal
- Bus Seatbelt Safety follow up

#### March 2024

- Upcoming Events: Winter Walk
- Discussion about YouTube in classrooms
- Report from Principal

#### April 2024

- Reviewed Playground Audit
- Upcoming Events: Music Festival and SNoM,
- Student Rep. Report
- Report from Principal

#### May 2024

- Upcoming Events

- PFA Report
- Report from Principal

### **June 2024**

- Sturgeon Public Schools Education Plan
- Upcoming Events
- PFA Report
- Report from Principal



**Guthrie School**

**School Council**

**Year in Review 2023 - 2024**

**Written by:**

**Adrieanna Engle**

**Guthrie School**  
**SCHOOL COUNCIL YEAR IN REVIEW**  
**2023 - 2024**

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**September 2023**

1. Principal's Report - Jason Wiks
2. Trustee's Report - Trustee Oatwell-Maclay
3. Treasurer's Report
  - a. Basketball uniforms - \$400 from last year?
4. Move to AGM

AGM

Floor open for nominations

The following officers were elected to School Council:

Chair: Adrienne Richardson

Co-chair: Sarah Payne

Treasurer: Sara Pickell

Secretary: Katie Corbett

Fundraising Co-Chairs: Alexandra Riduet and Alisa Butler

The School Council Meeting will be the first Monday that falls on a school day of the month.

Next meeting will be **Oct 2, 2023**

Meeting adjourned at 7:30

AGM

1. Elections
  - a. President
  - b. Treasurer
  - c. Secretary
  - d. Directors
2. Set meeting dates - online is possible
3. Adjournment

**October 2023**

1. Trustee's Report - Trustee Oatwell-Maclay

2. Principal's Report - Jason Wiks
  - a. Applying to be a charitable society
  - b. Ed Plan draft
  - c. 2025-2026 School Calendar
  - d. Council of School Councils - Nov. 15, 2023 and March 7, 2024
  - e. Remembrance Day Ceremony - Nov 3
3. President's Report
4. Treasurer's Report
  - a. Basketball uniforms - \$400 from last year?
5. Fundraising Report
6. New Business
  - a. Need a motion to remove Aidan Leblanc as chair for the bank.

### November 2023

1. Trustee's Report - Trustee Oatway-McLay
2. Principal's Report - Jason Wiks
  - a. Applying to be a charitable society
  - b. Ed Plan final
  - c. Council of School Councils - Nov. 15, 2023 and March 7, 2024
  - d. Christmas Concert - Dec 20 - 6:30 start
  - e. PAT Report
  - f. Communications Update
    - i. Welcome Package Update
    - ii. Printed assessment report pilot - March
  - g. Counseling Wellness Plan
  - h. Community Engagement Meeting - Sturgeon Composite - 6:00 - Feb 5th
3. President's Report
4. Treasurer's Report
  - a. Basketball uniforms - \$400 from last year?
5. Fundraising Report

### December 2023

1. Trustee's Report - Trustee Oatway-McLay
2. Principal's Report - Jason Wiks
  - a. Applying to be a charitable society - applied
  - b. Christmas Concert - Dec 20 - 6:30 start
  - c. Community Engagement Meeting - Sturgeon Composite - 6:00 - Feb 5th
  - d. Open Campus 7-9
3. President's Report

4. Treasurer's Report
  - a. Basketball uniforms - \$400 from last year -ordered
5. Fundraising Report
6. New Business
  - a. Mlghty Learners Update

#### **February 2024**

1. Trustee's Report - Trustee Oatway-McLay
2. Principal's Report - Jason Wiks
  - a. Applying to be a charitable society
  - b. Communications Update
    - i. Welcome Package Update
    - ii. Printed assessment report pilot - March
  - c. Pre-K/K open house - Feb 6
  - d. Numerical Fluency - PD in April
3. President's Report
4. Treasurer's Report
5. Fundraising Report
6. New Business

#### **March 2024**

1. Trustee's Report - Trustee Oatway-McLay -Regrets
2. Principal's Report - Jason Wiks
  - a. Communications Update
    - i. Welcome Package Update
    - ii. Printed assessment report pilot - March
  - b. Parent Teacher Interviews - March 19, 20 3:30 to 6:30
  - c. Right sizing the school - utilization rates
  - d. Sugar Shack - March 21
  - e. Dress Code process
3. President's Report
4. Treasurer's Report
5. Fundraising Report
6. New Business

## April 2024

1. Trustee's Report - Trustee Oatway-McLay
2. Principal's Report - Jason Wiks
  - a. Teal Up Day- April 12
    - i. Request \$500 donation for lunch
  - b. Fee Schedule for feedback at May meeting
  - c. Grade 9 Farewell - Monday, June 24
3. President's Report
4. Treasurer's Report
5. Fundraising Report
6. New Business

## May 2024

1. Trustee's Report - Trustee Oatway-McLay
2. Principal's Report - Jason Wiks
  - a. JH Phone Policy
  - b. Request for funds - \$500 water/foam thingy June 24th
  - c. Birch Bay Field Trip-
  - d. Charity Application
3. President's Report
4. Treasurer's Report
5. Fundraising Report
6. New Business

Motions passed April 8, 2024

School council will pay \$500 to support the lunch for Teal Up Day on April 12.

Moved by Sarah, seconded by Ardianne, carried

School council will pay \$1000 to support the transportation costs for the JH field trips in June..

Moved by Sarah, seconded by Ardianne, carried

School council will pay \$534.60 to the DJ for the family dance on April 26th.

Moved by Sarah, seconded by Ardianne, carried

## June 2024

1. Trustee's Report - Trustee Oatway-McLay
2. Principal's Report - Jason Wiks
  - a. Staffing
  - b. Request for funds - \$500 water/foam thingy June 24th
  - c. Birch Bay Field Trip- \$500
  - d. Charity Application - complete
  - e. Fees
  - f. First In the Field connection
3. President's Report
4. Treasurer's Report
5. Fundraising Report
6. New Business

Motions passed April 8, 2024

School council will pay \$500 to support the lunch for Teal Up Day on April 12.

Moved by Sarah, seconded by Ardianne, carried

School council will pay \$1000 to support the transportation costs for the JH field trips in June..

Moved by Sarah, seconded by Ardianne, carried

School council will pay \$534.60 to the DJ for the family dance on April 26th.

Moved by Sarah, seconded by Ardianne, carried

Guthrie School  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2023 - August 31, 2024**

|                      |                                 |    |                |
|----------------------|---------------------------------|----|----------------|
| <b>ASSETS</b>        | Cash/Bank Account/Common Shares | \$ | <b>6159.18</b> |
|                      | List any other Assets:          |    |                |
|                      | •                               | \$ |                |
|                      | •                               | \$ |                |
|                      | •                               | \$ |                |
|                      |                                 |    |                |
|                      | <b>TOTAL ASSETS</b>             | \$ | <b>6159.18</b> |
|                      |                                 |    |                |
| <b>LIABILITIES</b>   | <b>TOTAL LIABILITIES</b>        | \$ | <b>0</b>       |
|                      |                                 |    |                |
| <b>INCOME</b>        | List Income:                    |    |                |
|                      | • Fundraising                   | \$ | <b>849.54</b>  |
|                      | •                               | \$ |                |
|                      | •                               | \$ |                |
|                      |                                 |    |                |
|                      | <b>TOTAL INCOME</b>             | \$ | <b>849.54</b>  |
|                      |                                 |    |                |
| <b>DISBURSEMENTS</b> | List Disbursements:             |    |                |
|                      | •                               | \$ |                |
|                      | •                               | \$ |                |
|                      | •                               | \$ |                |
|                      |                                 |    |                |
|                      | <b>TOTAL DISBURSEMENTS</b>      | \$ |                |
|                      |                                 |    |                |
| <b>PROFIT/LOSS</b>   | Bank Balance Sept 1, 2023       | \$ |                |
|                      | Withdrawals                     | \$ |                |
|                      | Deposits                        | \$ |                |
|                      | Bank Balance June 24, 2024      | \$ | <b>6159.18</b> |

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

|           |               |
|-----------|---------------|
| Name:     | Sara Pickell  |
| Position: | Treasurer     |
| Date:     | JUne 24, 2024 |

**Landing Trail School**  
**School Council**  
**Year in Review 2023 - 2024**

**Written by:**

**Chairperson**

**Casey-Lee Cox**



## Landing Trail School

### SCHOOL COUNCIL YEAR IN REVIEW

2023 - 2024

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#### September 2023

- Introduction of new principal
- Discussion of parent sessions to host
- Discussion of what parents want to see from school council this year
- Previous council report to be submitted
- Report from Principal
- Report from Trustee
- Report from Teachers

#### October 2023

- 2025/2026 School Calendar discussion
- ICE presentation Discussion
- Parent Teacher Conversations - encourage students to attend with parents
- Report from Principal
- Report from Trustee
- Report from Teachers

#### November 2023

- Council of School Council's meeting review by chair and vice chair
- Alberta School Council Association Engagement Event to be held on November
- Landing Trail Winter Family Event - to be held December 19, asking for support
- Report from Principal
- Report from Trustee
- Report from Teachers

#### December 2023

*Meeting Postponed*

#### January 2024

- Secretary Election held
- Registration Blitz event to be held of February 5
- Report from Principal
- Report from Trustee
- Report from Teachers

## **February 2024**

- Playground Audit provided to council and discussion of ways to move forward with required improvements
- Parent Engagement event held by the division at Gibbons School March 5
- Vice Chair replacement required, but we can run without one for now
- Parent Engagement Event to be hosted at Landing Trail forthcoming
- Council Training booked - online for the first one, during parent teacher conversation evening for the second one. Paid for by ASCA grant
- CYCws to provide activities both nights of Parent Teacher Conversations
- ASCA conference to be held April 26-28, Chair attending
- Report from Principal
- Report from Trustee
- Report from Teachers

## **March 2024**

- Operating Procedures for council needs to be reviewed
- Grade 4 farewell - changes made, decision made to provide a grade 4 field trip sponsored by council and PIA
- Summer Festival budget given of \$2500, PIA to provide funds
- Report from Trustee
- Report From Teachers
- Report from Principal

## **April 2024**

- Annual General Meeting held
- Elections for Chair, Vice Chair, Secretary, Teacher Reps, PIA Rep, and Community Rep
- ASCA AGM resolutions discussed, email sent asking for opinions so Chair could vote on behalf of the entire council
- Year End Awards - changes made to allow more awards to be given, medallions will be provided with a certificate
- Report from Principal
- Report from Trustee
- Report from Teachers

## **May 2024**

- Hot Lunch Supervisor idea for next year, where parents would pay for their children to be supervised during lunch, positions to be filled by parents
- Dismissal Time to be changed for 2024/2025 school year
- Playground audit progress update
- Report from Principal
- Report from Trustee
- Report from Teachers

## **June 2024**

- No meeting held

Landing Trail School;  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2023 - August 31, 2024**

|                      |                                 |         |
|----------------------|---------------------------------|---------|
| <b>ASSETS</b>        | Cash/Bank Account/Common Shares | \$ 0.00 |
|                      | List any other Assets:          |         |
|                      | •                               | \$ 0.00 |
|                      | •                               | \$ 0.00 |
|                      | •                               | \$ 0.00 |
|                      | <b>TOTAL ASSETS</b>             | \$ 0.00 |
| <b>LIABILITIES</b>   | <b>TOTAL LIABILITIES</b>        | \$ 0.00 |
| <b>INCOME</b>        | List Income:                    |         |
|                      | •                               | \$ 0.00 |
|                      | •                               | \$ 0.00 |
|                      | •                               | \$ 0.00 |
|                      | <b>TOTAL INCOME</b>             | \$ 0.00 |
| <b>DISBURSEMENTS</b> | List Disbursements:             |         |
|                      | •                               | \$ 0.00 |
|                      | •                               | \$ 0.00 |
|                      | •                               | \$ 0.00 |
|                      | <b>TOTAL DISBURSEMENTS</b>      | \$ 0.00 |
| <b>PROFIT/LOSS</b>   | Bank Balance Sept 1, 2023       | \$ 0.00 |
|                      | Withdrawals                     | \$ 0.00 |
|                      | Deposits                        | \$ 0.00 |
|                      | Bank Balance August 31, 2024    | \$ 0.00 |

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

|           |               |
|-----------|---------------|
| Name:     | Casey-Lee Cox |
| Position: | Chair         |
| Date:     | June          |

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**

**Morinville and Sturgeon Learning Centres**

**Sturgeon Public Virtual Academy**

**School Council**

**Year in Review 2023 – 2024**

**Written by:**

**Chairperson**

**Becky McNeil and Kristin Lapierre**

**Morinville and Sturgeon Learning Centres**

**Sturgeon Public Virtual Academy**

**SCHOOL COUNCIL YEAR IN REVIEW**

**2023 – 2024**

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Include a comprehensive summary of each meeting – i.e. Executive elections, COSC, Names/Titles of presentations or reports and name of each presenter (i.e. Principal, PFA, outside organizations).

**September 2023 (Please see attached documents)**

*Sample information/update/presentation to include in report:*

- Election of Executive
- School Code of Conduct
- Open House/Meet the Staff Event
- Upcoming Events
- PFA Report
- Report from Principal

**October 2023 (Please see attached documents)**

*Sample information/update/presentation to include in report:*

- Enrollment update from Principal
- Upcoming Events
- PFA Report
- Report from Principal

**November 2023 (Please see attached documents)**

*Sample information/update/presentation to include in report:*

- Accountability Pillar Results from Principal
- Information from Council of School Council's Meeting
- Remembrance Day Ceremony
- Upcoming Events
- PFA Report
- Report from Principal

**December 2023 (Please see attached documents)**

*Sample information/update/presentation to include in report:*

- Sturgeon Public Schools Annual Education Results Report from Principal
- Upcoming Events
- PFA Report
- Report from Principal

**January 2024 (Please see attached documents)**

*Sample information/update/presentation to include in report:*

- School Education Plan from Principal
- Upcoming Events
- PFA Report
- Report from Principal

**February 2024 (Please see attached documents)**

*Sample information/update/presentation to include in report:*

- Review School Supply List for upcoming school year
- Review Code of Conduct for upcoming school year
- PFA Report
- Report from Principal

**March 2024 (Please see attached documents)**

*Sample information/update/presentation to include in report:*

- Upcoming Events
- PFA Report
- Report from Principal

**April 2024 (Please see attached documents)**

*Sample information/update/presentation to include in report:*

- Upcoming Events
- PFA Report
- Report from Principal

**May 2024 (Please see attached documents)**

*Sample information/update/presentation to include in report:*

- Upcoming Events
- PFA Report
- Report from Principal

**June 2024 (No meeting was held)**

*Sample information/update/presentation to include in report:*

- Sturgeon Public Schools Education Plan
- Upcoming Events
- PFA Report
- Report from Principal

**Morinville and Sturgeon Learning Centres  
Sturgeon Public Virtual Academy  
School Council - Financial Statement  
REPORTING PERIOD: September 1, 2023 – August 31, 2024**

|                      |                                 |    |   |
|----------------------|---------------------------------|----|---|
| <b>ASSETS</b>        | Cash/Bank Account/Common Shares | \$ | 0 |
|                      | List any other Assets:          |    |   |
|                      | •                               | \$ |   |
|                      | •                               | \$ |   |
|                      | •                               | \$ |   |
|                      | <b>TOTAL ASSETS</b>             | \$ | 0 |
| <b>LIABILITIES</b>   | <b>TOTAL LIABILITIES</b>        | \$ | 0 |
| <b>INCOME</b>        | List Income:                    |    | 0 |
|                      | •                               | \$ |   |
|                      | •                               | \$ |   |
|                      | •                               | \$ |   |
|                      | <b>TOTAL INCOME</b>             | \$ | 0 |
| <b>DISBURSEMENTS</b> | List Disbursements:             |    | 0 |
|                      | •                               | \$ |   |
|                      | •                               | \$ |   |
|                      | •                               | \$ |   |
|                      | <b>TOTAL DISBURSEMENTS</b>      | \$ | 0 |
| <b>PROFIT/LOSS</b>   | Bank Balance Sept 1, 2023       | \$ | 0 |
|                      | Withdrawals                     | \$ | 0 |
|                      | Deposits                        | \$ | 0 |
|                      | Bank Balance August 31, 2024    | \$ | 0 |

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

|                  |                  |
|------------------|------------------|
| <b>Name:</b>     | Kristin Lapierre |
| <b>Position:</b> | Acting Principal |
| <b>Date:</b>     | 23 June 2024     |

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**



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**MLC / SLC / SPVA**

**Alternate Learning**

Frank Robinson Education Centre

9820 104 Street

Morinville, AB T8R 1L8

P: (780) 939 4341 ext. 1255 MLC

P: (780) 939 4341 ext. 1626 SLC

W: <http://www.sturgeonlearning.ca>

**September 12, 2023**

**PAC Minutes**

**Call to order: 6:12pm**

**In attendance: Becky McNeil, Stacey Buga, Sherri Devolder**

**Additions/acceptance of agenda**

**Review and approval of previous meeting's minutes**

**Old Business: None**

**New Business: none**

**Reports:**

Administration report

**SPVA Flex Friday September 29**

**Staffing update:**

Principal: Sherri Devolder

Admin assistant: Amy Greene

Educational assistant: Cheri Wilson

Humanities teachers: Christina Waller and Stephanie Wood

Math Science teachers: Candace Mclean 0.5 FTE, Dan Bisoo, Ben Jones 0.5FTE

Counsellor: Kristin Lapierre

**Enrollments:**

**SPVA:**

**Total: 29**

**Online (620):**



Grade 7 - 4  
Grade 8 - 9  
Grade 9 - 4

**Total: 18**

Parent-led Home Education(600):

Grade 2 - 1  
Grade 3 - 2  
Grade 4 - 3  
Grade 5 - 3  
Grade 6 - 1  
Grade 8 - 1

**Total: 11**

MLC

**Total: 41**

Grade 10 - 2  
Grade 11 - 8  
Grade 12 - 31

MLC Concurrent enrollments:

**Total: 22**

SCHS - 22  
Redwater - 0

SLC

**Total: 34**

Grade 10 - 10  
Grade 11 - 5  
Grade 12 - 19

SLC Concurrent enrollments:

**Total: 62**

SCHS - 30  
Redwater - 32

**Total Concurrent: 83**

**Important dates:**

Meet the teacher September 28 5-6

Parent Teacher Interviews November 2 In person SLC 3:00pm -9:00pm

ELAA Nov 15 1-3pm south gym at SCHS

November 23 6:30pm - 7:30pm Awards night. Frank Robinson Centre. Coronado room

January 17 Last day of classes

February 1 - first day of semester 2

February 29 - SCHS Grade 9 Tour Day - night open house

Parent Teachers Interviews March 14, 3:00pm-9:00pm

April 22 sturgeon night of music and fine arts 7:00pm Winspear

May 16 sturgeon strides

June 13 Last day of classes

June 20, 2023 Grade 9 farewell at the Bistro de Madre

June awards SPVA June 27 10am-11 Coronado room

June 27 Learning Centre Grad 6:00pm-8:00pm Bistro de Madre Morinville

**Trustee report** Stacey reviewed the trustee talk, Division newsletter, focused and effective communication policy transportation, Board Chair is Irene Gibbons, Vice Chair is Cindy Briggs, council of school council meetings, staggered start, draft calendar, sozi,

**Next meeting- October 10, 6:00pm, MLC / Virtual -**

**Adjournment of meeting 7:00pm**



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**MLC / SLC / SPVA**

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W: <http://www.sturgeonlearning.ca>

**October 10, 2023**

**PAC Minutes**

**Call to order: 6:00pm**

**In attendance: Candace McLean (online), Stacey Buga, Sherri Devolder**

**Additions to the agenda: none**

**Acceptance of agenda: none**

**Review and approval of previous meeting's minutes: done**

**Old Business: none**

**New Business: none**

**Reports:**

Administration report

Sherri reviewed a draft Education plan and pd plan

**Meet the teacher September 28 5-6pm at SLC** 7 families came out

**SPVA Flex Friday September 29** – Terry fox run, Truth and reconciliation activities, connection 6 students from SPVA attended

**Upcoming Flex Fridays:** Dates: October 27, Nov 24, Dec 15, January 19, Feb 16, March 15, April 26, May 31, June 27

**Staffing update:**

Principal: Sherri Devolder

Admin assistant: Amy Greene

Educational assistant: Cheri Wilson  
 Humanities teachers: Christina Waller and Stephanie Wood  
 Math Science teachers: Candace Mclean, Dan Bisoo, Ben Jones was 0.5FTE now 1.0  
 Counsellor: Kristin Lapierre

**Enrollments: October 4 2023**

| MLC   | MLC        | SLC                               | SLC       | SPVA<br>(Home Ed:<br>600)       | SPVA<br>(Home<br>Ed: 600) | SPVA<br>(Online:620) | SPVA<br>(Online:620) |
|---|------------|-----------------------------------|-----------|---------------------------------|---------------------------|----------------------|----------------------|
| Grade 10  | 4          | Grade 8                           | 1         | Grade 1                         | 1                         | Grade 7              | 4                    |
| Grade 11  | 7          | Grade 9                           | 0         | Grade 2                         | 1                         | Grade 8              | 7                    |
| Grade 12  | 40         | Grade 10                          | 7         | Grade 3                         | 2                         | Grade 9              | 4                    |
| <b>Total</b>                                      | <b>51</b>  | Grade 11                          | 7         | Grade 4                         | 4                         | <b>Total</b>         | <b>15</b>            |
|   |            | Grade 12                          | 29        | Grade 5                         | 3                         |                      |                      |
| <b>Concurrent<br/>Enrollments</b>                 |            | <b>Total</b>                      | <b>44</b> | Grade 6                         | 1                         |                      |                      |
| SCHS  | 25         | <b>Concurrent<br/>Enrollments</b> |           | Grade 7                         | 0                         |                      |                      |
| Redwater  | 0          | SCHS                              | 41        | Grade 8                         | 1                         |                      |                      |
| <b>Total</b>                                      | <b>25</b>  | Redwater                          | 34        | Grade 9                         | 0                         |                      |                      |
|   |            | <b>Total</b>                      | <b>75</b> | Grade 10                        | 1                         |                      |                      |
| <b>TOTAL<br/>CONCURRENT (SLC<br/>and MLC)</b>     | <b>100</b> |                                   |           | <b>Total Home<br/>Education</b> | <b>14</b>                 |                      |                      |
| <b>TOTAL<br/>ENROLLMENTS<br/>(SLC, MLC, SPVA)</b> | <b>124</b> |                                   |           |                                 |                           |                      |                      |
|   |            |                                   |           |                                 |                           |                      |                      |
| <b>Total Enrollments</b>                          | <b>224</b> |                                   |           |                                 |                           |                      |                      |

**Important dates:**

Parent Teacher Interviews November 2 In person SLC 3:00pm -9:00pm  
 ELAA Nov 15 1-3pm south gym at SCHS  
 November 23 6:30pm – 7:30pm Awards night. Frank Robinson Centre. Coronado room  
 January 17 Last day of classes  
 February 1 - first day of semester 2  
 February 29 - SCHS Grade 9 Tour Day – night open house  
 Parent Teachers Interviews March 14, 3:00pm-9:00pm  
 April 22 sturgeon night of music and fine arts 7:00pm Winspear  
 May 16 sturgeon strides  
 June 13 Last day of classes

June 20, 2023 Grade 9 farewell at the Bistro de Madre

June awards SPVA June 27 10am-11 Coronado room

June 27 Learning Centre Grad 6:00pm-8:00pm Bistro de Madre Morinville

**Trustee report** Stacey reviewed trustee Talks. She also highlighted:

- communication
- transportation fees
- inclement weather
- 

**Next meeting- 6:00pm, MLC / Virtual -**

**Adjournment of meeting 7:00pm**



Learn & grow.

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**MLC / SLC / SPVA**

**Alternate Learning**

Frank Robinson Education Centre

9820 104 Street

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**School Council**

**November 14, 2023 - Minutes**

**Call to order: 6:00pm**

**In attendance: Candace McLean (online), Stacey Buga, Sherri Devolder, Becky McNeil**

**Additions to the agenda: Awards ceremony**

**Acceptance of agenda:**

**Review and approval of previous School Council Meeting minutes: October 10, 2023**

**Old Business:**

**New Business:**

**Reports:**

Administration report

Sherry reviewed Education plan and pd plan. It is on the website and the reports were emailed to BM and SB

**Parent survey on Connection October 19 – 6 responses to date**

**SPVA Flex Friday October 27 cancelled due to attendance**

**SPVA Flex Friday Nov 24 – proposed field trip to Telus world of science for SPVA students**

**Parent Teacher Interviews November 2 - SLC 3:00pm -9:00pm**

– well attended – online, phone, and in person

**Invite went out to all students and parents to attend ELAA Nov 15 1-3pm south gym at SCHS**

**Upcoming Flex Fridays:** Dates: Nov 24, Dec 15, January 19, Feb 16, March 15, April 26, May 31, June 27?

**Staffing update:**

Principal: Sherri Devolder

Admin assistant: Amy Greene

Educational assistant: Cheri Wilson

Humanities teachers: Christina Waller and Stephanie Wood

Math Science teachers: Candace Mclean 0.5FTE, Dan Bisoo, Ben Jones was 1.0

Counsellor: Kristin Lapierre

**Enrollments: November 14, 2023**

| MLC   | MLC        | SLC                               | SLC       | SPVA<br>(Home Ed:<br>600)       | SPVA<br>(Home<br>Ed: 600) | SPVA<br>(Online:620) | SPVA<br>(Online:620) |
|---|------------|-----------------------------------|-----------|---------------------------------|---------------------------|----------------------|----------------------|
| Grade 10  | 5          | Grade 8                           | 2         | Grade 1                         | 2                         | Grade 7              | 5                    |
| Grade 11  | 9          | Grade 9                           | 1         | Grade 2                         | 1                         | Grade 8              | 7                    |
| Grade 12  | 40         | Grade 10                          | 8         | Grade 3                         | 3                         | Grade 9              | 3                    |
| <b>Total</b>                                      | <b>54</b>  | Grade 11                          | 7         | Grade 4                         | 4                         | <b>Total</b>         | <b>15</b>            |
|   |            | Grade 12                          | 28        | Grade 5                         | 3                         |                      |                      |
| <b>Concurrent<br/>Enrollments</b>                 |            | <b>Total</b>                      | <b>46</b> | Grade 6                         | 1                         |                      |                      |
| SCHS  | 35         | <b>Concurrent<br/>Enrollments</b> |           | Grade 7                         | 1                         |                      |                      |
| Redwater  | 0          | SCHS                              | 43        | Grade 8                         | 1                         |                      |                      |
| <b>Total</b>                                      | <b>35</b>  | Redwater                          | 31        | Grade 9                         | 0                         |                      |                      |
|   |            | <b>Total</b>                      | <b>74</b> | Grade 10                        | 1                         |                      |                      |
| <b>TOTAL<br/>CONCURRENT<br/>(SLC and MLC)</b>     | <b>109</b> |                                   |           | <b>Total Home<br/>Education</b> | <b>17</b>                 |                      |                      |
| <b>TOTAL<br/>ENROLLMENTS<br/>(SLC, MLC, SPVA)</b> | <b>132</b> |                                   |           |                                 |                           |                      |                      |
|   |            |                                   |           |                                 |                           |                      |                      |
| <b>Total Enrollments</b>                          | <b>241</b> |                                   |           |                                 |                           |                      |                      |

**Important dates:**

ELAA Nov 15 1-3pm south gym at SCHS  
January 17 Last day of classes  
February 1 - first day of semester 2  
February 29 - SCHS Grade 9 Tour Day – open house  
Parent Teachers Interviews March 14, 3:00pm-9:00pm  
April 22 sturgeon night of music and fine arts 7:00pm Winspear  
June 13 Last day of classes  
June 20, 2023 Grade 9 farewell at the Bistro de Madre  
June awards SPVA June 27 10am-11 Coronado room  
June 27 Learning Centre Grad 6:00pm-8:00pm Bistro de Madre Morinville

**Trustee report** Stacey Buga report

**Next meeting- January 16 at 6:00pm, MLC / Virtual**

**Adjournment of meeting 7:06pm**





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**MLC / SLC / SPVA**

Frank Robinson Education Centre

9820 104 Street

Morinville, AB T8R 1L8

P: (780) 939 4341 ext. 1255 MLC

P: (780) 939 4341 ext. 1626 SLC

W: <http://www.sturgeonlearning.ca>

**School Council  
January 16, 2024 - Minutes**

**Call to order: 6:00pm**

**In attendance:** Candace McLean, Stacey Buga, Sherri Devolder, Becky McNeil, Kristin Lapierre (online)

**Additions to the agenda:** none

**Acceptance of agenda:** yes

**Review and approval of previous School Council Meeting minutes:** November 14, 2023

**Old Business:** none

**New Business:**

**Reports:** counseling report Comprehensive wellness counseling plan – Kristin went over the CWCP

Administration report

Budget update - distributed

Staffing - reviewed

Christmas lunch – huge success

WE RAP DC GC – meeting with Mayors and numbers are increasing

Meeting with Mayors – Morinville, Bon Accord, Sturgeon County

Chamber of commerce presentation in Morinville Dec 6

Concurrent registration update – up to 10 credits for students

outside the division and concurrent students is based on need

Schoolology – new Learning management system, PD on Fridays for 1-

3 hours

**Upcoming Flex Fridays:** Dates: Feb 16, March 15, April 26, May 31

**Enrollments:** tabled to February meeting

**Important dates:**

January 17 Last Day of classes

February 1 - first day of semester 2

February 5 – registration opens

February 15 Parent engagement night at Four Winds at 6:00pm-7:00pm

February 29 - SCHS Grade 9 Tour Day – night open house

March 5 Parent engagement night at Gibbons School Gym 6:15pm-7:15pm

March 7 Council of School Councils

Parent Teachers Interviews March 14, 3:00pm-9:00pm

April 22 sturgeon night of music and fine arts 7:00pm Winspear

June 13 Last Day of classes

June 20, Grade 9 farewell at the Bistro de Madre

June awards SPVA June 27 10am-11 Coronado room

June 27 Learning Centre Grad 6:00pm-8:00pm Bistro de Madre Morinville

**Trustee report** Stacey Buga

**Next meeting- 6:00pm, MLC / Virtual – February 15 at FWS after parent engagement night**

**Adjournment of meeting 7:35pm**



**MLC / SLC / SPVA**

Frank Robinson Education Centre  
9820 104 Street  
Morinville, AB T8R 1L8  
P: (780) 939 4341 ext. 1255 MLC  
P: (780) 939 4341 ext. 1626 SLC  
W: <http://www.sturgeonlearning.ca>

**School Council  
February 15, 2024 - Agenda**

Call to order: 7:00pm at Four Winds School

In attendance: Candace McLean, Stacey Buga, Sherri Devolder, Becky McNeil

**Additions to the agenda:**

**Acceptance of agenda:**

**Review and approval of previous School Council Meeting minutes:** January 16, 2024

**Old Business:**

**New Business:** Grade 9 presentations

**Reports:**

AEAM  
Administration report

SPVA options-

WE RAP DC GC -

Schoolology - new Learning management system, PD on Fridays for 1-3 hours

Grade 9 visits.

**Upcoming Flex Fridays:** Dates: Feb 16, March 15, April 26, May 31

**Enrollments:**

**Important dates:**

February 5 - registration opens

February 15 Parent engagement night at Four Winds at 6:00pm-7:00pm

February 29 - SCHS Grade 9 Tour Day - night open house

March 5 Parent engagement night at Gibbons School Gym 6:15pm-7:15pm

March 7 Council of School Councils

Parent Teachers Interviews March 14, 3:00pm-9:00pm

April 22 sturgeon night of music and fine arts 7:00pm Winspear

Feb  
27  
Student  
Advisors

June 13 Last Day of classes

June 20 Grade 9 farewell at the Bistro de Madre

June awards SPVA June 27 10am-11 Coronado room

June 27 Learning Centre Grad 6:00pm-8:00pm Bistro de Madre Morinville

Trustee report Stacey Buga

Stakeholder feedback \*  
Staff survey

Next meeting- March 5<sup>th</sup> after Parent engagement night at Gibbons school 6:15pm, MLC / Virtual

Adjournment of meeting pm

7:57

email copies



MLC/SLC/SPVA  
Frank Robinson Education Centre  
9820 - 104 St.  
Morinville, AB  
T8R 1L8  
780-939-4341, Ext: 1255 MLC  
780-939-4341, Ext: 1626 SLC  
<http://www.sturgeonlearning.ca>

School Council  
April 9, 2024 - Agenda

5 PL  
Call to Order: 6:00pm at Morinville Learning Centre

In Attendance: Kristin Lapierre, Stacey Buga, Becky McNeil

Additions to the Agenda: *None.*

Acceptance of Agenda: *Accepted @ 6:07pm.*

Review and Approval of Previous School Council Meeting Minutes: *Not Available; table to next meeting.*

Old Business: Fundraiser for MLC/SLC/SPVA  
*-Went over fundraiser for Mom's Pantry.  
-To use for fundraising for school lunches, snacks, and grad fundraisers.*

New Business:

*-In the fall, Purdy's fundraiser.*

Budget for the 2024-2025 School Year - *Not in; will provide next month.*

Article from the Superintendent: Why You Should Stop Texting Your Kids at School (see: <https://www.ctvnews.ca/lifestyle/why-you-should-stop-texting-your-kids-at-school-1.6801740#:~:text=By%20texting%20back%20and%20forth.it%20out%20on%20my%20own.>)

Reports:

Administration Report: *Acting Admin. until the end of June.*

SPVA Options Courses: *Art. is now available, not sure what*

WE RAP DC GC: *courses will look like next year.*

*(Dual Credit, Green Certificate): Division Principals to help*

Upcoming Flex Fridays, Dates: April 26th., May 31st. *and meeting tomorrow.*

*June 27th.*



Enrollments: *working with parents on this part.  
Will not know numbers until 30 sept 24.  
concurrent students and adult registration  
can vary.*

**Important Dates:**

April 18th.: SCHS Art Show, 3:30pm until 6:00pm, SCHS

April 22nd: Sturgeon Night of Music and Fine Arts, 7:00pm Winspear

June 13th: Last Day of Classes (for MLC and SLC)

June 20th.: Grade 9 Farewell at Bistro di Madre Piccola (6:00pm - 8:00pm) - *12pm - Lunch*

June 27th.: SPVA Awards Ceremony (10:00am-11:00am - Coronado Room) and End of Day Celebration [1:00pm - 3:00pm - MLC - Teacher's Pet (Art Project)] - *1pm - Teacher's Pet.*

June 27th.: MLC/SLC Graduation Dinner, 6:00pm - 8:00pm at Bistro di Madre Piccola

Trustee Report: Stacey Buga

*- Ardnour lawsuit -> cannot appeal,  
-> waiting for compensation.*

Next Meeting: May 14th. at 6pm at MLC.

*-> 25 of 26 calendars approved.*

Adjournment of Meeting:

*7pm.*

*-> Capital Plan submitted; Gibbons School and  
EMPS are on the list.  
-> Budget profile will be released.*



MLC/SLC/SPVA  
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780-939-4341, Ext: 1255 MLC  
780-939-4341, Ext: 1626 SLC  
<http://www.sturgeonlearning.ca>

*- Was not able to  
have meeting, due  
to no quorum.  
- Provide update to  
trustee.*

School Council  
May 14, 2024 - Agenda

Call to Order: 6:00<sup>5</sup>pm at Morinville Learning Centre

In Attendance: Kristin Lapierre, Stacey Buga, Becky McNeil

*Absent*

Additions to the Agenda:

Acceptance of Agenda:

Review and Approval of Previous School Council Meeting Minutes:

Old Business:

- Fundraiser for MLC/SLC - *Release for October.*
- Budget for the 2024-2025 School Year - *Shared*
- ✓ SCHS Art Show

New Business:

- Budget for the 2024-2025 School Year
- School Council Year in Review 2023 - 2024 Report

*- Ask to follow  
- Attach meeting minutes.  
- Must submit to the  
gov't  
- Meeting dates and  
agenda.*

Reports:

- Administration Report:
- WE RAP DC GC:

Upcoming Flex Fridays, Dates: May 31st., June 27th.

**STURGEON  
LEARNING  
CENTRE**



**MORINVILLE  
LEARNING  
CENTRE**

Any Additional Information to Discuss:

Important Dates:

June 13th: Last Day of Classes (for MLC and SLC)

June 20th.: Grade 9 Farewell at Bistro di Madre Piccola (6:00pm - 8:00pm)

June 27th.: SPVA Awards Ceremony (10:00am-11:00am - Coronado Room) and End of Year Celebration [1:00pm - 3:00pm - MLC - Teacher's Pet (Art Project)]

June 27th.: MLC/SLC Graduation Dinner, 6:00pm - 8:00pm at Bistro di Madre Piccola

Trustee Report: Stacey Buga

Next Meeting: June 4th. at 6pm at MLC.

Adjournment of Meeting: *6:50pm.*

*22 June 23 -> Review of budget.*

*28 June 23 -> Must vote.*

*Trene -> Board chair*



**Legal Public school**  
**School Council**  
**Year in Review 2023 - 2024**

**Written by:**

**Kaitlyn Breederland and Pam Durdle.**

**Chairperson**

**Kaitlyn Breederland**

## SCHOOL COUNCIL YEAR IN REVIEW

2023 – 2024

---

### September 2023

- No Meeting

### October 2023

- Principle report
- Vice\_Principal report\_
- Executive report
- Discussed awareness and enrolment for the public school in Legal.

### November 2023

- Principle report.
- Vice principal report.
- Executive report.
- Disappointment there are no options for grade 5 and 6
- Discussed school name options.
- Discussed sexual education and the topic of gender identity within the school.
- Discussed parent input and provided positive feedback for the school newsletter.

### December 2023

- No meeting.

### January 2024

- Report from Principal
- Report from vice Principal
- Discussed budget updates and budget for school snacks
- Discussed school name options

### February 2024

- Superintendent Warren spoke about the community schools and how we need to work together.
- Report from trustee.
- Report from Principal and vice principle
- Spoke about how the school schedules between different divisions affect childcare. PCA to follow up on childcare options.

### March 2024

- Meeting cancelled.

### **April 2024**

- Report from Principal.
- Report from vice Principal.
- Report from Trustee.
- Discussed April hot lunch plans
- Discussed grade 3 and 4 literacy event.
- Discussed new school name options.
- Discussed inviting the community to our block party in May.

### **May 2024**

- Principal report
- Vice principal report
- Executive report
- Discussed parent engagement grant
- Discussed field trip details
- Discussed June hot lunch and how it would be provided by the parent council

### **June 2024**

- Discussed upcoming year end hot lunch.
- No reports given.
- End of year discussions

Name of School  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2023 - August 31, 2024**

|                      |                                 |    |
|----------------------|---------------------------------|----|
| <b>ASSETS</b>        | Cash/Bank Account/Common Shares | \$ |
|                      | List any other Assets:          |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL ASSETS</b>             | \$ |
| <b>LIABILITIES</b>   | <b>TOTAL LIABILITIES</b>        | \$ |
| <b>INCOME</b>        | List Income:                    |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL INCOME</b>             | \$ |
| <b>DISBURSEMENTS</b> | List Disbursements:             |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL DISBURSEMENTS</b>      | \$ |
| <b>PROFIT/LOSS</b>   | Bank Balance Sept 1, 2023       | \$ |
|                      | Withdrawals                     | \$ |
|                      | Deposits                        | \$ |
|                      | Bank Balance August 31, 2024    | \$ |

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

|           |  |
|-----------|--|
| Name:     |  |
| Position: |  |
| Date:     |  |

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**

**Lilian Schick School**

**School Council**

**Year In Review 2023 – 2024**

**Written by**

**Chairperson**

**Tyler Hanson**

## Lilian Schick School YEAR IN REVIEW

2023 – 2024

### September 2024

- Tyler Hanson elected chair, Rhea Jussen elected Vice-chair.
- ICE presentation planned
- Principal updated us on school activities
- Discussed transportation issues with Trustee.

### October 2024

- Principal updated us on enrollment, budget, code of conduct, school activities
- Trustee updated us on enrollment across the division, board organization and calendar

### November 2024

- Updates from Principal and Trustee shared.

### January 2024

- Updates from Principal and Trustee shared.
- Rhea Jussen elected as delegate for ASCA conference.

### February 2024

- 2024 ASCA Advocacy resolutions were reviewed and voted upon.
- Held a joint meeting with Bon Accord Community School to take advantage of parent engagement meeting with Division administration.

### March 2024

- Shared results from voting at last meeting; Rhea made herself available for further discussion
- Updates from Principal and Trustee shared.

### May 2024 (Two meetings held during this month as April was postponed)

- Shared results from voting at last meeting; Rhea made herself available for further discussion

- Updates from Principal on special events, school activities, budget and renovations.
- Trustee updated us on litigation, school calendar, COSC, budget and cell phone survey.
- LOGOS programming will look different next year with homerooms being assimilated with mainstream program.
- Rhea Jussen elected School Council Chair for 2024/2025 school year.

**Enter name of School Council**  
**Financial Statement**  
**REPORTING PERIOD: September 1, 2019 – August 31, 2020**

|                       |                              |           |               |
|-----------------------|------------------------------|-----------|---------------|
| <b>ASSETS</b>         | Cash-Bank Account            | \$        |               |
|                       | Common Shares                |           |               |
|                       | List any other assets        |           |               |
|                       | <b>TOTAL ASSETS</b>          | <b>\$</b> |               |
| <b>LIABILITIES</b>    | <b>TOTAL LIABILITIES</b>     |           | <b>\$0.00</b> |
| <b>INCOME</b>         | List income                  |           | <b>\$</b>     |
|                       | <b>TOTAL INCOME</b>          |           | <b>\$</b>     |
| <b>DISBURSEMENTS:</b> | List disbursements           |           | <b>\$</b>     |
|                       | <b>TOTAL DISBURSEMENTS</b>   |           | <b>\$</b>     |
| <b>Profit/Loss</b>    | Bank Balance Sept. 1, 2019   | \$        |               |
|                       | Withdrawals                  | \$        |               |
|                       | Deposits                     |           | \$ _____      |
|                       | Bank Balance August 31, 2020 |           | \$ _____      |

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**



**Morinville Public School**  
**School Council**  
**Year in Review 2023 - 2024**

**Written by:**

**Chairperson**

**Courtney Derouin**

Morinville Public School

SCHOOL COUNCIL YEAR IN REVIEW

2023 – 2024

---

**September 2023**

- Proposed and carried motion to move AGM to October to allow time to recruit as there are many positions open for Council and PFA
- Welcome back information & draft agenda for Oct AGM

**October 2023**

*Annual General Meeting and Elections*

- Advise around school photography options (switch from Lifetouch due to issues this year)
- Updates to Operating Procedures and Policies
- Elected
  - Chair – Courtney Derouin
  - Vice Chair – Kelsey Soparlo
  - Secretary - Aimee Blanchette
  - PFA Liaison – Michelle Keller
- Operating Procedures and Special Policies adopted
- Communications Plan/policy brought to table – include MPS page on Parent Group on FB?

**November/December 2023**

- Christmas Concert – no dates available at MCCC, need to switch to Fringe, schedule concert in Spring – lots of parent feedback/engagement around desire for Christmas Concert
- Follow up and further advisement on School Photography options and plan moving forward
- Education Plan:
  - Growth in numeracy and literacy
  - Safe, caring and inclusive – TCI training, Hurdle Help
  - Parent Engagement – fill all roles and increase attendance
  - Alberta Education Assurance – increase volunteer opportunities
- Upcoming Events – SPS Engagement Night, 4 Winds ICE Presentation – applicable to k-4, look to host our own evening (May 6)
- Chair Report – meeting with MLA Dale Nally (following up answers to questions from election time last year), COSC Report (ideas for combining meets with family events, invite Trustee)
- ASCE Grant – proposals, ideas, plan (book ASCA School Council Purpose)
- Idea for Quarterly Ask the Staff re Communication Plan

**January 2024**

- Christmas Fringe was well attended with lots of positive feedback from parents who attended
- Photography – switching to Edge as per parent feedback
- Parent Engagement Night Feb 15 – move council meeting to this date

- Budget Update
- Grade 1s doing literacy and numeracy screening
- School Counsellor reviews Counselling and Wellness Plan
- Teacher's Report – upcoming events, 10 days of Christmas, Grade 2s visiting heritage lodges, upcoming field trips, no name calling week, heroes vs villains day
- Trustee Report- Student Advisory Committee, Rotary Interact Kids, AEA Survey, In person Engagement night at Four Winds
- Chair Report – School Council Purpose on March 4<sup>th</sup>, ASCA Resolutions due by Jan 15<sup>th</sup>
- Unanimous vote to cancel Feb meeting and reschedule it for Feb 15 to increase participation at SPS Engagement night
- Received confirmation that Corporate Registries has received revival documents for PFA

### February 2024

#### *Attended Parent Engagement Night with SPS at Four Winds on Feb 15th*

- Themes of Respect, open communication, supporting complex classrooms and diverse learning
- Feedback that what is working is working well, ie various academies and progressive learning options
- In background – Chair collaborating with other schools to co-sponsor Equity in Playground Funding resolution for ASCA AGM

### March 2024

- Principal Report; Parent Teacher Interviews, Neon Day, Winter Carnival, Sturgeon Night of Music, Spring Concert dates for April, hopeful lead for donation of playground sand
- Trustee Report – Edwin Parr nominee, COSC upcoming, report back from student advisory committee, growth/success of French Immersion programming, sign for EMPS (MPS? Informed around name change at board level, not at government level – action to survey families and decide on official name change or return to MPS)
- Chair Report – plan to send one parent to ASCA AGM – use funds to send 2<sup>nd</sup> parent if there is interest?
- Adjourn meeting at 6:29pm and begin School Council Purpose with ASCA online learning

### April 2024

- Principal Report – Results of School Name Survey (FI community strongly supports Ecole in name, but majority use MPS regardless), Family Dance spring or early next year; received parent feedback for Halloween dance> cost of dj is significant, Family Carnival in June, Spring Concert upcoming, 3D printers, 2 more playground pieces to be removed and damage to flagpole
- Teachers Report – Teal Up Day for military families, various field trips, Gr 3 Hatching ducks, puppetry in Pre-K and Kinder, Mismatch Day, Earth Day activities and events
- Trustee Report – Ardmore appeal ruled in SPS favor, 3 year capital plan – MPS is priority 2, Budget profile released by province to be finalized May 22, School Insurance recommended for PFA, MPS exception to the majority who run casinos as fundraisers,
- Chair Report – lots of good info for PFA shared from COSC, Results of Survey from PTI – not a lot of interest for new communication streams, continue with FB Group, Dragon News, etc.

PFA/playground – Emailed MLA to report that we are co-sponsoring resolution with 10+ other schools across the province, Corporate Registries is now requesting 2024 audit for revival process

- Gather votes/make decisions on all ASCA Resolutions
- Feedback on School Council Purpose session with ASCA – was hard to engage with online learning modality, learned most of the information presented from pamphlets or resources through ASCA Site, consider different course for next year

### May 2024

- Principal Report; Considering paid lunch supervisory positions next year, Moosehide Walk, Volunteer Tea, Grade 4 Celebration, Family Celebration Feast (Unanimous Consent approves remainder of ASCE dollars as honorarium), School Photos
- Teachers Report; Theme days, pizza lunch, field trips, kindergarten grad ceremony, book awards
- Trustee Report; Morinville Public School official name, Budget report, summary of parent engagement evenings, Transition to adulthood fair
- Chair Report; ASCA AGM report, set ICE presentation date,
- New business; communication plan for FB – Feature Fridays to share community information, sharing students land acknowledgements use at council meetings and share to FB group
- Last meeting of the year – meet again at October 2024 AGM

### Beyond the Meetings

- Survey (Prize Draw from local business/school family who owns Nourish in Morinville) around best ways to engage with families (FB, Instagram, Dragon News, etc) – typical response was to continue what we are already doing
- Co-sponsoring the Equity in Playground Funding resolution with Forest Heights School in Edmonton and various schools across AB at the ASCA AGM; informing MLA Dale Nally of this effort
- Character Development Resources mirroring the 7 Sacred Teachings each month for parents to support students at home
- Creating Transition Checklists to ensure longevity of knowledge, resources and skills
- Building Google Drive to create ease of access, transfer to future members of the Council executive
- Plan 2<sup>nd</sup> Survey (online) (Prize draw – 2 Swag Bags donated by the Town of Morinville) around PFA endeavors for next year to build momentum and recruit new Chair/members at large
- Reviving Parent Fundraising Association – utilizing ASCA support

Name of School  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2023 - August 31, 2024**

|                      |                                 |    |
|----------------------|---------------------------------|----|
| <b>ASSETS</b>        | Cash/Bank Account/Common Shares | \$ |
|                      | List any other Assets:          |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL ASSETS</b>             | \$ |
| <b>LIABILITIES</b>   | <b>TOTAL LIABILITIES</b>        | \$ |
| <b>INCOME</b>        | List Income:                    |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL INCOME</b>             | \$ |
| <b>DISBURSEMENTS</b> | List Disbursements:             |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL DISBURSEMENTS</b>      | \$ |
| <b>PROFIT/LOSS</b>   | Bank Balance Sept 1, 2023       | \$ |
|                      | Withdrawals                     | \$ |
|                      | Deposits                        | \$ |
|                      | Bank Balance August 31, 2024    | \$ |

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

|           |  |
|-----------|--|
| Name:     |  |
| Position: |  |
| Date:     |  |

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**

**Namao School**  
**School Council**  
**Year in Review 2023 - 2024**

**Written by:**

**Chairperson**

**Terri-Lynn England**

## Namao School

### SCHOOL COUNCIL YEAR IN REVIEW

2023 – 2024

---

#### September 2023

- Ed Plan and Finance Presentation from Principal
- Update on past projects; Sea Can Purchase (complete), Summer Outdoor work (complete) – Chair
- Website and Instagram for NSCFA up and running at no cost – Chair
- Planning has begun for Staff Appreciation Lunch to be held on Dec 4<sup>th</sup>
- Looking for volunteers to become Classroom Representatives for each division
- Discussion brought to Principal about bringing French to Elementary – Chair
- Discussion about class sizes this year and what can we do to support teachers – Chair
- Nomination for Vice Chair: Mike Schneider – Chair

#### October 2023

- Guest Speaker – Nicole Eisenkrein: Introduce herself to the group and explain what she does with STEAM and throughout the school
- 3 Spaces for Division Reps are filled -Chair
- Collab with High School for TeePee use if any teacher would like – Chair
- Discussed the need for playground maintenance. Waiting to hear back from division -Chair
- We will be serving coffee and tea at the upcoming Remembrance Day Ceremony. Thank you to our volunteers. – Chair
- Have reached out to the AG society about partnering on skating parties for classes and the community. -Chair
- Discussion on TV in classrooms. How can we help with lunch time supervision so we can decrease the use of TV as a ‘babysitter’ at lunch – Chair
- Discussion on running skating lessons during school hours and how we can help facilitate that. Can we help with getting equipment for the school? – Chair
- Update on the Highway 37 Interchange. Spoke with Alberta Transport about their plans -Vice Chair
- Report from Principal:
  - Upcoming fun activities for students, Emergency Response Exercises and No Cell Phone Policy

#### November 2023

- Set up a table at PTI’s asking about French in Namao. 29 people answered the questionnaire; 27 said yes they would like to see it, 2 said no. – Chair
- Bringing back Volunteer of the Year Award, partnered with Ag Society. – Chair
- Pancake Breakfast proposal passed. Planning is underway. Set for last day of school before Winter Break
- Teacher Asks Campaign. Plan to purchase supplies for classrooms that teachers normally pay for out of pocket. Each homeroom will receive \$350. Their requests lists are to go to Admin for approval before being purchased.
- Report from Principal
  - Update on Class Sizes- elementary to get more support, PAT’s will be digital, TVs in classrooms – teachers said it was educational,

## December 2023

- No December Meeting

## January 2024 – Virtual due to Inclement Weather

- Discussed parking congestion issues, lack of safe parking for drop-off families, lack of curtesy being buses and vehicles trying to leave simultaneously - Chair
- Discussed the lack of weather/early opening of door policies for DROP-OFF families. Ie. The school has a policy to open doors early on cold weather days when buses are running, but nothing put into place for when buses are not running. Creates inconsistency for families bringing their kids directly to the school. – Chair
- Nov. COSC Meeting. Discussed engagement, events, brainstorming ASCE grant money uses. - Chair
- Update on Staff Appreciation Lunch (Dec 4<sup>th</sup>). It was well received, and a great collaborative event put on between NSC, NSFA and Namao School. – Chair
- Update on Classroom Wishlist Initiative. Now completed (Dec 4<sup>th</sup>). 19/20 teachers participated. Each teacher was offered up to \$350 to spend. Some very creative and engaging items were purchased. - Chair
- Pancake Breakfast (Dec 22<sup>nd</sup>) was a great success. Over 1000 pancakes were prepared and served, along with turkey sausages, oranges and juice. Leftover GF pancakes and sugar free syrup went to the Collaborative Classroom. The rest of the perishable leftovers were donated to Jesse's House in Morinville. Our leadership kids did an amazing job helping. - Chair
- Family Skate (Dec 27<sup>th</sup>) brought a few families to this community event. The AG society ran a concession while NSC provided the volunteers to help run it. Need to work on increasing visibility. There are 3 more skate sessions planned (weather permitting), Jan -March. - Chair
- Looking to promote higher involvement in school with parents. The idea being student success is directly linked to parent involvement. Ideas include Instagram campaign, and more administration presence at events. – Chair
- Discussion - Kids are asking for more lunch time clubs. How can NSC help the school facilitate this? – Chair

## February 2024

- Presentation by our Child and Youth Care Worker, Paige Wills, on her position and what she does in the school.
- Parents brought forward that it would be great to see more options in the school, and to include elementary in these as well. Principal is looking into the options. – Chair
- Skate Donation was received. We now have over 30 new pairs of skates and helmets of all different sizes for students to use when they don't have any. Sanitizer for helmets has also been provided. – Chair
- We have found a grant that may help with reconstructing the pathway that runs along Highway 37, from Namao School to the High School. Chair has engaged all stakeholders of this project and is looking to get the grant submitted for May 15<sup>th</sup>, 2024. Waiting for Sturgeon County to supply the quotes for project cost.
- Report from Principal
- Grade 9's visiting the high school on Feb 26, Kinder open house on Feb 15th

## March 2024



- Presentation on potential “options” for elementary, 2024/25 school year by Nicole Eisenkrien. This was brought forward by elementary teachers. Proposal is to rotate through different “options” to get a taste for what is to come in Jr. High. Possibly use Flex period for this. Still in the early stages of planning.
- Movie Night was very successful. Less attendance than last year, however more money was raised. – Chair
- Attended the Ag Society Meeting and requested a Letter of Support in regard to the Pathway Upgrade along Highway 37. This would be used in the Grant Application – Chair
- The group would like to see NSC and NSFA presence at the upcoming PTI’s. A table and slideshow on the rolling loft board will be set up and manned.
- Follow up on Clubs request from students. According to Vice-Principal, at this time, there are no staff that would like to volunteer their time over the lunch recess to facilitate this. We will re engage this conversation in April. – Chair
- Report from Principal
  - Namao hosted EA appreciation day, positive feedback around teacher convention, AB computers has donated 20 computers to the school, upcoming drama performance on March 14

#### **April 2024**

- Attended spring COSC meeting. Discussed insurance for fundraising groups. Roles of council/principal and fundraising. Discussed maintenance of playgrounds
- Brought concerns from parents to principal regarding Janitorial Cutbacks
- Brought concerns from parents to principal regarding sufficient recess supervision
- Continued discussion on concerns over no clubs running in the school
- Report from Principal
  - Looking to change traffic flow in parking lot to aid in better movement during pick-up/drop-off. Trial use of podcasts in primary classrooms at lunch time (to reduce screen time). 5 new students arrived this month. Have appealed to the superintendent and we will receive additional funding so we can hire more EAs to help in the classrooms. Looking into International travel for JR Highs. Silent Disco is being held at the school, run by SPRO. We have an author visit on May 1.

#### **May 2023 - AGM**

- Voted to Accept updated Operating Procedures. Jaclyn Motioned, seconded by TL England
- Year in Review presented by Jaclyn
- Election of New Executive
  - Chair: Terri-Lynn England
  - Vice Chair: Vacant
  - Secretary: Tricia Forsyth

#### **June 2023**

- Rules of Engagement and Etiquette established
- Joint Annual Plan for 2023/24 presented: This was a collaborative project between the Principal/NSC/NSFA to discuss collaborative goals for the upcoming school year.
- Proposed and passed motion to create a new Website for NSC and NSFA (NSCFA)
- Proposed and passed motion for Meet the Teacher Initiative to be run on the first 2 days of the new school year

- Plan for use of ASCE Grant – ‘Starting a Social Media Conversation’ presentation to happen for parents on the first evening back of the school year.

**Ochre Park School**  
**School Council**  
**Year in Review 2023 – 2024**

**Written by:**

**Chairperson**

**Amanda Striegler**

**Ochre Park School**  
**SCHOOL COUNCIL YEAR IN REVIEW**  
**2023 – 2024**

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**September 2023**

- Election of Executive
- Schedule of monthly meetings
- School Wish List for fundraising
- Possible 2023-2024 fundraisers
- October Events
- School Pictures
- Ochre Park Handbook
- Hot lunch logistics
- Update from Meet the teacher/community night
- Parent Society Update (presented by Amanda Strielger & Lacy Gagne)
- Trustee Update (Janine Pequin)
- Principal Report (Jenaia Gingras)
- Teacher Update (Kjersti Wytrykush, Jolene Tchir)

**October 2023**

- Review of Wishlist & motions
- Final review of OP handbook
- Hot lunch logistics
- Discuss Christmas store logistics
- Upcoming Events- Halloween Full moon frolic
- Parent Society Update (presented by Amanda Strielger & Lacy Gagne)
- Trustee Update (Janine Pequin)
- Principal Report (Jenaia Gingras)
- Teacher Update (Jolene Tchir)

**November 2023**

- Information from Council of School Councils Meeting
- Review of fundraising Wishlist & Bear Tracks Fundraiser
- Hot lunch logistics
- Final planning decisions of Christmas Store & Festival of Trees
- Christmas Concert logistics
- Review of partnership with Smart Photography
- Remembrance Day Ceremony
- Utilization of ASCA grant- Dance Play event
- Parent Society Update (presented by Amanda Strielger & Lacy Gagne)
- Trustee Update (Janine Pequin)

- Principal Report (Jenaia Gingras)
  - She advised that on Feb 22, the division will be at RWS hosting a meeting to allow for parent feedback, community engagement etc. Meeting will be approximately one hour in length then our Council can hold its own meeting after
- Teacher Update (Jolene Tchir)

### **December 2023**

*No meeting as per motion made at AGM in September*

### **January 2024**

- Review of Fundraising Wishlist & fund allocation
- Review of Hot Lunch for Feb.
- Review of execution of Christmas Store & Christmas Concert
- Review of School Supply kits logistics
- Discussion around not renewing contract with Smart Photography and partnering with Lifetouch in 2024/2025
- Parent Society Update (presented by Amanda Strielger & Lacy Gagne)
- Trustee Update (Janine Pequin)
- Principal Report (Jenaia Gingras)
  - Budget Update
- Teacher Update (Jolene Tchir)

### **February 2024**

- Review of Fundraising Wishlist & Fund Allocation (Discussion around execution of Purdy fundraiser)
- Hot Lunch- Review of hot lunch for March/April
- Lifetouch Photography: Contract review
- Discussion around yearbooks
- Discussion of ASCA Spring Conference
- Discussion of the execution of family dance
- Parent Society Update (presented by Amanda Strielger & Lacy Gagne)
- Trustee Update (Janine Pequin)
  - Reminder of grade 4 surveys
  - Parent Engagement night Feb 22
- Principal Report (Jenaia Gingras)
- Teacher Update (Jolene Tchir)

### **March 2024**

- Discussion of outstanding Wish list items and Fundraising- allocation of funds
- Hot Lunch Logistics: April
- Spring photos
- Yearbook review

- Parent Society Update (presented by Amanda Strielger & Lacy Gagne)
- Trustee Update (Janine Pequin)
- Principal Report (Jenaia Gingras)
- Teacher Update (Jolene Tchir)

#### **April 2024**

- Fundraising: outstanding items & review of Fundraisers executed on
- Hot Lunch: Logistics for May/June
- Year books
- School Dance Logistics
- Discussion around school pick up & parking
- ASCA. Proxy provided to our sister school/courtney Derouin
- Parent Society Update (presented by Amanda Strielger & Lacy Gagne)
- Trustee Update (Janine Pequin)
  - Legal proceedings around Lagoon is now closed
  - Discussed Division budget deficit
- Principal Report (Jenaia Gingras)
- Teacher Update (Jolene Tchir)

#### **May 2024**

- Final review of Fundraising & fund allocation
- Hot Lunch: Final Review for June
- Outdoor classroom: Community Donations of flowers & seeds
- School Dance: Post event review
- ASCA AGM review
- Parent Society Update (presented by Amanda Strielger & Lacy Gagne)
- Trustee Update (Janine Pequin)
  - Budget update
- Principal Report (Jenaia Gingras)
  - volunteers for field trips and the bike rodeo will be appreciated
- Teacher Update (M. Stadnyk)

#### **June 2024**

- Sturgeon Public Schools Education Plan
- Meeting dates and times for 24/25 school year: the 24/25 Parent Council and Society meetings will be held on the 2nd Thursday of each month, starting with the September AGM on Sept 12. Time: 5:30 pm. The meeting rescheduling and cancellations for the 24/25 school year tabled to the AGM.
- OP Parent Council to provide a letter of support for the Redwater Family Recreational Society for pump track project
- Flower boxes will be re-stained over the summer by parent/community volunteers
- Trustee Pequin will contact Town of Redwater if they will include our gardens in their watering duties
- Parent Society Update (presented by Amanda Strielger & Lacy Gagne)

- Trustee Update (Janine Pequin)
- Principal Report (Jenaia Gingras)
- Teacher Update (Kjersti Wytrykush)

Name of School  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2023 - August 31, 2024**

|                      |                                 |    |
|----------------------|---------------------------------|----|
| <b>ASSETS</b>        | Cash/Bank Account/Common Shares | \$ |
|                      | List any other Assets:          |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL ASSETS</b>             | \$ |
| <b>LIABILITIES</b>   | <b>TOTAL LIABILITIES</b>        | \$ |
| <b>INCOME</b>        | List Income:                    |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL INCOME</b>             | \$ |
| <b>DISBURSEMENTS</b> | List Disbursements:             |    |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | •                               | \$ |
|                      | <b>TOTAL DISBURSEMENTS</b>      | \$ |
| <b>PROFIT/LOSS</b>   | Bank Balance Sept 1, 2023       | \$ |
|                      | Withdrawals                     | \$ |
|                      | Deposits                        | \$ |
|                      | Bank Balance August 31, 2024    | \$ |

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

|           |  |
|-----------|--|
| Name:     |  |
| Position: |  |
| Date:     |  |

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**



**Redwater School**  
**School Council**  
**Year in Review 2023 - 2024**

**Written by:**

**Chairperson**

**Rikki Anema**

## Redwater School

### SCHOOL COUNCIL YEAR IN REVIEW

2023 – 2024

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#### September 2023

- Election of Executive- Filled the position of Chair- Rikki Anema and Secretary- Amanda Striegler, will fill empty elections at the next meeting
- School Code of Conduct- went over the new cell phone policy and the modified dress code
- Open House/Meet the Staff Event- positive feedback and was nice to interact with the community
- Report from Principal- Renos: New gym floor: beautiful. Lights in the office are new, hallways lights are new, outside/ inside doors have been painted, new sign outside, boy's bathroom- must due to plumbing, girls will eventually get renovated. Upcoming: bottle fountain. Hiring: a lot of new teachers, still hiring a CYC- Pilot project: duties include Strategies: Can't/ Won't – will assist in working through challenges and back to class, - Hype: Can't – will assist, LPN and educational assistant. Mental Health: child youth care worker can go into the home. Social workers can also go to the home, board approved a few schools based on need – Sturgeon Pilot- dedicated dollars from Mental Health. Strategies to start: October 1- already hired. Inreach: ADLC in the past, now Leaning Center- subject specific teacher. Moved to the Library - that way the Hub is there for support
- Requested a teacher wish list

#### October 2023

- ASCA Session- School Council Operating Procedures
  - New operating procedures attached
  - Review them annually
  - Approve them at next months meeting- November 20,2023
- Election of new council Members:
  - A. Chair-Rikki Anema
  - B. Vice Chair- Amber Lavallee
  - C. Secretary- Amanda Striegler
  - D. Teacher Rep- Brie Kiriak
  - E. Principal- Christy Filgate
  - F. School Community Member- not filled
  - G. Student Leadership- Avery Graham
- Teacher Wish List was presented and past on to Redwater School Parents Association
- Trustee Report-

Board Chair and Vice Chair 2023-2024- Irene Gibbons, Cindy Briggs

  - COSC Dates, 2023-2024: Nov 15th@Morinville center with meal, March 7 2024 with snacks. A school can host
  - Staggered Start Feedback- elementary loved it, most of highschool loved it, removed the pressure.
  - Draft 2025-2026 School Year Calendar- approved in principle, on the website
  - SOGI – Sexual Orientation Gender Identity- about inclusiveness
- Report from Principal

New Clubs- Science club on Wednesdays, Weight lifting club, Foods Club on Mondays- prepare food for concession, Learn to run Club on Thursdays,

- Survey results from staff re: staggered start- was loved, received good suggestions, use the front table better, wear name tags
- There is a Redwater “fight club”, they have an instagram page. Congregating in the bus lane after school. Maybe we can start a boxing club so they can do it safely. Christy wants to reach out to the town Mayor and see what we can do as this is a town concern.
- Term 1 ends November 3- new options form coming soon
- New Teacher starts Wednesday for 7/8 LA and Social and possibly a child youth care worker

### November 2023

- Information from Council of School Council’s Meeting
- Upcoming Events- Christmas Concert Dec 14
- Cancel meetings in December and June, Move April meeting to April 22 (Christy and Kevin are at ULead), May 21(Tuesday- Monday is Victoria Day)
- Report from Principal-Last month summary -Term 2 Options - Budget and Fees - Ed Plan

### December 2023

- NO MEETING

### January 2024

- PowerSchool updates to Marks- will get these updated on a regular basis
- Parents Society- Oil King Ticket raffle raised \$500- looking into other fundraisers for the year
- Trustee Report- Feb 22 Engagement Session- parents can share their input and suggest areas for improvement. Kindergarten Expo at OP school Feb 16. Alberta Education Survey should be mailed out soon. Inclement Weather Policy
- Report from Principal- Lock Down Drill update. The Christmas concert was a success. Diploma Sessions and end of term 1 options being figured out for term 4. New CYC hired. Grad- teachers have stepped in to help plan. Staffing- 2 teachers have left, posting for Counselor position.

### February 2024

- **Leadership-** Student Advisory meeting Feb 27, discussed with multiple representatives from each school on what they are doing within their schools. Asked students what they would like to see happen in the school and how they could make these happen.
  - Started a dodgeball league, 6 teams in Junior and in senior leagues
  - Avery and Jace are both members of the Redwater CS board and they are working with the town on collaborating together, a construction project for the town's 70th birthday is one idea, Lemonade Stand project
- Trustee Report- Council of School Councils is March 21,2023@630pm
  - ASCE grant, needs to be spent by the end of each year.
  - Registration is open

- Major policy changes- changed the attendance boundaries for each school. On the website if you would like to see it.
- Signed a memorandum of understanding with Gibbons, shows we are committed to working with that community
- Looking for 2 positions on the audit committee, must be public members and will be reimbursed for their volunteer time
- Report from Principal-Curling boys won silver and the girls won bronze at zones, had a school wide breakfast that was well received, and had another one coming up.
  - Have an opportunity to partner with the Redwater Review to highlight student accomplishments.
  - School surveys for Gr 7&10 are happening right now, please do these if you are a parent
  - March 21 & 22 Parent teacher interviews
  - Doing a behavioral expectation reset, raising the bar on what behaviors are tolerated and encouraged in the building. Enforcing firm boundaries. Want every kid to feel a sense of belonging and safety.
  - Revamping some of the program offerings, looking at complimentary program options we offer and asking what would our parents want to see us offer for courses. Will be doing a formal engagement for parents and students with a survey. Want students to be excited to be at school.
  - Strengthening partnership with the community
  - Looking at the literacy goal for the school. Have a learning coach in partnership with the behavioral coach to offer help to these students.
  - Specialized programs is running a Little Caesars Fundraiser, please support

### March 2024

- Weekly update email feedback- Parents enjoy it
- Parents would like better communication regarding Sports teams
- Parents Association- Picnic Tables, Books for classrooms and canoes have been purchased, as well as field trip costs and foods room upgrades. H&M Fundraiser raised \$650
- Teacher Report- birch bay needs a deposit (Parent society will reimburse)
- Selling floats for \$2 for elementary students on Friday
  - Monday 18<sup>th</sup>- hiding coins, & selling floats for entire school
  - Pie day March 14<sup>th</sup> – needed to pre-register, pie eating contest, who can eat it the fastest, selling cookies \$2 and contest to memorize the Pie #
  - Last day before spring break is PJ day
- Trustee Report- Bill 58 does not protect societies
  - Need to look at getting insurance
  - Marsh is the division's insurance company
  - Ask for exception to be covered by Casino funds
  - Playground audit – all schools completed- principles have reports
- Report from Principal- Values/Character traits being working on with all grades
  - o Respectful
  - o Responsible

- o Kind
- o Hard working
- Leadership team is working on a survey to send out to parents on values.
- Parent engagement night – one of the themes was more communication (which lead to the sending out of the weekly email blasts)
- Open house- some turnout
- Admin were invited to Mermin School- lots of ideas around student engagement and innovative ideas
- Parent teacher interviews next week
- Spring break at the end of next week
- Janine to look at possibly having a division chrome book program
- Reminder to replenish supplies
- Starting house league at the School
- Upcoming Events- Sturgeon Night of Music, April 22

#### April 2024

- Powerschool Marks entry:
  - o marks not being posted
  - o powerschool not sending out updates
  - o Christy will look into it.
- Next Month is our last meeting
  - o Not needed for June
    - Hot lunch
  - o Parent council support is needed
  - o Rikki to post on Facebook page
- Report from Principal- Staffing Update- Grade 7 social Mr. Manning. Programming for next year- The computer lab to be revamped as configuration is currently difficult for interaction with teachers. Looking to add more options and revamping different areas of the school to accommodate. Value work- Update Renegade House Leagues has begun! Parent survey feedback. Based on values
- Trustee Report- 2025/26 calendar-approved and on the website. Board policy 900- cell phone survey sent out to parents. 3 year capital plan passed in March, still dependent on government funding. Division has won the lawsuit on the lagoon- appeal was pulled.
- Upcoming Events- STEM May 23, June 21 Science Field Trip
- Would like grads to pay a fee next year to help with costs

#### May 2024

- Upcoming Events- year end concert June 6
- Trustee Report- Budget
- Report from Teacher- Extra Supervision being put in place and making a computer lab modification

#### June 2024

- No Meeting

Name of School  
**School Council - Financial Statement**  
**REPORTING PERIOD: September 1, 2023 - August 31, 2024**

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|                      | Withdrawals                     | \$ |
|                      | Deposits                        | \$ |
|                      | Bank Balance August 31, 2024    | \$ |

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

|           |  |
|-----------|--|
| Name:     |  |
| Position: |  |
| Date:     |  |

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Society.**

Sturgeon Composite High School

School Council

Year in Review 2023 – 2024

Written by:

Chairperson

Jaclyn Miller

## STURGEON COMPOSITE HIGH SCHOOL COUNCIL YEAR IN REVIEW

2023-2024

### September 2023

- Election of Executive done in May at the AGM. Executive positions as follows:

Chair - vacant

Vice Chair – Angela Kratky

Secretary – vacant

- Unable to conduct a meeting in September as no parents attended.

### October 2023

- Elected new executive members. Executive positions as follows:
  - o Chair – Jaclyn Miller
  - o Vice Chair – Cherie Speer
  - o Secretary - vacant
- ASCA self directed learning modules and school council resource guide available on-line.
- Report from Principal
  - o Start-up enrollment at 886 students
  - o SPSD has begun training staff in Therapeutic Crisis Intervention in school
  - o Continuing to work on setting up the success centre for students
  - o TIPI in front of school was raised on September 18<sup>th</sup> as an act of acknowledgement and representation that we are located on Treaty 6 territory.
  - o E-Sports club is beginning with the hope of joining competitive league in Edmonton
  - o CTS programs working on STEAM projects
  - o SCHS Drumline performed at PSBAA AGM and was a huge success
  - o Hosted RJ Classic volleyball tournament hosting 20 teams – a great success
  - o Remembrance Day ceremony will be November 3 at 10:30am and live streamed
  - o Parent Teacher interviews will be November 1 & 2
  - o Spookfest will be October 31<sup>st</sup> – all students to participate in sessions – an opportunity for staff to connect with students in a fun environment
  - o Proposed vaping policy presented for discussion – consultation with staff, parents, board, and RCMP
  - o 2023-2024 School Plan presented for discussion – to be posted on school website

### November 2023

- COSC meeting was attended on November 15<sup>th</sup>. Discussed improving attendance at meetings and on council. Getting active participation.



- Report from Principal
  - o Working to ensure that all students are prepared to use the new digital exam platform from Alberta Education
  - o Three of Four volleyball teams brought home banners
  - o Rise Basketball tournament is November 30-December 2
  - o Jackie Parks, a mental health coach, has been added to our success center working 4 days a week to help students build social and emotional capacity
  - o Leah Kirsop started Interact, a student Rotary group – a student leadership group
  - o Remembrance Day ceremony very successful, good community support
  - o Awards Night was a great success; over \$245,000 in scholarships were awarded
  - o Spookfest was a great success – very positive activity with students and staff
  - o Hoping to run a pancake breakfast with parent support on December 12
  - o Budget update

#### December 2023 - No Meeting

#### January 2024

- Discussed the SPSD stakeholders engagement surveys and discussions from 2019-2023 and provided an overview of the many improvements including transportation, increase in supports, learning and communication
- SPSD holding Parent Engagement Nights on a few different dates – looking to hear the opinions and insight of parents and guardians and have discussions on how we can work together to improve education for all of our students
- Report from Principal
  - o Pancake breakfast and grad bake sale both very successful events
  - o All English and social diploma exams were written on the new digital platform VRETTA
  - o Teacher resigned from staff to pursue further education – multiple changes in timetable to cover his classes
  - o Final exams went well – schedule worked well and exams were written in classrooms
  - o Vice Principal, Mr. Paziuk, away on medical leave until after Spring Break
  - o Planning ahead to next school year – projecting 933 students
  - o Student registration verification will begin February 5 for all current students of SCHS
  - o Grade 10 open house will be February 29

#### February 2024

- Motion to approve \$2500 for Rugby team rain jackets – passed
- Motion to approve \$2350 for Junior Football team jerseys – passed
- Discussed Walk-a-Thon and requesting a parent to call out to community businesses for sponsorship
- ASCA Parent Council Conference is on April 26, 27 & 28 at South Edmonton Delta Hotel. Chair is unable to attend. Looking for another member to attend or possibly providing our proxy vote to another neighboring school.
- Report from Principal
  - o Staffing is now complete

- o Hosted a very successful Stakeholder engagement

### March 2023

- Thank you to all those that attended the parent information session presented by ICE (EPS & RCMP) on March 8<sup>th</sup>. It was a very informative presentation and the chair received a lot of great feedback.
- Will continue to look into and find other parent presentations for other topics of interest as discussed.
- Discussion re: Cell phone policy – What would parents/guardians like to see in our school cell phone policy.
- Presentation by Kristen Nichols re: Buddy Benches and gazebo upgrades.
- Report from Principal
  - o Preliminary staffing proposal was presented at Central Office. We are waiting now to see how the new funding from Alberta Education will impact our planning. We will be given our staffing allotment in April and once that is complete we will look at class configurations
  - o Transportation funding has changed. We are awaiting information on how this will impact our families
  - o Parent teacher interviews are March 21 and 22. Comments for classes will be available by April 3; we have changed how staff who teach all their core classes create comments. You will find the comment on student achievement and progress with a focus on literacy and numeracy in the home room section of the PowerSchool parent portal
  - o Supply lists are being redone for the fall
  - o We will be dismissing students at 3 PM for the 2023 2024 school year. We will be making slight adjustments to the bell schedule to accommodate this change.  
Information to follow
  - o We are keeping our 5-day rotating schedule for next year; very successful
  - o We are working with four terms next year and looking at having CTF in elementary next year
  - o We are beginning to plan STEAM options in elementary and junior high
  - o New curriculum is coming for grades 4 to 6. They will start LA and math; 1-3 will be adding science this fall
  - o Will be creating a cell phone policy for our school. We are seeking input from staff and parents

### April 2023 - Adjourned to May

### May 2023 - AGM

- Election of Executive at AGM - Executive Positions as follows:
  - o Jaclyn Miller – Chair
  - o Cherie Speer – Vice Chair
  - o Nancy Oneschuk – Secretary
- Report from Principal

- o Currently 994 students registered for 2024/2025
- o Introducing Flight 15 and Audio 15 as new courses in the Fall.
- o Division wide budget cuts – down 3 staff members for the Fall
- o Grad is June 28
- o Staggered start will occur with grade 10's on August 29 and all grades August 30
- o Meet the teacher is September 4 at 4pm with a grade 10 parent orientation meeting at 5pm.

June 2023 - No Meeting

**Sturgeon Composite High School Council**  
**Financial Statement**  
**REPORTING PERIOD: September 1, 2023 – June 1, 2024**

|                       |                            |               |
|-----------------------|----------------------------|---------------|
| <b>ASSETS</b>         | Cash-Bank Account          | \$0.00        |
|                       | Common Shares              |               |
|                       | List any other assets      |               |
|                       | <b>TOTAL ASSETS</b>        | <b>\$0.00</b> |
| <b>LIABILITIES</b>    | <b>TOTAL LIABILITIES</b>   | <b>\$0.00</b> |
| <b>INCOME</b>         |                            | <b>\$0.00</b> |
|                       | <b>TOTAL INCOME</b>        | <b>\$0.00</b> |
| <b>DISBURSEMENTS:</b> | List disbursements         | <b>\$0.00</b> |
|                       | <b>TOTAL DISBURSEMENTS</b> | <b>\$0.00</b> |
| <b>Profit/Loss</b>    |                            | <b>\$0.00</b> |

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

**Name**        **Jaclyn Miller**  
**Position**   **Chair**  
**Date**        **June 27, 2024**

**NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.**

**Sturgeon Height School**

**School Council**

**Year in Review 2023 – 2024**

**Written by:**

**Chairperson**

**Sara Townsend**

## Sturgeon Heights School

### SCHOOL COUNCIL YEAR IN REVIEW

2023 – 2024

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#### September 2023

##### Administrative Report:

##### Report given by Dan Stephen, Acting Interim Principal

- School numbers this year – 457 which was close to Aaron's predictions. This may change as some students are still expected to come.
- During PD Day August 29, David from Red Deer Polytechnic was talking about assessments and changing how students are assessed on their knowledge. The evidence shows that multi-day outcomes are more valuable than static, one-day assessments. Make it a year-long process.
- Field trips are off to a great start. Academies, Grade 4s, Outdoor Ed all getting away. Parents – please have forms filled out in a timely manner.
- Terry Fox Run – Families welcome to come
- Truth & Reconciliation week – teachers have planned lessons, Orange Shirt Day September 29
- Emergency Preparedness and Hour Zero practice has started with fire drills and lockdown drills. There will be 3 early on and 3 in the new year as the school is mandated to carry out 6 for the school year.
- Meet the teacher was low-key. School wasn't ready for a bigger event, or earlier event due to construction.
- 4 values for this year to focus on with staff and students: Mastery, Independence, Belonging and Generosity. There will be assemblies to focus on these values, mental health coaches are looking at these values throughout the year
- Sports are starting. Mr. Robertson is here to ask for funds for new uniforms.

##### Connor Robertson – Sports Coach

- Connor showed samples of the jerseys
- Total for uniforms is \$1961.40

##### Trustee Report: Trish Murray-Elliott

- Feedback was requested on staggered start. A couple of parents shared they had heard mostly negative responses. Younger students were disappointed that they still did not know who was in their class while older students felt it wasn't a worthwhile use of their time. One member of staff shared that the staggered start was positive because it made the first few days easier for students and staff.
- For the 2023/2024 School Year – the Board Chair is Irene Gibbons, and the Vice-Chair is Cindy Briggs.
- The next Public Board Meeting is Wednesday, September 27 at 9:00 a.m., public welcome in person at the Division Office in Morinville, or online with a link located on the Division website.
- Facility Services has been working to complete summer projects, including classroom modernizations and ceiling abatement at Sturgeon Heights.
- A reminder that all students are invited to submit artwork to be used for the Division Christmas cards. Submissions will be accepted until October 6th with permission forms available at the school or online.
- Progress is being made in addressing the new Camilla School drainage issues, due to the dedication of all stakeholders resulting in successful negotiations, proposal acceptance and change order approval.
- Pre-Kindergarten noon transportation is being considered for Morinville, Redwater and Gibbons communities, depending on interest.
- Summer School 2023, offered at Sturgeon Composite High School, saw the highest number of students enrolled at 335 and the highest number of completions at 322 in the last three years.
- Board Policy 500, Student Transportation Services, has been updated to better reflect legislation under the Education Act and changes to the Rural Transportation Grant. Policy 500 can be viewed online.
- The 2023-2024 Fee Schedule, which includes Transportation Fees, can also be viewed online on the Division website. Current transportation fees for eligible resident riders have been significantly reduced from last year with some adjustments to other transportation fees.
- Thank you to Mr. Dan Stephen for stepping in as Acting Principal while Mr. Chute is away.
- On behalf of the Board of Trustees, Welcome Back!
- Alice Funk asked Trish about cameras on busses and trouble accessing the video footage in a problem scenario. Trish advised any parent who needs video coverage to contact the Transportation Department at the Head Office. To contact Trish, you can email or phone P: 587 921 3699 E: trish.murray-elliott@sturgeon.ab.ca

## **Sturgeon Heights Fundraising Association (SHFA) Report – Alice Funk**

- Bank account is \$18,891
- Last year's fundraisers were Purdy's, Hot Lunch, Ice Melt, Dance
- There was a question if the "Donate-a-hot-lunch" funds that were used. Yes, they were and are still going to be utilized. Adriana DeLuca distributes lunches to kids who need them, anonymously.

### **Teacher Report – Shayla McRitchie**

- Roots of empathy started in Grade 2, Mrs. Hoffman's class
- Ms. Donald's baby is the ROE baby.
- Musical theatre starts this week with 24 kids
- Grades 5&6 options have started
- On October 31 the musical theatre will be performing
- All cell phones in lockers have been well received. More classroom engagement. Kids have been accepting it surprisingly well.

### **Board Elections:**

Chair: Sara Townsend was nominated and accepted. Alice Funk motioned. All in favor.

Vice Chair: Jolyn nominated Alice Funk. Alice accepted. All in favor.

Secretary: Vacant. No nominations. Exiting secretary not present.

Parent Rep- Kindergarten. Amy Skolski had emailed in her interest. All in favor.

Primary Rep – Grades 1-3. Christine McMurren self nominated. All in favor.

Elementary Rep – Grades 4-6. Stephanie Cordova self nominated. All in favor.

Junior High Rep – Grades 7-9. Lisa Rosales self-nominated. All in favor.

A question was raised about having class reps. Dan said he'll bring it up at the staff meeting but his opinion is that's too many layers.

### **New Business:**

- Sara completed the school report that goes to the division. It's a summary of our minutes and meetings from the previous year.
- Our meeting dates for School Council for 2023 are:
  - October 16
  - November 20
  - December – no meeting
- Leading Edge Physio therapy is sponsoring the Volleyball jerseys. A parent reached out during the meeting and Anita Cassidy was able to make the connection.
- It's important for our school newsletter and our parents to know about sponsors and also the grants we received (Heartland Grant from NWR for the outdoor classroom)

## **October 2023**

### **Administrative Report:**

#### Update Dan Stephen:

- Book Fair Nov 1<sup>st</sup> & 2<sup>nd</sup>, parent volunteers are needed. Sara to connect with Tanis to set up sign up
- Parent teacher interviews Nov 1<sup>st</sup> & 2<sup>nd</sup>, sign up instructions went out
- Remembrance Day Ceremony Nov 3<sup>rd</sup> 10:40am – 11:10am
- Winter Concert Date December 7<sup>th</sup>, will be hosted the Alliance Church (1:00pm & 6:00pm)
- Teachers are thankful for the \$250/ classroom provided by SHSFA
- Halloween Dance Grade 4-6, October 31<sup>st</sup> 1:45pm – 2:45pm
- Education Plan Goals 2023/2024 (Dan has report if anyone wants to review)
  - Comprehensive Literacy
  - Reflective Practice
  - School wide circle of courage (values)
  - Belonging and school culture
- Devices have been removed from classrooms, it is going well. The school is seeing devices in the younger grades, there will be some communication going out.

### **Teacher's Report:**

#### Update Shayla McRitchie:

- Chris Joseph (retired Oiler) read to 2 class (grade 1 & 3) lots of excitement and autographs
- Field Trips are underway
- Running club is starting Grade 4 & up
- Student teachers have started 1 with Ms McRitchie, 1 with Ms Wing. They are here until mid December.
- Ms Cornett has provided an update with the outdoor learning, they have spent 145hrs outside to date and have a goal of 1000hrs. They are incorporating indigenous land learning in their outdoor learning and the changes of seasons.

### **Trustee Report:**

#### Update Trish Murray-Elliott

- List of available sessions from Edm Regional Learning Consortium
- ICE Presentation Oct 26 at 6:00 p.m. at Lilian Schick School in Bon Accord
- Invite everyone to read Trustee Talks for Board info. Latest edition has an interesting link to the summary from our Communications Dept. for 2022-2023 and their plan for 2023-2024. Also info on the Indigenous Education and Student Success and the New Curriculum, Provincial Screening and Benchmark Assessments.
- Board meetings are recorded and available on line. Next Public Board Meeting Oct. 25 at 9:00 a.m. Public is welcome to attend virtually or in person.
- Division newsletter available for subscription
- Communication flow: talk to teacher first, talk to principal, reach out to office of Superintendent
- Council of School Councils scheduled for Wed. Nov. 15/23 at 5:30 at Rendez Vous in Morinville with a meal served and Thurs. March 7/24 at 6:30 with snacks and refreshments served.
- Pre-K noon transportation for 2023-2024 update – there was not enough interest to pursue the addition of noon transportation routes.
- 2025 – 2026 Calendar is out for review. Any comments welcomed at next meeting.
- Thanks to Acting Principal Mr. Stephen for keeping things running smoothly.
- Highlight of October – reading to 8 classrooms during Read In Week. Very appreciative that the school arranged schedule. Enjoyed interacting with students and look forward to having a chance to read to the remaining classes in the next few months.

### **Sturgeon Heights Fundraising Association (SHFA) Report: Crystal**

SHSFA has a couple items to vote on

SHSFA will be discussing some updating fundraisers

SHSFA has some spending items to discuss

#### **Kindergarten Rep: Amy**

N/A

#### **Primary Rep (Gr 1-3): Christine**

Pick up/drop off supervision (students to parents)

School doors open at 8:25am?

#### **Elementary Rep (Gr 4-6): Stephanie**

Nothing to report

#### **Junior High Rep: Lisa**

Lack of messaging regarding school alarm system

Great feedback on academies this year

### **New Business:**

Continue with newsletter updates, council will be looking into maybe having a bulletin board at the school with information.

### **Old Business:**

2023 meeting dates shared and included in the minutes.

Thank you to donors/ sponsors, this has been included in the monthly newsletter.

## **November 2023**

### **Administrative Report: Dan Stephen**

- Parent/teacher interview, waiting for feedback
- The Winter concert, ticket sale, information went out
- Grade 1-6 Jubilations Jr
- Festive lunch Dec. 21. Thursday, volunteers needed.
- Financial update year to date, 26% of the budget spent on supplies
- Field trips, discussing the cost with the staff

### **School Counsellor report: Nav Bourgeois & Amanda Ohm**



- Sturgeon Heights CWP 2023-2024, posted on school website

**Teacher's Report:** Shayla McRitchie

- Students are busy practicing Winter Concert songs
- 5/6 options will be participating at the concert
- 4/5 have started swimming lessons
- Innovative Academy – they are creating podcasts
- Jr High Foods Options - picking own recipes
- Gr 7 European exploration

**Trustee Report:** Trish Murray- Elliott

Trustee Talks:

Contains link to School Councils "Year in Review" reports for all Sturgeon Public Schools. Thanks to our chairperson, Sara, for doing a great job on this report and submitting it promptly.

Winners of the Division's Holiday Card Artwork Contest announced. All works of art were excellent and thanks to all who submitted. Congratulations to the winners.

This school year the Board is reviewing their governance role, emphasizing a review of board policies. At the October 25, 2023 Public Board Meeting, Policy 235: Board Operations had revisions approved and updated policy link provided.

Administrative Procedure 315: Volunteers - was updated to provide a clear framework for the involvement of volunteers within our Division.

In-person Stakeholder Engagement Sessions are being held to gain information and provide insight into our communities and their experience to continue to improve Sturgeon Public Schools. There is a Community Engagement Session scheduled for Camilla and Sturgeon Heights areas on January 16, 2024 at 6:00 p.m. at Camilla School in RQB.

Reminder of Communication Flow: Talk to Teacher, talk to Principal, reach out to the Office of the Superintendent.

Overdue Transportation Fees – Transportation Services and schools are working closely with families to arrange payments, set up payment plans, etc., to reduce outstanding amounts.

Bus Cancellations – the Division uses the website's bus status section to communicate all bus cancellations. Schools have option to subscribe to Bus Status App. Schools are encouraged to rely on the app as the primary source of updated info.

Prime Ministers Awards for Teaching Excellence are awarded in three categories: Teaching Excellence, Teaching Excellence in Science, Technology, Engineering and Math (STEM) and Excellence in Early Childhood Education. Nominate an Exceptional Educator Today!

Important Sections of Education Act:

Section 33 – Board Responsibilities

Section 236 - Prohibited Activities

Section 31 – Student Responsibilities

Section 32 – Parent Responsibilities

Section 197 – Principals

**Sturgeon Heights Fundraising Association (SHFA) Report:** Alice Funk

SHSFA is wrapping up Ice Melt (19 left) & Purdy's is underway

Balance: \$16,829.27

**Parent representative**

**Kindergarten Rep:** Amy

N/A

**Primary Rep (Gr 1-3):** Christine

Parent/teacher interview questions

**Elementary Rep (Gr 4-6):** Stephanie

Consistency among teachers, Power Portal discussion, parents to be engaged through the app

**Junior High Rep:** Lisa

What has been done for winter festivity for the Jr High student?

**New Business:** Sara

Council of School Council update, reviewing ASCA grant money and ideas for parent session, Sara to send out survey to the group.

Family games night, teaching parents math curriculum, ICE presentation, Personality Assessment for parenting etc.

**Old Business:**

N/A

**December 2023**

No meeting held

**January 2024**

**Administrative Report:** Aaron Chute

- Outdoor Learning going very well
- Jr High Academies well
- Swimming Lessons are back up and running, going great!
- Krista, weekly shopping – Thank You!
- Winter Concert, happy to receive feedback
- Kindergarten Open House – January 30<sup>th</sup>
- School Wide Open House – Date TBD
- 2025 School Registration opens February 5<sup>th</sup>
- Parent Engagement Session, January 16, 2024 6:30-7:30pm

Adriana DeLuca

- Supervision schedule has adjusted, there will be designated spots for supervisors so more of the school yard is covered
- Councilors are putting on Rainbow Zone GSA (Grade 5-9), happening Monday's

**Teacher's Report:** Shayla McRitchie

- Imagination Station Grade 1-3 at lunch on Fridays
- Grade 2 landform units and creating with salt dough
- Kindergarten is using their SHSFA \$500 (combined) for yoga sessions
- Grade 1-3 500 hours outside since September
- Grade 4's using SHSFA \$500 for a fieldtrip to profiles art gallery, they are also working on biographies and autobiographies
- Jr High – 2 month digital art unit, CTV public speaking session complete

**Trustee Report:** Trish Murray- Elliott

- Community Engagement Session for Camilla and SHS on Jan 16, at 6:00 in RQB.
- Pre-K and Kindergarten Expo – Four Winds Public School, Jan 17, 6:00 to 7:30 and Redwater School Jan 16, 6:00 to 7:30.
- Alberta Education Survey will be administered between January and March 2024 to students in grades 4, 7 and 10 and their parents and all teachers.
- Change in date of Public Board Meeting in March from March 27 to March 20, 2024, to accommodate spring break.
- Audited Financial Statement for 22-23 are posted on website.
- Annual Education Results Report Summary posted on website.
- Student Advisory Committee met in November.

**Sturgeon Heights Fundraising Association (SHFA) Report:** Alice Funk

Purdy's has wrapped up and had a profit of \$1313.42

**Parent representative**

**Kindergarten Rep:** Amy

Kindergartens have started yoga sessions through story time

**Primary Rep (Gr 1-3):** Christine

Outdoor/ Recess Supervision

Concerns with Jr High Supervision over lunch time

**Elementary Rep (Gr 4-6):** Stephanie

**Junior High Rep:** Lisa

What has been done for winter festivity for the Jr High student?

**New Business:** Sara

**Old Business:**

ASCA Grant Update

Sturgeon Heights Hosting COSC on March 7<sup>th</sup>, 2024

## **February 2024**

**Administrative Report:** Aaron Chute

- Outdoor Learning going very well
- Jr High Academies well
- Swimming Lessons are back up and running, going great!
- Krista, weekly shopping – Thank You!
- Winter Concert, happy to receive feedback
- Kindergarten Open House – January 30<sup>th</sup>
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**Primary Rep (Gr 1-3):** Christine

Outdoor/ Recess Supervision  
Concerns with Jr High Supervision over lunch time

**Elementary Rep (Gr 4-6):** Stephanie

**Junior High Rep:** Lisa  
What has been done for winter festivity for the Jr High student?

**New Business:** Sara

**Old Business:**  
ASCA Grant Update

Sturgeon Heights Hosting COSC on March 7<sup>th</sup>, 2024

## **March 2024**

**Administrative Report:** Aaron Chute

- Bathrooms in the school: Parents and students raised concerns about the condition of the bathrooms and stall locks. Most locks were discovered broken upon inspection by the custodian. They were fixed within a week, rebroken and fixed again.
- Staffing: Mrs. Bourgeois is away on leave. Mrs. Ohm is a counsellor and Mrs. DeLuca is a learning counsellor. Mrs. McRitchie was seconded into the Learning counsellor and Mental Health and Wellness coach. Mrs. Peters is covering both of those teachers' alternating classroom voids.
- Student Teachers: Two new student teachers for 5-6 weeks in 3W (Lesley) and 4R (Novoa).
- Thank you for the pancake lunch volunteers and efforts.
- Sex Ed: All outcomes per grade were sent home in an email. Teachers do their best to answer questions. All classes will stay mixed-gender and all material will be taught in the classroom.
- Budgets: 55% through the budget and 75% through the year. Money does go into reserves if any is left. Reserve funds are being used to replace shelving in the library, new furniture in the library and a curvy couch. ETA for furniture: April
- Parent/Teacher Interviews: Great sign up so far. Bring \$2 for art raffle.
- Infocus Art – photographs around the school from North American artists, kids can vote and a Student Choice Award will be awarded to the winning artist.
- Playground Audit: most expensive repair bill for the division (old playground). Cost estimated at \$50,930. Division would cover \$9,100, \$41,800 to be covered by the school. Of that \$41,800 the largest portion is for playground sand at \$31,000. Parents asked about other options than sand that may be less maintenance and better costing. Not sure timelines of playground repairs.
- Open House: April 11 from 5-7PM. Just like last year, there will be stations with passports. School Council will have a table and a BBQ and the prizes this year will be substantial.

Adriana DeLuca

- April 10<sup>th</sup>, from 5-7 is the ICE presentation. 50 people have signed up with 23 children. We have 4 babysitters available.
- Trying something new for kids going to the office. Slip for kids to take, think sheets. Keep sheets for data to see how kids can get more streamlined resources and supports as they need it.

**Teacher's Report:** Shayla McRitchie

- Grades 3 – fossils and Virtual Tour of the Royal Tyrrell Museum
- Grades 4 – Making Devices and building things
- Grades 5 – Josh Classen in to talk about the weather
- Grades 6 – Evidence and investigation in the sciences
- Junior High went skiing
- Krista mentioned the SNOW PASS ski program
- Junior High Band went to band camp
- Sturgeon Night of Music is coming up April 22 and the band will be performing
- Sound Vibes in the gym – yoga
- Saffron Society coming in to talk to grades 7-9 about sexual harassment strategies and skills for intervention
- Cereal drop: 722 boxes, go almost around to the office again, first time. Winning classroom was Mrs. Wing's with 69 boxes

**Trustee Report:** Trish Murray- Elliott

- Stakeholder engagement meetings finished in early March and the Board looks forward to hearing a summary of the conversations and input received by the Administration during these sessions.
- The school continues to accept registrations for next year. Early registration is encouraged to help our admin teams plan for staffing and programming for a successful upcoming year.
- Sturgeon Public School Division is pleased to have nominated one of our outstanding new teachers for the Edwin Parr Award which is presented by the Alberta School Board Association to celebrate the excellence of first-year teachers across Alberta. Congratulations to Chris Jansen of Sturgeon Composite High School, on this nomination which recognizes his commitment to engaging students and fostering a connection to their learning which has distinguished him as an outstanding educator within our community.
- Thank you to Sturgeon Heights School Council for hosting the March Council of School Councils meeting and to Sara and Alice for attending. There were some interesting discussions and questions.
- If anyone hears a parent express concerns, please encourage them to speak with the teacher involved. This generally resolves any issue and if not, it can be taken up with the School Admin, Ms. DeLuca or Mr. Chute, and if that still doesn't solve the problem, concerns can be taken to the Office of the Superintendent.
- Areas of focus at the Board level are the Division's Three-Year Capital Plan which will be finalized and submitted later this month, and prep work on the budget for the upcoming school year.

#### **Sturgeon Heights Fundraising Association (SHFA) Report: Alice Funk**

- Bank balance is \$21,583.03 which includes some cheques still to come out
- Hot lunch is the only thing currently on the go

#### **Parent representative**

- Could we eliminate parent rep role & have a parent advocate?
- Is there an opportunity to host a parent session on conflict management?

**Kindergarten Rep:** Amy – always things going on, feels good to volunteer, parent advocate – suggestion – Negotiation – increase skill in difficult conversations, conflict management and approach to school communication

**Primary Rep (Gr 1-3):** Christine – not available

**Elementary Rep (Gr 4-6):** Stephanie – nothing to report

#### **Junior High Rep: Lisa**

- Jr. High ski trip was amazing. Mr. Robertson went above and beyond.
- Cell phone use – could we revisit them having access at lunchtime to check in with family and “disengage” and veg (as the staff probably does on their break). Mr. Chute said there are studies that speak to the opposite and he doesn't have an answer for that yet.
- The Jr. high doors are always so positive and welcoming in the morning, such a positive environment.

**New Business:** Sara - none

**Old Business:** None

### **April 2024**

No meeting held

## May 2024

### Administrative Report: Aaron Chute

- Bathroom locks- girls' bathroom, metal plates
- Potholes fixed in our driveway
- Playground repairs: what does the division pay for versus the school? Hold tight as still sorting. Looking for sand but not sure if we are the only school that needs sand. Our wood frames are rotted. Alice suggested getting quotes for rubber. Does it make sense to put in a big amount if they are end of life? Sara went to ASCA for equity funding. **ACTION: Aaron will find out more for the short term.**
- Thanks to the open house as it was well-attended
- Sturgeon night of music – a really exciting, great display of talent and art. Musical theatre was able to perform. They also performed at volunteer tea and for the k-6 students
- Budget info – **See the exact excerpt Mr. Chute read following the Admin Report.**
- Request (class or peer) for next year is by email only
- Custodial - Dorothy contract was done, and the in-house cleaner is named Zach Evening person quit.
- Library improvements - bookshelves. Amy and Melissa helping in the library. Thank you
- Track and field- 5-9 tomorrow and k-4 June 17
- EA - Collette - stop sign - to help with buses getting out
- Thank you - staff appreciation - staff signed a card
- Glow dance thank you
- Personal electronic device policy for 24/25. 840-3 pm no devices including smartwatches
- Question: What about kids' anxiety? What tools are in place? Informing families is a piece to add in.

### Previous Superintendent Budget Messages that were sent out to all families and staff:

#### Budget 22-23 & Budget 23-24

On March 28, 2024, the Division's Funding Profile for the 2024-2025 School Year was announced. For those of you who may not be aware, the Funding Profile provides an estimate of the division's expected operational funding for 2024-2025 School Year.

1. Overall funding has decreased by \$500 thousand dollars
2. This Division saw a decrease of \$1.4 million out of \$5.7 million in Stabilization Funding.
  1. Stabilization Funding was given in the 23-24 budget to offset prior funding decreases in support to students. The \$1.4 million dollars was being used to provide additional support in our schools for students. (Mental Health & Wellness coaches and additional Counseling Supports - which was part of our reserve mitigation strategy)
3. Other targeted grants were increased to offset this decrease of \$1.4 million, such as nutrition and transportation. Some of these grants are targeted and have to be spent in the areas they have been given for.
4. Unlike many other Boards, Sturgeon Public School Division over the last two years has been able to use reserves to provide additional supports to our schools through great initiatives that focused on Mental Health & Wellness, Learning and Counseling Supports and Smaller Class Sizes. Sturgeon Public School Division celebrates the fact that over the last two years we have been able to provide these additional supports to our students, where most other school divisions could not.
5. To provide this great opportunity to our students, the Division has been running a budget deficit over the last two years (Deficit info: 2022-2023 - (\$2.5M): 2023-2024: (\$4.1M)). As we move into more fiscally constrained times this is something that the division will not be able to continue as our planned reserve levels are being exhausted.
6. The Board still plans to draw on reserves for the 2024-2025 budget to help mitigate these reductions; however, it will have to be at a much smaller level than was planned in this current school year (-\$4.1M) because our reserve levels are being exhausted.

At this time, the Administration is still working through operationalizing the 2024-2025 budget and the total effect these changes will have on our division is unknown but **a reduction is expected.**

**The Board will approve the budget May 28, 2024.**

### Adriana DeLuca

- Grade 9 LA PAT. The whole school respectfully kept calm and quiet
- Academies - kids would normally register in the fall but this year, they will register in May/June to allow for more preparation time
- Lottery system for Sport and Rec academy to ensure different kids get in
- Question about the format of PATs- all online. Division could choose. We are not doing the paper option as it didn't line up with the online version.

**Teacher's Report: Shayla McRitchie**

- TWOSE - grade 2 for sound
- TWOSE - grade 3 for dinos
- Kinder – spending lots of time in the forest. Thank you for dressing your children in appropriate clothing
- Grade 1 - raising butterflies
- Miss Cornet puts activities in the forest for younger grades. Hammocks and slack lines
- Grade 4 - fort Edmonton
- Education and mental health well - worry worms were a hit
- Options - kids are loving it
- Jr high - rugby and finals
- Innovate 360 - waterpark
- Lots of grades are using Dixons pond
- Comment from a teacher – Could we do that dance on a colder month because Playground became a distraction?

**Trustee Report:** Trish Murray- Elliott

- grade 9 farewell. What is the theme? Formal
- Ardmore Lagoon Litigation: On Feb. 28, 2024, Ardmore discontinued substantive appeal. On March 5, 2024, an appeal of the costs award was heard by the Court of Appeal of Alberta. On March 12, 2024, the Court of Appeal dismissed the costs award appeal, therefore original court decision and costs awards decision stand.
- Updates to Policy 110: Welcoming and Inclusive, Safe and Healthy Environments to more broadly encompass all members of our school community including volunteers.
- Calendar for 2025 – 2026 school year has been approved and is available on website.
- Three Year Capital Plan 2024 - 2027 is available for viewing on website. Top two priorities for 2024 are: Priority 1 - Gibbons / Landing Trail replacement with one school in partnership with the town of Gibbons and Priority 2 - Morinville Public School replacement changing grade configuration to K-6 to alleviate capacity pressures at Four Winds
- Why You Should Stop Texting Your Kids At School – If it is not something you would come to the school and knock on the classroom door and pull your child out of class to say, do not text it during school hours, as it is distracting and disruptive to everyone.
- Insurance for Parent Fundraising – have some examples of rates, fundraising association has received some quotes. Alberta School Council Assn also offers insurance and has info regarding coverage on their website.
- Budget Assumptions 2024-2025 were approved, available online. Special Board Meeting scheduled for May 28, 2024 at 5:00 regarding budget. Jurisdiction Profile from AB Ed publicly available. Board is working through 2024-2027 Education Plan and 2024 Budget.
- Budget Cuts – over all down \$500,000. Decrease of \$1.4M in Stabilization Funding (from \$5.7M to \$4.3M), some targeted grants were increased such as nutrition and transportation.
- Over last two years SPS was able to provide additional supports due to reserves which have now been exhausted. Division was fortunate to have the extra reserves to use to support our schools but knew it was not sustainable ongoing. Budget must be finalized and approved by May 28, 2024.
- Approved at the April 24 Pubic Board Meeting, name change from Ecole Morinville Public School to Morinville Public School.
- Month of the Military Child is April. This year Guthrie School hosted Teal-Up Day in support of military children across our schools, featuring a pancake breakfast, displays of military vehicles and weapons and a helicopter landing.
- Feedback summary of Engagement Evenings – visual summary shared.
- Transition to Adulthood Fair, May 23, 6:00 to 8:30 at Bellerose High, features info and presentations on opportunities, supports, services, educational pathways, as students with intellectual disabilities transition to adulthood. Families look at options as early as Grade 8.

**Sturgeon Heights Fundraising Association (SHFA) Report:** Alice Funk

- teacher appreciation, track and field and dance are our fundraisers.
- balance \$24,205

**Parent representatives: No reports**

**New Business:** Sara

- funds to library refresh. Sara and Melissa got a tour. Asking for money in SHSFA
- Kindergarten bins

**Old Business:** None

## June 2024

### **Administrative Report: Aaron Chute, Adriana DeLuca**

- Pride week went over well, all about inclusion and acceptance
- Kids loved KONA! Thanks again to SHSFA for providing this treat!
- Rugby season wrapped up, great to have different sports offered
- Seeing an increase in school tours of prospective students, and not just kinder ages, which is good news and means word is getting out about our offerings here at SHS
- June 27th is awards day at SHS, 9am book awards start for all grades, and then following will be junior high awards
- HerolQ is coming into the school to do a soccer session with the kids that signed up, capped at 24 kids, but a lot of interest!
- There was some new property damage last night. A goal post got knocked down next to the tennis/bball courts. Won't be replaced.
- Playground sand issue will be discussed more in the new school year, as more questions need to be answered before proceeding
- Parent class requests have been coming in, again, nothing is guaranteed, but admin does their best to accommodate
- Class lists won't be released until just before school begins in August
- An exciting addition in the new year will be paid lunch hour supervisors! This is offered to all schools in the division. The cost will be added onto school fees at the beginning of the year. Somewhere around \$60/child for the year. (approximately 7 supervisors for 1 hour each day)
- Huge thank you to Christine for taking over the hot lunch program and doing an amazing job! You'll be missed!
- Garden boxes that went in are being enjoyed by the students and look great! Thanks to SHSFA for funding them!
- The new kindergarten shoe bins look wonderful and make the front entrance much more neat and tidy. Students took notice! Thanks again SHSFA for purchasing.

The 5-9 academy selections will be made known on Friday

Aaron wants to say thanks to all, as he is leaving for a new Principal opportunity for the 24-25 school year. He appreciates all the support from families and staff, as well as, the challenges/concerns brought forth by parents trying to better the school experience for the students.

### **Teacher Report: Shayla McRitchie**

- Tannis(Librarian) wants to acknowledge SHSFA for their support in revitalizing the library. She can't say thanks enough to the countless volunteer hours helping her out, as well as the funding to help her vision come to fruition. There's new storage cabinets, shelves, bins, BOOKS, seating, tables, displays, and signage! She'd love to host something in the fall to show everyone the new space!

Primary: Sports Day today was going well, but the afternoon had to be cancelled due to the weather. Will try to continue on Thursday. Kids were having a blast! Thanks to all the volunteers!

Elementary: Grade 4 ABC Year End Countdown, Grade 3 are having fun days in June, 5/6C & 5W went to the Art Gallery and library downtown, Grade 5 is going to Lois Hole Park for the day, Grade 6 pizza lunch & fun day and Grade 5/6 Readers Theatre went well.

- Lots of year end field trips going on for all classes.

- Mrs. Forcade gave a Fine Arts Academy recap. The inaugural year was a great success. They went on 14 field trips (art gallery, Citadel, Winspear, recording studio, confection cake, etc.), had multiple guests come in and showcase their skills (graphic



designer, photographer, vocal coach, social media manager, etc.) as well as numerous in class events (photography centres, clay kits, and cookie decorating).

Still looking for volunteers for the junior high Lions Park and Fort Edmonton field trips

### **Trustee Report: Trish**

Budget came out, no questions from those in attendance

New policy about electronic device usage from the government, school boards and divisions can implement how they see fit, as well as consequences. More to come in the new school year.

Please know that your feedback is heard, case in point - school lunch hour supervision. Continue to bring forth concerns because it does matter.

Big thank you to Aaron for leading us these last 3 years, he's fostered great relationships and we will miss him!

### **SHSFA Report:**

- Bank balance currently \$24,065.02, more items to come out before the end of the year. Should be in the \$5-7000 range by year end. Today's dollars for today's kids.

### **Parent Representative Updates:**

Kindergarten(Amy) - no news

Primary(Christine) - no news, but Thank You to everyone for your help and support, sad to be leaving but will continue to be available if anyone needs help.

Elementary(Stephanie) - not present, no news

Junior High(Lisa) - junior high students brought forth a request for a year end dance, and just to have a few other opportunities to get together solely as a junior high. Look into new possibilities/ideas for junior high students in the new year.

### **New Business: nothing new**

**Old Business:** Bye to Aaron, and a huge "Thanks" for being so engaged with the students and families. Definitely will miss your energy around the school next year!

**Next Meeting: September 23, 2024 at 5:30pm (AGM)**



**Date:** October 23, 2024 **Agenda Item:** 8.2

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Jonathan Konrad, Deputy Superintendent, Education Services  
Sean Nicholson, Associate Superintendent, Corporate Services  
Shannon Requa, Director, Education Planning  
Maxine Hildebrant, Coordinator, Indigenous Education

**Subject:** **Indigenous Funding within Sturgeon Public Schools Report**

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## **Background:**

In the spring budget process, the Division received \$1,070,508 in funding under the First Nations, Métis and Inuit Education Grant. This funding was either provided to the school as an allocation based on the number of First Nations, Métis and Inuit students or managed centrally to provide division-wide support.

37% (\$400,000) of the grant was allocated centrally. Almost all of the activities in schools are also supported centrally, if not financially, then through human resources; discussion, planning and helping make connections with local Indigenous leaders. The positions held centrally to support Indigenous Student Success and a few of their areas of responsibility are:

- First Nations Cultural Liaison (vacant, searching for replacement)
  - Bridge community connections
  - Student support, mentorship and leadership opportunities
  - Parent and family support
- Métis Learning Coach
  - On-call support and coaching for staff development
  - Planning and development of school-based cultural events
  - Development of a variety of teaching and learning resources
  - Student support, mentorship and advisorship
- Coordinator of Indigenous Education
  - 1 week residencies in each school site
  - Development of a variety of teaching and learning resources
  - In-school Indigenous education for student instruction
  - On-call support and coaching for staff development
  - Planning and development of school-based cultural events
  - Call to Action Cohort Planning

- Student cultural and leadership groups
- Co-host of Indigenous Parent Advisory Committee
- Support for school-based family engagement events
  
- Director of Education Planning (half of portfolio)
  - Development of individual school Indigenous Education Plans and support for school leaders
  - Facilitate connections with Kipohtakaw Education Center (KEC), the division, and Education Service Agreement Schools
  - Accountability and Assurance Measure reporting
  - Extending partnerships with external organizations (Legacy of Hope, University of Calgary, University of Alberta)
  - Fostering relationships with community partners, knowledge keepers and Elders
  - Orientation, leadership development and support for Indigenous Education Lead Team members
  - Co-host of Indigenous Parent Advisory Committee
  
- Call to Action Lead release time to attend centrally coordinated learning experiences
  - One lead per school site
  
- Large-scale Division Events:
  - Exploring Legacy of Hope Exhibition
  - Sturgeon Public Schools Indigenous Peoples Day Event
  
- External Presenters, Knowledge Keepers and Elders' Honoraria, protocol and small gifts. For example:
  - Karen West, University of Alberta, Indigenous Pedagogy in New Science Curricula, Call to Action Cohort, Division PD Day
  - Adam North Peigan, President Legacy of Hope Foundation, Leadership Professional Learning, Call to Action Cohort, Division PD Day
  
- Centrally designated supplies, media and learning materials

Alongside the support provided by Central Office, schools across the Sturgeon Public School Division have been working to foster inclusive environments that promote cultural pride and student success. These efforts, carried out directly at the school level, emphasize building strong community connections, celebrating Indigenous culture and providing leadership opportunities for students.

63% (\$670,508) or \$1,056 per self-identified student (On a Weighted-Moving-Average WMA basis) of the grant was allocated to schools. This funding became part of the Service

& Supports funding along with Specialized Learning Support (SLS), Language delay, English as an Additional Language (EAL) and Classroom Complexity support. The positions in schools from this funding cover Educational Assistants, Child and Youth Care workers, School Counselor FTE and Learning Support Leads FTE.

Activities focused on Indigenous student success hosted in schools include the following:

#### Cultural Learning Opportunities

Several schools are finding ways to weave Indigenous knowledge and traditions into everyday learning. Sturgeon Composite High School (SCHS) offers Aboriginal Studies Classes and partners with the Kipohtakaw Education Centre (KEC) for the addition of Cree language instructions and cultural field trips. Additionally, SCHS students in the Health Pathways Class have had the chance to explore traditional healing practices, guided by a local Knowledge Keeper. These opportunities are helping to nurture a sense of cultural pride, while also preserving Indigenous languages.

#### Engagement with Knowledge Keepers and Elders

Schools such as Camilla and Four Winds have begun working closely with community members, Knowledge Keeper, and Elders, inviting them into classrooms to share cultural teachings, crafts and storytelling. These experiences are starting to make a difference in how students and staff connect with Indigenous traditions.

#### Nurturing Indigenous Student Leadership

At schools like Sturgeon Composite High School, Lilian Schick, Four Winds and Camilla, efforts are underway to develop student leadership groups that focus on empowering Indigenous youth. By providing opportunities for students to step into leadership roles, schools are helping to cultivate a sense of agency and belonging.

#### Cultural Camps and Immersive Learning Experiences

Looking ahead, the Division, local schools and Alexander First Nation hope to expand the offering of overnight culture camps for high school students. These camps offer immersive learning opportunities rooted in Indigenous traditions, allowing students to engage more deeply with Indigenous ways of knowing.

#### Student-Led Land Acknowledgements

Several schools have embraced the practice of creating student-led land acknowledgements. For example, at Morinville Public School, Grade 4 classrooms collaboratively create their own unique acknowledgements, which are then shared with the school over the announcements. These acknowledgements help students understand the importance of honouring the land and its history while allowing them to reflect on how to care for it in the future. Similarly, Sturgeon Heights School involves students in crafting land

acknowledgements that are shared every Monday during the morning announcements, fostering a deeper awareness of the land's significance.

### Connecting to Indigenous Ways of Being through Outdoor Learning

Schools like Ochre Park and Sturgeon Heights have incorporated land-based learning into their daily routines. At Ochre Park, students engage with outdoor spaces for nature-based education, including planting and harvesting vegetables from a school garden. These activities help students connect with the land and understand the cycle of growth, while at Sturgeon Heights, students learn about the Cree Moon through regular visits to Dixon's Pond. These place-based studies are designed to raise awareness of seasonal changes and their impact on the environment, connecting students to traditional Indigenous knowledge about land and nature.

These examples illustrate some of the initiatives and activities that are present in schools that support Indigenous student success. There are many other examples occurring in classrooms as teachers meet TQS 5 in their professional practice. It is an ongoing journey of learning Indigenous ways, honouring elders and knowledge keepers and ensuring all students are supported and belong across the division.

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

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

- |                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (5) Ensuring First Nations, Métis and Inuit Education for all Students   |
| <b>INDICATORS:</b> | d. aligning school authority resources and building organizational capacity to support First Nations, Métis and Inuit student achievement.   |
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements.   |
| <b>COMPETENCY:</b> | (7) Supporting Effective Governance  |
| <b>INDICATORS:</b> | 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

#### Preamble

WHEREAS the Government of Alberta is committed to encouraging the collaboration of all partners in the education system to ensure the educational success of Alberta's First Nations, Métis and Inuit students.

### Policy 225: Role of the Board

#### Governance and Organization

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)]. Specifically, the Board:

26. Develop, approve and monitor the implementation of policies to guide the Division and the Board.
27. Provide direction in those areas over which the Board wishes to retain authority.
28. Monitor the development, revision and implementation of policy.
29. Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
30. Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.
31. Develop an annual work plan with timelines.

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

### **Attachment(s):**

1. Indigenous Success Plan (September 23, 2024, Public Board)

**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**

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## **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:

|                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (1) Building Effective Relationships   |
| <b>INDICATORS:</b> | c. building and sustaining relationships with First Nations, Métis, and Inuit parents/guardians, Elders, local leaders, and community members; and<br>f. facilitating the meaningful participation of members of the school community and local community in decision-making   |
| <b>COMPETENCY:</b> | (3) Visionary Leadership   |
| <b>INDICATORS:</b> | c. promoting in the school community a common understanding of and support for the school authority's goals, priorities and strategic initiatives.   |
| <b>COMPETENCY:</b> | (4) Leading Learning   |
| <b>INDICATORS:</b> | 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<br>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.   |
| <b>COMPETENCY:</b> | (5) Ensuring First Nations, Métis, and Inuit Education for All Students  |
| <b>INDICATORS:</b> | 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;<br>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;<br>d. aligning school authority resources and building organizational capacity to support First Nations, Métis and Inuit student achievement; and<br>e. pursuing opportunities and engaging in practices to facilitate reconciliation within the school community. |
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | f. respecting cultural diversity and appreciating differing perspectives expressed in the school community.  |

|                    |   |
|--------------------|---|
| <b>COMPETENCY:</b> | (7) Supporting Effective Governance   |
| <b>INDICATORS:</b> | 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)



**Date:** October 23, 2024 **Agenda Item:** 8.3  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Sean Nicholson, Associate Superintendent, Corporate Services  
**Subject:** **September 27th Enrolment/Student Growth**

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**Background:**

Student Enrolment, as of September 27, 2024, is included for Trustee information.

The data is extracted from Alberta Education's Funding Event System (FES) for the September 27, 2024, count date. Numbers may vary slightly as priority school conflicts are resolved over the coming months and do not include Home Education students.

Enrolment is a key funding parameter that affects funding from Alberta Education. It is also a key budget assumption that drives school budgets and resource allocations.

The Division will re-evaluate the resources available and resources required to support students based on the September 27th enrolment information.

This report includes two attachments:

1. Attachment 1: Compares Current Funded Enrolment (2024-2025) to Prior Year (2023-2024)
2. Attachment 2: Compares Current Funded Enrolment (2024-2025) to Projected

A few highlights are:

Current Enrolment Compared to Prior Year

- The current September 27, 2024 enrolment count is **5,176 students** and the prior year count for students on September 29, 2023 was **5,153**.
  - This is an **increase** of **23 students** or **0.45%**.
  - **Sturgeon Composite High School** experienced an **increase** in enrolment of **88 students**.

### Current Enrolment Compared to Projected

- The current September 27, 2024 enrolment count is **5,176 students** and the budgeted enrolment count was estimated at **5,222**.
  - This is a **lower** than projected student enrolment of **46 students** or **0.88%**
  - This was a result of a **lower** than expected enrolment for **ECS**, by **74 students**.

### **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:** f. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts and  
g. ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan.

**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

### **Governance Implications:**

#### [Education Act](#)

Superintendent of schools

222 (6) The superintendent shall report to the Minister with respect to the matters referred to in subsection (5)(a) to (d) at least once a year.

222 (7) A report required under subsection (6) must be in the form and contain the information required by the Minister.

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

The Board shall comply with all applicable Acts and regulations [Education Act s. 33(1)(l)]. Specifically, the Board:

- 56. Acts in accordance with all statutory requirements;



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

**Attachment(s):**

1. Current Funded Enrollment (2024-2025) Compared to Prior Year (2023-2024)
2. Current Funded Enrollment (2024-2025) Compared to Projected

**Attachment 1: Current Funded Enrollment (2024/2025) Compared to Prior Year (2023/2024)**

**Information is From Funding Event System**

|  | Grade ECS   | Grade 01   | Grade 02    | Grade 03   | Grade 04    | Grade 05   | Grade 06    | Grade 07   | Grade 08   | Grade 09    | Grade 10   | Grade 11   | Grade 12   | Total ECS to Grade 12 |
|--|-------------|------------|-------------|------------|-------------|------------|-------------|------------|------------|-------------|------------|------------|------------|-----------------------|
| <b>The Sturgeon School Division (1110)</b>   |             |            |             |            |             |            |             |            |            |             |            |            |            |                       |
| Bon Accord Community School (2501)           | 55          | 37         | 44          | 32         | 40          | 0          | 0           | 0          | 0          | 0           | 0          | 0          | 0          | 208                   |
| Camilla School (2502)                        | 58          | 39         | 43          | 54         | 46          | 48         | 49          | 48         | 46         | 52          | 0          | 0          | 0          | 483                   |
| Four Winds Public School (2248)              | 0           | 0          | 0           | 0          | 0           | 114        | 82          | 106        | 99         | 86          | 0          | 0          | 0          | 487                   |
| Gibbons School (2504)                        | 0           | 0          | 0           | 0          | 0           | 58         | 73          | 70         | 50         | 46          | 0          | 0          | 0          | 297                   |
| Guthrie School (3392)                        | 33          | 18         | 22          | 27         | 17          | 19         | 23          | 21         | 27         | 24          | 0          | 0          | 0          | 231                   |
| Landing Trail School (2512)                  | 96          | 73         | 56          | 74         | 67          | 0          | 0           | 0          | 0          | 0           | 0          | 0          | 0          | 366                   |
| Legal Public School (2451)                   | 10          | 2          | 3           | 1          | 4           | 5          | 0           | 0          | 0          | 0           | 0          | 0          | 0          | 25                    |
| Lilian Schick School (2514)                  | 0           | 0          | 0           | 0          | 0           | 44         | 49          | 45         | 40         | 37          | 0          | 0          | 0          | 215                   |
| Morinville Colony School (2508)              | 3           | 7          | 2           | 4          | 5           | 3          | 5           | 5          | 4          | 5           | 3          | 0          | 0          | 46                    |
| Morinville Public School (1582)              | 110         | 75         | 76          | 90         | 80          | 0          | 0           | 0          | 0          | 0           | 0          | 0          | 0          | 431                   |
| Narao School (2507)                          | 28          | 33         | 44          | 38         | 39          | 42         | 55          | 45         | 44         | 43          | 0          | 0          | 0          | 411                   |
| Oak Hill School (2509)                       | 0           | 0          | 0           | 0          | 1           | 5          | 5           | 7          | 3          | 3           | 0          | 0          | 0          | 24                    |
| Ochre Park School (2513)                     | 43          | 21         | 34          | 35         | 35          | 0          | 0           | 0          | 0          | 0           | 0          | 0          | 0          | 168                   |
| Redwater School (2623)                       | 0           | 0          | 0           | 0          | 0           | 31         | 40          | 33         | 34         | 34          | 32         | 25         | 30         | 259                   |
| Sturgeon Composite High School (2510)        | 0           | 0          | 0           | 0          | 0           | 0          | 0           | 0          | 0          | 0           | 382        | 295        | 275        | 952                   |
| Sturgeon Heights School (2506)               | 52          | 43         | 38          | 61         | 64          | 51         | 37          | 41         | 39         | 28          | 0          | 0          | 0          | 454                   |
| Sturgeon Learning Centre (2516)              | 0           | 0          | 0           | 0          | 0           | 0          | 0           | 0          | 1          | 1           | 7          | 17         | 85         | 111                   |
| Sturgeon Public Virtual Academ (2353)        | 0           | 0          | 0           | 0          | 0           | 0          | 0           | 0          | 4          | 4           | 0          | 0          | 0          | 8                     |
| <b>2024/2025 Enrollment - Sept 27, 2024:</b> | <b>488</b>  | <b>348</b> | <b>362</b>  | <b>416</b> | <b>398</b>  | <b>420</b> | <b>418</b>  | <b>421</b> | <b>391</b> | <b>363</b>  | <b>424</b> | <b>337</b> | <b>390</b> | <b>5,176</b>          |
| <b>Prior Year Funded Enrollment</b>          | <b>530</b>  | <b>355</b> | <b>407</b>  | <b>397</b> | <b>408</b>  | <b>408</b> | <b>428</b>  | <b>385</b> | <b>376</b> | <b>418</b>  | <b>348</b> | <b>328</b> | <b>365</b> | <b>5,153</b>          |
| <b>Enrollment Increase (Decrease)</b>        | <b>(42)</b> | <b>(7)</b> | <b>(45)</b> | <b>19</b>  | <b>(10)</b> | <b>12</b>  | <b>(10)</b> | <b>36</b>  | <b>15</b>  | <b>(55)</b> | <b>76</b>  | <b>9</b>   | <b>25</b>  | <b>23</b>             |

| Prior Year Funded Enrollment | Enrollment Increase (Decrease) |
|------------------------------|--------------------------------|
| Total ECS to Grade 12        | Total ECS to Grade 12          |
| 217                          | (9)                            |
| 484                          | (1)                            |
| 477                          | 10                             |
| 288                          | 9                              |
| 230                          | 1                              |
| 349                          | 17                             |
| 21                           | 4                              |
| 227                          | (12)                           |
| 46                           | -                              |
| 511                          | (80)                           |
| 429                          | (18)                           |
| 23                           | 1                              |
| 172                          | (4)                            |
| 252                          | 7                              |
| 864                          | 88                             |
| 458                          | (4)                            |
| 90                           | 21                             |
| 15                           | (7)                            |
| 5,153                        | 23                             |
|                              | 0.45%                          |

*Note: Enrollment information is from the Funding Event System as of October 11, 2024*

*Total enrollment may contain unfunded students, i.e. unresolved priority school conflict (registered in multiple school jurisdictions).*

*This report does not include Home Education Students*



| Attachment 2: Current Funded Enrollment (2024/2025) Compared to Projected |             |            |             |            |            |            |            |            |            |            |            |             |            |                       | Projected Enrollment  | Enrollment Increase (Decrease) |
|---|-------------|------------|-------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|------------|-----------------------|-----------------------|--------------------------------|
| Information is From Funding Event System                                  |             |            |             |            |            |            |            |            |            |            |            |             |            |                       |                       |                                |
|   | Grade ECS   | Grade 01   | Grade 02    | Grade 03   | Grade 04   | Grade 05   | Grade 06   | Grade 07   | Grade 08   | Grade 09   | Grade 10   | Grade 11    | Grade 12   | Total ECS to Grade 12 | Total ECS to Grade 12 | Total ECS to Grade 12          |
| <b>The Sturgeon School Division (1110)</b>                                |             |            |             |            |            |            |            |            |            |            |            |             |            |                       |                       |                                |
| Bon Accord Community School (2501)  | 55          | 37         | 44          | 32         | 40         | 0          | 0          | 0          | 0          | 0          | 0          | 0           | 0          | 208                   | 222                   | (14)                           |
| Camilla School (2502)   | 58          | 39         | 43          | 54         | 46         | 48         | 49         | 48         | 46         | 52         | 0          | 0           | 0          | 483                   | 498                   | (15)                           |
| Four Winds Public School (2248)   | 0           | 0          | 0           | 0          | 0          | 114        | 82         | 106        | 99         | 86         | 0          | 0           | 0          | 487                   | 501                   | (14)                           |
| Gibbons School (2504)   | 0           | 0          | 0           | 0          | 0          | 58         | 73         | 70         | 50         | 46         | 0          | 0           | 0          | 297                   | 287                   | 10                             |
| Guthrie School (3392)   | 33          | 18         | 22          | 27         | 17         | 19         | 23         | 21         | 27         | 24         | 0          | 0           | 0          | 231                   | 223                   | 8                              |
| Landing Trail School (2512)   | 96          | 73         | 56          | 74         | 67         | 0          | 0          | 0          | 0          | 0          | 0          | 0           | 0          | 366                   | 357                   | 9                              |
| Legal Public School (2451)  | 10          | 2          | 3           | 1          | 4          | 5          | 0          | 0          | 0          | 0          | 0          | 0           | 0          | 25                    | 28                    | (3)                            |
| Lilian Schick School (2514)   | 0           | 0          | 0           | 0          | 0          | 44         | 49         | 45         | 40         | 37         | 0          | 0           | 0          | 215                   | 235                   | (20)                           |
| Morinville Colony School (2508)   | 3           | 7          | 2           | 4          | 5          | 3          | 5          | 5          | 4          | 5          | 3          | 0           | 0          | 46                    | 47                    | (1)                            |
| Morinville Public School (1582)   | 110         | 75         | 76          | 90         | 80         | 0          | 0          | 0          | 0          | 0          | 0          | 0           | 0          | 431                   | 467                   | (36)                           |
| Narao School (2507)   | 28          | 33         | 44          | 38         | 39         | 42         | 55         | 45         | 44         | 43         | 0          | 0           | 0          | 411                   | 414                   | (3)                            |
| Oak Hill School (2509)  | 0           | 0          | 0           | 0          | 1          | 5          | 5          | 7          | 3          | 3          | 0          | 0           | 0          | 24                    | 28                    | (4)                            |
| Ochre Park School (2513)  | 43          | 21         | 34          | 35         | 35         | 0          | 0          | 0          | 0          | 0          | 0          | 0           | 0          | 168                   | 186                   | (18)                           |
| Redwater School (2623)  | 0           | 0          | 0           | 0          | 0          | 31         | 40         | 33         | 34         | 34         | 32         | 25          | 30         | 259                   | 246                   | 13                             |
| Sturgeon Composite High School (2510)                                     | 0           | 0          | 0           | 0          | 0          | 0          | 0          | 0          | 0          | 0          | 382        | 295         | 275        | 952                   | 958                   | (6)                            |
| Sturgeon Heights School (2506)  | 52          | 43         | 38          | 61         | 64         | 51         | 37         | 41         | 39         | 28         | 0          | 0           | 0          | 454                   | 460                   | (6)                            |
| Sturgeon Learning Centre (2516)   | 0           | 0          | 0           | 0          | 0          | 0          | 0          | 0          | 1          | 1          | 7          | 17          | 85         | 111                   | 50                    | 61                             |
| Sturgeon Public Virtual Academ (2353)                                     | 0           | 0          | 0           | 0          | 0          | 0          | 0          | 0          | 4          | 4          | 0          | 0           | 0          | 8                     | 15                    | (7)                            |
| <b>2024/2025 Enrollment - Sept 27, 2024:</b>                              | <b>488</b>  | <b>348</b> | <b>362</b>  | <b>416</b> | <b>398</b> | <b>420</b> | <b>418</b> | <b>421</b> | <b>391</b> | <b>363</b> | <b>424</b> | <b>337</b>  | <b>390</b> | <b>5,176</b>          | <b>5,222</b>          | <b>(46)</b>                    |
| <b>Projected Enrollment</b>   | <b>562</b>  | <b>349</b> | <b>375</b>  | <b>420</b> | <b>399</b> | <b>414</b> | <b>420</b> | <b>423</b> | <b>395</b> | <b>370</b> | <b>397</b> | <b>359</b>  | <b>339</b> | <b>5,222</b>          |                       | <b>-0.88%</b>                  |
| <b>Enrollment Increase (Decrease)</b>                                     | <b>(74)</b> | <b>(1)</b> | <b>(13)</b> | <b>(4)</b> | <b>(1)</b> | <b>6</b>   | <b>(2)</b> | <b>(2)</b> | <b>(4)</b> | <b>(7)</b> | <b>27</b>  | <b>(22)</b> | <b>51</b>  | <b>(46)</b>           |                       |                                |

Note: Enrollment information is from the Funding Event System as of October 11, 2024  
Total enrollment may contain unfunded students, i.e. unresolved priority school conflict (registered in multiple school jurisdictions).  
This report does not include Home Education Students



**Date:** October 23, 2024 **Agenda Item:** 8.4

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

**Originator(s):** Sean Nicholson, Associate Superintendent, Corporate Services  
Amy Kolesar, Manager, Transportation Services

**Subject:** **Transportation Services Report 2024-2025**

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**Background:**

Sturgeon Public Schools provides safe, dependable and efficient transportation for students. 75 school buses transport over 3,000 students to and from school each day. Sturgeon Public School Division bus routes travel 10,235 kilometres every day, which is 1,842,300 kilometres each school year.

Transportation Services operates from 7:00 am to 4:00 pm on operational school days. The team focuses on managing bus dispatch, handling internal and external inquiries related to transportation services, processing transportation applications and addressing questions regarding school attendance boundaries.

The 2024-2025 school year startup went well for Transportation Services. The Division had only one route which was not operational for the first day of school due to bus driver shortage. Drawing on feedback from previous years, the Division implemented several minor adjustments that greatly improved the overall startup experience.

Transportation Services held meetings in each school community with bus operators, bus contractors and school administration to debrief the startup of the school year and address any remaining concerns. These startup meetings proved invaluable, providing a platform for all parties to collaborate and communicate effectively in one room.

The report is broken down into four sections:

1. Transportation Funding
2. Ridership Information
3. Transportation Fee Collection
4. Transportation Challenges
  - Bus Operator Shortages
  - Ride Times
  - Transportation Fees
  - Student Misconduct

## Transportation Funding

### Transportation Funding Application

The Transportation Funding Application serves as the primary source of funding for the transportation services provided to our students. Completing this application involves thorough detail and requires extensive collaboration from the Transportation Services team with many departments to ensure accurate submission. The grant application will be submitted on November 29, 2024, for the 2024-2025 school year. Approval of the grant is usually announced in January/February of each school year.

Please note that the funding eligibility distance criteria for ECS to Grade 6 is 1.0 kilometres and for Grades 7 to 12 is 2.0 kilometres. This currently is an optional requirement but will be mandatory on September 1, 2025.

### School Bus Driver Grant

Alberta Transportation and Economic Corridors (TEC) introduced a School Bus Driver Grant beginning April 1, 2023, which included 2 initiatives; the Training Costs and Driver Reimbursement Grant and the Driver Competency Training Grant. Below is a summary of the submissions completed at this time:

| Grant                            | Training Costs and Driver Reimbursement | Driver Competency Training |
|----------------------------------|---|----------------------------|
| 23-24 Submissions                | 12                                      | 16                         |
| 23-24 Funding Received           | \$46,000                                | \$64,000                   |
| 24-25 Submissions (To Date)      | 6                                       | No Submissions             |
| 24-25 Funding Received (To Date) | \$24,000                                | \$0                        |

Transportation Services facilitates the school bus driver grant submission process by receiving the applications from bus contractors, reviewing the information to confirm eligibility and submitting these applications as well as a School Authority Information Form to Alberta Transportation and Economic Corridors (TEC). Once approved, the grant dollars are received by Sturgeon Public Schools before being forwarded to the contractors.

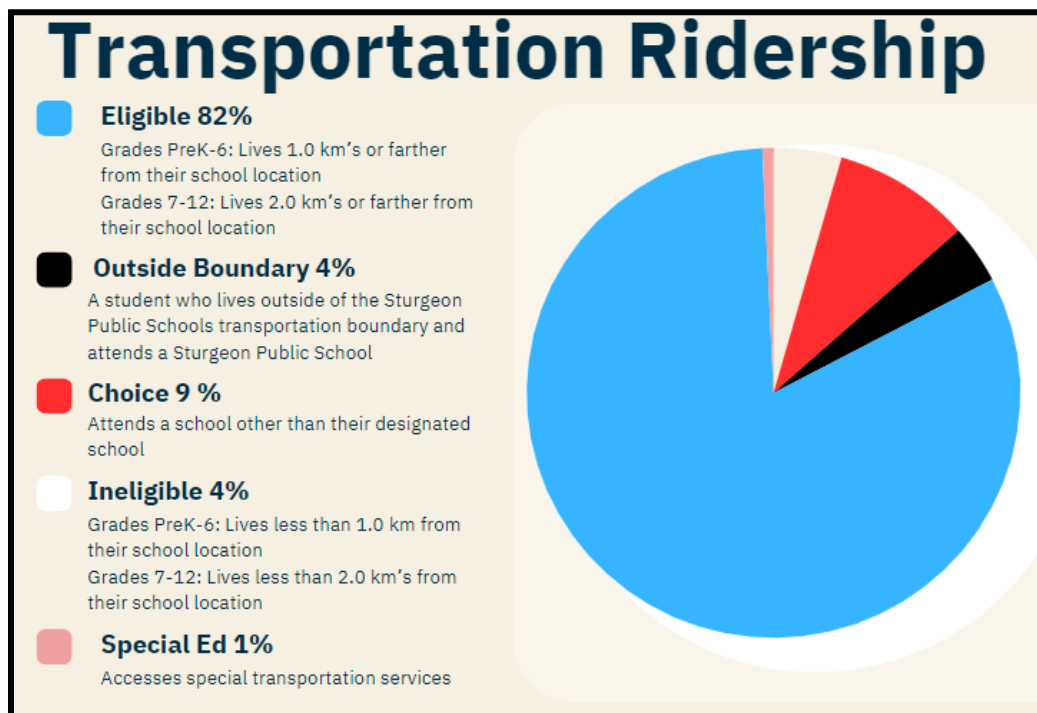
## 2024-2025 Ridership Information

The Division has seen an increase in ridership from the 2023-2024 school year with approximately 49 additional students registered for transportation services for the start of the 2024-2025 school year.

| School Year | Ridership | Increase/(Decrease) in Ridership | Percent Increase |
|-------------|-----------|----------------------------------|------------------|
| 2022-2023   | 2,898     |                                  |                  |
| 2023-2024   | 3,008     | 110                              | 3.80%            |
| 2024-2025   | 3,057     | 49                               | 1.63%            |

Over the summer months, the team completed a review and optimization of all current transportation routes. Transportation Services was able to add one route for Namao and Sturgeon Composite High School to support an increase in ridership with a focus on students coming from the Town of Morinville. The Division also added a route for Legal Public School to support transportation for students in the rural area surrounding the town. Lastly, the Division saw a reduction of one route for the Camilla attendance area, absorbing the route into the two remaining routes in the Northern area of the attendance area.

## 2024-2025 Ridership Overview Chart



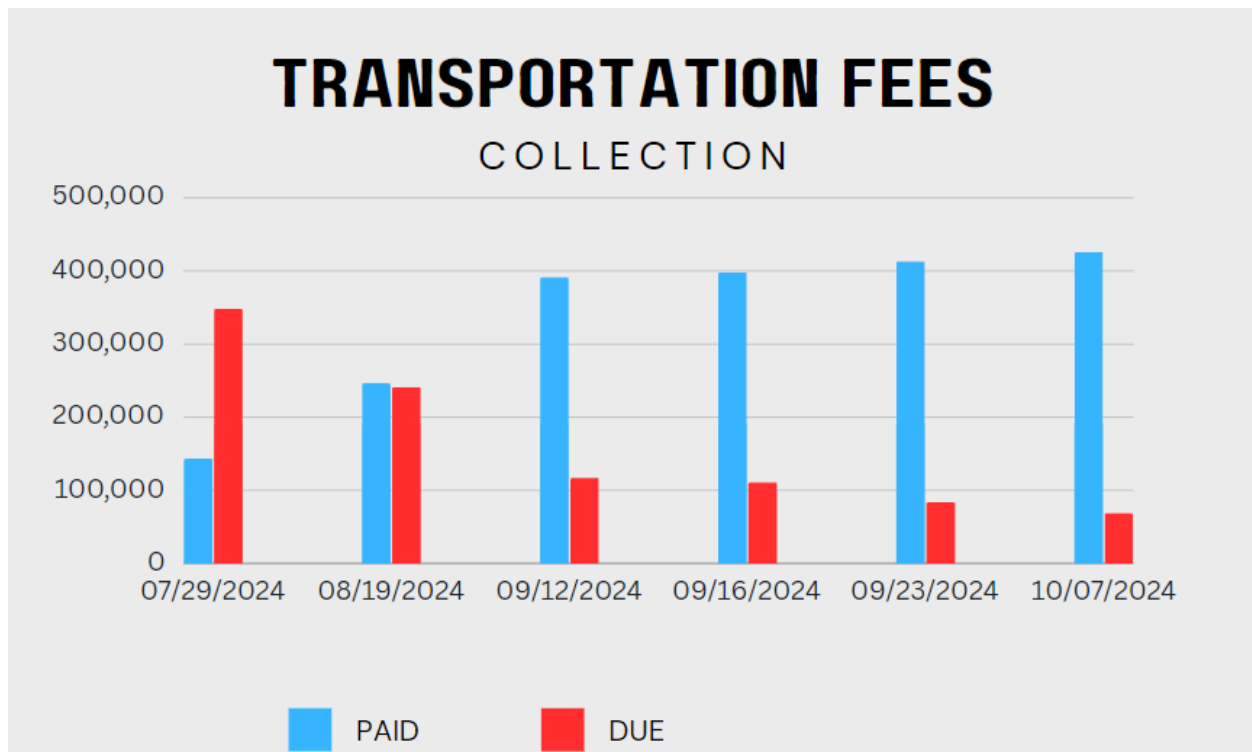
**Transportation Fee Collection**

As of October 2024, the Division has a collection rate of 86% of all transportation fees assessed. In an effort to increase the total fee collection, the team will initiate the transportation service suspensions with the support of the operators and school administration in November. This has had a large impact on the total fees collected, and holding parents accountable for the transportation fees assessed each year.

Currently, the Division has 338 overdue accounts totalling, \$58,170 and is actively contacting families to make arrangements for full payment, partial payments or where necessary, fee waiver applications. The Division is planning to have transportation services and schools work closely with families to further reduce this number over the coming month. The goal is to communicate with all families and require a minimal amount of service discontinuations in November.

According to AP464 - Fees any overdue fee notices will be sent to parents who have not submitted payments. A monthly payment plan may also be established for transportation fees to be paid over the school year.

Transportation Fee Collection Chart (2024-2025)



## **Transportation Challenges**

### *Bus Operator Shortages*

One common challenge within Sturgeon Public Schools, as well as across the province, is the bus operator shortage. Transportation Services has heard the most common issue is that there are no spare operators available, making it more difficult to cover the absences of regular bus operators. Additionally, some contractors have been unable to apply for new transportation routes as they cannot find a bus operator to commit to a full-time route. This has become a growing concern with our local contractors as it is a constraint to their ability to compete.

The implementation of the training costs and driver reimbursement grant by Alberta Transportation and Economic Corridors has assisted contractors in being able to provide financial support to get bus operators trained and out on the road. The Division is hopeful that this additional funding will help to get some additional support in place within the Division and reduce the impact of the bus operator shortage.

### *Ride Times*

Transportation Services continues to receive communication from parents regarding concerns with the length of time that students are on the bus each day. There are typically two categories of concerns that come forward:

1. **Route Changes:** This is typically when there is a change in the route due to student registrations or changes in the overall route path. This can create a change in the ride time that the family had in previous years. This is typically a concern related to a change in their expected pickup and drop off time rather than a concern with the overall route time. Oftentimes these types of concerns can be resolved by reviewing the route changes overall, rather than with a focus on the impact on the family pickup and drop off time specifically.
2. **Overall Ride Time:** This is typically a concern which is brought forward by students who are riding the longest each day. These concerns are related to the overall route time, and there are often no drastic changes to improve the overall ride time year over year, impacting the students who have to travel the furthest distance to and from home each day.

Transportation Services continues to receive many transportation applications for Choice Riders. The impact of the accepted applications has been additional student capacity on bus routes, as well as some routes having higher total ride times due to the additional stops made for Choice Riders.

Please find attached to this report three tables showing ride times and bus capacity Information

1. Attachment 1 - Sturgeon Public School Division Route Information
2. Attachment 2- Ride Time Over 75 Minutes
3. Attachment 3 - Capacity over 60 Students

### Transportation Fees

Transportation fees continue to be an area of conversation with parents. It is important to provide parents/guardians with the context of the transportation fee categories and an understanding of the fee structure and funding. There are two main challenges related to transportation fees:

- Collection of Fees: As noted previously in this report, there are many hours dedicated to the collection of transportation fees. This includes the fee waiver process, the notifications related to transportation payment plans and the various types of communication to parents to ensure that fees are paid. The schools and bus operators also support the collection of fees with the service suspension process in November, as the process requires support from all sides.
- Understanding & Acceptance of Fee Structure:
  - The fee structure based on the eligibility distances set by the government for funding are often not understood by parents. We continue to inform them that the eligibility distances are determined externally, and this is the criteria that is used to determine the fee categories related to the funding received.
  - Another area of conversation this school year in particular is the supplemental bus fee assessed for families who are requesting transportation from two primary locations. This fee is applied when students are assigned a full time seat on two buses and they are able to access transportation to both locations. Some examples of when the supplemental bus fee is applicable are below:
    - When a student is transported to and from home on some days and transported to and from daycare on other days.
    - When a student is transported to and from one home for a period of time, and transported to and from a secondary home for a period of time.

### Student Misconduct

Managing student behaviour on the bus presents an ongoing challenge for bus operators, schools and Transportation Services. The Division is dedicated to providing clear and concise communication about behavioural expectations. Close collaboration with schools is

essential in ensuring that both parents and students understand the importance of maintaining appropriate conduct while riding the bus.

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

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

- |                    |   |
|--------------------|---|
| <b>COMPETENCY:</b> | (1) Building Effective Relationships  |
| <b>INDICATORS:</b> | a. collaborating with community and provincial agencies to address the needs of students and their families;<br>b. employing team-building strategies and using solution focused processes to resolve challenges; and<br>e. establishing constructive relationships with students, staff, school councils, parents/guardians, employee organizations, the education ministry and other stakeholder organizations. |
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources   |
| <b>INDICATORS:</b> | a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and<br>e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.  |
| <b>COMPETENCY:</b> | (7) Supporting Effective Governance   |
| <b>INDICATORS:</b> | d. ensuring that the board’s plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities.  |

**Governance Implications:**

[Education Act](#)

Board responsibilities

33(1)(i)] 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:

- 39. Within the context of the strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.



### [Policy 500: Student Transportation Services](#)

The Board establishes and operates a student transportation system to provide service to students who reside within the boundaries of the Sturgeon Public School Division to attend their designated school. This service is available to all students within the Division who Qualify for this service in accordance with the criteria outlined in the *Education Act and Regulations* and Board Policy. 4.0 Transportation Fees 4.2 Transportation fees shall be paid prior to accessing bussing.

### [AP464: Fees](#)

Fees are assessed to students to offset the cost of providing education and transportation services. Fees shall be utilized for the purpose which it was obtained. Definition of Transportation Fees: shall refer to fees that are charged for bus services for transportation to and from school. Collection of Fees; all fees are due within 30 days of receipt. Overdue notices will be sent to parents who have not submitted payments. A payment plan may be established for transportation fees. Once Transportation Fees are paid, Bus Passes shall be obtained.

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

### **Attachment(s):**

1. Sturgeon Public School Division Route Information
2. Ride Times Over 75 Minutes
3. Capacity Over 60 Students

**Attachment 1 - Sturgeon Public School Division Route Information**

| Bus Number | Total Students | 23-24 Ride Time (One-Way) | 24-25 Ride Time (One-Way) | Change In Ride Time | School of Attendance                               | Notes |
|------------|----------------|---------------------------|---------------------------|---------------------|--|-------|
| 301        | 40             | 65                        | 62                        | -3                  | Ochre Park & Redwater                              |       |
| 302        | 48             | 80                        | 62                        | -18                 | Ochre Park & Redwater                              |       |
| 303        | 63             | 58                        | 48                        | -10                 | Ochre Park & Redwater                              |       |
| 305        | 36             | 82                        | 51                        | -31                 | Ochre Park & Redwater                              |       |
| 704        | 45             | 43                        | 38                        | -5                  | Namao & SCHS                                       |       |
| 901        | 22             | 80                        | 66                        | -14                 | SCHS   |       |
| 905        | 53             | 87                        | 71                        | -16                 | Namao, Guthrie & SCHS                              |       |
| 906        | 47             | 67                        | 59                        | -8                  | SCHS   |       |
| 907        | 45             | 75                        | 66                        | -9                  | SCHS   |       |
| 908        | 21             | 80                        | 79                        | -1                  | SCHS   |       |
| 909        | 29             | 91                        | 88                        | -3                  | SCHS   |       |
| 913        | 45             | 75                        | 58                        | -17                 | SCHS   |       |
| 914        | 23             | 79                        | 77                        | -2                  | Namao, Guthrie & SCHS                              |       |
| 919        | 60             | 38                        | 33                        | -5                  | Namao, Guthrie & SCHS                              |       |
| 920        | 35             | 58                        | 55                        | -3                  | Namao & SCHS                                       |       |
| 921        | 44             | 62                        | 54                        | -8                  | Namao, Guthrie & SCHS                              |       |
| 922        | 37             | 69                        | 65                        | -4                  | SCHS   |       |
| 923        | 53             | 54                        | 47                        | -7                  | Namao & SCHS                                       |       |
| BA2        | 34             | 56                        | 45                        | -11                 | Bon Accord & Lilian Schick                         |       |
| BA6        | 53             | 77                        | 64                        | -13                 | Bon Accord & Lilian Schick                         |       |
| C1         | 38             | 50                        | 49                        | -1                  | Camilla  |       |
| C3         | 42             | 52                        | 40                        | -12                 | Camilla  |       |
| C4         | 39             | 53                        | 49                        | -4                  | Camilla  |       |
| C6         | 30             | 54                        | 51                        | -3                  | Camilla  |       |
| C8         | 26             | 69                        | 56                        | -13                 | Camilla  |       |
| LT1        | 43             | 70                        | 65                        | -5                  | Bon Accord, Gibbons, Landing Trail & Lilian Schick |       |
| LT2        | 65             | 88                        | 75                        | -13                 | Gibbons, Landing Trail & Lilian Schick             |       |
| LT3        | 60             | 60                        | 46                        | -14                 | Gibbons & Landing Trail                            |       |
| LT4        | 49             | 54                        | 52                        | -2                  | Gibbons, Landing Trail & Lilian Schick             |       |
| LT6        | 59             | 60                        | 57                        | -3                  | Gibbons, Landing Trail & Lilian Schick             |       |
| LT7        | 49             | 47                        | 43                        | -4                  | Gibbons & Landing Trail                            |       |
| M2         | 71             | 51                        | 42                        | -9                  | MPS & Four Winds                                   |       |
| M4         | 50             | 36                        | 24                        | -12                 | Four Winds   |       |
| M5         | 61             | 71                        | 62                        | -9                  | MPS & Four Winds                                   |       |
| M6         | 53             | 50                        | 28                        | -22                 | MPS  |       |

|     |    |     |     |     |  |                    |
|-----|----|-----|-----|-----|--|--------------------|
| M7  | 95 | 49  | 45  | -4  | MPS & Four Winds                                   |                    |
| M8  | 42 | 56  | 43  | -13 | MPS & Four Winds                                   |                    |
| SE1 | 1  | 80  | 27  | -53 | Redwater   |                    |
| SE5 | 5  | 84  | 75  | -9  | Namao & SCHS                                       |                    |
| SE6 | 8  | 124 | 105 | -19 | Unlimited Potential                                |                    |
| SH1 | 40 | 68  | 50  | -18 | Sturgeon Heights                                   |                    |
| SH4 | 19 | 41  | 37  | -4  | Sturgeon Heights                                   |                    |
| SH8 | 34 | 47  | 42  | -5  | Sturgeon Heights                                   |                    |
| 702 | 49 | 28  | 32  | 4   | Namao & SCHS                                       |                    |
| 703 | 37 | 59  | 73  | 14  | Namao & SCHS                                       |                    |
| 705 | 54 | 46  | 46  | 0   | Namao & SCHS                                       |                    |
| 707 | 47 | 48  | 50  | 2   | Namao, Guthrie & SCHS                              |                    |
| 902 | 32 | 54  | 74  | 20  | Namao & SCHS                                       |                    |
| 903 | 29 | 77  | 80  | 3   | SCHS   |                    |
| 904 | 52 | 32  | 42  | 10  | Namao, Guthrie & SCHS                              |                    |
| 910 | 60 | 56  | 69  | 13  | Namao, Guthrie & SCHS                              |                    |
| 912 | 43 | 68  | 78  | 10  | Namao, Guthrie & SCHS                              |                    |
| 915 | 48 | 63  | 67  | 4   | Namao, Guthrie & SCHS                              |                    |
| 918 | 45 | 70  | 73  | 3   | Namao, Guthrie & SCHS                              |                    |
| 924 | 49 | 69  | 72  | 3   | Namao & SCHS                                       |                    |
| BA1 | 32 | 68  | 70  | 2   | Bon Accord, Gibbons, Landing Trail & Lilian Schick |                    |
| BA3 | 55 | 65  | 68  | 3   | Bon Accord, Gibbons, Landing Trail & Lilian Schick |                    |
| BA4 | 25 | 55  | 56  | 1   | Bon Accord & Lilian Schick                         |                    |
| BA5 | 50 | 68  | 68  | 0   | Bon Accord, Gibbons, Landing Trail & Lilian Schick |                    |
| BA7 | 38 | 67  | 72  | 5   | Bon Accord, Gibbons & Lilian Schick                |                    |
| C10 | 41 | 47  | 52  | 5   | Camilla  | *Route C11 Removed |
| C2  | 46 | 51  | 68  | 17  | Camilla  |                    |
| C5  | 53 | 65  | 87  | 22  | Camilla  |                    |
| C7  | 47 | 45  | 48  | 3   | Camilla  |                    |
| C9  | 30 | 50  | 56  | 6   | Camilla  |                    |
| LT5 | 50 | 53  | 60  | 7   | Gibbons, Landing Trail & Lilian Schick             |                    |
| LT8 | 50 | 39  | 48  | 9   | Gibbons, Landing Trail & Lilian Schick             |                    |
| M1  | 70 | 49  | 52  | 3   | MPS & Four Winds                                   |                    |
| M3  | 76 | 26  | 32  | 6   | MPS & Four Winds                                   |                    |
| SE3 | 9  | 43  | 47  | 4   | Bon Accord, Four Winds, Gibbons & Landing Trail    |                    |
| SH2 | 22 | 39  | 42  | 3   | Sturgeon Heights                                   |                    |
| SH3 | 38 | 60  | 63  | 3   | Sturgeon Heights                                   |                    |
| SH6 | 29 | 50  | 56  | 6   | Sturgeon Heights                                   |                    |
| 916 | 50 | -   | 46  |     | Namao, Guthrie & SCHS                              | New Route          |

|    |   |  |    |  |              |           |
|----|---|--|----|--|--------------|-----------|
| L1 | 5 |  | 30 |  | Legal Public | New Route |
|----|---|--|----|--|--------------|-----------|

**Attachment 2 - Ride Times Over 75 Minutes**

| <b>Bus Number</b> | <b>Total Students</b> | <b>23-24 Ride Time (One-Way)</b> | <b>24-25 Ride Time (One-Way)</b> | <b>Change In Ride Time</b> | <b>School of Attendance</b> | <b>Notes</b>  |
|-------------------|-----------------------|----------------------------------|----------------------------------|----------------------------|-----------------------------|---|
| SE6               | 8                     | 124                              | 105                              | -19                        | Unlimited Potential         | <ul style="list-style-type: none"> <li>• This is a special education route which begins in the Town of Redwater, travels to the Town of Morinville and then ends the route at Unlimited Potential in Edmonton.</li> </ul>   |
| 909               | 29                    | 91                               | 88                               | -3                         | SCHS                        | <ul style="list-style-type: none"> <li>• There is one outside boundary student and 3 students ride for greater than 75 minutes. Majority of the students assigned to this route are picked up in the Town of Bon Accord.</li> <li>• This route begins North of the transportation boundaries picking up an Outside Boundary rider.</li> </ul>   |
| C5                | 53                    | 65                               | 87                               | 22                         | Camilla                     | <ul style="list-style-type: none"> <li>• Five students ride for more than 75 minutes</li> <li>• This route was previously assisted by C11, which was removed in the 24-25 school year resulting in an increased ride time for the students assigned to this route. There are many rural residences in the area who have students attending at Camilla School.</li> <li>• There are seven turnaround locations on this route to help reduce the ride times.</li> </ul> |
| 903               | 29                    | 77                               | 80                               | 3                          | SCHS                        | <ul style="list-style-type: none"> <li>• Only one student is riding for longer than 75 minutes</li> <li>• The sparse number of student pickups leads to longer ride times with a lower number of students assigned to the route.</li> <li>• The travel time between the last pickup and reaching the school accounts for approximately 15 minutes of the total route time.</li> </ul>   |
| 908               | 21                    | 80                               | 79                               | -1                         | SCHS                        | <ul style="list-style-type: none"> <li>• Only one student rides for longer than 75 minutes.</li> <li>• There are large traveling distances between the stops for the students assigned to this route.</li> <li>• Proximity to St.Albert has an affect on the limited number of students assigned to access transportation services to Sturgeon Composite High School.</li> </ul>  |
| 912               | 43                    | 68                               | 78                               | 10                         | Namao, Guthrie & SCHS       | <ul style="list-style-type: none"> <li>• Six student rider for longer than 75 minutes because they are school of choice.</li> <li>• This route begins in the Town of Redwater for students attending Sturgeon Composite as Choice Riders.</li> </ul>  |
| 914               | 23                    | 79                               | 77                               | -2                         | Namao, Guthrie & SCHS       | <ul style="list-style-type: none"> <li>• One student rider for longer than 75 minutes</li> <li>• This route picks up Outside Boundary riders from a community stop outside of Fort Saskatchewan and 1 stop within the City of Edmonton.</li> <li>• The sparse number of student pickups leads to longer ride times with a lower number of students assigned to the route.</li> </ul>  |

**Attachment 3 - Capacity Over 60 Students**

| <b>Bus Number</b> | <b>Total Students</b> | <b>23-24 Ride Time (One-Way)</b> | <b>24-25 Ride Time (One-Way)</b> | <b>Change In Ride Time</b> | <b>School of Attendance</b>            | <b>Notes</b>   |
|-------------------|-----------------------|----------------------------------|----------------------------------|----------------------------|--|--|
| M7                | 95                    | 49                               | 45                               | -4                         | MPS & Four Winds                       | <ul style="list-style-type: none"> <li>• This route is able to complete two full loops in the Town of Morinville.</li> <li>• The route is able to provide transportation for 47 and 48 students in each loop.</li> </ul>   |
| M3                | 76                    | 26                               | 32                               | 6                          | MPS & Four Winds                       | <ul style="list-style-type: none"> <li>• This route is able to complete two full loops.</li> <li>• The first loop provides transportation for 51 on the first loop and 25 students on the second.</li> </ul>   |
| M2                | 71                    | 51                               | 42                               | -9                         | MPS & Four Winds                       | <ul style="list-style-type: none"> <li>• This route is able to complete two full loops.</li> <li>• The first loop provides transportation for 31 on the first loop and 40 students on the second.</li> </ul>   |
| M1                | 70                    | 49                               | 52                               | 3                          | MPS & Four Winds                       | <ul style="list-style-type: none"> <li>• This route is able to complete two full loops.</li> <li>• The first loop provides transportation for 40 on the first loop and 30 students on the second.</li> </ul>   |
| LT2               | 65                    | 88                               | 75                               | -13                        | Gibbons, Landing Trail & Lilian Schick | <ul style="list-style-type: none"> <li>• This route is able to complete two full loops.</li> <li>• The first loop provides transportation for 40 on the first loop and 25 students on the second.</li> </ul>   |
| 303               | 63                    | 58                               | 48                               | -10                        | Ochre Park & Redwater                  | <ul style="list-style-type: none"> <li>• This route is able to complete two full loops.</li> <li>• The first loop provides transportation for 35 on the first loop and 28 students on the second.</li> </ul>   |
| M5                | 61                    | 71                               | 62                               | -9                         | MPS & Four Winds                       | <ul style="list-style-type: none"> <li>• The route picks up 42 Four Winds students within the Town of Morinville before traveling only a few minutes before dropping off at Four Winds School.</li> <li>• Most of the student picked up in the Town of Morinville are ineligible.</li> </ul> |



**Date:** October 23, 2024 **Agenda Item:** 8.5  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Lisa Lacroix, Associate Superintendent Human Resources  
**Subject:** **Human Resources Annual Report (2023-2024)**

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**Background:**

The Human Resources Department's Annual Report (2023-2024) provides a detailed overview of the staffing aspects within Sturgeon Public School Division, for both union and non-union groups and covers all elements of the employment life-cycle. This report serves as a valuable resource to gain an understanding of the Division's workforce. This report is based on data collected from the 2023-2024 school year.

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

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

- |                    |   |
|--------------------|---|
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources   |
| <b>INDICATORS:</b> | b. ensuring effective alignment of the school authority's human resources to achieve the school authority's education plan;<br>d. providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities;<br>e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts; and<br>h. implementing programs and procedures for the effective management of human resources in support of mentorship, capacity building and succession planning. |

**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,

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

#### Mission

Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet and excel at the challenges presented by the global community.

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

#### Assurance and Accountability

The Board shall be accountable and provide assurances to students, parents, the community and the Minister for student achievement of learning outcomes [Education Act s. 33(1)(b)]. Specifically, the Board:

4. Develops and implements a reporting and accountability system on any matter the Minister prescribes;
5. Disseminates any information, in the reports and accounts produced, under the reporting and accountability system to students, parents, electors and/or the Minister in the manner the Minister prescribes;

### [Administrative Procedure 700: Certificated Staff](#)

#### PURPOSE

Sturgeon Public Schools believes that an effective instructional program is determined by the quality of its staff. The division is committed to ensuring that the best possible employees are hired.

### [Administrative Procedure 701: Support Staff](#)

#### PURPOSE

Support staff play a vital role in supporting the system therefore the best-qualified candidates shall be selected.

### [Administrative Procedure 702: Custodial Caretaking and Facilities Staff](#)

#### PURPOSE

Support staff employees play a vital role in supporting the system, therefore, the best-qualified candidates for custodial, caretaking and maintenance staff shall be selected.

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

#### **Attachment(s):**

1. Annual Report - Human Resources (2023-2024)





# ANNUAL REPORT

## HUMAN RESOURCES

Submitted by Lisa Lacroix, Associate Superintendent Human Resources

October 23, 2024



## Background

Our mission in the Human Resources department is to attract, develop and retain high performing employees dedicated to delivering exceptional education to the students of Sturgeon Public Schools. We are committed to fostering a positive and inclusive work environment that promotes growth, equity and respect for all.

Our goal is to provide exceptional support to our employees in their professional development, health and wellness, and job satisfaction. We value transparent communication and collaboration with all stakeholders and align our HR practices with the broader goals and objectives of Sturgeon Public Schools, ensuring compliance with all relevant laws and regulations.

The Human Resources team is responsible for:

- Recruitment and selection for all staff across the Division, including executive, non-union, union, casual, and substitute positions.
- Overseeing employee onboarding, offboarding, benefits administration, and professional growth.
- Managing occupational health and safety compliance, Workers' Compensation Board (WCB) claims, employee disability services, and leaves of absence.
- Providing leadership in the resolution of workplace issues and promoting positive employee relations.
- Administering compensation, benefits, and adherence to collective agreements and employment standards.
- Supporting succession planning and workforce development through training and supervisory guidance.

These efforts ensure the Division operates with a skilled, supported, and motivated workforce, contributing to the success of our students.

Additionally, the Human Resources team provides support to the leadership teams and staff in addressing and resolving workplace issues.

The Human Resources team consists of six staff:

- Associate Superintendent Human Resources
- Director (1)
- Advisor (1)
- Recruitment and Sub Services Administrator (1)
- Receptionist (1)



## HR Analytics

### Recruitment & Selection

|              | Total Staff Headcount<br>(as of Sept 25/24) | Recruitment Postings | Resignation & Termination | End of Contract | Retirement |
|--------------|---|----------------------|---------------------------|-----------------|------------|
| ATA          | 327   | 47                   | 22                        | 81              | 6          |
| CUPE         | 231   | 75                   | 44                        | 41              | 3          |
| GEC          | 105   | 49                   | 26                        | 14              | 5          |
| <b>TOTAL</b> | <b>663</b>                                  | <b>171</b>           | <b>92</b>                 | <b>136</b>      | <b>14</b>  |

(September 1, 2023 to August 31, 2024 for all columns except Total Headcount)

In the 2023-2024 school year, Human Resources attended the University of Alberta Education Career Fair, Concordia University Job Fair, Norquest College Career Fair, and Kings University Career Fair.

### Education & Experience

The following table breaks down the education and experience of the ATA staff. The numbers are full-time equivalent and not number of employees.

| ATA Staff    | 4 Yrs of Education | 5 Yrs of Education | 6 Yrs of Education | Total          |
|--------------|--------------------|--------------------|--------------------|----------------|
| 0 Years      | 6.25               | 1                  | 2                  | 9.25           |
| 1 Year       | 2.5                | 1                  | 0.6                | 4.1            |
| 2 Years      | 3.4                | 4.5                | 5.05               | 12.95          |
| 3 Years      | 4                  | 1                  | 2.7                | 7.7            |
| 4 Years      | 8                  | 0                  | 7                  | 15             |
| 5 Years      | 6                  | 0                  |                    | 7              |
| 6 Years      | 6.5                | 1                  | 2.8                | 10.4           |
| 7 Years      | 0                  | 0                  | 0                  | 0              |
| 8 Years      | 5                  | 5                  | 2.35               | 12.35          |
| 9 Years      | 6                  | 4                  | 1                  | 11             |
| 10 Years     | 100.695            | 54.4               | 68.19              | 223.285        |
| <b>TOTAL</b> | <b>148.945</b>     | <b>74.9</b>        | <b>93.69</b>       | <b>317.535</b> |

(As of September 2024)

### Union Negotiations

Human Resources monitors and analyzes trends and issues related to the administration of the CUPE and ATA collective agreements. HR plays a key role in developing and leading the Division's bargaining proposals to ensure fair and effective negotiations.

### Payroll Advice Form

Human Resources is responsible for completing and submitting Payroll Advice Forms (PAF) to the Payroll Department for any modifications impacting employee compensation. In June 2024, HR submitted 181 PAFs, and for the startup of the 2024-2025 school year, HR submitted 467 PAFs. Throughout the 2023-2024 school year, HR processed a total of 1,543 forms.



## Staff Supervision, Growth & Evaluation

During the 2023 – 2024 school year, 49 teacher evaluations and 38 support staff evaluations were completed ensuring alignment with professional growth plans and performance standards.

## Teaching Certification

In order for a teacher to obtain a Permanent Teaching Certification, principals are required to complete two evaluations. Human Resources ensures that all criteria to qualify have been met and submits all the necessary information to Teacher Certification – Alberta Education for processing. Human Resources also processes the necessary paperwork to request extensions for any Interim Certifications that are expiring.

|             | Interim Certification Extensions | Permanent Certificates |
|-------------|----------------------------------|------------------------|
| 2021 - 2022 | 29                               | 8                      |
| 2022 - 2023 | 10                               | 18                     |
| 2023 - 2024 | 8                                | 11                     |

## Succession Planning

|              | Average Age  | Average Age > 50 | Number of Employees >50 | Percent of Staff >50 |
|--------------|--------------|------------------|-------------------------|----------------------|
| ATA          | 41.87        | 55.36            | 69                      | 21%                  |
| CUPE         | 45.87        | 57.46            | 76                      | 35%                  |
| GEC          | 42.56        | 55.33            | 43                      | 36%                  |
| <b>TOTAL</b> | <b>43.70</b> | <b>56.44</b>     | <b>207</b>              | <b>29%</b>           |

(As of September 2024)

## Substitute Teacher and Casual Support Staff

Recruitment of substitute teachers and casual support staff is an ongoing process throughout the year, with regular postings on the Division's website. Human Resources selects candidates whose education and skills align with the needs of our Division.

Substitute teachers are held to the same high standards as contract teachers. Any concerns regarding their performance are thoroughly investigated, with appropriate actions taken, including removal from the substitute teacher list when necessary.

|                          | Substitute Teachers | Casual EA | Casual Office | Casual Custodial |
|--------------------------|---------------------|-----------|---------------|------------------|
| As of September 30, 2023 | 114                 | 54        | 8             | 8                |
| As of September 20, 2024 | 140                 | 95        | 14            | 9                |

## Unpaid Leave of Absence

|              | Partial LOA | Full LOA | Secondment | Maternity/Parental |
|--------------|-------------|----------|------------|--------------------|
| ATA          | 6           | 9        | 2          | 3                  |
| CUPE         | 3           | 1        | 0          | 2                  |
| GEC          | 5           | 0        | 0          | 1                  |
| <b>TOTAL</b> | <b>14</b>   | <b>6</b> | <b>2</b>   | <b>9</b>           |

(As of September 2024)



## Disability Management

Human Resources collaborates with leaders to facilitate the return-to-work process for employees recovering from sick leave, extended disability, or Workers' Compensation (WCB) claims. In some cases, a graduated return-to-work (GRTW) plan is medically recommended to ensure a smooth transition back to full duties. When necessary, suitable alternate work is identified to accommodate employees' restrictions and limitations. The leadership at Sturgeon Public Schools demonstrates a strong commitment to supporting staff through these accommodations.

### Employee Family Assistance Program (EFAP)

Our Employee Family Assistance Program (EFAP), provided through Inkblot as part of the Alberta School Employee Benefit Plan (ASEBP), is available at no cost to employees. Under this service, employees are entitled to up to 4 hours of support services at no charge.

|                           | New Cases | Number of Hours Used | Users Accessed Full Hours |
|---------------------------|-----------|----------------------|---------------------------|
| January 1 – June 30, 2022 | 42        | NA                   | NA                        |
| January 1 – June 30, 2023 | 38        | 76.5                 | 10                        |
| January 1 – June 30, 2024 | 29        | 52.5                 | 4                         |

### Medical Leave

In January 2021, Sturgeon Public Schools began participating in a pilot project for Sick Leave Support (SLS) with the Alberta School Employee Benefit Plan (ASEBP). The SLS program manages sick leaves extending beyond 14 calendar days, providing employees with active case management. ASEBP works closely with the Division to ensure a well-coordinated and carefully planned return-to-work process.

Additionally, ASEBP administers the Extended Disability Benefit (EDB) for all staff. Human Resources collaborates closely with ASEBP account managers to facilitate a safe and successful return to work for employees transitioning back after extended leave.

|                               | New Cases | Active Cases | GR TW | Closed Cases | Pending EDB | Active EDB |
|-------------------------------|-----------|--------------|-------|--------------|-------------|------------|
| January 1 – December 31, 2022 | 49        | 64           | 10    | 48           | 26          | 25         |
| January 1 – December 31, 2023 | 55        | 68           | 14    | 50           | 24          | 23         |

|              | Sick Days Used (FTE) | # Staff Accessing Leave | Average Sick Days Per Employee | Sick Family (FTE) | # Staff Accessing Leave | Average Sick Family Days Per Employee |
|--------------|----------------------|-------------------------|--------------------------------|-------------------|-------------------------|---------------------------------------|
| ATA          | 4191                 | 362                     | 11.58                          | 477               | 199                     | 2.39                                  |
| CUPE         | 1728                 | 190                     | 9.09                           | 245               | 105                     | 2.33                                  |
| GEC          | 809                  | 95                      | 8.52                           | 85                | 33                      | 2.58                                  |
| <b>TOTAL</b> | <b>6,728</b>         | <b>647</b>              |                                | <b>807</b>        | <b>337</b>              |                                       |

(September 1, 2023 to August 31, 2024)



## Workers Compensation Board (WCB) Management

All work-related injuries must be documented and reported to Human Resources. Any staff member, excluding most teachers, who experiences a work-related injury requiring medical attention, modified duties, or resulting in lost wages, must complete and submit a WCB form. Modified duties are available to accommodate staff where necessary.

|              | Employee Injury Reports | WCB – New Claims | OIS Clinic Visits | WCB Employer Claim Costs |
|--------------|-------------------------|------------------|-------------------|--------------------------|
| ATA          | 39                      | 1                |                   | \$0.00                   |
| CUPE         | 56                      | 10               |                   | \$24,469                 |
| GEC          | 10                      | 3                |                   | \$418                    |
| <b>TOTAL</b> | <b>105</b>              | <b>18</b>        | <b>0*</b>         | <b>\$53,438</b>          |

(September 1, 2023 to August 31, 2024)

\*information is not available by employer group

## WCB Industry Ranking

WCB premiums are calculated based on a 3-year experience period. The 2023 premium includes claims costs and assessable earnings from January 1, 2019, to December 31, 2021 (with 2022 serving as the lag year). Fewer claims, lower claim costs, and safer workplaces contribute to reduced premium rates.

|                          | 2023 Calendar Year | 2024 Calendar Year |
|--------------------------|--------------------|--------------------|
| Ranking                  | 64/64              | 57/64              |
| Surcharge                | 90%                | 23.29%             |
| SPS Rate                 | \$2.05             | \$1.45             |
| Industry Rate            | \$1.08             | \$1.18             |
| SPS Annual Premiums      | \$325,553          | \$258,638          |
| Industry Annual Premiums | \$171,511          | \$210,478          |
| SPS Claim Costs          | \$277,867          | \$160,755          |
| Industry Claim Costs     | \$106,605          | \$109,678          |

This Human Resources report has provided an overview of key activities and initiatives within Sturgeon Public Schools, including staffing, employee support, and workplace safety. We remain committed to fostering a positive, healthy work environment and will continue to collaborate with our partners to enhance the safety and well-being of all staff members. Our efforts to attract, develop, and retain high-performing employees are integral to the ongoing success of our Division.





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

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**Subject:** **Communications Report - September & October 2024**

**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 September and October 2024.

**Status & Relationship to Superintendent Leadership Quality Standard (SLOS):**

This report aligns with the [SLOS](#) 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:** (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:** 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

- (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 October 23, 2024, Public Board meeting.

**Attachment(s):**

1. Communications Report for September and October 2024

# Communications Report

September & October, 2024

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## Overview of Goals

1. Highlight Staff Expertise & Excellence
  2. Consistency in Communication and Messaging
  3. Building Staff Capacity
  4. Improve Broad Public Perception
  5. Improve Division Wide Communication
-

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## Communications in September & October has been focused on:

### Aligns with Marketing Goal #3

- Completing the remainder of the school start-up meetings. During these sessions, we reviewed necessary website updates, trained staff on Rally, social media management, and the use of Google Sites for newsletters. We also collaborated with each Admin team to discuss their marketing and communications goals for the year.

### Aligns with Marketing Goal #1

- Creating the first staff expertise highlight of the year. To showcase STEAM in our Division, we interviewed Kevin Hubick, a Computer Science teacher, about his work with the robotics club, the computer science program, and how he inspires students. The highlights from this interview will be published at the end of October.

### Aligns with Marketing Goal #1

- Completing our first round of school visits. At Ochre Park School, Redwater School, Gibbons School, Landing Trail School, Sturgeon Composite High School, Namao School, Morinville Public School, and Four Winds Public School, we captured classroom activities to highlight academics, positive school culture, and the expertise of our teachers.



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### Aligns with Marketing Goals #2 & #3

- Updating all school websites to include codes of conduct, handbooks, program information, staff directories, school council meeting dates, and more. We also worked with several schools to assist office staff in setting up online bookings for parent-teacher interviews through Rally.

### Aligns with Marketing Goal #5

- Releasing the first two editions of the Division Newsletter, *Sturgeon Public Scoop*. The October edition featured events from Truth & Reconciliation Week, Terry Fox Run highlights, upcoming events, PowerSchool information with links to how-to guides, bus rules and regulations, and more. The September edition included steps for downloading our Division calendar, student registration details, PowerSchool usage information, and the new cell phone policy.

### Sturgeon Public in the Media

- October 15, 2024 — Sturgeon Suffers First Setback  
[Morinville News](#)
- October 9, 2024 — Sturgeon Spirits Seek Support for Phoenix Tournament  
[Morinville News](#)
- October 1, 2024 — Constable Wills: New School Resource Officer at MCHS and Sturgeon Composite  
[Morinville News](#)
- October 1, 2024 — Sturgeon Spirits Dominate on Senior Recognition Night, Shut Out Ardrossan 50-0  
[Morinville News](#)

- 
- September 23, 2024 — Sturgeon Spirits Unbeaten at 4-0

[Morinville News](#)

### **Upcoming Events:**

- Métis Week: November 4 - 8
- Remembrance Day: Ceremonies to take place on November 8
- Bullying Awareness Week: November 18 - 22



**Date:** October 23, 2024 **Agenda Item:** 8.7

**To:** Board of Trustees

**From:** Shawna Warren, Superintendent

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

**Subject:** **Deputy Superintendent, Education Services Report**

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## **Background:**

In alignment with the Division's Mission, Vision, Values, and goals of Sturgeon Public Schools, the Deputy Superintendent for Education Services collaborates with the Superintendent to fulfill the responsibilities outlined in the Education Act and Board policy. The Deputy Superintendent plays a critical leadership role by fostering safe, respectful, and collaborative learning environments that empower students and staff to excel. This leadership spans curriculum and instruction, educational planning, Indigenous student success, and student support services while ensuring technology integration, innovation, and inclusive learning environments that align with our division's commitment to continuous improvement and lifelong learning.

This report highlights recent events, projects, and meetings attended by the Deputy Superintendent, directly contributing to educational advancement and the fulfillment of the Board's mission and values. By sharing this information, the Board gains insights necessary for effective governance.

## **Curriculum and Instruction**

Providing leadership and vision in implementing professional development to equip educators with the knowledge and skills to deliver research-based approaches in literacy, numeracy, and other key disciplines. Creating learning environments that meet diverse student needs, foster real-world connections, and empower lifelong learning and Indigenous knowledge integration, ensuring excellence in teaching across the Division.

- The Education Planning team facilitated the rollout of Science 4-6 curriculum implementation, supported by opportunities to learn from Karen West (U of A), focusing on Indigenous knowledge integration.
- The Writing Cohort created assessment tools, including single-point rubrics, and worked on writing exemplars across grades, under the direction provided for maintaining consistency in assessments.
- Teams ensured that updated screeners for K-9 were added to assessment plans, aligning with provincial expectations, under guidance to maintain accurate and relevant data for student assessments.
- Supported the continuation of the Reading Comprehension Assessment Tool (RCAT), ensuring alignment with reading comprehension strategies across grades 5-12.

- The first assessment cohort is scheduled for November 1st, with representation from every school to discuss best practices and strategies for student assessments.
- The process of hiring an intervention teacher for Grade 4 residencies is underway, with the anticipated start in November to support targeted learning interventions.

### **Educational Planning**

Providing leadership and vision in analyzing achievement metrics and stakeholder input at both the division and school levels. This process informs the development of educational strategies that align with the Board of Trustees' Mission, Vision, and Values, ensuring empowered student and staff learning and responsible leadership. The division's planning efforts are designed to enhance outcomes and foster growth, creating optimal learning environments for all students.

- School leaders refined their School Education Plans, aligning with Division priorities and preparing Board presentations with strategic guidance on key focal points.
- The Literacy and Numeracy planning teams analyzed mid-year data, using collaborative support to adjust strategies for addressing student needs.
- New Curriculum (Social Studies Pilot): The rollout of the new K-6 Social Studies curriculum includes Division-supported days, with a focus on Indigenous perspectives and history. Staff participation in this pilot ensures alignment with provincial standards and Division goals for inclusive education.
- Research Grant Conference: Several team members will be attending a research grant conference in Kananaskis, furthering professional development and research integration within the Division.

### **Indigenous Student Success**

Leading initiatives that foster well-being, participation, and engagement among Indigenous students, while supporting all educators to apply foundational First Nations, Métis, and Inuit knowledge. The goal is to cultivate a school community committed to reconciliation, with strong local Indigenous partnerships and a focus on respectful learning environments that honour the diverse strengths and contributions of all students.

- The Indigenous Education Hub provided resources on Indigenous Role Models, enhancing student engagement with Indigenous perspectives, under the ongoing support for incorporating cultural understanding into classrooms.
- The Truth and Reconciliation Week events, including Orange Shirt Day, were coordinated by staff, with guidance provided to ensure participation from students, staff, and community leaders, fostering meaningful engagement.
- The Call to Action Cohort connected schools with elders and community leaders, integrating Indigenous knowledge into classrooms, supported by leadership in building strong, sustainable relationships.
- Attended the Truth and Reconciliation event hosted by Alexander First Nation, walking with others in a show of support, and learning from survivors of Residential

schools the trauma and ongoing harm done in order to understand the truth of Indigenous experience in Canada.

- Lionsheart Education Centre: Coordination continues with Lionsheart, particularly in areas of transportation and support for students with complex needs. This work involves collaboration between Learning Services and Transportation to ensure appropriate services are in place.
- Discussions around VTRA (Violent Threat Risk Assessment) training from an Indigenous lens are ongoing, ensuring staff across multiple schools are trained to consider cultural perspectives in threat assessments.

### **Student and Learning Support Services**

Leading efforts to establish and sustain inclusive learning environments where diversity is embraced, and every student feels welcomed, cared for, respected, and safe. Professional development equips educators and leaders with the skills necessary to meet the needs of all students, ensuring healthy, safe school communities and promoting success for every learner through aligned programming.

- Learning Services coordinated efforts to verify and enter student codes into PowerSchool by the September 27th deadline, ensuring coding accuracy for students requiring support plans.
- Educational Assistants received foundational training designed to support inclusive environments, with oversight ensuring consistency and relevance to their evolving roles.
- Admin. Council reviewed and enhanced the Division's approach to Media Literacy Week, with leadership providing the resources and structure needed for teachers to effectively implement the initiative.
- Therapeutic Crisis Intervention in Schools (TCIS) and Violent Threat Risk Assessment (VTRA): Ongoing certification for TCIS training involves regular monthly 30-minute safety sessions, ensuring continuous development in crisis prevention and intervention. Additionally, schools have been identified for further VTRA training, with a plan to complete this within the year. This required additional support regarding the process, given the reduction of a Coordinator in Learning Services.
- The rollout of the ABLLS-R/AFLS training for inclusive programming was initiated, with an ongoing focus on integrating specialized tools to support diverse learning needs.
- Participated in monthly CASA Classroom Leadership meetings, ensuring that student and staff experiences in specialized programs were regularly reviewed and improved.
- The first meeting of the Behaviour Leads group took place in October, setting the stage for ongoing collaboration and support in managing challenging student behaviours.



- Specialized programming support continues with an IPP Planning Day scheduled for October 28th, providing focused development for educators working with students requiring individualized plans.

### **Information Technology**

Providing leadership and vision in the integration of innovative technology to engage students, address diverse learning needs, and inspire new methods of teaching and learning. Resources are allocated in a fair and equitable manner across the Division to ensure that students and educators have the tools needed to thrive in a technology-driven world, supporting empowered learning through the effective use of digital tools.

- The IT team adapted the Chromebook rollout for Educational Assistants to a group-based model, following a collaborative review process that incorporated feedback from staff.
- The team is managing significant workload pressures due to password resets for students and staff, particularly in lower grades (K-3). Discussions are ongoing about shifting some responsibilities to schools to alleviate the strain on the technology team.
- Digital citizenship resources and Media Literacy Week activities were updated and distributed to schools, with leadership support ensuring consistent messaging and engagement with responsible technology use.
- The student device program was reviewed, aligning it with the Division's goals for equitable access under strategic direction.
- A project to streamline the student registration process has begun, focusing on improving data interoperability between Rycor forms and PowerSchool SIS.
- PowerSchool SIS user interface enhancements are in development, and user groups are being finalized to improve navigation and functionality for school office staff.

### **Marketing and Communications**

Leading efforts to promote the Division's reputation by highlighting the exceptional educational programs and student success stories across Sturgeon Public Schools. Communication strategies aim to strengthen community connections and celebrate student achievements while supporting the Division's vision of empowered learning and responsible leadership through transparent and positive narratives in the media.

- The relaunch of the Sturgeon Public Scoop newsletter provided clear communication of Division successes, guided by leadership focus on transparency and engagement.
- School websites were audited, with the communication team ensuring updates were made to provide engaging content, supported by leadership in maintaining consistency across the Division.
- Annual events were coordinated by teams in collaboration with community groups, with leadership helping to align these efforts with the Division's broader goals for stakeholder engagement.

- Plans are underway to celebrate staff expertise in upcoming newsletters, aligning with the Division's goal to recognize and honour staff contributions.
- Efforts continue to improve Google Reviews for each school by engaging with satisfied families, with support offered to school councils to promote this initiative during meetings.
- School visits emphasize proactive communication with teachers to capture academic achievements and innovative teaching methods. Plans are in place to collaborate with teachers to showcase engaging classroom activities during these visits.
- Morinville Public School will be visiting the Central Office on Halloween. Several staff have created a special walkthrough and challenged CO to join the school in bringing food to support our community. The event will engage students and foster community connections.

### **Leadership and Program Development**

Providing leadership in developing opportunities for educators and school leaders to enhance their capacity, thereby supporting the development of innovative programs across all schools. These programs ensure students have access to diverse learning paths, fostering empowered learning and encouraging students to pursue success in a global community.

- The School Administration Support Hub continued to evolve, with teams providing resources and tools to assist school leadership, guided by leadership focus on improving task management and support.
- Admin. Council and Education Services Leadership meetings facilitated strategic discussions and collaboration, with regular guidance provided to align initiatives with Division priorities.
- Sturgeon Aspiring Leadership Team (SALT) Connection: The SALT cohort continues to focus on inclusive education, with an upcoming session on Indigenous perspectives at the Musée Heritage Museum on October 24th, enhancing leadership development in inclusive practices.
- The Student Advisory Committee will be hosted at Four Winds School on October 29th, giving students the opportunity to share insights on their school experience and inform future Division initiatives.

### **Program Enhancement and Development**

Leading the development and enhancement of a wide range of programs tailored to meet student needs and interests. These initiatives are designed to foster engaged learning and responsible leadership, ensuring students can pursue their individual paths to success while the division supports their growth through diverse educational offerings.

- Dual Credit grants for Automotive and Culinary Arts were successfully secured, and purchasing for these programs has begun, providing students with hands-on learning experiences.

- Multiple overnight field trips were organized, including music and outdoor education experiences, with leadership ensuring these trips were aligned with student engagement and learning objectives.
- Regular Education Services Leadership and 1:1 meetings were held with direct reports, providing ongoing developmental feedback and support for leadership growth, as guided by leadership priorities.
- Program Planning Committees explored new initiatives, such as aviation programs, under leadership that supported the alignment of these programs with broader Division objectives. The Aviation Discovery Flights are scheduled for October 19th, with many students signed up.

### Stakeholder Reassurance

Providing leadership in engaging stakeholders, analyzing feedback, and offering assurance of continuous improvement. This involves fostering respectful and inclusive dialogue with parents, staff, and the community to address programming challenges, student behaviour concerns, and strengthen parent and community involvement. These efforts align with the Division's commitment to healthy school communities and responsible leadership.

- School administration worked to address stakeholder concerns, re-engaging parents in productive dialogue, with leadership support ensuring consistent and effective communication.
- Supported school administration and Trustees in a Student Discipline Committee hearing, ensuring relevant information was provided and, afterward, helped the family secure appropriate educational programming for the student.
- Provided support to high schools as they plan to host their annual Awards Ceremonies, recognizing achievements in academics, sports, and career programs.

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

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

|                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (1) Building Effective Relationships   |
| <b>INDICATORS:</b> | a. collaborating with community and provincial agencies to address the needs of students and their families.                                       |
| <b>COMPETENCY:</b> | (3) Visionary Leadership   |
| <b>INDICATORS:</b> | c. promoting in the school community a common understanding of and support for the school authority's goals, priorities and strategic initiatives. |
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | e. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.                           |

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

**Governance Implications:****[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.

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

**Attachment(s):**

Not applicable.



**Date:** October 23, 2024 **Agenda Item:** 8.8  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Shawna Warren, Superintendent  
**Subject:** **2024-2025 Superintendent Discretionary Fund**

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**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.

During the September 23, 2024, Public Board meeting, it was reported that the Superintendent’s Discretionary spending between August 21 and September 16 included a 0.5 FTE EA2 at Legal Public School (to be reviewed in December), adjustments to office staff at Sturgeon Heights, additional FTE for a teacher covering partial leave, a 1.0 FTE EA at Namao School for increased student needs and tuition/transportation for a new student requiring specialized services outside the Division.

**Update:**

September 17, 2024, to October 16, 2024, the following additional staffing FTE and resources have been allocated to schools using the Superintendent Discretionary Fund:

- Vice Principal FTE - Legal Public School Leadership Support
- Teacher FTE at Landing Trail School to support the Principal taking over a second school (Legal Public School).



| 2024 -2025 Superintendent Discretionary                                      |                | Budget                             |             | \$312,510        |
|--|----------------|------------------------------------|-------------|------------------|
|  |                | Total Committed to Student Success |             | \$254,840        |
| As at October 2, 2024  |                | Total Available                    |             | \$57,670         |
| Budget Item Description  | Date           | # FTE                              | # of months | Cost             |
| BACS - additional 0.17 FTE support   | Jul 05, 2024   | 0.17                               | 10.00       | \$ 18,881        |
| Sturgeon Heights - Teacher Support   | Sep 09, 2024   |                                    |             | \$ 14,400        |
| Legal School - Leadership Support  | Oct 02, 2024   |                                    | 3.00        | \$ 42,381        |
| LT - Teacher Coverage for Legal School Coverage                              | Oct 02, 2024   | 0.40                               | 9.00        | \$ 38,874        |
|  |                |                                    |             |                  |
| <b>CUPE</b> Avg Cost: \$45,188   | <b>Totals:</b> | <b>1.50</b>                        |             | <b>\$ 72,304</b> |
| 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        |
|  |                |                                    |             |                  |
|  |                |                                    |             |                  |
| <b>Other (Emergent Priorities staff, non-staff and resources)</b>            |                |                                    |             | <b>\$ 53,000</b> |
| S&S - Student Programming  | Sep 09, 2024   |                                    |             | \$ 53,000        |
|  |                |                                    |             |                  |
|  |                |                                    |             |                  |
| <b>TOTAL Superintendent Discretionary Spend Committed to Student Success</b> |                |                                    |             | <b>\$254,840</b> |

**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 October 23, 2024, Public Board meeting.

**Attachment(s):**

Not applicable.

**Date:** October 23, 2024 **Agenda Item:** 8.9  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Shawna Warren, Superintendent  
**Subject:** **Superintendent Report**

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**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.

- ★ At Four Winds Public School, a project was initiated to build a "rock snake" as a symbol of community, unity and individuality. Each rock painted by staff and students was meant to represent a unique contribution, coming together to form something larger. Four Winds Public School reached out to Central Office to see if they would also participate. The Superintendent participated in the project, contributing her own painted rock on September 25th. However, after feedback from students regarding the cultural connotations of a snake in some Indigenous cultures, the project was renamed "The Firebird Community Unity Initiative." This shift maintains the original theme of resilience and unity while reflecting growth and communication within the community.
- ★ On October 2, the Division celebrated National Custodian Day, expressing gratitude to custodians across the Division. Facility Services hosted an event, which began with a special



video presentation. The Director of Facilities and leadership team shared their thanks and hosted a lunch. The Superintendent also stopped by to personally deliver her thanks to the custodial staff for their hard work and dedication.

- ★ The [Sturgeon Public Scoop](#), the Division newsletter, is back up and running for the 2024-2025 school year, with its first issue sent out on Tuesday, October 2. This marks the return of the newsletter, providing important updates and information to the Division's communities.
- ★ On October 3, 2024, the Superintendent and Trustee Briggs, Trustee Buga, Trustee Dwyer and Trustee Murray-Elliott attended the event "A Stronger Sturgeon County: Building Connections, Strengthening Our Community." Hosted by Mayor Alanna Hnatiw and the Sturgeon County Council, the event focused on communication, transparency and collaboration within the community. During the 2024 State of the County Address, Mayor Hnatiw reflected on her seven years of leadership and outlined the path forward for Sturgeon County. Attendees had the opportunity to engage directly with decision-makers, discuss key initiatives and explore ways to build stronger, more resilient communities.
- ★ Meeting with the ATA Local on October 10th.
- ★ The Superintendent has decided to continue the "Woot Woot Wagon" initiative for the 2024-2025 school year. Once a month, a Senior Executive team member will guide the wagon through Central Office, offering treats to staff as a way to foster a positive work environment.
- ★ The Superintendent continues to connect monthly with neighbouring division Superintendents. These regular meetings promote collaboration, the sharing of best practices and the discussion of common challenges, strengthening relationships and fostering regional cooperation among school divisions.
- ★ On October 31, MPS students, staff and parent volunteers will visit Central Office as part of a Halloween Costume Parade and food donation drive. Students will first deliver their donations to the Morinville Food Bank, then parade at FREC. Grades 3 and 4 students will collect additional donations from Central Office staff during the parade, which will also be donated to the Food Bank.
- ★ The Superintendent has continued an initiative introduced in January 2023, aimed at recognizing Central Office staff members' birthdays each month.
- ★ The Superintendent continues to write personalized thank you cards to various Division staff members for events and celebrations occurring throughout the Division.

- ★ The Superintendent fosters 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.

- ★ From October 7-11, the Division celebrated Read In Week with guest speakers invited to schools to read books to various classes. The Superintendent actively participated by visiting four schools and reading to different classes throughout the week, joining in the efforts to promote literacy and a love of reading across the Division.
- ★ On October 17 and October 23, the Curriculum Working Groups for Science (Grades 4-6 and K-3) met to collaborate on developing year plans that integrate Indigenous perspectives and seasonal connections into the curriculum. The teams also focused on creating assessment tools, including single-point rubrics and identifying valuable resources to enhance Division-supported plans for science instruction.
- ★ On October 21, the Writing Cohort met to work on developing writing exemplars and rubrics for each grade. Each member brought a class set of writing samples, all based on the same prompt, to ensure consistency in the process. This work will continue in the spring when the group plans to revisit and further refine the exemplars and rubrics.
- ★ A new foundational training program for all Educational Assistants (EAs) is being launched to ensure consistency and support their evolving roles, especially in fostering an inclusive environment. Starting next year, new hires will complete at least 4 hours of training, with current staff also participating. The program covers Inclusion, Behaviour, Independence and Belonging, with flexible delivery options and resources available through the Hub. Emphasizing collaboration and practical application, the training aims to enhance EAs' impact on student success.

- ★ At the end of September, an email was shared with school leadership teams highlighting Media Literacy Week, taking place from October 21 to 25, with Digital Citizen's Day on October 23. Teachers were provided with lessons from MediaSmarts and CommonSense, compiled on the Ed Tech Hub, to use in their classrooms. These activities, organized by grade division from K to 12, corresponded with daily themes. Leadership teams were encouraged to share the links for the 2024 Media Literacy Week lessons and activities from previous years with their staff.

### **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.

- ★ September 27-30, 2024, the Superintendent read two books;
  - *The Five Dysfunctions of a Team* by Patrick Lencioni; and
  - The corresponding Field Guide Book - *Overcoming The Five Dysfunctions of a Team* by Patrick Lencioni.
- ★ Oct 7 - Beginning Teacher Cohort - The Superintendent opened the afternoon with greetings, sharing her personal experience as a beginning teacher and offering insights, learnings and advice to foster the success of our beginning teachers.
- ★ In October, the first Therapeutic Crisis Interventions for Schools (TCIS) cohort of the 2024-2025 school year will complete their training. Participants, including principals and other staff, will engage in three full-day sessions on October 8th, 22nd, and 29th, covering essential crisis intervention strategies such as active listening, crisis communication and post-crisis response. The training requires full attendance to qualify for certification, with pre-reading and participation in practical activities to enhance skills in supporting students during crises.
- ★ The Superintendent is registered to participate in the CASS course titled "Modeling a Commitment to Professional Learning – Learning & Teaching is Leading," scheduled for October 22, 29 and November 5 and 12. This course focuses on the concept that professional learning is a continuous practice rather than a subject to study. Participants will explore how to model professional learning personally and gain access to resources and strategies that can be applied immediately in their divisions. The sessions will cover topics such as aligning professional learning with research, building effective communities of practice, and evaluating leadership styles based on current educational trends. This course will contribute towards the required 30 Continuing Education Program (CEP) credits that must be attained annually to maintain her 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.

### **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.

- ★ The Superintendent has asked Principals to schedule student or staff presentations for upcoming Public Board Meetings, highlighting student achievements or school programs. Presentations can be recorded, virtual or in-person, with past examples including Drumline and STEAM initiatives.
- ★ Principals were expected to submit their Professional Growth Plans (PGPs) to the Superintendent by October 15th. Following the submission, meetings were scheduled from mid-October through early November to discuss their PGPs. In addition, a Team Goal for Principal and Vice Principal teams was requested, with discussions about these goals scheduled to take place during the same meetings.
- ★ October Admin Council, Principals and central office leaders spent dedicated time to:
  - What Makes a Leader Great
  - Setting Meeting Norms
  - Reviewing two Administrative Procedures to provide feedback (AP 315 and AP 206 (New))
  - Financial Strategic Planning
  - Career and Education Vision Update
- ★ The afternoon of the October 16 Admin Council meeting, Principals spent the afternoon working through Leadership Professional Learning - LQS 2, 3, & 5
  - School Management
    - Proactive & effective community and parent communication
  - Instructional Leadership
    - Place Study: Leading opportunities for Indigenous Pedagogy in science education
    - Collaborative data analysis and School Education Plan Feedback and sharing
- ★ Leadership Strategic Planning Meeting is scheduled for October 30(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 focus of October's Indigenous Hub was "Indigenous Role Models." Resources highlighted included educational activities centered on Indigenous Sports Heroes, offering insights into Indigenous Ways of Knowing and Being and supporting Education for Reconciliation. Extension activities for K-12 classrooms were provided to complement these lessons. The hub featured "Indigenous History Month Posters," created by Megan Tipler, which celebrate living Indigenous figures and their accomplishments. Additionally, "Indigenous Role Model" slides were made available to inspire classroom research. Schools were also encouraged to explore the graphic novel anthology *This Place: 150 Years Retold*, available in school libraries, along with its companion podcast. A documentary about Mary Two-Axe Earley, a Mohawk woman who fought against sex discrimination in the Indian Act, was shared as a key resource for learning about Indigenous women's rights.
  
- ★ On September 27, the Division was honoured to participate in Truth and Reconciliation and Orange Shirt Day with Alexander First Nation. The day commenced with a pipe ceremony, followed by the arrival of dignitaries and guests. The opening prayer, drum song and honour song for survivors set a respectful and reflective atmosphere. At 10 a.m., the community march took place, followed by moving speeches from dignitaries and heartfelt stories from survivors. During the lunch break, attendees took part in a mini round dance, with a special guest appearance by DerRic Starlight. The Division sent several representatives to the event, including Trustee Buga, who joined community members in commemorating the day.



(Left to Right: Trustee Stacey Buga; Nicole Farwell, Coordinator, Curriculum; Shannon Campbell Requa, Director, Education Planning; and Nisha Patel, Executive Assistant, Education Services)

- ★ October 20-23 - The Director of Education Planning and the Principal of Morinville Public School attended the **Language and Culture Teacher Gathering & Indigenous Youth Leading Intercultural Exchanges** event. This gathering brought together educators, knowledge-keepers, Elders and youth committed to language and culture revitalization in Alberta. This event offered a valuable opportunity to connect with like-minded individuals developing programs and activities to support Indigenous youth.

### **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.

- ★ The Joint Worksite Health and Safety Committee (JWHSC) held a meeting on September 24, where they reviewed the committee's terms of reference and discussed strategies to enhance member engagement. Key topics included ways to involve committee members more actively and the role of school representatives in promoting safety. The committee also focused on training for members and the implementation of Public School Works, an online safety program. In addition, a report on incidents and injuries revealed that 31 reports had been submitted for this school year, highlighting ongoing safety concerns and the importance of vigilance.
- ★ 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.

- ★ On October 4, the Superintendent, Executive Director and Trustee Buga attended the ASBA virtual session on the Municipal Affairs Statutes Amendment Act, 2024 (Bill 20). This session provided insights into the amendments to the Local Authorities Election Act, which affect locally-elected school boards. Key topics included criminal record checks for candidates, revisions to nomination papers, changes in campaign contributions and financial reporting requirements. Michael Solowan from Kingsgate Legal facilitated the session, which included a question-and-answer period.
- ★ The Superintendent, along with the Trustees, attended the "2024 Fall Conference and AGM" from October 16 to October 18. This event marked 35 years of the Public School Boards' Association of Alberta (PSBAA) supporting public education. On Thursday, attendees

participated in several professional development sessions, including discussions with Infrastructure Panels, a Board Panel, an ADM Panel and a session led by Jordan Tinney. The evening featured the Lois Hole Dinner, with keynote speaker Sandra B. Woitas, one of Edmonton's 100 most influential figures. On Thursday night, participants enjoyed "Musicians Gone Wild: Nashville Music City" at the Mayfield Dinner Theatre. The conference concluded on Friday with the Annual General Meeting, where members voted on important decisions.

- ★ The first Council of School Councils (COSC) meeting for the 2024-2025 school year will be held on the evening of October 23, 2024, at the Morinville Rendez Vous Centre, with a meal served at 5:30 p.m. This meeting brings together the chairs and vice chairs of each school council to share information, build connections and facilitate communication between school councils, the Board of Trustees and the Division's administrative team. The next COSC meeting is scheduled for March 5, 2025.
- ★ The Board will hold a professional development day on October 28 to review their Board Work Plan for the 2024-2025 school year and the Division's Strategic Plan. This session will provide an opportunity for the Board to align their priorities and strategies for the upcoming year.
- ★ The first Student Advisory Committee meeting of the 2024-2025 school year will be held on October 29 at Four Winds Public School. This meeting provides the opportunity for student representatives to engage in dialogue and gain knowledge and understanding about public education and Sturgeon Public Schools (Policy 231).
- ★ 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 provides Trustees with the monthly speaking points for School Council meetings and Stakeholders in general to support effective governance.
- ★ The Superintendent created a "Big Rocks" list for 2024-2025, highlighting key strategic planning items. These are standing agenda item topics at each Committee of the Whole meeting to support the Board's governance role.
- ★ The Superintendent remains committed to creating and distributing the "Trustee Talk" newsletter on a monthly basis, ensuring transparent communication across the Division. The newsletter is shared throughout the Division and published on the website and school web pages, providing updates and insights from the Trustees to keep the school community informed.

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

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

|                    |   |
|--------------------|---|
| <b>COMPETENCY:</b> | (7) Supporting Effective Governance   |
| <b>INDICATORS:</b> | a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity;<br>c. ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education;<br>d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;<br>e. ensuring that the board's fiscal and resource management is in accordance with all statutory, regulatory and board requirements; and<br>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. Specific Areas of Responsibility:

[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 October 23, 2024, Public Board meeting.

**Attachment(s):**

Not applicable.

**Date:** October 23, 2024 **Agenda Item:** 8.10  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Shawna Warren, Superintendent  
**Subject:** **Administrative Procedure 205: Developing Administrative Procedures**

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**Background:**

*Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).*

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

*Administrative Procedure 205: Developing Administrative Procedures* was up for regular review. Minor amendments were made to the Administrative Procedure while maintaining the core procedures and responsibilities.

This Administrative Procedure (AP) is to provide clear, written directives approved by the Superintendent for implementing Board policies, the Division's Vision, Mission, and Values and ensuring efficient Division operations. Regular review and development of these procedures, with input from relevant stakeholders, help address emerging needs and promote effective school system operations. Senior Executive members are responsible for developing or amending APs, which are reviewed by the leadership team to ensure alignment with Division practices. Once approved by the Superintendent, the APs are implemented and any changes are communicated promptly to all affected stakeholders.

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

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

- |                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness. |
| <b>COMPETENCY:</b> | (7) Supporting Effective Governance  |
| <b>INDICATORS:</b> | g. implementing board policies and supporting the regular review and evaluation of their impact.               |

**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 105: Vision, Mission and Values**

Vision

Sturgeon Public School Division: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.

Mission

Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet and excel at the challenges presented by the global community.

**Policy 240: Policy Development**

2.4 The Superintendent is responsible for developing the specific implementation steps required to operationalize a Board Policy.

2.4.1 Administrative Procedures are not subject to Board approval but are available to the Board for information at the time of Policy approval and thereafter on an ongoing basis. The Board expects that Administrative Procedures will be developed by obtaining any necessary technical advice, stakeholder input, and legal opinions.

**Policy 700: Superintendent of Schools**

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**

1.1 In accordance with Section 52(1) of the Education Act, the Board authorizes the Superintendent of Schools to do any act, or thing, or exercise any power that the Board, may or is required to do or exercise, except those matters which, in accordance with Section 52(4) of the Education Act, cannot be delegated.

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

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

**Attachment(s):**

1. Administrative Procedure 205: Developing Administrative Procedures - [Website Version](#)
2. Administrative Procedure 205: Developing Administrative Procedures - Tracked Changes



## 205: Developing Administrative Procedures

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### **Responsible Administrator: Superintendent**

#### **PURPOSE**

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

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

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

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

#### **PROCESS**

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

#### **PROCEDURE**

1. Administrative Procedure review and development will occur on a regularly scheduled basis and in accordance with the review and development of related policies.

2. Draft Administrative Procedures will be forwarded to the Senior Executive for review and provided to the Board as information.
3. Where applicable, draft Administrative Procedures will be forwarded to the Leadership Team and/or Administrators' Council for feedback to ensure alignment of procedures with Division practices.
4. Revisions to the draft Administrative Procedure will be completed by the appropriate Senior Executive and forwarded to the Superintendent for final approval.
5. Draft administrative procedures are reviewed and approved by the Superintendent and become effective as of the date of approval.
6. Any decisions or amendments arising from a review of administrative procedures shall be communicated expeditiously to all affected stakeholders.

## **References:**

Board Policy:

- 105 Vision, Mission and Values
- 240 Policy Development
- 700 Superintendent of Schools
- 701 Board Delegation of Authority

## **History**

- 2020 Jan 29 Initial Approval
- 2024 Mar 06 Amended
- 2024 Oct 03 Amended

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## **Administrative Procedures II. School Board Governance and Operations**

# AP205: Developing Administrative Procedures

Responsible Administrator: Superintendent

## PURPOSE

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

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

The Superintendent expects that all staff are familiar with the Division's Administrative Procedures.

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

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

## PROCESS

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

## PROCEDURE

1. Administrative Procedure review and development will occur on a regularly scheduled basis and in accordance with the review and development of related policies.
2. Draft Administrative Procedures will be forwarded to the Senior Executive for review and provided to the Board as information.
3. Where applicable, draft Administrative Procedures will be forwarded to the Leadership Team and/or Administrators' Council for feedback to ensure alignment of procedures with Division practices.
4. Revisions to the draft Administrative Procedure will be completed by the appropriate Senior Executive and forwarded to the Superintendent for final approval.
5. Draft Administrative Procedures are reviewed and approved by the Superintendent and become effective as of the date of approval.

6. Any decisions or amendments arising from a review of Administrative Procedures shall be communicated expeditiously to all affected stakeholders.

**References:**

Board Policy:

[100 Vision, Mission and Values](#)

240 Policy Development

700 Superintendent of Schools

[701 Board Delegation of Authority](#)

**History**

2020 Jan 29 Initial Approval

2024 Mar 06 Amended

[2024 Oct 03 Amended](#)





**Date:** October 23, 2024 **Agenda Item:** 8.11  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Lisa Lacroix, Associate Superintendent Human Resources  
**Subject:** **Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals**

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**Background:**

*Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).*

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

*Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals* has been reviewed and updated as part of the regular review schedule. This Administrative Procedure is intended to support and ensure that all Principals and Vice Principals are held to the highest standards of leadership, contributing to the overall effectiveness of our schools and the success of our students.

The amendments to *Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals* clarify the timeline that an evaluation is required and incorporate necessary grammatical corrections.

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

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

- |                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (4) Leading Learning   |
| <b>INDICATORS:</b> | 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<br>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. |

|                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | d. providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities. |

**Governance Implications:**Education Act

Principals

197 A principal of a school must

- (i) evaluate the teachers employed in the school, and

Leadership Quality Standard

3. The Leadership Quality Standard applies to all leaders employed in a school authority. All leaders are expected to meet the Leadership Quality Standard throughout their careers. Principals as defined under the Education Act are accountable for the demonstration of all the competencies. Other leaders are responsible for the demonstration of competencies directly related to their assigned role. In any given context, reasoned professional judgment must be used to determine whether the Leadership Quality Standard is being met.

Teaching Quality Standard

3. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers. In any given context, reasoned professional judgment must be used to determine whether the Teaching Quality Standard is being met.

Policy 105: Vision, Mission, Values**VALUES**

Excellence in teaching. We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

Shared responsibility. We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.

Three Year Education Plan

Domain: Teaching and Leading

Public assurance occurs when Sturgeon Public teachers and principals demonstrate all dimensions of the Teaching or Leadership Quality standards in a collaborative culture of learning.

Administrative Procedure 205: Developing Administrative Procedures

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the

implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

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

**Attachment(s):**

1. Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals - [Website Version](#)
2. Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals - Tracked Changes



## 723: Growth, Supervision and Evaluation of Principals and Vice Principals

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**Responsible Administrator: Superintendent**

### **PURPOSE**

Sturgeon Public Schools believes that growth, supervision and evaluation of Principals and Vice Principals are key components to effective leadership practice. Sturgeon Public Schools recognizes the importance of having effective school leaders, who are accomplished teachers, to direct student learning and the business of the Division. To meet the Leadership Quality Standard (LQS), school leaders must consistently analyze context and make decisions on what leadership knowledge and abilities to apply which will result in quality teaching and optimum learning for all students.

### **PROCEDURE**

1. Administrator Professional Growth plans shall be submitted as follows:
  - 1.1 All Principals are responsible for submitting a Professional Growth Plan to the Superintendent by October 15 each school year.
  - 1.2 All Vice Principals are responsible for submitting a Professional Growth Plan to their Principal by October 15 each school year.

2. The performance of Principals shall be evaluated by the Superintendent or designate according to the following schedule:
  - 2.1 During the probationary period;
  - 2.2 When the Principal is in an acting position for more than six months;
  - 2.3 In the second or third year for continuous contract Principals new to their location;
  - 2.4 Every five years for continuous contract Principals in their current location.
  
3. The performance of Vice Principals shall be evaluated by the Principal according to the following schedule:
  - 3.1 During the probationary period;
  - 3.2 When the Vice Principal is in an acting position for more than six months;
  - 3.3 In the second or third year for continuous contract Vice Principals who are new to their location;
  - 3.4 Every five years for continuous contract Vice Principals in their current location.
  
4. Administrative evaluations may be initiated at the request of the Vice Principal, Principal or Superintendent.

5. The administrator's evaluation shall proceed as follows:
  - 5.1 The administrator will be provided with a Notice of Evaluation on or before November 15th of the school year;
  - 5.2 The Superintendent/designate or the Principal will meet with the administrator to confirm:
    - 5.2.1 The reason for the evaluation;
    - 5.2.2 The evaluation process;
    - 5.2.3 The sources of data and the methods for collecting the data;
    - 5.2.4 The evaluation criteria based on the Leadership Quality Standard (LQS);
    - 5.2.5 The responsibilities of the Superintendent/designate, Principal or administrator being evaluated;
    - 5.2.6 The timelines to be applied.
  - 5.3 The Evaluation Summary Report shall be completed no later than April 30 each school year and shall include:
    - 5.3.1 An introduction;
    - 5.3.2 A statement of evaluation purpose;
    - 5.3.3 An overview of the context in which the administrator works;
    - 5.3.4 Evidence of practice;
    - 5.3.5 Identification of the leadership strengths of the administrator;
    - 5.3.6. Identification of areas for growth and/or improvement;
    - 5.3.7. A brief concluding statement;
    - 5.3.8 The administrator's response to the evaluation;
    - 5.3.9 A recommendation to the Superintendent or by the Superintendent;
  - 5.4 The administrator and evaluator will sign the report. A copy of the report will be provided to the administrator. The original report will be forwarded to the Superintendent and retained in the Personnel File.
  - 5.5 An administrator being evaluated shall be given the opportunity to append a written response to the Evaluation Summary Report within five operational days of the meeting with the evaluator.

## 6. Administrative Evaluation Appeals:

6.1 A Vice Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or the content of the evaluation and may append additional information to the evaluation report.

6.2 A Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or the content of the evaluation and may append additional information to the evaluation report.

6.3 The Superintendent shall determine if a review is warranted.

6.4 The result of the review cannot be appealed.

7. The Superintendent shall not be restricted from taking disciplinary or other action, as appropriate, where the Superintendent has reasonable grounds to believe that the actions or practices of a teacher or school administrator endanger the safety of students, constitutes a neglect of duty, a breach of trust or refusal to obey a lawful order of the Board.

8. The Board or Superintendent shall not be restricted from taking any action or exercising any right or power granted by the Education Act.

## **References:**

Board Policy: 105 Vision, Mission, Values

Admin Procedure: 722 Contracts for Newly Designated Principals and Vice Principals

Education Act: Section 197

Leadership Quality Standard

Three Year Education Plan

Alberta Teachers' Association Collective Agreement

## **History**

2020 Jan 29 Initial Approval

2022 Aug 24 Amended

2024 Oct 11 Amended

# AP723: Growth, Supervision and Evaluation of Principals and Vice Principals

Responsible Administrator: Superintendent

## PURPOSE

Sturgeon Public Schools believes that growth, supervision and evaluation of Principals and Vice Principals are key components to effective leadership practice. Sturgeon Public Schools recognizes the importance of having effective school leaders, who are accomplished teachers, to direct student learning and the business of the Division. To meet the Leadership Quality Standard (LQS), school leaders must consistently analyze context and make decisions on what leadership knowledge and abilities to apply which will result in quality teaching and optimum learning for all students.

## PROCEDURE

Administrator Professional Growth plans shall be submitted as follows:

- 1.1 All Principals are responsible for submitting a Professional Growth Plan to the Superintendent by October 15 each school year.
- 1.2 All Vice Principals are responsible for submitting a Professional Growth Plan to their Principal by October 15 each school year.

The performance of Principals shall be evaluated by the Superintendent or designate according to the following schedule:

- 2.1 During the probationary period;
- 2.2 When the Principal is in an acting position for more than six months;
- 2.3 ~~Every third year~~In the second or third year for continuous contract Principals new to their location;
- 2.4 Every ~~fifth~~five years for continuous contract Principals in their current location.

The performance of Vice Principals shall be evaluated by the Principal according to the following schedule:

- 3.1 During the probationary period;
- 3.2 When the Vice Principal is in an acting position for more than six months;
- 3.3 ~~Every third year~~In the second or third year for continuous contract Vice Principals who are new to their location;
- 3.4 Every ~~fifth~~five years for continuous contract Vice Principals in their current location.

Administrative evaluations may be initiated at the request of the Vice Principal, Principal or Superintendent.

The administrator's evaluation shall proceed as follows:

- 5.1 The administrator will be provided with a Notice of Evaluation on or before November 15th of the school year;
- 5.2 The Superintendent/designate or the Principal will meet with the administrator to confirm:
  - 5.2.1 The reason for the evaluation;



5.2.2 The evaluation process;

5.2.3 The sources of data and the methods for collecting the data;

5.2.4 The evaluation criteria based on the Leadership Quality Standard (LQS);

5.2.5 The responsibilities of the Superintendent/designate, Principal or administrator being evaluated;

5.2.6 The timelines to be applied.

5.3 The Evaluation Summary Report shall be completed no later than April 30 each school year and shall include:

5.3.1 An introduction;

5.3.2 A statement of evaluation purpose;

5.3.3 An overview of the context in which the administrator works;

5.3.4 Evidence of practice;

5.3.5 Identification of the leadership strengths of the administrator;

5.3.6. Identification of areas for growth and/or improvement;

5.3.7. A brief concluding statement;

5.3.8 The administrator's response to the evaluation;

5.3.9 A recommendation to the Superintendent or by the Superintendent;

5.4 The administrator and evaluator will sign the report. A copy of the report will be provided to the administrator. The original report will be forwarded to the Superintendent and retained in the Personnel File.

5.5 An administrator being evaluated shall be given the opportunity to append a written response to the Evaluation Summary Report within five operational days of the meeting with the evaluator.

**Administrative Evaluation Appeals:**

6.1 A Vice Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or the content of the evaluation and may append additional information to the evaluation report.

6.2 A Principal may appeal an evaluation by submitting a request to the Superintendent to review the procedure and/or the content of the evaluation and may append additional information to the evaluation report.

6.3 The Superintendent shall determine if a review is warranted.

6.4 The result of the review cannot be appealed.

The Superintendent shall not be restricted from taking disciplinary or other action, as appropriate, where the Superintendent has reasonable grounds to believe that the actions or practices of a teacher or school administrator endanger the safety of students, constitutes a neglect of duty, a breach of trust or refusal to obey a lawful order of the Board.

The Board or Superintendent shall not be restricted from taking any action or exercising any right or power granted by the Education Act.

**References:**

Board Policy: 105 Vision, Mission, Values

Admin Procedure: 722 Contracts for Newly Designated Principals and Vice Principals  
Education Act: Section 197  
Leadership Quality Standard  
Three Year Education Plan  
Alberta Teachers' Association Collective Agreement

**History**

2020 Jan 29 Initial Approval

2022 Aug 24 Amended

2024 Oct xx Amended



**Date:** October 23, 2024 **Agenda Item:** 8.12  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Lisa Lacroix, Associate Superintendent Human Resources  
**Subject:** **Administrative Procedure 725: Teacher Growth, Supervision and Evaluation**

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**Background:**

*Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).*

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

*Administrative Procedure 725: Teacher Growth, Supervision and Evaluation* has been reviewed and updated as part of the regular review schedule.

Sturgeon Public Schools recognizes the responsibility of all teachers to demonstrate professional actions, judgments and decisions that are in the best educational interests of students. In support of the provision of optimum teaching and learning opportunities, the Division provides certificated staff a means to continue their professional growth to meet the needs of students. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers and the Code of Professional Conduct standards.

*Administrative Procedure 725: Teacher Growth, Supervision and Evaluation* has been updated to replace the term “professional staff” with “certificated staff” to better align with provincial terminology and to ensure consistency across administrative documents and policies.

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

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

**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

g. ensuring school authority student assessment and evaluation procedures are fair, appropriate, evidence-informed and used to enhance learning, teaching and leadership.

**COMPETENCY:**

(6) School Authority Operations and Resources

**INDICATORS:**

d. providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities.

**Governance Implications:**

Education Act

Principals

197 A principal of a school must

(i) evaluate the teachers employed in the school, and

The Alberta Teachers' Association Code of Professional Conduct

The code of professional conduct is a set of expectations that certificated teachers and teacher leaders, like principals and superintendents, must follow. It outlines the overarching ethical principles that guide everyone in the profession.

Leadership Quality Standard

3. The Leadership Quality Standard applies to all leaders employed in a school authority. All leaders are expected to meet the Leadership Quality Standard throughout their careers. Principals as defined under the Education Act are accountable for the demonstration of all the competencies. Other leaders are responsible for the demonstration of competencies directly related to their assigned role. In any given context, reasoned professional judgment must be used to determine whether the Leadership Quality Standard is being met.

Teaching Quality Standard

3. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers. In any given context, reasoned professional judgment must be used to determine whether the Teaching Quality Standard is being met.

Policy 105: Vision, Mission, Values

VALUES

Excellence in teaching. We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

Shared responsibility. We all have an important part to play in the education process.

Working together, we strive for excellence so we can build a stronger future for us all.

### [Three Year Education Plan](#)

Domain: Teaching and Leading

Public assurance occurs when Sturgeon Public teachers and principals demonstrate all dimensions of the Teaching or Leadership Quality standards in a collaborative culture of learning.

### [Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

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

### **Attachment(s):**

1. AP725: Teacher Growth, Supervision and Evaluation - [Website Version](#)
2. AP725: Teacher Growth, Supervision and Evaluation - Tracked Changes



# 725: Teacher Growth, Supervision and Evaluation

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**Responsible Administrator: Associate Superintendent Human Resources**

## **PURPOSE**

Sturgeon Public Schools recognizes the responsibility of all teachers to demonstrate professional actions, judgments and decisions that are in the best educational interests of students. In support of the provision of optimum teaching and learning opportunities, the Division provides certificated staff a means to continue their professional growth to meet the needs of students. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers and the Code of Professional Conduct standards.

## **PROCEDURE**

1. The Superintendent or designate shall be responsible and accountable for:

1.1 Communicating to school administrators, teachers and other stakeholders the Division's Standards of Professional Practice which consist of the Teaching Quality Standard and the Leadership Quality Standard.

1.2 Supervising the implementation of the Teacher Growth, Supervision and Evaluation Practice.

1.3 Encouraging and promoting a positive Public School Division culture and climate that fosters continuous professional learning by all certificated staff.

1.4 Receiving reports from Principals indicating each certificated staff member has annually developed a Professional Growth or Mentorship Plan and submitted a Summary Report or undertaken consultation regarding the Professional Growth Plan.

1.5 Supporting Principals and certificated staff in the growth, supervision and evaluation processes including the receiving of Notices of Evaluation and Evaluation Summary Reports.

1.6 Recommending, where appropriate, a teacher who meets the Teaching Quality Standard for permanent certification as outlined in the Certification of Teachers Regulation.

1.7 Receiving copies of Notices of Remediation and Remediation Summary Reports arising from the remediation process.

1.8 Receiving copies of Letters of Direction and Reprimand.

1.9 Receiving appeals from staff and directing these appeals to the Central Office personnel.

1.10 Based upon information provided by the Principal and/or Central Office personnel, determining if a certificated staff member's conduct or practice warrants disciplinary action and the extent of the disciplinary action.

2. Principals shall be responsible and accountable for:

2.1 Supervising professional practice on an ongoing basis within available resources and personnel by:

2.1.1 Reviewing long and short range planning documents.

2.1.2 Observing professional practice.

2.1.3 Identifying strengths in professional practice.

2.1.4 Identifying behaviours or practices that require evaluation.

2.2 Annually receiving by October 15, or within 45 days after the first teaching day if the certificated staff member is hired after September 15, a professional growth or mentorship plan.

2.3 Engaging in a collaborative process with each certificated staff member to review the Professional Growth or Mentorship Plan by November 15. In the case of a certificated staff member hired after September 15, this process will commence within two weeks of submission.

2.4 Submitting by June 30 written verification to the Superintendent that each certificated staff member has completed a summary report or undertaken formal consultation on the Professional Growth or Mentorship Plan.

2.5 Fostering positive school cultures and climates that demonstrate continuous professional learning.

2.6 Meeting the Leadership Quality Standard.

2.7 Engaging in on-going supervision of certificated staff and evaluating, when appropriate, staff within their school to:

2.7.1 Determine whether a certificated staff member's practice meets the Standard.

2.7.2 Indicate to the Superintendent or designate whether a teacher holding an interim professional certificate meets the requirements of permanent certification as outlined in the Certification of Teachers Regulation.

2.8 Utilizing the appropriate processes, letters and forms found in the Sturgeon Guide to Growth, and Supervision of Certificated Staff and the Guide to Evaluation of Certificated Staff:

2.8.1 The Principal may designate a Vice-Principal to oversee a portion of the ongoing supervision of certificated staff.

2.8.2 The Principal may designate a Professional Learning Team (PLT) to oversee annual professional growth or mentorship plans of certificated staff.



3. Certificated Staff shall be responsible and accountable for:

3.1 Being knowledgeable of the Administrative Procedure on Teacher Growth, Supervision and Evaluation.

3.2 Being knowledgeable of the processes outlined in the Sturgeon Public Schools Guide to Growth and Supervision of Certificated Staff and Guide to Evaluation of Certificated Staff.

3.3 Meeting the Teaching Quality Standard.3.4Taking responsibility for professional growth by developing, implementing, executing, and reporting on an annual Professional Growth Plan.

3.5 Participating professionally in the growth and supervision process.

3.6 Participating professionally in any requested or required evaluation or remediation process.

3.7 Addressing those areas for improvement as identified during supervision and in evaluation summary and remediation reports.

3.8 Completing tasks assigned or adhering to directives given to them as per the Education Act, Alberta Education regulations, School Board policy, and Superintendent or designate authority.

4. Notwithstanding any other provision in the Growth and Supervision and Evaluation of Certificated Staff process:

4.1 The Superintendent, the designate or Principal may take disciplinary or other action, as appropriate, where there are reasonable grounds for believing that the actions or practices of a certificated staff member endanger the safety of students, or constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Board.

4.2 The Board or Superintendent may suspend an employee for the performance of duties under the provisions of The Education Act.

4.2.1 Where an employee is suspended or terminated, provisions under the appropriate legislation or regulation shall apply.

## **References:**

Alberta Education Teacher Growth, Supervision and Evaluation Policy

The Alberta Teachers' Association Code of Professional Conduct

SPS Guide to Growth and Supervision of Certificated Staff

SPS Guide to Evaluation of Certificated Staff

## **History**

2020 Jan 29 Initial Approval

2024 Oct 11 Amended

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**Administrative Procedures VII. Personnel and Employee Relations (Teacher Staffing, Certification and Placement)**

# AP725: Teacher Growth, Supervision and Evaluation

Responsible Administrator: Associate Superintendent Human Resources

## PURPOSE

Sturgeon Public Schools recognizes the responsibility of all teachers to demonstrate professional actions, judgments and decisions that are in the best educational interests of students. In support of the provision of optimum teaching and learning opportunities, the Division provides ~~certificated~~professional staff a means to continue their professional growth to meet the needs of students. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers and the Code of Professional Conduct standards.

## PROCEDURE

1. The Superintendent or designate shall be responsible and accountable for:

1.1 Communicating to school administrators, teachers and other stakeholders the Division's Standards of Professional Practice which consist of the Teaching Quality Standard. [and the Leadership Quality Standard.](#)

1.2 Supervising the implementation of the Teacher Growth, Supervision and Evaluation Practice.

1.3 Encouraging and promoting a positive Public School Division culture and climate that fosters continuous professional learning by all ~~certificated~~professional staff.

1.4 Receiving reports from Principals indicating each ~~certificated~~professional staff member has annually developed a Professional Growth or Mentorship Plan and submitted a Summary Report or undertaken consultation regarding the Professional Growth Plan.

1.5 Supporting Principals and ~~certificated~~professional staff in the growth, supervision and evaluation processes including the receiving of Notices of Evaluation and Evaluation Summary Reports.

1.6 Recommending, where appropriate, a teacher who meets the Teaching Quality Standard for permanent certification as outlined in the Certification of Teachers Regulation.

1.7 Receiving copies of Notices of Remediation and Remediation Summary Reports arising from the remediation process.

1.8 Receiving copies of Letters of Direction and Reprimand.

1.9 Receiving appeals from staff and directing these appeals to the Central Office personnel.

1.10 Based upon information provided by the Principal and/or Central Office personnel, determining if a ~~certificatedprofessional~~ staff member's conduct or practice warrants disciplinary action and the extent of the disciplinary action.

2. Principals shall be responsible and accountable for:

2.1 Supervising professional practice on an ongoing basis within available resources and personnel by:

2.1.1 Reviewing long and short range planning documents.

2.1.2 Observing professional practice.

2.1.3 Identifying strengths in professional practice.

2.1.4 Identifying behaviours or practices that require evaluation.

2.2 Annually receiving by October 15, or within 45 days after the first teaching day if the ~~certificatedprofessional~~ staff member is hired after September 15, a professional growth or mentorship plan.

2.3 Engaging in a collaborative process with each ~~certificatedprofessional~~ staff member to ~~receive and~~ review the Professional Growth or Mentorship Plan by November 15. In the case of a ~~certificatedprofessional~~ staff member hired after September 15, this ~~collaborative~~ process will commence within two weeks of ~~submission. receipt of the Professional Growth Plan or Mentorship Plan.~~

2.4 Submitting by June 30 written verification to the Superintendent that each ~~certificatedprofessional~~ staff member has completed a summary report or undertaken formal consultation on the Professional Growth or Mentorship Plan.

2.5 Fostering positive school cultures and climates that demonstrate continuous professional learning.

2.6 Meeting the Leadership Quality Standard.

~~2.76~~ Engaging in on-going supervision of ~~certificatedprofessional~~ staff and evaluating, when appropriate, staff within their school to:

~~2.76.1~~ Determine whether a ~~certificatedprofessional~~ staff member's practice meets the Standard.

2.76.2 Indicate to the Superintendent or designate whether a teacher holding an interim professional certificate meets the requirements of permanent certification as outlined in the Certification of Teachers Regulation.

2.87 Utilizing the appropriate processes, letters and forms found in the Sturgeon Guide to Growth, and Supervision of CertificatedProfessional Staff and the Guide to Evaluation of CertificatedProfessional Staff:

2.87.1 The Principal may designate a Vice-Principal to oversee a portion of the ongoing supervision of certificatedprofessional staff.

2.87.2 The Principal may designate a Professional Learning Team (PLT) to oversee annual professional growth or mentorship plans of certificatedprofessional staff.

3. CertificatedProfessional Staff shall be responsible and accountable for:

3.1 Being knowledgeable of the Administrative Procedure Board's policy on Teacher Growth, Supervision and Evaluation.

3.2 Being knowledgeable of the processes outlined in the Sturgeon Public Schools Guide to Growth and Supervision of CertificatedProfessional Staff and Guide to Evaluation of CertificatedProfessional Staff.

3.3 Meeting the Teaching Quality Standard.

3.4 Taking responsibility for professional growth by developing, implementing, executing, and reporting on an annual Professional Growth Plan.

3.5 Participating professionally in the growth and supervision process.

3.6 Participating professionally in any requested or required evaluation or remediation process.

3.7 Addressing those areas for improvement as identified during supervision and in evaluation summary and remediation reports.

3.8 Completing tasks assigned or adhering to directives given to them as per the Education Act, Alberta Education regulations, School Board policy, and Superintendent or designate authority.

4. Notwithstanding any other provision in the Growth and Supervision and Evaluation of CertificatedProfessional Staff process:

4.1 The Superintendent, the designate or Principal may take disciplinary or other action, as appropriate, where there are reasonable grounds for believing that the actions or practices of a ~~certificated professional~~ staff member endanger the safety of students, or constitute a neglect of duty, a breach of trust or a refusal to obey a lawful order of the Board.

4.2 The Board or Superintendent may suspend an employee for the performance of duties under the provisions of The Education Act.

4.2.1 Where an employee is suspended or terminated, provisions under the appropriate legislation or regulation shall apply.

**References:**

Alberta Education Teacher Growth, Supervision and Evaluation Policy  
The Alberta Teachers' Association Code of Professional Conduct  
SPS Guide to Growth and Supervision of ~~Certificated Professional~~ Staff  
SPS Guide to Evaluation of ~~Certificated Professional~~ Staff

**History**

2020 Jan 29 Initial Approval  
2024 Oct xx Amended

**Date:** October 23, 2024 **Agenda Item:** 8.13  
**To:** Board of Trustees  
**From:** Shawna Warren, Superintendent  
**Originator(s):** Lisa Lacroix, Associate Superintendent Human Resources  
**Subject:** **Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation**

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**Background:**

*Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division ([AP 205 Developing Administrative Procedures](#)).*

Administrative Procedures are reviewed and developed on a regularly scheduled basis.

*Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation* has been reviewed and updated as part of the regular review schedule.

*Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation*, which outlines the process for the continuous growth, supervision, and evaluation of support staff within Sturgeon Public Schools, ensures that all non-teaching staff, including those in supervisory and leadership roles, actively participate in planning, evaluating, and enhancing their performance on an ongoing basis.

The immediate supervisor (Principal, Director, or Manager) is responsible for ongoing supervision, which includes two-way communication, self-evaluation, feedback, and coaching.

Evaluations are based on job description responsibilities and the Sturgeon Public Schools Support Staff Standards. Evaluations are mandatory before the end of the probationary period, annually for GEC employees requiring an increment, and every three years for CUPE and top-salary grid GEC employees.

A new requirement in *Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation* is that support staff must develop annual Professional Growth Plans with their supervisors. If applicable, evaluations will replace the Professional Growth Plan requirement for that year.

*Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation* ensures a structured and supportive process for evaluating and fostering the growth of support staff within the Division.

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

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

|                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (4) Leading Learning   |
| <b>INDICATORS:</b> | f. building principals' and school jurisdiction leaders' capacities and holding them accountable for providing instructional leadership through effective support, supervision and evaluation practices.   |
| <b>COMPETENCY:</b> | (6) School Authority Operations and Resources  |
| <b>INDICATORS:</b> | d. providing for the support, ongoing supervision and evaluation of all staff members in relation to their respective professional responsibilities; and<br>h. implementing programs and procedures for the effective management of human resources in support of mentorship, capacity building and succession planning. |

**Governance Implications:**

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

**VALUES**

Excellence in teaching. We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

Shared responsibility. We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

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

**Attachment(s):**

1. AP726: Support Staff Growth, Supervision and Evaluation - [Website Version](#)
2. AP726: Support Staff Performance Review - Previous Version





## 726: Support Staff Growth, Supervision and Evaluation

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**Responsible Administrator: Associate Superintendent Human Resources**

### **PURPOSE**

Sturgeon Public Schools support an on-going process that facilitates continuing growth, monitoring and reporting of support staff performance. All non-teaching staff, including those in supervisory and leadership positions, must actively participate in planning, evaluating and enhancing or improving their performance on a continuous basis

### **PROCESS**

The Associate Superintendent Human Resources is responsible for maintaining a process for support staff growth and evaluation.

### **PROCEDURE**

This Administrative Procedure is guided by the “Sturgeon Public School Division Standards for Support Staff”

1. The immediate supervisor, normally consisting of the Principal, Director or Manager shall be responsible for ongoing supervision of the support staff member.
2. Ongoing supervision shall include two-way communication, be supportive in nature, involve self-evaluation, feedback and coaching.

## **Supervision and Evaluation**

3. Supervision shall be provided by an employee's immediate supervisor.
4. The supervision process shall:
  - 4.1. be developed and delivered in an ongoing and supportive in nature;
  - 4.2. provide support and guidance to staff members;
  - 4.3. include observations and information about the quality of work or service the staff member provides; and
  - 4.4. identify behaviours that for any reason may require improvement.
5. If, as a result of information gathered through supervision, a concern about the staff member's behaviour or practices arises, the immediate supervisor shall provide support and assistance to the staff member to address the concern in a prompt manner.
6. Written evaluation of the staff member's performance shall be assessed based on the responsibilities and performance standards contained in their job description and the Sturgeon Public School Division Support staff Standards.
7. Evaluations shall be completed:
  - 7.1. for all staff prior to the expiration of the probationary period;
  - 7.2. annually for General Employment Condition (GEC) employees who require an increment;
  - 7.3. every three (3) years following the completion of the probationary period of CUPE staff members;
  - 7.4. every three (3) years for GEC employees once they have reached the top of their salary grid.
8. Evaluations may be completed more frequently at the discretion of the Superintendent or delegate, the immediate supervisor, or upon the request of a staff member.

9. Evaluations shall include:

9.1. an assessment of how the performance of the staff member contributed to the overall results of the school or department;

9.2. an assessment of the application of skills, knowledge and personal/professional attributes required to achieve the expected performance;

9.3. an assessment of the adherence to the Sturgeon Public Schools Standard for Support Staff (Appendix A)

9.4. comments and signatures by evaluator (if different from the supervisor) the immediate supervisor and the staff member.

10. The immediate supervisor shall ensure that the staff member receives a copy of all evaluation reports.

10.1. The original evaluation report shall be submitted to the staff member's personnel file.

11. A staff member may respond in writing to the evaluation.

11.1. Such response shall be included in the staff member's personnel file.

12. A staff member may request a review of an evaluation process no later than thirty (30) calendar days after the receipt of an evaluation report.

12.1. Such a request shall be made in writing to the Associate Superintendent Human Resources.

13. The Associate Superintendent Human Resources or designate shall review the evaluation to determine if the Principal/Director/Supervisor/Evaluator conducted the process of evaluation in accordance with provisions in the Administrative Procedures.

13.1. The results of the review shall be communicated to the staff member in writing in a timely manner.

13.2. No appeal shall be made of any decision arising from such a review.

## **Professional Growth Plan for Support Staff**

14. It is the responsibility of the supervisor to work with their support staff to develop a professional growth plan annually. If an employee is undergoing an evaluation, the evaluation will replace the requirement for a professional growth plan.

### **References:**

*Appendix A - Sturgeon Public School Division Standards for Support Staff*

### **History**

2020 Jan 29 Initial Approval

2020 Aug 18 Amended

2024 Aug 30 Amended

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**Administrative Procedures VII. Personnel and Employee Relations (Teacher Staffing, Certification and Placement)**



## 726: Appendix A - Sturgeon Public Schools Division Standards for Support Staff

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Sturgeon Public School Division employees are required to meet the Sturgeon Public Schools Standard for Support Staff in the following areas of responsibility.

The staff member:

- is punctual.
- adheres to time schedules established by their supervisor, policy/procedure or school/office/department directives.
- is dependable and reliable.
- understands their work duties and ensures work is completed as required by the supervisor, policy/procedure or school/office/department directives.
- communicates effectively.
- understands what and to whom they are to communicate and uses acceptable processes and courteous language.
- uses Sturgeon Public Schools conflict resolution processes to resolve matters, i.e. *AP 221: Focused and Effective Communication*.
- maintains workplace confidentiality at all times.
- works within guidelines established by the supervisor, policy/procedure or school/office/department directives.
- adheres to timelines established by the supervisor, policy/procedure or school/office directives for completing tasks.
- uses reasonable judgment and reacts suitably to fluctuations in the work environment.

- understands what records they are responsible for maintaining and does so accurately and within timelines/expectations established by the supervisor, policy/procedure or school/office/department directives.
- adheres to all Division Policies and Procedures.
- follows directives from the supervisor.

The employee is required to meet the Sturgeon Public Schools Standard in the following areas of conduct:

- Conflict resolution
  - The employee resolves conflicts by successfully using Sturgeon Public Schools focused and effective communication process.
- Personal conduct
  - The employee serves as a positive role model for students, parents, staff and the community.
  - The employee is entrusted to work with or around students and shall maintain a high standard of personal character and conduct.
- Conduct towards the rights of others
  - The employee performs their duties in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, colour, sex, sexual orientation, physical characteristics, age, ancestry or place of origin.
  - The employee has a duty to contribute to the smooth functioning of the workplace by treating fellow employees, supervisors, students, parents and the public with courtesy and respect. In meeting this obligation, the employee is expected:
    - To avoid behaviour which might endanger or cause distress to other employees, or otherwise contribute to disruption of the workplace.
    - To refrain from allowing workplace relationships to adversely affect the performance of duties.
    - To have due regard for the safety of others in the use of school property and resources.
- Conduct towards employer
  - The employee shall:

- assume the tasks assigned to them.
  - review and accept the performance standards expected of them.
  - cooperate with the employer in the monitoring and performance review processes.
  - recognize that supervisors have a responsibility to perform monitoring and performance reviews, and provide feedback on performance within a framework of open and honest two-way communication.
- Conduct towards students
    - The employee:
      - treats all students with respect.
      - shall not commit any degrading, abusive act or exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that employee.
  - Conduct with regard to confidential information
    - The employee keeps in confidence personally identifiable information regarding school programs, staff, students or their family members that has been obtained in the course of their duties, unless disclosure is required or permitted by law or is necessary for the personal safety of the student or others.

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**Administrative Procedures VII. Personnel and Employee Relations (Teacher Staffing, Certification and Placement)**

## **Support Staff Performance Review**

**Responsible Administrator: Associate Superintendent Human Resources**

### **PURPOSE**

Sturgeon Public Schools supports an on-going process that facilitates continuous growth, monitoring and reporting of support staff performance.

It is the responsibility of the supervisor to carefully monitor and complete an annual assessment of each employee under their direction. Performance review of a support staff employee will be conducted in situations when (a) the employee is in probationary status, or (b) the employee's performance may not be meeting minimum standards.

### **PROCESS**

The Associate Superintendent Human Resources is responsible for maintaining a process for support staff performance review and assessment.

### **PROCEDURE**

1. This Administrative Procedure is guided by the "Sturgeon Public Schools Standard for Support Staff".
2. The Sturgeon Public Schools Standard for Support Staff consists of three components. The employee must meet all three components of the Standard which are:
  - 2.1 General Workplace Responsibilities.
  - 2.2 Sturgeon Public Schools Specific Conduct Expectations.
  - 2.3 Job Specific Expectations as outlined in the employee's job description. An individual support staff employee's job description may vary slightly from that of another employee of the same job classification.
3. The following are three distinct phases to the Support Staff Performance Review process:
  - 3.1 Work expectations clarification.
  - 3.2 Ongoing monitoring.



3.3 A Performance Review Report.

4. All support staff performance review reports and work improvement plans will be written on one of the templates attached in the appendices.

5. The Performance Assessment process is undertaken and completed annually.

6. The supervisor shall review the work expectations with each employee at the commencement of each school year, and continue on-going monitoring.

**APPENDIX A**

**Support Staff Performance Review Report**

(Please use Sturgeon Public Schools Letterhead)

**Confidential once complete**

Employee's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sturgeon Public School/Program: \_\_\_\_\_ (School Name –  
Grade) \_\_\_\_\_ Employee's Current Status (Permanent, Part-Time,  
Temporary): \_\_\_\_\_

Position Title:  
\_\_\_\_\_

Position Summary: Attached Job Description

**Sturgeon Public Schools Standard for Support Staff**

The Sturgeon Public Schools Standard for Support Staff consists of three components as outlined below. The employee must meet all three components. As a result of information collected by the school administrator, the following is a summary of the employee's performance ratings.

1. General Workplace Responsibilities (see Appendix B) Sturgeon employees are required to meet the Sturgeon Public Schools Standard for Support Staff in the following areas of responsibility:

| The Support Staff Employee | Meets the Standard | Does Not Meet the Standard |
|----------------------------|--------------------|----------------------------|
| 1.1. Is punctual           |                    |                            |

|  |  |  |
|--|--|--|
| 1.2. Is dependable and reliable                    |  |  |
| 1.3. Communicates effectively                      |  |  |
| 1.4. Communicates appropriately                    |  |  |
| 1.5. Works with minimum supervision                |  |  |
| 1.6. Completes assigned duties on time             |  |  |
| 1.7. Adapts appropriately to changing work demands |  |  |
| 1.8. Appropriately maintains required records      |  |  |
| 1.9. Properly follows lines of authority           |  |  |

*(Rating Code: X indicates employee meets standard) (If the employee does not meet the standard, comments are required below. Comments are also encouraged if the employee is meeting the standard.)*

Comments:

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## 2. Sturgeon Public Schools Specific Conduct Expectations (See Appendix B)

Sturgeon employees are required to meet the Sturgeon Public Schools Standard in the following areas of conduct:

| The Support Staff Employee        | Meets the Standard | Does Not Meet the Standard |
|-----------------------------------|--------------------|----------------------------|
| 2.1. Sturgeon Conflict Resolution |                    |                            |
| 2.2. Personal conduct             |                    |                            |

|  |  |  |
|--|--|--|
| 2.3. Conduct towards the rights of others            |  |  |
| 2.4. Conduct towards employers                       |  |  |
| 2.5. Conduct towards students                        |  |  |
| 2.6. Conduct with regard to confidential information |  |  |

*(Rating Code: X indicates employee meets standard)*

*(If the employee does not meet the standard, comments are required below. Comments are also encouraged if the employee is meeting the standard.)*

Comments:

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### 3. Sturgeon Job Specific Expectations

The third component of the Sturgeon Public Schools Standard for Support Staff is particular to each employee's job specific expectations:

| Under the direction of the Principal, the support staff employee with: | Meets the Standard | Does Not Meet the Standard |
|--|--------------------|----------------------------|
| <i>Insert Job Description details, e.g. Education Assistant 2</i>      |                    |                            |
| 3.1. Varied instructional support                                      |                    |                            |
| 3.2. Varied student behaviour management                               |                    |                            |
| 3.3. Preparation of instructional materials                            |                    |                            |

|   |  |  |
|---|--|--|
| 3.4. Student supervision, indoor and outdoor  |  |  |
| 3.5. Student hygiene and personal care  |  |  |
| 3.6. Providing input into the formation of the Individual Program Plan  |  |  |
| 3.7. Independent, discretionary reinforcement of educational programs   |  |  |
| 3.8. May include the administration of medication to students   |  |  |
| 3.9. Provides services to students related to physical and educational needs requiring short term, informal training (i.e. tube feeding or catheterize) |  |  |
| 3.10. Other duties appropriate to the classification as assigned by the teacher   |  |  |

*(Rating Codes: X and N/A - not applicable)*

*(If the employee does not meet the standard, comments are required below. Comments are also encouraged if the employee is meeting the standard.)*

Comments:

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**Findings of the Performance Review Report**

Based upon input collected from a variety of sources, it is the professional judgment of the school administrator that: (place an x in the appropriate box)

\_\_\_\_\_ The employee's performance has met the standard.

\_\_\_\_\_ The employee's performance has not met the standard. A work improvement plan will be developed in consultation with the employee and a written summary of the plan will be provided within thirty working days of this report.

Comments:

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*Procedures for Appeal*

A support staff member who does not agree with a written Performance Review Report has the right to appeal the report to first, the school administrator and, if not resolved, to the Superintendent's designate. The appeal must be in writing and sent by registered mail or presented in person to the Principal within fifteen working days of the date of the Performance Review Report.

Note: a copy of this Performance Review Report is forwarded to Human Resources of Sturgeon Public Schools; a second copy is given to the employee; and the school administrator retains the third copy.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

The employee's signature indicates the employee has read the Performance Review Report.

School Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **APPENDIX B**

### **1. General Workplace Responsibility Standards**

Sturgeon employees are required to meet the Sturgeon Public Schools Standard for Support Staff in the following areas of responsibility.

#### **1.1 Is Punctual**

The employee adheres to time schedules established by his/her supervisor, policy or school/office directives.

#### **1.2 Is Dependable and Reliable**

The employee understands his/her work duties and ensures work is completed as required by the supervisor, policy or school/office directives.

#### **1.3 Communicates Effectively**

The employee understands what and to whom they are to communicate and uses acceptable processes and courteous language.

#### **1.4 Communicates Appropriately**

The employee uses Sturgeon Public Schools conflict resolution processes to resolve matters, i.e. Healthy Interactions and maintains workplace confidentiality at all times.

#### **1.5 Works with Appropriate Supervision**

The employee works within guidelines established by the supervisor, policy or school/office directives.

#### **1.6 Completes Assigned Duties on Time**

The employee adheres to timelines established by the supervisor, policy or school/office directives for completing tasks.

#### **1.7 Adapts Appropriately to Changing Work Demands**

The employee uses reasonable judgment and reacts suitably to fluctuations in the work environment.

#### **1.8 Appropriately Maintains Required Records**

The employee understands what records he/she is responsible for maintaining and does so accurately and within timelines/expectations established by the supervisor, policy or school/office directives.

### 1.9 Properly Follows Lines of Authority

The employee follows directives from the supervisor. If conflict arises between the employee and his/her supervisor, the employee seeks resolution first through the supervisor, and secondly, if necessary, through the supervisor's supervisor using Healthy Interactions process.

## 2. Sturgeon Public Schools Specific Conduct Expectations

Sturgeon employees are required to meet the Sturgeon Public Schools Standard in the following areas of conduct:

### 2.1 Conflict Resolution

The employee resolves conflicts by successfully using Sturgeon Healthy Interaction processes.

### 2.2 Personal Conduct

The employee serves as a positive role model for students, parents and the community. Because the employee is entrusted to work with students, the Sturgeon employee shall maintain a high standard of personal character and conduct.

### 2.3 Conduct Towards the Rights of Others

The employee performs his/her duties in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, color, sex, sexual orientation, physical characteristics, age, ancestry or place of origin. The employee has a duty to contribute to the smooth functioning of the workplace by treating fellow employees, supervisors, students, parents and the public with courtesy and respect. In meeting this obligation, the employee is expected:

2.3.1 To avoid behaviour which might endanger or cause distress to other employees, or otherwise contribute to disruption of the workplace.

2.3.2 To refrain from allowing workplace relationships to adversely affect the performance of duties.

2.3.3 To have due regard for the safety of others in the use of school property and resources.

### 2.4 Conduct Towards Employer

The employee shall:

2.4.1 Willingly assume the tasks assigned to him/her.

2.4.2 Review and accept the performance standards expected of him/her.

2.4.3 Cooperate with the employer in the monitoring and performance review processes.

2.4.4 Recognize that supervisors have a responsibility to perform monitoring and performance reviews, and provide feedback on performance within a framework of open and honest two-way communication.

## 2.5 Conduct Towards Students

The employee treats all students with respect. The employee shall not commit any degrading, abusive act or exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that employee.

## 2.6 Conduct With Regard to Confidential Information

The employee keeps in confidence personally identifiable information regarding school programs, staff, students or their family members that has been obtained in the course of their duties, unless disclosure is required or permitted by law or is necessary for the personal safety of the student or others.

# APPENDIX C

## Support Staff Work Improvement Plan

(Please use Sturgeon Public Schools Letterhead)

### Confidential once completed

Employee's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Sturgeon Public School/Program: \_\_\_\_\_ (School Name –  
Grade) \_\_\_\_\_ Employee's Current Status (Permanent, Part-  
Time, Temporary): \_\_\_\_\_

Position Title: \_\_\_\_\_ (Classification Title, e.g.,  
Education Assistant 2) Position Summary: Attached job description

As a recent performance review has determined that the employee has not met the standard, the following work improvement plan becomes necessary. The employee is expected to follow this work improvement plan and to develop the required skills and competencies within the timeframe(s) as outlined below:



1. Identification of which component(s) of the Sturgeon Public Schools Standard for Support Staff have not been met by the employee on the last performance review. (School administrator inserts/selects those areas from previous performance review not meeting the standard.)

1.1 The employee does not meet the following General Workplace Responsibilities component of the Sturgeon Public Schools Standard for Support Staff employees:

1.1.1 Is punctual

1.1.2 Is dependable and reliable

1.1.3 Communicates effectively

1.1.4 Communicates appropriately

1.1.5 Works with minimum supervision

1.1.6 Completes assigned duties on time

1.1.7 Adapts appropriately to changing work demands

1.1.8 Appropriately maintains required records

1.1.9 Properly follows lines of authority

1.2 The employee does not meet the following Specific Conduct Expectations component of the Sturgeon Public Schools Standard for Support Staff employees:

1.2.1 Sturgeon Conflict Resolution Conduct

1.2.2 Personal Conduct

1.2.3 Conduct toward the Rights of Others

1.2.4 Conduct toward Employers

1.2.5 Conduct toward Students

1.2.6 Confidential Information Conduct

1.3 The employee does not meet the following Job Specific Expectations component of the Sturgeon Public Schools Standard for Support Staff employees:

1.3.1 Varied instructional support

1.3.2 Varied student behaviour management

- 1.3.3 Preparation of instructional materials
- 1.3.4 Student supervision, indoor and outdoor
- 1.3.5 Student hygiene and personal care
- 1.3.6 Providing input into the formation of the IPP
- 1.3.7 Tracking and reporting student progress
- 1.3.8 Independent, discretionary reinforcement of educational programs
- 1.3.9 May include the administration of medication to students
- 1.3.10 Provides services to students related to physical and educational needs requiring short term, informal training (i.e. tube feeding or catherization)
- 1.3.11 Other duties appropriate to the classification as assigned by the teacher

2. Identification of what is required of the employee to meet the Sturgeon Public Schools Standard for Support Staff employees:

The above Section 1 outlines the skills and competencies to be addressed and developed in order to meet the standard. Listed below are the actions required of the employee in order to develop the required skills and competencies:

2.1 Insert - e.g. The employee must develop Healthy Interactions skills; the employee is to review these Healthy Interactions processes with school administrator

2.2 Insert

2.3 Insert

3. Identification of the support(s) available to the employee

Insert - e.g. Sturgeon Healthy Interactions training sessions – see Sturgeon Professional Development calendar for dates/locations; periodic reviews these Healthy Interactions processes with school administrator

Insert

Insert

4. Timelines

Insert time frame - e.g. Employee will attend the Healthy Interactions training sessions on \_\_\_\_\_ (date).

Insert time frame - e.g. Periodic reviews of these same processes with school administrator on \_\_\_\_\_ (date).

### 5. Results of Improvement Plan Completion

Based upon input collected from a variety of sources, it is the professional judgment of the school administrator that:

\_\_\_\_\_ The employee's performance has met the standard and the employee will continue in the employ of Sturgeon Public Schools.

\_\_\_\_\_ The employee's performance has not met the standard and the school administrator will make a recommendation to the employer which may result in the lay-off of the employee.

### 6. Recommendation to Superintendent

The school administrator's recommendation to the Superintendent or Superintendent's designate is:

\_\_\_\_\_ Continue remediation services to the employee until \_\_\_\_\_ (Date)

\_\_\_\_\_ Lay-off the employee

Comments:

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Distribution of Work Improvement Report: one copy each to Human Resources; to the employee; and to the school administrator.

*The employee's signature indicates the employee has read this Support Staff Work Improvement Plan Report*

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

School Administrator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## **APPENDIX D**

### **Support Staff Annual Performance Assessment - CUPE**

(Please use Sturgeon Public Schools Letterhead)

**Confidential once complete**

Employee's Name: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Principal: \_\_\_\_\_

Vice-Principal: \_\_\_\_\_

Teacher, if applicable:

\_\_\_\_\_

Work Location:

\_\_\_\_\_

1. Supervisor's summary of most important responsibilities:

2. Employee's summary of most important responsibilities:

3. Supervisor's assessment of employee's value to the workplace:

4. Employee's response to this assessment:

5. Future goals and challenges discussed:

Supervisor's initials: \_\_\_\_\_

Employee's initials: (employee's initials indicate receipt only) \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX E**

Annual Performance Assessment GEC Support Staff

**Confidential once complete**

Employee's Name: \_\_\_\_\_

Position: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Work Location: \_\_\_\_\_

Principal's Input (For School Based O&M Staff Only):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Supervisor's summary of most important responsibilities:

2. Employee's summary of most important responsibilities:

3. Supervisor's assessment of employee's contribution to the workplace:

4. Employee's response to this assessment:

5. Future goals and challenges discussed:

Supervisor's Signature: \_\_\_\_\_

Employee's Signature: (employee's initials indicate receipt only) \_\_\_\_\_

Date: \_\_\_\_\_

For Superintendent's use only:

\_\_\_\_\_ Increment Approved

\_\_\_\_\_ Increment Denied

Superintendent \_\_\_\_\_

## APPENDIX F

### Support Staff Performance Review and Assessment – Guidelines

#### 1 – Definitions

- a) performance **review** is used (1) prior to completion of probationary status, (2) upon request from an employee, (3) in situations where an employee's performance may not be meeting minimum acceptable standards
- b) performance **assessment** is conducted annually for all CUPE and GEC employees; it is the method used to ensure that job duties and quality of work are mutually understood by supervisor and employee
- c) both the **review** form and the **assessment** form are included in the employee's personnel file
- d) an employee cannot be approved for pay grid increase (if eligible) without a current **assessment** form on file

e) both **performance review** and **performance assessment** are formative procedures; whereas they cannot be used for disciplinary purposes, Union representation is not involved

f) however, in the **performance review** procedure, at such point as transfer or layoff may be under consideration, the employer may invite Union representation

## **2 – Performance Review**

a) the form in Appendix A is used for performance review

b) a GEC performance review is initiated by the responsible manager/director/supervisor and actioned by the supervisor and Human Resources

c) a CUPE performance review is initiated by a school principal and actioned by the Principal and Human Resources; if the employee under review is employed in a classroom, the teacher in that classroom would also be involved

d) when a **performance review** is required for (1/a/3), above, the supervisor will first review the facts of the case with Human Resources

e) based on this discussion a performance review form will be completed

f) the supervisor and another supervisory staff member will meet with the employee to discuss concerns

g) the employee will be given clear and explicit work requirements/tasks and a reasonable timeframe in which to improve to minimum acceptable standards

h) the employee will be offered training and orientation to prepare for success

i) the employee must take responsibility for meeting minimum acceptable standards of performance

j) if the minimum acceptable standards are not met in the required timeframe, the employee will be required to attend a second meeting which will also be attended by the Associate Superintendent Human Resources

k) in this meeting the employee will be notified that a second timeframe will be set, and should the employee not meet minimum acceptable standards, the outcome could be transfer to a position more suitable to the employee's skills and experience or layoff 'due to inability to meet the minimum standards of the position'

## **3 – Performance Assessment**

a) the form in APPENDIX D is used for performance assessment of CUPE employees

- b) the form in APPENDIX E is used for performance assessment of GEC employees
- c) for a **performance assessment** the supervisor shall partially complete the form in appendix D or E and schedule a meeting with the employee
- d) the employee shall then complete the rest of the form, either at the meeting or within 2 operational days following the meeting
- e) for CUPE assessments the Principal may delegate some or all of this responsibility to the Vice-Principal, however the Principal is responsible for all CUPE assessments in the school
- f) for CUPE assessments of classroom-support employees, the employer portion may be completed in whole or in part by the classroom teacher, however, the assessment meeting is the responsibility of the Principal and must be done by either the Principal or the Vice-Principal
- g) all assessment forms must be initialed by the supervisor and by the employee; if the employee declines to initial, the completed form must be witnessed by a third person, usually another department or school employee.

### **History**

2020 Jan 29 Initial Approval

2020 Aug 18 Amended





**Date:** October 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**

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**Background:**

On September 23, 2024, and October 9, 2024, the Committee of the Whole met to discuss a number of topics chosen in advance by both the Board of Trustees and the Senior Administrative Team. The following reports attached are a record of these meetings.

**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.

|                    |  |
|--------------------|--|
| <b>COMPETENCY:</b> | (7) Supporting Effective Governance  |
| <b>INDICATORS:</b> | a. establishing and sustaining a productive working relationship with the board, based on mutual trust, respect and integrity;<br>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;<br>c. ensuring that all students in the school authority have the opportunity to meet the standards of education set by the Minister of Education;<br>d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities; and<br>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 October 23, 2024, Public Board meeting.

**Attachment(s):**

1. Approved Minutes of the Meeting - September 23, 2024.
2. Unapproved Minutes of the Meeting - October 9, 2024 (To be brought forward for approval at the October 23, 2024, Committee of the Whole).

**MINUTES OF THE  
COMMITTEE OF THE WHOLE**

**APPROVED**

Meeting held at the Frank Robinson Education Centre Boardroom, in Morinville, Alberta  
On Wednesday, September 23, 2024, at 9:00 a.m.

**Attendance:**

|  |                      |                   |
|--|----------------------|-------------------|
| Tasha Oatway-McLay, Board Chair                              |                      |                   |
| Stacey Buga, Vice Chair                                      |                      |                   |
| Cindy Briggs, Trustee  |                      | Left at 2:23 p.m. |
| Janine Pequin, Trustee                                       |                      |                   |
| Joe Dwyer, Trustee   | Arrived at 9:02 a.m. |                   |
| Trish Murray-Elliott, Trustee                                |                      |                   |
| Shawna Warren, Superintendent                                |                      |                   |
| Jonathan Konrad, Deputy Superintendent, Education Services   | Arrived at 9:53 a.m. |                   |
| Lisa Lacroix, Associate Superintendent, Human Resources      | Arrived at 9:53 a.m. |                   |
| Sean Nicholson, Associate Superintendent, Corporate Services |                      |                   |
| Michelle Wilde, Recording Secretary                          | Arrived 1:50 p.m.    | Left at 4:10 p.m. |
| Franco Maisano, Executive Director of Corporate Services     | Arrived 3:00 p.m.    | Left at 4:10 p.m. |
| *Benji Waser, MNP PARTNER - ASSURANCE SERVICE                | Arrived 3:00 p.m.    | Left at 3:30 p.m. |
| *Heather May Committee Member at Large                       | Arrived 3:00 p.m.    | Left at 3:30 p.m. |
| *Niels Jensen, Committee Member at Large                     | Arrived 3:00 p.m.    | Left at 3:33 p.m. |
| *Online Attendance   |                      |                   |

**Regrets:**

Irene Gibbons, Trustee

**1. Call to Order**

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

**2. Approval of the Agenda**

Moved by Trustee Murray-Elliott that the Board of Trustees accept the agenda as presented.

**CARRIED UNANIMOUSLY**

**3. Approval of the Committee Minutes**

Moved by Chair Oatway-McLay that the Board of Trustees accept the Committee Meeting Minutes of August 28, 2024, as presented.

**CARRIED UNANIMOUSLY**

**4. Boardroom Design**

The Board of Trustees discussed the design of the boardroom.

**5. Environmental Scan**

The Board Chair added an Environmental Scan to the CoW agenda. A roundtable discussion ensued where Trustees shared local concerns.

**6. Governance**

**6.1 PSBAA Professional Development**

Agenda item deferred.

**6.2 Trustee Handbook Review**

The Board of Trustees discussed the Trustee Handbook and identified wanting additional information regarding the communication process.

Meeting recessed for the Public Board meeting at 9:53 a.m. Meeting resumed at 1:53 p.m.

**7. Advocacy**

**7.1 2024-2025 Big Rocks**

Shawna Warren, Superintendent brought updated information to some of the 2024-2025 Big Rocks for discussion. The Board of Trustees discussed an advocacy letter regarding Legal Public School.

**7.2 Work Plan & Strategic Plan 2024-2025**

The Board of Trustees discussed the Work Plan for 2024-2025.

**7.3 School Presentations**

Jonathan Konrad, Deputy Superintendent, Education Services brought forward suggested dates for school presentations. The Board of Trustees decided on January 13 and 20, 2025, to be set as school presentation dates.

**7.4 Council of School Councils' Format**

The Board of Trustees discussed the format and agenda items for the Council of School Councils' meeting that will be held on October 23, 2024.

**7.5 ASBA**

ASBA discussed.

**7.6 PSBAA**

PSBAA discussed.

**7.7 Upcoming School Events/Trustee Attendance**

Trustees reviewed and discussed upcoming events.

**7.8 Christmas Cards**

The Board of Trustees indicated their interest in having student artwork on Christmas Cards for the 2024 season.

**8. Audit, Finance and Human Resources**

**8.1 Audit Plan Presentation**

MNP joined online at 3:00 p.m. to present the Audit Plan for the Board of Trustees.

**8.2 Trustee Monthly Finance Report:** Franco Maisano, Executive Director of Corporate Services provided the Trustee Monthly Expense Report.

**8.3 Preliminary Enrolment Numbers**

Sean Nicholson, Associate Superintendent, Corporate Services provided the Preliminary Enrolment Numbers.

**9. Capital Projects and Facility Services:** No updates.

**10. Transportation:** No updates.

**11. Adjournment**

Trustee Buga adjourned the meeting at 4:10 p.m.

**Next meeting:** Wednesday, October 9, 2024

**MINUTES OF THE  
COMMITTEE OF THE WHOLE**

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

On Wednesday, October 9, 2024, at 9:00 a.m.

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**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

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**1. Call to Order**

Trustee Buga called the meeting to order at 9:00 a.m.

**2. Approval of the Agenda**

- 4.3 AEAM Survey Results for the AERR Update
- 4.4 Student Advisory - October 29, 2024

Moved by Chair Oatway-McLay that the Board of Trustees accept the agenda as amended.

**CARRIED UNANIMOUSLY**

**3. Approval of the Committee Minutes**

Moved by Trustee Dwyer that the Board of Trustees accept the Committee Meeting Minutes of September 23, 2024, as presented.

**CARRIED UNANIMOUSLY**

**4. Governance**

**4.1 PSBAA Professional Development**

Agenda item deferred.

**4.2 Trustee Handbook Review**

The Board of Trustees discussed the Trustee Handbook.

#### **4.3 AEAM Survey Results for the AERR Update**

Jonathan Konrad, Deputy Superintendent provided an update on the AEAM Survey results for the AERR.

#### **4.4 Student Advisory - October 29, 2024**

The Board of Trustees and Senior Administration discussed the Student Advisory Committee meeting scheduled for October 29, 2024 and the agenda topics.

### **5. Environmental Scan**

A roundtable discussion ensued where Trustees shared local concerns.

Meeting recessed for the break at 10:35 a.m. Meeting resumed at 10:43 a.m.

### **6. Boardroom Design**

The Board of Trustees discussed the design of the Boardroom.

### **7. Agenda Review - October Public Board Meeting**

The Board of Trustees reviewed and discussed the current agenda for the October 23, 2024, Public Board meeting.

### **8. Advocacy**

#### **8.1 2024-2025 Big Rocks**

Shawna Warren, Superintendent brought updated information to some of the 2024-2025 Big Rocks for discussion.

Meeting recess for lunch at 12:21 p.m. Meeting resumed at 1:00 p.m.

#### **8.2 Work Plan 2024-2025**

The Board of Trustees discussed the Work Plan for 2024-2025 and their priorities for the school year.

#### **8.3 Christmas Budget & Holiday Artwork**

The Board of Trustees discussed the budget for Christmas and the Holiday Artwork contest. The Holiday Artwork contest poster to be sent out to the school communities after the meeting.

#### **8.4 ASBA**

The Board of Trustees discussed ASBA. An update was provided by the representative, Trustee Buga.



## **8.5 PSBAA**

The Board of Trustees discussed PSBAA.

## **8.6 Upcoming School Events/Trustee Attendance**

Trustees reviewed and discussed upcoming events. The Redwater Awards Ceremony is on the evening of November 7, 2024 and the SCHS Awards Ceremony will be on November 21, 2024.

## **9. Audit, Finance and Human Resources**

### **9.1 Enrolment Report**

Sean Nicholson, Associate Superintendent, Corporate Services provided the 24-25 Enrolment Report to the Board of Trustees for review and discussion.

### **9.2 Audit Committee Communication and Process**

Sean Nicholson, Associate Superintendent, Corporate Services provided information on the Audit Committee Communication and Process.

### **9.3 Audit Committee Follow-up - Materiality**

Sean Nicholson, Associate Superintendent, Corporate Services provided information for the Audit Committee follow-up.

**10. Capital Projects and Facility Services:** No updates.

**11. Transportation:** No updates.

## **12. Adjournment**

Trustee Buga adjourned the meeting at 3:04 p.m.

**Next meeting:** Wednesday, October 23, 2024



**Date:** October 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 October 11, 2024. The following is a summary of that meeting:

- *Policy 700: Superintendent of Schools* was reviewed.
  - The Policy Committee recommended that the policy go to the October 23, 2024, Committee of the Whole for full Board discussion.
- *Policy 220: Trustee Code of Conduct* was reviewed.
  - The Committee recommended that the policy, with its three appendices, go to the October 23, 2024, Committee of the Whole for full Board discussion.
- *Policy 905: Awards and Recognition Policy* and related *AP 860: Division Awards, Scholarships, Bursaries, and Recognition* were reviewed.
  - The Policy Committee recommended that the policy go to the next Policy Committee meeting.
- Policy Framework (G-TECH Model) / Policy Recommendations was deferred to the next Policy Committee Meeting

**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 October 23, 2024, Public Board meeting.

**Attachment(s):**

1. Policy Committee Notes - October 11, 2024



# Policy Committee Meeting Notes

## October 11, 2024

### Microsoft TEAMS Online Meeting

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**In Attendance:** Irene Gibbons, Trustee  
Stacey Buga, Vice Chair

**Administration:** Shawna Warren, Superintendent  
Lisa Lacroix, Associate Superintendent, Human Resources

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#### 1. Call to Order

3:00 p.m. - Stacey Buga, Vice Chair served as Committee Chair and called the meeting to order.

#### 2. Approval of the Agenda

**MOVED by** Irene Gibbons, Trustee

**THAT** the October 11, 2024, Policy Committee agenda be approved as amended to include the Book Awards policy.

**CARRIED UNANIMOUSLY**

#### 3. Approval of Committee Notes

**MOVED by** Irene Gibbons, Trustee

**THAT** the September 9, 2024, Policy Committee notes be approved as presented.

**CARRIED UNANIMOUSLY**

#### 4. New Business

##### 4.1 Policy Checklist

Standing item on the Policy Committee agenda.

##### 4.2 Policy Recommendations

Agenda item deferred.

### **4.3 Policy 700: Superintendent of Schools**

Discussion held on recommended Policy 700: Superintendent of Schools. The Committee provided suggestions to the current draft and recommended that the policy go to the October 23, 2024, Committee of the Whole for full Board discussion.

### **4.4 Policy 220: Trustee Code of Conduct**

Discussion held on recommended Policy 220: Trustee Code of Conduct. The Committee recommended the policy go to the October 23, 2024, Committee of the Whole for full Board discussion.

## **5. Other**

### **5.1 Book Awards**

- [Policy 905: Awards and Recognition Policy](#)
  - i. [860: Division Awards, Scholarships, Bursaries, and Recognition](#)

Trustee Gibbons brought forward a question from a school council meeting where parents asked about the name “Book Awards” and other award guidelines. The Committee deferred a full discussion to a future Policy Committee meeting.

## **6. Next Meeting**

Date: TBD after Board Retreat  
Time: TBD

## **7. Future Agenda Items**

- Board Policy 500: Student Transportation Services (January)

## **8. Adjournment**

Meeting adjourned at 4:09 p.m.