

Table of Contents

	<u>Resolution #</u>
Motions	
Approval of Agenda	001
Approval of Minutes - Regular Board Meeting of December 18, 2024	002
Approval of Minutes - Special Board Meeting of January 9, 2025	003
Approval of Minutes - Special Board Meeting of January 15, 2025	004
Approval of Minutes - Special Board Meeting of January 17, 2025	005
Approval of Minutes - Special Board Meeting of January 22, 2025	006

Meeting held virtually

On Wednesday, January 29, 2025, at 10:00 a.m.

Attendance:

- *Tasha Oatway-McLay, Board Chair
- *Stacey Buga, Vice Chair
- *Cindy Briggs, Trustee
- *Irene Gibbons, Trustee
- *Janine Pequin, Trustee
- *Joe Dwyer, Trustee
- *Trish Murray-Elliott, Trustee
- *Shawna Warren, Superintendent
- *Jonathan Konrad, Deputy Superintendent, Education Services
- *Lisa Lacroix, Associate Superintendent, Human Resources
- *Sean Nicholson, Associate Superintendent, Corporate Services
- *Helen Lawrence, Manager, SHINE Beyond Limits
- *Shelley Greenwood, Director, Learning Services
- *Nicole Farwell, Coordinator, Curriculum
- *Michelle Wilde, Recording Secretary
- *Online Attendance

Left at 11:00 a.m.

Chair Oatway-McLay Opening Statement:

Welcome to the January 29, 2025, Public Board Meeting of the Sturgeon Public School Division Board of Trustees. We are pleased to have members of the public joining us virtually this morning and we thank you for your interest in the work of the Board.

Before we begin, I would like to take a moment to clarify the role of the Board of Trustees and the expectations for all attendees during this meeting.

The Board of Trustees is a governance body responsible for making decisions in the best interest of our students, families, staff and community. Our meetings are held in public to ensure transparency and accountability in our decision-making processes. However, it is important to note that public board meetings are not public forums. Attendees are here as observers and cannot engage in discussions or pose questions during the meeting, unless specifically invited to do so through designated processes.

In accordance with Board Policy, the Board Procedures Regulation and the Education Act, all individuals are expected to conduct themselves respectfully during this meeting. Any disruption, including improper conduct, will result in removal from the meeting. This ensures that the Board can fulfill its responsibilities efficiently and effectively.

I also want to address the fact that we are currently in the midst of labour action with one of our employee groups. As such, please be advised that questions or comments related to labour action, negotiations, or other confidential matters will **not** be entertained during this public meeting. These topics are addressed privately during in-camera sessions, in alignment with our Board Policy, the Education Act and related legislation to protect individual privacy and the Board's negotiating position. To keep everyone informed, we have updated our website to include a dedicated section for [Labour Action Updates](#). This area is regularly refreshed with the latest information.

30% of our staff in schools are out on job action right now. For the duration of the strike, the Minister of Education has granted Sturgeon Public Schools, via Ministerial Order, an exemption from the In-Person Learning Regulation. Administration, in collaboration with our schools, have identified any students with complex needs that require additional support. If that student's continued attendance for in-person learning may risk the health and safety of that student or other students or staff, that student is exempt from in-person learning. Considering the health and safety at all times, our schools, in collaboration with the family, are trying to make every reasonable effort to have the student attend in person for part of a school day or part of a school week while keeping the health and safety of the student, other students and staff at the core. The Ministerial Order also requires the Board, in consideration of the health and safety of the student or other students or staff, to make reasonable efforts to continue in-person learning for the student by making reasonable efforts to hire qualified staff or enter into contracts for services with qualified third-party providers to perform the support or assistance for the student.

We know that this is putting a strain on families. We appreciate your patience and understanding. Our priority is in-person learning, however, the health and safety of all students and staff must take precedence. This is a very challenging time and we ask for your continued patience and cooperation. Please reach out to your school principal if you have any questions or concerns.

The Board remains committed to openness, transparency, and fostering public trust through sound governance practices. We appreciate your understanding and cooperation as we proceed with the business on today's agenda.

Call to Order

Board Chair Oatway-McLay called the meeting to order at 10:12 a.m.

Land Acknowledgement

Trustee Murray-Elliott read the Land Acknowledgement Statement.

Approval of Agenda

[001/2025 - Moved by Trustee Briggs](#) that the agenda be approved as presented.

CARRIED UNANIMOUSLY

Approval of Minutes

[002/2025 - Moved by Trustee Buga](#) that the minutes of the Regular Board Meeting of December 18, 2024, be approved as presented.

CARRIED UNANIMOUSLY

[003/2025 - Moved by Trustee Murray-Elliott](#) that the minutes of the Special Board Meeting of January 9, 2025, be approved as presented.

CARRIED UNANIMOUSLY

[004/2025 - Moved by Trustee Buga](#) that the minutes of the Special Board Meeting of January 15, 2025, be approved as presented.

CARRIED UNANIMOUSLY

[005/2025 - Moved by Trustee Gibbons](#) that the minutes of the Special Board Meeting of January 17, 2025, be approved as presented.

CARRIED UNANIMOUSLY

[006/2025 - Moved by Trustee Briggs](#) that the minutes of the Special Board Meeting of January 22, 2025, be approved as presented.

CARRIED UNANIMOUSLY

Business Arising From The Minutes

No business arising from the minutes.

Presentations/Delegations

S.H.I.N.E Beyond Limits presented by Helen Lawrence, Manager, SHINE Beyond Limits.

Action Items

No action items.

Administrative Reports

Quarterly Financial Report and Forecast - January 2025

Sean Nicholson, Associate Superintendent, Corporate Services, presented the Quarterly Financial Report and Forecast - January 2025 report.

The board annually approves a budget based on projected enrolments, revenues and expenses. The budget plots a course for the Board to provide education services in its jurisdiction and to address local priorities. Responsible fiscal management requires the Board to monitor the Division's financial results to ensure that the organization operates according to its plan and to adjust operations if necessary.

The fiscal year for The Sturgeon Public School Division (SPS) is September 1 to August 31. Administration will be providing three quarterly financial reports and an annual financial report as follows:

- First Quarterly Report (January)
- Second Quarterly Report (April)
- Third Quarterly Report (June)
- Audited Financial Statement (November of the subsequent school year)

The "Schedule of Revenues and Expenses" shows revenues and expenses from the Spring Budget, Quarter One (Q1) Forecast, Year to Date as of November 30, 2024, and percentage comparisons of Year to Date to Spring Budget and Quarter One Forecast.

The Division on November 30, 2024, should expect revenues and expenses between 25% (3/12 months) & 30% (3/10 months). Overall actual revenues are at 25% of the Q1 Forecasted budget, while expenses are at 24% of the Q1 Forecasted budget.

- Year-to-date revenues as of November 30, 2024: \$20.1 million or 25 per cent of total forecasted revenues.
- Year-to-date expenses as of November 30, 2024: \$19.8 million or 24 per cent of total forecasted expenses.
- Year-to-date operating surplus as of November 30, 2024: \$0.3 million
- The Quarter 1 projected operating deficit goes to \$0.8 million versus Spring Budget operating deficit of \$1.2 million.

Counselling and Wellness Plans

Jonathan Konrad, Deputy Superintendent, Education Services presented the Counselling and Wellness Plans report.

Aligned with the Division's vision to support students in pursuing their unique paths to future success, each school in Sturgeon Public Schools has developed a comprehensive

Counselling and Wellness Plan. These plans integrate the principles of safe, caring, respectful and inclusive environments and reflect the six dimensions of wellness: mental, physical, emotional, environmental, social and spiritual.

The Counselling and Wellness Plans are guided by the Alberta Government's Assurance Framework Areas of Learning Supports and Local and Societal Context, with specific strategies addressing social-emotional and mental health needs. Grounded in the Comprehensive School Health model, this approach ensures that students are supported holistically through developmental preventative activities and timely interventions, fostering positive outcomes in achievement, attendance, social-emotional learning, and overall well-being.

These plans are developed collaboratively by school counsellors, staff and community partners and align with the Division's shared mission and guiding values, emphasizing mutual respect, belonging, and shared responsibility.

Information

The Counselling and Wellness Plans for each school are now online for parents and stakeholders to review. They have also been shared at each School Council. These plans exemplify our commitment to fostering environments where students thrive both academically and personally.

Supporting Safe and Respectful Learning Environments

Jonathan Konrad, Deputy Superintendent, Education Services and Shelley Greenwood, Director, Learning Services presented the Supporting Safe and Respectful Learning Environments report.

The Board of Trustees, as stated in the Education Act, section 33 (1), "*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".

The Supporting Safe and Respectful Learning Environments Report provides an overview of the Division's system-wide approach to fostering positive student behaviour and conduct. This approach emphasizes proactive, restorative, and collaborative strategies to ensure that all students and staff experience a welcoming, caring, and safe environment conducive to learning and growth.

Literacy Report

Jonathan Konrad, Deputy Superintendent, Education Services and Nicole Farwell, Coordinator, Curriculum presented the Literacy Report.

Literacy has traditionally been thought of as reading and writing. Although these are essential components of literacy, today our understanding of literacy encompasses much more. Literacy is a lifelong journey that commences with language acquisition from infancy, and its acquisition is influenced by ongoing instruction and practice. Alberta Education defines literacy as *the ability, confidence and willingness to engage with language to acquire, construct and communicate meaning in all aspects of daily living*. Through effective teaching methods and timely assessments, coupled with purposeful interventions, nearly every child can master the skills of reading and writing.

Council of School Councils' Summary Report - October 2024 Meeting

Jonathan Konrad, Deputy Superintendent presented the Council of School Councils' Summary Report - October 2024 Meeting.

The Council of School Councils (COSC) serves as an informal gathering of school council chairs and/or vice-chairs to facilitate communication, build connections and share information between school councils, the Board of Trustees and the Division's administrative team. The October 23, 2024, meeting provided a platform for meaningful discussions on engagement strategies, fostering respect, celebrating successes and addressing challenges within school councils.

Overview of Parent Feedback:

- **Engagement:** Clear communication, personal invitations and inclusive events such as assemblies and casual gatherings strengthen participation.
- **Respect:** Parents value visible follow-up on concerns and genuine collaboration.
- **Challenges:** Misunderstandings about school council roles and logistical concerns like playground maintenance and screen time were noted.
- **Successes:** Councils are building positive school environments through recognition events and improved communication.

Communications Report - December 2024 & January 2025

Jonathan Konrad, Deputy Superintendent, Education Services presented the Communications Report - December 2024 & January 2025.

Superintendent Report

Shawna Warren, Superintendent presented the Superintendent Report.

Administrative Procedure 445: Time-in-Lieu: Central Office Staff GEC

Lisa Lacroix, Associate Superintendent, Human Resources presented changes to Administrative Procedure 445: Time-in-Lieu: Central Office Staff GEC

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 445: Time-in-Lieu: Central Office Staff GEC, has been reviewed and updated as part of the regular review schedule. Updates to the timelines in which the time-in-lieu must be used by preventing excessive carryover and promoting work-life balance. These timelines also include clear procedures for advance notice and supervisor approval to ensure operational planning. The changes are intended to ensure consistency and fairness.

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 (Jan. 24)
- Committee of the Whole (Jan. 29)
- Meeting with the Superintendent (Jan. 13)
- Meeting with the Superintendent & Vice Chair (Jan. 14, Jan. 15 & Jan. 17)
- Public Board Meeting (Jan. 29)
- Special Board Meeting (Jan. 9, Jan. 15, Jan. 17 & Jan. 22)

Letter Regarding Survey Design and Accurate Data

Chair Oatway-McLay shared the letter Regarding Survey Design and Accurate Data that was sent on behalf of the Board of Trustees to the Education Minister.

Letter for CASA Mental Health Classrooms Funding

Chair Oatway-McLay shared the letter CASA Mental Health Classrooms Funding that was sent on behalf of the Board of Trustees to the Education Minister.

Trustees' Reports

Below are the submitted Trustee Reports.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Committee of the Whole (*Jan. 29*)
- Honourable Dale Nally Meeting (*Jan. 17*)
- Public Board Meeting (*Jan. 29*)
- Special Board Meeting (*Jan. 9, Jan. 15, Jan. 17 & Jan. 22*)

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Agenda Review (*Jan. 15, Jan. 17 & Jan. 24*)
- ASBA Advocacy Session (*Jan. 30*)
- ASBA Speaker's Corner (*Jan. 20*)
- ASBA Zone 2/3 - Virtual Attendance (*Jan. 17*)
- Committee of the Whole (*Jan. 29*)
- Meeting with MLA (*Jan. 17*)
- Public Board Meeting (*Jan. 29*)
- Special Board Meeting (*Jan. 9, Jan. 15, Jan. 17 & Jan. 22*)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Committee of the Whole (*Jan. 29*)
- Public Board Meeting (*Jan. 29*)
- Special Board Meeting (*Jan. 9, Jan. 15, Jan. 17 & Jan. 22*)

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

- ASBA Zone 2/3 Meeting (*Jan. 17*)
- Committee of the Whole (*Jan. 29*)
- Public Board Meeting (*Jan. 29*)
- Special Board Meeting (*Jan. 9, Jan. 15, Jan. 17 & Jan. 22*)

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

Trustee Murray-Elliott reported that she attended and submitted her report:

- Committee of the Whole (*Jan. 29*)
- Public Board Meeting (*Jan. 29*)
- Special Board Meeting (*Jan. 9, Jan. 15, Jan. 17 & Jan. 22*)

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Committee of the Whole (*Jan. 29*)
- Public Board Meeting (*Jan. 29*)
- Special Board Meeting (*Jan. 9, Jan. 15, Jan. 17 & Jan. 22*)

Committee of the Whole

The Board of Trustees received as information the unapproved minutes of the meeting from the December 18, 2024, Committee of the Whole meeting.

Policy Committee

No update was provided.

Reports from Special Committees/Task Groups

Alberta School Boards Association Representative

Trustee Gibbons and Trustee Buga shared a verbal report.

Public School Boards Associate of Alberta Representative

Trustee Murray-Elliott and Trustee Briggs shared a verbal report.

Rotary Report

Trustee Dwyer shared a verbal report.

Chamber of Commerce Meetings

No Chamber of Commerce meetings were attended.

Community Services Advisory Board

Trustee Briggs shared a verbal report.

Meeting recessed for break at 11:33 a.m. Meeting resumed at 11:43 a.m.

Unfinished Business

No unfinished business.

Comment and Question Period

Chair Oatway-McLay Statement:

During this time, members of the public may ask questions by raising their hand in the chat, and by typing their questions in the chat. We will endeavour to answer questions related to agenda items.

Questions or comments must remain respectful and aligned with our policies. Negative statements about individuals, schools, or entities will not be permitted.

Please note that questions or comments regarding certain sensitive matters, such as labour relations, including the ongoing CUPE strike, employee negotiations, or other restricted topics as outlined in policy, cannot be addressed in this forum. These restrictions

are in place to protect the integrity of ongoing processes and ensure compliance with privacy and legal obligations.

For matters outside the scope of this meeting, I encourage you to direct your concerns to the appropriate channels, such as the Division’s administrative office, where they can be addressed more effectively.

Thank you for your cooperation and understanding as we strive to maintain a respectful and productive dialogue today.

No comments or questions from the public.

In Camera

007/2025 - Moved by Trustee Gibbons that the Board of Trustees move to In Camera at 11:48 a.m.

CARRIED UNANIMOUSLY

Meeting recessed for lunch at 11:48 p.m. Meeting resumed at 12:43 p.m.

008/2025 - Moved by Trustee Pequin that the Board of Trustees revert to a public meeting at 2:19 p.m.

CARRIED UNANIMOUSLY

Adjournment

Trustee Gibbons adjourned the meeting at 2:19 p.m.

Chair

Date

Associate Superintendent,
Corporate Services