

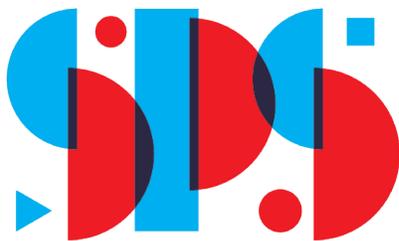
Public Board Meeting Agenda

February 23, 2022

4:00 P.M.

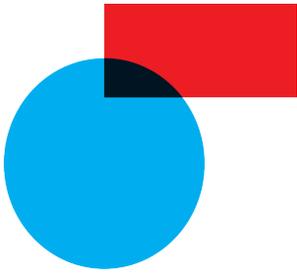
Meeting will be live streamed at:

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWFiODcxMzctMTNhMy00Nzc5LWFmZDktNGFjY2M5ZmJkMDgx%40thread.v2/0?context=%7b%22Tid%22%3a%22edfb9876-5027-4b93-a551-95984679e286%22%2c%22id%22%3a%2242e271b0-058f-4b22-a718-69419c492b15%22%7d



**Sturgeon
Public Schools**

Dare to reimagine learning

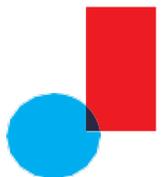


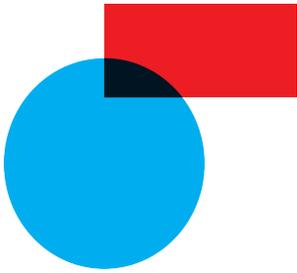
AGENDA

BOARD

February 23, 2022

1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. APPOINTMENTS
4. READING AND APPROVING OF MINUTES
 - 4.1 Approval of the Minutes of the Special Meeting of January 17, 2022
 - 4.2 Approval of the Minutes of the Regular Meeting of January 26, 2022
5. PRESENTATIONS
 - 5.1 Redwater HYPE – Mental Health Capacity Building Presentation – Carina Chenoweth
6. REPORTS FROM SENIOR EXECUTIVE
 - 6.1 ASCA AGM, Conference and Trade Show
 - 6.2 Communications Report
 - 6.3 Monthly Financial Report – January 2022
 - 6.4 Sturgeon Night of Music and Fine Arts - Spring 2022
 - 6.5 Teachers' Employer Bargaining Association (TEBA) Update
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
 - 7.1 Chair's Report
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.4 Building and Maintenance Committee
 - 7.5 Education Committee
 - 7.5.1 Education Committee Work Plan 2021/2022





AGENDA

BOARD

February 23, 2022

7.6 Finance and People Services Committee

7.7 Transportation Committee

8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS

8.1 Alberta School Boards Association Representative

8.2 Public School Boards Association of Alberta Representative

9. NEW BUSINESS

9.1 2022/2023 School Calendar

9.2 2021/2022 Capital Projects & Access to Reserves

9.3 Town of Legal Catchment

9.4 Board and Committee Meetings

9.5 Policy 230 – Board Committees

9.6 Policy 105 – Vision, Mission and Values

9.7 Policy 220 – Trustee Code of Conduct

9.8 Policy 225 – Board Responsibility and Conduct

9.9 Policy 231 – Student Advisory Committee

9.10 Policy 240 – Policy Development

10. UNFINISHED BUSINESS

11. NOTICES OF MOTION

12. INFORMATION

13. COMMENT & QUESTION PERIOD

13.1 ATA; CUPE

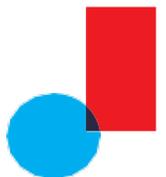
13.2 Community Members

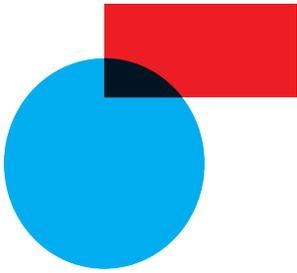
13.3 Media



**Sturgeon
Public Schools**

Dare to reimagine learning





AGENDA

BOARD

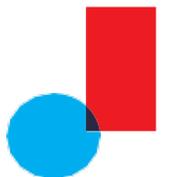
February 23, 2022

14. REQUESTS FOR INFORMATION
15. IN CAMERA: LABOUR; LEGAL
16. ADJOURNMENT



**Sturgeon
Public Schools**

Dare to reimagine learning





Sturgeon
Public Schools

Special Board Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on January 17, 2022

Table of Contents

	Resolution #
Appointment of Superintendent	S-03



**Sturgeon
Public Schools**

**Minutes of the Special Board Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on January 17, 2022**

ROLL CALL

Present were Trustees: Mr. Joe Dwyer; Ms. Irene Gibbons; Mrs. Cindy Briggs; Mrs. Janine Pequin*; Mrs. Stacey Buga*; Mrs. Tasha Oatway-McLay*; and Ms. Trish Murray-Elliott*.
(* *electronic attendance*)

CALL TO ORDER

The Chair called the meeting to order at 3:21 p.m.

Appointment of Superintendent

S-01/2022 – 3:22 p.m. - Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees go in camera.

CARRIED UNANIMOUSLY

S-02/2022 – 4:03 p.m. - Moved by Mrs. Tasha Oatway-McLay that the Board of Trustees revert to public.

CARRIED UNANIMOUSLY

S-03/2022 – Moved by Mr. Joe Dwyer that the Board of Trustees offer the Superintendent position to Shawna Walter beginning August 16, 2022, until August 16, 2024.

CARRIED 6/7
Opposed: Mrs. Janine Pequin

CLOSE OF THE MEETING

The meeting adjourned at 4:10 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on January 26, 2022**

Table of Contents

	Resolution #
Approval of Agenda	001
Approval of the Minutes of the Regular Meeting	002



**Sturgeon
Public Schools**

**Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on January 26, 2022**

PRESENT

Mr. Joe Dwyer, Chair
Mrs. Cindy Briggs, Trustee
Mrs. Janine Pequin, Trustee
Mrs. Stacey Buga, Trustee
Mrs. Tasha Oatway-McLay, Trustee
Ms. Trish Murray-Elliott, Trustee*
Ms. Shawna Walter, Acting Superintendent
Mr. Jonathan Konrad, Acting Deputy Superintendent, Education Services
Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services
Mrs. Rita Raposo, Acting Associate Superintendent, People Services
(* *electronic attendance*)

REGRETS

Ms. Irene Gibbons, Vice Chair

CALL TO ORDER

The Chair called the meeting to order at 4:00 p.m.

APPROVAL OF AGENDA

#001/2022 – Moved by Mrs. Tasha Oatway-McLay that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#002/2021 – Moved by Mrs. Stacey Buga that the minutes of the Regular Meeting of December 22, 2021, be approved as presented.

CARRIED UNANIMOUSLY

PRESENTATIONS

REPORTS FROM SENIOR EXECUTIVE

Communications Report

Ms. Shawna Walter, Acting Superintendent, brought forward as information, the Communications Report for the month of January 2022 and the work done to grow awareness for and build on the Brand image of Sturgeon Public Schools.

January 2022 Update – Bill 58 Freedom to Care Act – Volunteer Insurance

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, an update on Bill 58 Freedom to Care Act. Volunteers engaging in skimming and other fraud activities will be reported to the police for investigation. The Division has insurance coverage for such issues under the Employee Dishonesty policy, which also covers volunteers.

Monthly Financial Report

Ms. Liliana LeVesconte, Associate Superintendent, Corporate Services, brought forward as information, the December 2021 Board Financial Report for the month ending December 30, 2021.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES**CHAIR'S REPORT**

A verbal report was provided.

Written Reports for Trustees

The Board of Trustees agreed to provide written reports for the Public Board Meetings.

Chair Dwyer (Alcomdale/Villeneuve Area)

Chair Dwyer reported that he attended:

- Building and Maintenance Committee Meeting
- Camilla School, School Council Meeting
- Committee of the Whole Meeting
- Meetings with Administration at Sturgeon Public Schools
- School Presentations – Two Days
- School Presentations Debrief Meeting
- Transportation Committee Meeting

TRUSTEES' REPORTS

Verbal reports were provided.

Trustee Briggs (Bon Accord/Legal)

Trustee Briggs reported that she attended:

- Bon Accord Community School, School Council Meeting
- Committee of the Whole Meeting
- School Presentations – Two Days
- School Presentations Debrief Meeting

Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Advocacy Committee Meeting
- Alberta Council Environmental Education
- ATA Trustee Summit
- Building and Maintenance Committee Meeting

- Committee of the Whole Meeting
- School Presentations – Two Days
- School Presentations Debrief Meeting
- Sturgeon Composite High School, School Council Meeting
- Transportation Committee Meeting
- Workshop

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

Trustee Murray-Elliott reported that she attended:

- Building and Maintenance Committee Meeting
- School Presentations – Two Days
- School Presentations Debrief Meeting
- Sturgeon Composite High School, School Council
- Sturgeon Heights School, School Council
- Transportation Committee Meeting

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Advocacy Committee Meeting
- Guthrie School, School Council Meeting
- Namao School, School Council Meeting
- School Presentations – Two Days

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Advocacy Committee Meeting
- Ochre Park School, School Council Meeting
- Redwater School, School Council Meeting
- School Presentations – Two Days

ADVOCACY COMMITTEE

A verbal and written report was provided. An Advocacy Committee meeting was held on January 18, 2022.

A Student Advisory Committee meeting is scheduled for February 2, 2022.

BUILDING AND MAINTENANCE COMMITTEE

A verbal report was provided. A Building and Maintenance Committee meeting was held on January 26, 2022.

EDUCATION COMMITTEE

A verbal report was provided.

An Education Committee meeting is scheduled for February 9, 2022.

FINANCE AND PEOPLE SERVICES COMMITTEE

A verbal report was provided.

TRANSPORTATION COMMITTEE

A verbal report was provided. A Transportation Committee meeting was held on January 26, 2022.

REPORTS FROM SPECIAL COMMITTEES

ALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS

UNFINISHED BUSINESS

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA

A verbal report was provided.

CUPE

No report was provided.

COMMUNITY MEMBERS

Questions were noted from community members.

MEDIA

No report was provided.

REQUESTS FOR INFORMATION

IN CAMERA

#003/2022 – 4:55 p.m. – Moved by Mrs. Tasha Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 4:56 p.m. for a dinner break.

Meeting resumed at 5:21 p.m.

#004/2022 – 6:14 p.m. – Moved by Mrs. Tasha Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

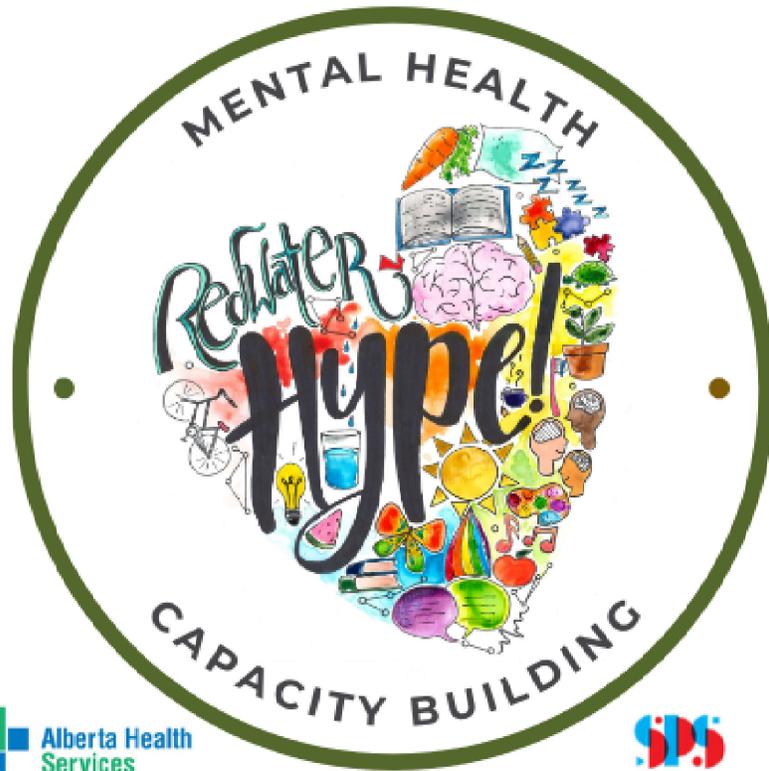
ADJOURNMENT

The Chair adjourned the meeting at 6:15 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



STUDENT REPORTS (CONSISTENT WITH RESEARCH)

- Increased feelings of anxiety and depression
- Increased substance use
- Increased self injurious and suicidal ideation and behaviour
- Increased sleep disturbance
- Increased mental health consultations





**MENTAL
HEALTH
CAPACITY
BUILDING
ENHANCEMENT**

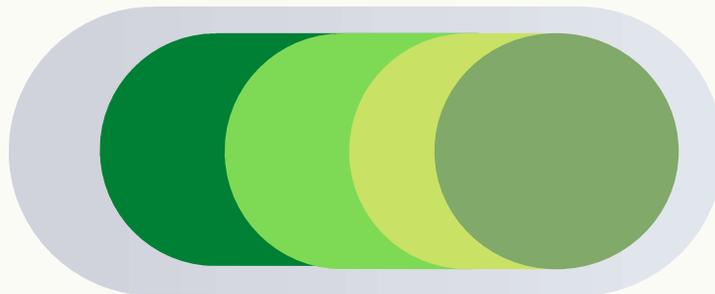
37 Programs **18**

371 Schools **158**

133 Communities **79**

Promotion and Prevention

Client/Patient ✦ Family ✦ Community



**EARLY
INTERVENTION**

COLLABORATION

INTEGRATION

LOCAL ACCESS



Restricted Funding Agreement



Approver



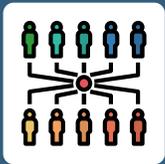
Program Implementation



Community Collaboration



Staffing



Community of Practice



Team Leadership



Invoicing



Reporting

REDWATER HYPE HELPING YOUNG PEOPLE EXCEL

Manager



Coach



Coach



Coach



Universal



Targeted



Indicated

PROGRAMMING



AWARENESS



PARTNERSHIPS



ENGAGEMENT



COVID RESPONSE

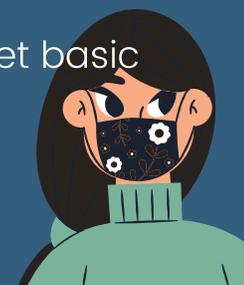
Participant perspectives

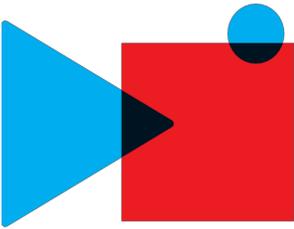
Albertans offered a number of observations and perspectives related to the health of children and youth. In response to the survey, children and youth reported the following changes in their own behaviours since the pandemic started.

Behavior	Increased	Decreased	Remained the same	This does not apply to me
Misuse of drugs, alcohol, smoking or vaping	12%	2%	6%	80%
Physical activity	13%	73%	13%	1%
Healthy eating	14%	51%	33%	2%
Amount of sleep	25%	48%	26%	1%
Screen time	90%	15%	8%	1%

COVID Response

- Virtual School and Community Programming
- COVID specific resources and programming
- Increased small group and 1:1 student support
- Enhanced supports to meet basic student needs
- Summer Programming





BOARD MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Jonathan Konrad, Acting Deputy Superintendent, Education Services
Subject: ASCA AGM, Conference & Trade Show - April 2022 UPDATE

Purpose:

For Information.

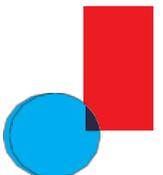
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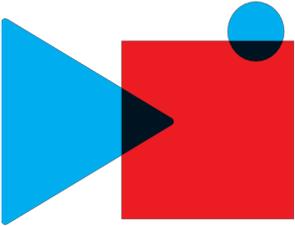
As presented at the February 9, 2022, Committee of the Whole meeting, the Alberta School Councils' Association (ASCA) Conference takes place on April 22nd and 23rd, 2022, followed by the ASCA Annual General Meeting (AGM) on April 24th, 2022, and will be an online event. All Parents, Principals, Teachers and School Council members are invited to attend, however, School Councils may have only one Voting Delegate at the AGM. Should school councils wish, they may authorize another delegate to vote on their behalf and properly authorized delegates may hold up to 9 proxy votes. Details and forms are available on <https://www.albertaschoolcouncils.ca/>

The Event Brochure, Event Schedule, Fee Schedule and Pre-Meeting Preparation Planning Documents for the ASCA Conference have been released online and are attached for your reference.

Pursuant to Policy 305 "The Board of Trustees supports the reimbursement of registration fees for the equivalent of one registration fee per School Council for the Alberta School Councils' Association Conference, as an ongoing sponsorship".

January 12, 2022, Education Services emailed information to all School Council Chairs and Vice Chairs, Principals, Vice Principals and to the Board of Trustees. Follow-up communication is planned to clarify the Board support for one registration fee per School Council and to share further conference details.





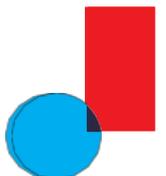
B O A R D
MEMORANDUM

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter M. Ed
Acting Superintendent

Attachment





April 22, 23, 24, 2022

School Councils Conference

Annual General Meeting
Alberta School Councils' Association

Providing development sessions, information sharing and resources for the school community, the event offers opportunity to engage in provincial education and network with others on school council.

The Alberta School Councils' Association (ASCA) is pleased to present the 2022 annual conference and general meeting ONLINE, utilizing the Zoom video web platform.

Suitable for desktop, laptops, tablets, and smart phones, participants can join from a PC, Mac, iOS or Android device.

The 2022 event will consider “**School Councils: Cultivating Compassion**”, promoting the work of school council and wellbeing in the school community to benefit student success.

“Compassion promotes meaningful connections, facilitates problem-solving, and improves overall wellbeing.”

The online event is presented over three days, starting Friday at 12:30 pm until 5:00 pm, Saturday 8:45 am to 4:30 pm, and Sunday 8:30 am to 4:00 pm.

Breakout sessions, keynotes and plenary presentations are scheduled, prior to the business meeting day and election of the ASCA Board of Directors.

Attendees include parents, community members, students, teachers, principals, superintendents, and school board trustees, as well as government and organizations in education.

Vendor sponsors with products, services and resources relevant to schools, communities and fundraising associations will be participating. Prizes are available to be won, by entering draws and contest activities.

Two 1.5-hour pre-conference workshops are offered on Friday morning starting at 8:45 am.

Three post-conference sessions are scheduled for Saturday evening at 5:00 pm to 6:15 pm.

Creating a culture of compassion. Building communities of compassion. School Councils Conference 2022.

Visit www.albertaschoolcouncils.ca for schedule details and online registration information.



April 22, 23, 24, 2022

School Councils Conference

Annual General Meeting

Alberta School Councils' Association

The 2022 annual conference and general meeting will be presented online utilizing the Zoom web platform.

Providing development sessions, information sharing and resources for the school community, the event offers opportunity to engage in provincial education and network with others on school council.

School Councils: Cultivating Compassion

"Compassion promotes meaningful connections, facilitates problem-solving, and improves overall wellbeing."

The 2022 event will consider **"School Councils: Cultivating Compassion"**, promoting the work of school council and wellbeing in the school community to benefit student success.

Sessions will offer elements of inclusion, resilience, student wellbeing, curriculum, healthy schools and advancing reconciliation.

The online event is presented over three days, starting Friday at 12:30 pm until 5 pm, Saturday 8:45 am to 4:30 pm, and Sunday 8:30 am to 4 pm.

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Breakout sessions, keynotes and plenary presentations are scheduled, prior to the business meeting day and election of the ASCA Board of Directors.

EVENT SCHEDULE AT A GLANCE*

Friday April 22

8:45 am - 10:15 am	Pre-session A
10:45 am - 12:15 pm	Pre-session B
12:30 pm	Opening, Partner Greetings
1:00 pm	Provincial Education Update
1:45 pm - 2:45 pm	Breakout Sessions
2:45 pm - 3:45 pm	Networking
3:45 pm - 5:00 pm	Conversation Exchange

Saturday April 23

8:45 am	Welcome
9:00 am - 10:00 am	Breakout Sessions
10:15 am	Keynote Speaker
11:00 am	Networking
12:00 pm - 12:45 pm	Lunch Break
12:45 pm - 1:30 pm	Plenary Presentation
1:45 pm - 2:45 pm	Breakout Sessions
2:45 pm - 3:45 pm	Networking
3:45 pm - 4:30 pm	Closing Plenary
5:00 pm - 6:15 pm	Pre-AGM Sessions

Sunday April 24

8:30 am - 9:00 am	Opening Address
9:00 am - 12:00 pm	Business Meeting, Board Elections
12:00 pm - 12:45 pm	Lunch Break
12:45 pm - 4:00 pm	Business Meeting, Board Elections

***NOTE - schedule may be subject to change.**

Visit www.albertaschoolcouncils.ca for schedule details and online registration information.



April 22, 23, 24, 2022

School Councils Conference

Annual General Meeting
Alberta School Councils' Association

2022 REGISTRATION FEES

Registration deadline is 5 pm on Friday, April 15, 2022.

Tickets	Parents on ASCA Member School Councils	School Board Trustees and Division Administration sponsoring ASCA membership	Non-Member Rate
Pre - conference Sessions Friday April 22 8:45 am - 10:15 am 10:45 am - 12:15 pm	\$25 each or 2 for \$45	\$30 each or 2 for \$50	\$50 each or 2 for \$75
Conference [▽] Friday April 22 12:30 pm - 5:00 pm and Saturday April 23 8:45 am - 4:30 pm (Includes Session Recordings [^])	\$125	\$195	\$250
Breakout Sessions ONLY (attending maximum of 3) <i>ASCA sessions are ASCE Grant eligible</i>	\$25 each	\$40 each	\$60 each
Breakout Session Recordings [^] ONLY (not attending)	\$60	\$80	\$100
Pre - AGM Sessions Saturday April 23 5:00 pm - 6:15 pm	\$0 (no charge) for Conference and/or AGM Registrants		
Annual General Meeting (AGM) Sunday April 24 8:30 am - 4:00 pm <i>Each ASCA Member School Council carries ONE vote at the AGM. There is no limit on how many parents from a Member School Council can attend.</i>	\$35 ASCA School Council Members \$0 for 1 Parent Voting Delegate* <i>*There is no charge for the (1) parent designated (Credentialed) voting delegate.</i>	\$65	\$95

[^] all available recorded sessions

[▽] Paid registrants attending an ASCA Webinar Wednesday Feb 9 – Apr 6 can receive a \$25 discount (promo code) to reduce Conference[▽] fees. *Note – conference registration fees are NOT ASCE Grant eligible.*

Please Note – Refunds are subject to a 5% service charge fee. NO refunds issued after April 15, 2022.

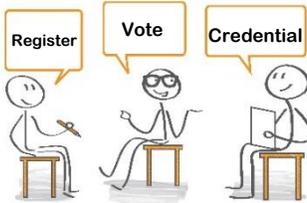


AGM Pre-Meeting Preparation and Planning



Decide how your school council vote will be represented at the AGM – *in one of two ways:*

A. Designate a parent representative from your school council to attend the AGM and vote on behalf of your school council.



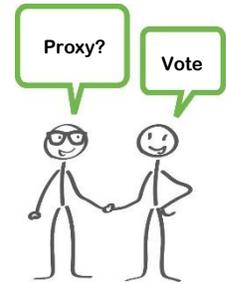
- Complete and submit a **CREDENTIAL** Voting Form authorizing this individual to represent and vote on behalf of your school council.
- Register the voting parent representative to attend the meeting.

Note – each school council is entitled to hold ONE vote, designating one parent representative (voting delegate) to carry the vote. Additional school council members are encouraged to attend, to assist with decision-making at the meeting.

OR

B. Designate a parent representative from another ASCA member school council already attending the AGM to carry your vote on behalf of your school council.

- Complete and submit a **PROXY** Voting Form authorizing this individual to vote on behalf of your school council.
- Contact the ASCA office if you would like to connect with a school council that is attending and able to carry your school council's vote.



Note – each school council is entitled to hold ONE vote for their own school council and an additional nine (9) votes by PROXY for other school councils, for a total of ten (10) votes at the meeting.



Discuss all items in the final **AGM package** including:

- the ORDER PAPER - outlining the Advocacy Resolutions, Special Resolutions and Administrative Resolutions.
- the AGENDA outlining the Financials, Budget, Draft Minutes from the previous AGM, New business and the RULES of ORDER.



Review the Candidate Profiles of those running for a position on the ASCA Board of Directors. (posted on the ASCA website in March, April)



Decide how your school council will vote (FOR or AGAINST) on each of the proposed resolutions.

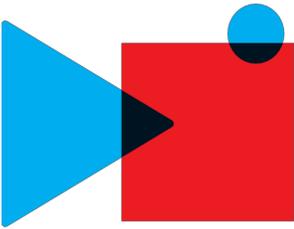


Determine who your school council will vote for in the election for the position(s) available on the ASCA Board of Directors.



*Note – include discussion about **potential** amendments or changes proposed to resolutions on the floor at the AGM (decision breakers), on speaking to proposed resolution(s) - asking questions or requesting clarification (if required), and **possible** late additions to the Candidate's roster.*

(Amendments common to resolutions may be to include changes for a province-wide scope to benefit all students, but amendments are **not** allowed - if they change the original intent of the resolution request.)



BOARD
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Karen Meurer, Communications Advisor
Subject: Communications Report

Purpose:

For information.

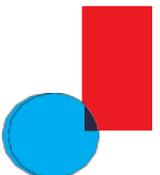
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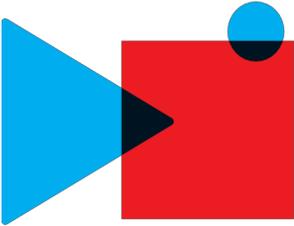
The Communications Report for the month of February 2022 is included for Trustee information.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent



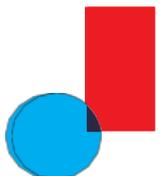


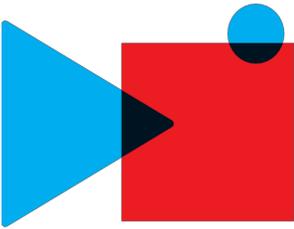
BOARD MEMORANDUM

Communications Report

Communications in February has been focused on:

- Continuation of promoting Pre-K and Kindergarten programs Information Nights in February;
- Readying logistics and creative marketing materials for the start of the Division-wide 2022-2023 Registration Campaign on February 28, 2022 (Includes all schools and Summer School creative);
- Continuing to tell SPS stories on an ongoing basis through social media and website updates;
- Media Relations around MERV-13 filtration;
- Communicating Government changes in COVID-19 restrictions;
- Planning promotional video shoot for Sturgeon Public Virtual Academy (SPVA) and recording new testimonials from the LOGOS program. Use as promotion on SPVA website, corresponding LOGOS school websites, and on social media;
- Planning and executing advertising around Sturgeon Composite High School Open House, March 10, 2022;
- Planning and website content creation for Camilla School Grand Opening, April 8, 2022;
- Creating and sharing a new K-12 Curriculum Facts page on the SPS website;
- Creating and updating SPS website content on an ongoing basis; and
- Visiting schools to get creative content for social media.





B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Liliana LeVesconte, Associate Superintendent, Corporate Services
Subject: Monthly Financial Report – January 2022

Purpose:

For information.

Background:

The Board Financial Report for the month ending January 31, 2022, is included for your information.

The Year-to-Date Division's actual financial results are tracking close to budget in both the revenues and expenses sides, with the exception of K to 12 Instruction, primarily due to provincial-directed unbudgeted adjustments.

When compared to the budget, the actual expenses by program:

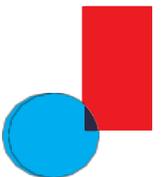
- K - 12 Revenue is higher than budgeted mainly due to the Targeted Funding (\$233k) announced after the budgeting cycle, COVID Mitigation/Hold Harmless funding (\$725k) adjustment announced in August 2021, and fees collected at the beginning of the school year rather than every month.
- Operations and Maintenance overspent by \$332k mainly due to the costs related to the Modular Project at École Morinville Public (\$378k).
- Student Transportation overspent \$51k mainly due to the one-time payment to the Bus Contractors and greater than budgeted ridership, which resulted in additional incurred distance costs to the Division. Also, the funding from the government is spread over 12 months, while our expenses are incurred in the first 10 months of the school year.
- System Administration underspent \$12k mainly due to the timing of expenses, such as legal, licenses and software contracted services.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment



The Sturgeon School Division
2021-2022 School Year

As At January 31, 2022
Target Percent 41.67%

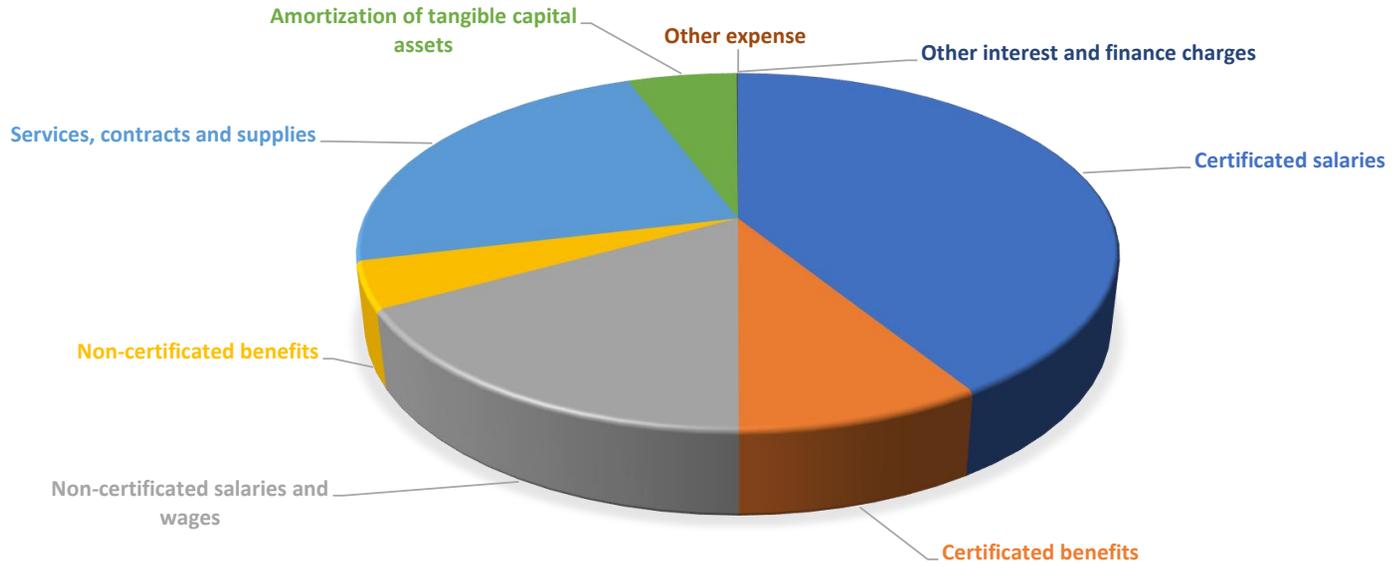
REVENUES	Instruction		Operations & Maintenance	Transportation	System Administration	External Services	TOTAL
	Pre Kindergarten	Kindergarten to Grade 12					
Alberta Education	\$ 1,725,088	\$ 21,377,281	\$ 1,986,092	\$ 1,858,956	\$ 1,120,629	\$ 197,480	\$ 28,265,526
Alberta Infrastructure & Amortization			\$ 1,625,305				\$ 1,625,305
Other - Government of Alberta		\$ 480,914					\$ 480,914
Federal Government and First Nations		\$ 196,539					\$ 196,539
Fees	\$ 31,381	\$ 440,699		\$ 525,368		\$ 1,410	\$ 998,857
Sales of services and products		\$ 50,913		\$ 7,615	\$ 586	\$ 45,054	\$ 104,168
Investment income					\$ 50,183		\$ 50,183
Gifts and donations		\$ 48,222					\$ 48,222
Rental of facilities		\$ -				\$ 20,230	\$ 20,230
Fundraising		\$ 48,785					\$ 48,785
Other		\$ 55,388					\$ 55,388
TOTAL REVENUES	\$ 1,756,469	\$ 22,698,741	\$ 3,611,397	\$ 2,391,939	\$ 1,171,397	\$ 264,173	\$ 31,894,117
Approved Budget Revenues	\$ 4,363,674	\$ 51,447,004	\$ 9,035,748	\$ 5,031,137	\$ 2,770,896	\$ 646,149	\$ 73,294,608
Percent Collected of Budget Received	40.25%	44.12%	39.97%	47.54%	42.28%	40.88%	43.51%

EXPENSES

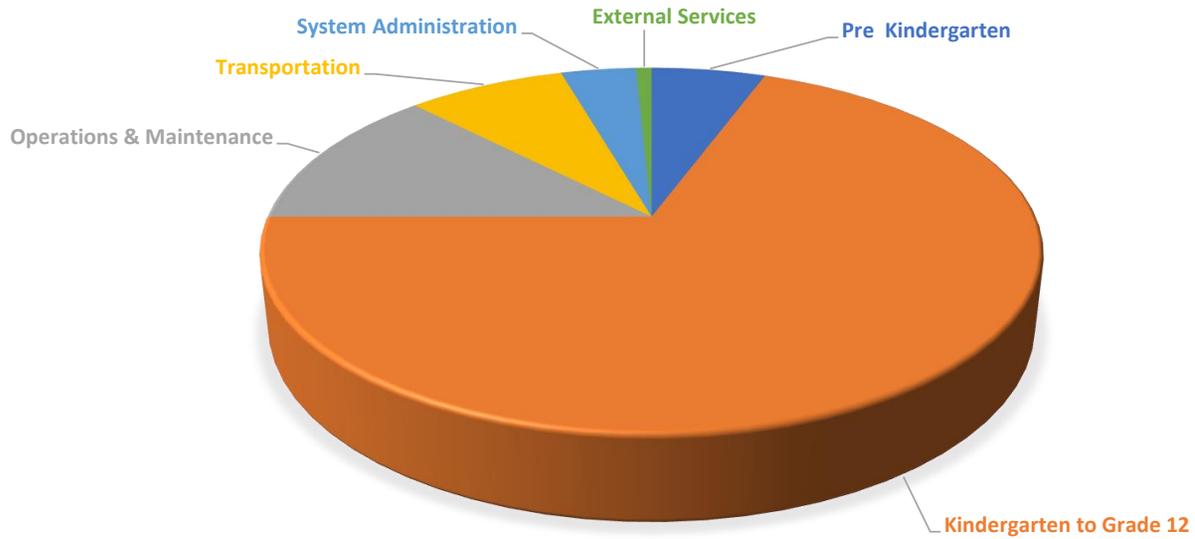
Certificated salaries	\$ 494,436	\$ 11,957,156			\$ 157,065	\$ 202,975	\$ 12,811,632
Certificated benefits	\$ 60,733	\$ 2,658,664			\$ 13,103	\$ 18,300	\$ 2,750,800
Non-certificated salaries and wages	\$ 924,672	\$ 3,074,760	\$ 732,291	\$ 59,998	\$ 491,314	\$ 10,565	\$ 5,293,601
Non-certificated benefits	\$ 227,249	\$ 750,628	\$ 214,089	\$ 13,698	\$ 111,248	\$ 2,730	\$ 1,319,643
Services, contracts and supplies	\$ 51,924	\$ 3,105,508	\$ 1,311,373	\$ 2,368,129	\$ 373,576	\$ 5,665	\$ 7,216,174
Amortization of tangible capital assets		\$ 34,170	\$ 1,685,451	\$ 916	\$ 12,990		\$ 1,733,527
Other interest and finance charges		\$ 13,933			\$ 106		\$ 14,038
Other expense		\$ 3,962					\$ 3,962
TOTAL EXPENSES	\$ 1,759,015	\$ 21,598,780	\$ 3,943,204	\$ 2,442,741	\$ 1,159,402	\$ 240,236	\$ 31,143,377
Approved Budget Expenses	\$ 4,363,674	\$ 51,177,400	\$ 9,035,748	\$ 5,031,137	\$ 2,770,898	\$ 613,574	\$ 72,992,431
Percent Spent of Budget	40.31%	42.20%	43.64%	48.55%	41.84%	39.15%	42.67%

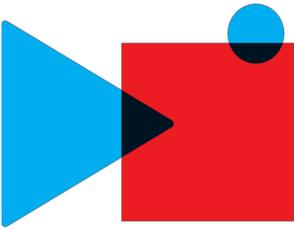
OPERATING SURPLUS (DEFICIT)	\$ (2,545)	\$ 1,099,962	\$ (331,807)	\$ (50,802)	\$ 11,996	\$ 23,938	\$ 750,740
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ACTUAL EXPENSES BY OBJECT



ACTUAL EXPENSES BY PROGRAM





B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Shawna Walter, Acting Superintendent
Subject: Sturgeon Night of Music and Fine Arts - Spring 2022

Purpose:

For information.

Background:

Pre-pandemic years, Sturgeon Public Schools would host a *Sturgeon Night of Music and Fine Arts* at the Winspear Centre in Edmonton.

This past January, it was decided that the event would not move forward for the 2021-2022 school year due to:

1. The uncertainty of the pandemic.
2. COVID-19 mitigation measures disrupting music programming:
 - a. Music programs have not operated at full capacity since March 2020 which would have negatively impacted the quality of the performances.
3. The Restrictions Exemption Program was in effect at the Winspear and could potentially impact accessibility for Sturgeon Public students and families.

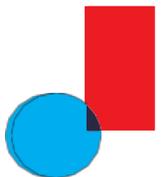
The deposit for the Winspear Centre has been carried forward to next year for April 24, 2023.

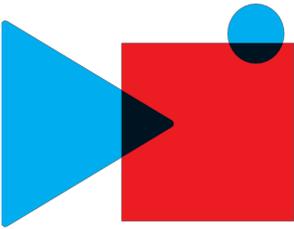
For spring 2022, Music and art teachers will be moving forward with creating a multimedia presentation that will celebrate art and music in our schools.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Rita Raposo, Acting Associate Superintendent, Human Resources
Subject: Teachers' Employer Bargaining Association (TEBA) Update

Purpose:

For information.

Background:

The Alberta Teachers' Association (ATA) Grievance Procedure was revised effective February 1, 2022. All teacher grievances will be initially filed and carried by the school division. TEBA may opt-in, in consultation with the school division, to assume carriage over grievances that relate to the interpretation of language negotiated by TEBA or matters of relevance to multiple or all school divisions. This new grievance model acknowledges that TEBA is not the employer and that school divisions are best positioned to resolve disputes on administrative decisions and processes.

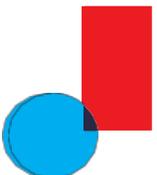
Unresolved grievances will be reviewed and determined if transitioned to the new grievance procedure. Central grievances will be determined by February 28, 2022, and Local Grievances will be determined by March 31, 2022.

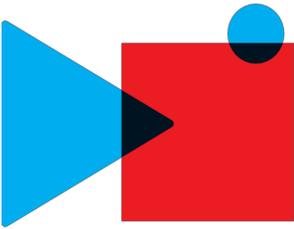
The Letter of Understanding has been added to our ATA Collective Agreement.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





BOARD
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Stacey Buga, Education Committee Chair
Subject: Education Committee Work Plan 2021/2022

Purpose:

For approval. Motion required.

Motion:

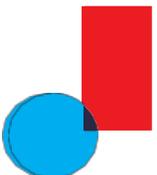
- a) That the Board of Trustees approve the updated Education Committee Work Plan 2021/2022 as presented at the February 23, 2022, Public Board meeting.

Background:

An update to the Education Committee Work Plan for the 2021/2022 School Year was developed at the February 2, 2022, Education Committee Meeting.

The Education Committee Chair is prepared to respond to questions at the February 23, 2022, Committee of the Whole meeting.

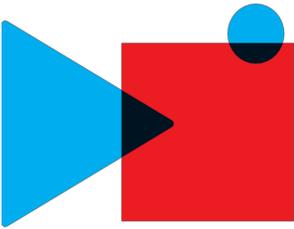
Attachment





Education Committee Work Plan 2021/2022

Activity	MRP
Policies for Review: <ul style="list-style-type: none">• 900 – Student Conduct and Discipline<ul style="list-style-type: none">○ AP900• 110 – Equity, Diversity, Inclusion and Human Rights• 115 – Sexual Orientation, Gender Identity and Gender Expression• 305 – School Councils	Education Committee
SOGI In-Service and/or Professional Development for all Trustees	Education Committee
SOGI SPS Background Presentation to the Board	Education Committee
<u>Review policies referred to the Education Committee by Administration and/or the Board of Trustees.</u>	Education Committee



B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Rita Raposo, Acting Associate Superintendent, Human Resources
Subject: 2022/2023 School Calendar

Purpose:

For approval. Motion required.

Motion:

a) That the Board of Trustees approve Draft A as the final version of the 2022/2023 School Calendar as presented at the February 23, 2022, Public Board meeting.

Or

b) That the Board of Trustees approve Draft B as the final version of the 2022/2023 School Calendar as presented at the February 23, 2022, Public Board meeting.

Or

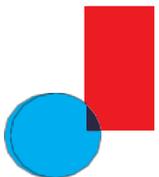
c) That the Board of Trustees approve Draft C as the final version of the 2022/2023 School Calendar as presented at the February 23, 2022, Public Board meeting.

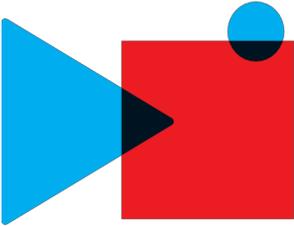
Background:

The Federal Government established September 30 as the National Day for Truth and Reconciliation for all federally regulated workplaces. The provincial government did not designate September 30 as a general holiday in Alberta.

Due to the addition of National Day for Truth and Reconciliation, the Board directed administration to gather feedback on the draft calendar and in turn provide draft alternate proposals for the 2022/2023 School Calendar.

At the February 9, 2022, Committee of the Whole meeting, four draft calendars were presented for consideration. Upon additional review, Administration recommends that Draft D not be considered for non-compliance with AP235.





BOARD MEMORANDUM

Draft A is the original Draft presented at the October 27, 2021, Public Board Meeting, Draft B, and C are drafts created based on feedback received.

Draft A

- Original Calendar – Approved in Principle on October 27, 2021
- Important Things to Consider:
 - September 30 remains a PD Day
 - Division/School PD/Collaboration; Staff meeting
 - 9 PD, 2 Operational/no classes, 2 Convention, Fall break; and
 - Semester instructional days are balanced.

Draft B

- Add in PD Day on August 26
- Designate September 30th as a General Holiday or Non-Instructional Day
- Important Things to Consider:
 - 9 PD, 2 Operational/no classes, 2 Convention, Fall break; and
 - Semester instructional days are balanced.

Draft C

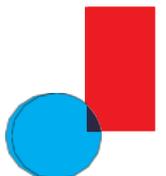
- Add in PD Day on August 26
- Designate September 30th as General Holiday or Non-Instructional Day
- Assign PD Day to December 5th
- Remove PD Day from February 27th
- Important Things to Consider:
 - 9 PD, 2 Operational/no classes, 2 Convention, Fall break; and
 - Semester instructional days are not balanced.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment



2022-2023

**APPROVED IN PRINCIPLE SUBJECT
TO CHANGE
October 27, 2021**

AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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MAY 2023

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JUNE 2023

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JULY, 2022

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30	31					

School offices open - NO CLASSES	August 22 - 26
Division/School PD/Collaboration; Staff meeting	August 29
Operational Non-Instructional (K-12) - no classes	August 30
Classes Begin	August 31
Labour Day - no classes	September 5
Division/School PD/Collaboration; Staff meeting	September 30
Thanksgiving Day - no classes	October 10
Division/School PD/Collaboration; Staff meeting	October 11
Fall Break	November 7 - 9
In lieu of Parent/Teacher Interviews - no classes	November 10
Remembrance Day - no classes	November 11
Classes Resume	November 14
Christmas Vacation	Dec. 24 - Jan 8
Classes Resume	January 9
Division/School PD/Collaboration; Staff meeting	January 31
First day of classes Semester Two	February 1
Teachers' Convention - no classes	February 9 - 10
Family Day - no classes	February 20
Division/School PD/Collaboration; Staff meeting	February 27
Division/School PD/Collaboration; Staff meeting	March 13
In lieu of Parent/Teacher Interviews - no classes	March 24
Spring Recess	March 25 - April 2
Classes Resume	April 3
Good Friday - no classes	April 7
Easter Monday - no classes	April 10
Division/School PD/Collaboration; Staff meeting	April 24
Division/School PD/Collaboration; Staff meeting	May 19
Victoria Day - no classes	May 22
Division/School PD/Collaboration; Staff meeting	June 5
Last day of classes	June 29
Operational Non-Instructional (K-12) - no classes	June 30
Summer vacation begins	July 1



Frank Robinson Education Centre
9820-104 Street
Morinville, AB T8R 1L8
Phone: (780) 939-4341
Fax: (780) 939-5520

- Operational Day - No Classes
- Operational Day - Day In Lieu - No Classes
- Non-Operational Day - No Classes
- Division/School P D/Collaboration; Staff Meeting - No Classes

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	2.0	2.0	1.0	1.0	3.0	3.0
SEPTEMBER	1.0	1.0	20.0	20.0	21.0	21.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	0.0	0.0	17.0	17.0	17.0	17.0
JANUARY	1.0	1.0	16.0	16.0	17.0	17.0
TOTAL - SEMESTER I	6.0	6.0	90.0	90.0	96.0	96.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	9.0	9.0	90.0	90.0	99.0	99.0
OPERATIONAL YEAR TOTAL	15.0	15.0	180.0	180.0	195.0	195.0

References:

Policy: 205 Operational School Year
 Admin: AP235 – Operational School Year and Calendar
 Procedure: School Operational Year Calendar 2022-2023
 School Operational Year Calendar Day Count 2022-2023
 Education Act Section 60

School Year 2022-2023 (Version A)

(All dates are inclusive unless otherwise specified)

AUGUST

Monday	22	School Offices Open
Monday	29	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	Operational Non-Instructional Day – No Classes
Wednesday	31	All Classes (full day)

SEPTEMBER

Monday	5	LABOUR DAY - No Classes
Friday	30	Division/School PD/Collaboration; Staff Meeting – No Classes

OCTOBER

Monday	10	THANKSGIVING DAY - No Classes
Tuesday	11	Division/School PD/Collaboration; Staff Meeting – No Classes

NOVEMBER

Saturday	5	Fall Break Begins
Thursday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Friday	11	REMEMBRANCE DAY – No Classes
Monday	14	Classes Resume

DECEMBER

Saturday	24	Christmas Break Begins
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JANUARY

Monday	9	Classes Resume
Tuesday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2022-2023
School Operational Year Calendar Day Count 2022-2023
Education Act Section 60

FEBRUARY

Tuesday	1	First Day of Semester Two
Thursday	9	Teachers' Convention - No Classes
Friday	10	Teachers' Convention - No Classes
Monday	20	FAMILY DAY - No Classes
Monday	27	Division/School PD/Collaboration; Staff Meeting – No Classes

MARCH

Monday	13	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	24	Non-Instructional Day In Lieu of Parent-Teacher Interviews – No Classes
Saturday	25	Spring Break Begins

APRIL

Monday	3	Classes Resume
Friday	7	GOOD FRIDAY – No Classes
Monday	10	EASTER MONDAY – No Classes
Monday	24	Division/School PD/Collaboration; Staff Meeting – No Classes

MAY

Friday	19	Division/School PD/Collaboration; Staff meeting – No Classes
Monday	22	VICTORIA DAY - No Classes

JUNE

Monday	5	Division/School PD/Collaboration; Staff Meeting – No Classes
Thursday	29	Last Day of Classes
Friday	30	Operational Non-Instructional Day – No Classes

JULY

Saturday	1	Summer Break Begins
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References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2022-2023
School Operational Year Calendar Day Count 2022-2023
Education Act Section 60

2022-2023

DRAFT VERSION "B"
December 2021

AUGUST 2022

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SEPTEMBER 2022

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OCTOBER 2022

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NOVEMBER 2022

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DECEMBER 2022

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JANUARY 2023

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FEBRUARY 2023

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MARCH 2023

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APRIL 2023

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23	24	25	26	27	28	29
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MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY, 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Offices Open - NO CLASSES

Division/School PD/Collaboration; Staff Meeting	August 22 - 26
Division/School PD/Collaboration; Staff Meeting	August 26
Division/School PD/Collaboration; Staff Meeting	August 29
Operational Non-Instructional (K-12) - No Classes	August 30
Classes Begin	August 31
Labour Day - No Classes	September 5
Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 10
Division/School PD/Collaboration; Staff Meeting	October 11
Fall Break	November 5 - 9
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Remembrance Day - No Classes	November 11
Classes Resume	November 14
Christmas Break	Dec. 24 - Jan 8
Classes Resume	January 9
Division/School PD/Collaboration; Staff Meeting	January 31
First Day of Classes Semester Two	February 1
Teachers' Convention - No Classes	February 9 - 10
Family Day - No Classes	February 20
Division/School PD/Collaboration; Staff Meeting	February 27
Division/School PD/Collaboration; Staff Meeting	March 13
In Lieu of Parent/Teacher Interviews - No Classes	March 24
Spring Break	March 25 - April 2
Classes Resume	April 3
Good Friday - No Classes	April 7
Easter Monday - No Classes	April 10
Division/School PD/Collaboration; Staff Meeting	April 24
Division/School PD/Collaboration; Staff Meeting	May 19
Victoria Day - No Classes	May 22
Division/School PD/Collaboration; Staff Meeting	June 5
Last Day of Classes	June 29
Operational Non-Instructional (K-12) - No Classes	June 30
Summer Vacation Begins	July 1



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9820-104 Street
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Phone: (780) 939-4341
Fax: (780) 939-5520

- Operational Day - No Classes
- Operational Day - Day In Lieu - No Classes
- Non-Operational Day - No Classes
- Division/School P D/Collaboration; Staff Meeting - No Classes

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	1.0	1.0	4.0	4.0
SEPTEMBER	0.0	0.0	20.0	20.0	20.0	20.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	0.0	0.0	17.0	17.0	17.0	17.0
JANUARY	1.0	1.0	16.0	16.0	17.0	17.0
TOTAL - SEMESTER I	6.0	6.0	90.0	90.0	96.0	96.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	9.0	9.0	90.0	90.0	99.0	99.0
OPERATIONAL YEAR TOTAL	15.0	15.0	180.0	180.0	195.0	195.0

References:

Policy: 205 Operational School Year
 Admin: AP235 – Operational School Year and Calendar
 Procedure: School Operational Year Calendar 2022-2023
 School Operational Year Calendar Day Count 2022-2023
 Education Act Section 60

School Year 2022-2023 (Version B)

(All dates are inclusive unless otherwise specified)

AUGUST

Monday	22	School Offices Open
Friday	26	Division/School PD/Collaboration; Staff Meeting – No Classes
Monday	29	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	Operational Non-Instructional Day – No Classes
Wednesday	31	All Classes (full day)

SEPTEMBER

Monday	5	LABOUR DAY - No Classes
Friday	30	TRUTH AND RECONCILIATION DAY – No Classes

OCTOBER

Monday	10	THANKSGIVING DAY - No Classes
Tuesday	11	Division/School PD/Collaboration; Staff Meeting – No Classes

NOVEMBER

Saturday	5	Fall Break Begins
Thursday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Friday	11	REMEMBRANCE DAY – No Classes
Monday	14	Classes Resume

DECEMBER

Saturday	24	Christmas Break Begins
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JANUARY

Monday	9	Classes Resume
Tuesday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2022-2023
School Operational Year Calendar Day Count 2022-2023
Education Act Section 60

FEBRUARY

Tuesday	1	First Day of Classes - Semester Two
Thursday	9	Teachers' Convention - No Classes
Friday	10	Teachers' Convention - No Classes
Monday	20	FAMILY DAY - No Classes
Monday	27	Division/School PD/Collaboration; Staff Meeting - No Classes

MARCH

Monday	13	Division/School PD/Collaboration; Staff Meeting - No Classes
Friday	24	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Saturday	25	Spring Break Begins

APRIL

Monday	3	Classes Resume
Friday	7	GOOD FRIDAY - No Classes
Monday	10	EASTER MONDAY - No Classes
Monday	24	Division/School PD/Collaboration; Staff Meeting - No Classes

MAY

Friday	19	Division/School PD/Collaboration; Staff meeting - No Classes
Monday	22	VICTORIA DAY - No Classes

JUNE

Monday	5	Division/School PD/Collaboration; Staff Meeting - No Classes
Thursday	29	Last Day of Classes
Friday	30	Operational Non-Instructional Day - No Classes

JULY

Saturday	1	Summer Break Begins
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References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2022-2023
School Operational Year Calendar Day Count 2022-2023
Education Act Section 60

2022-2023

DRAFT VERSION "C"
December 2021

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2023

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY, 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Offices Open - NO CLASSES

August 22 - 26	August 22 - 26
Division/School PD/Collaboration; Staff Meeting	August 26
Division/School PD/Collaboration; Staff Meeting	August 29
Operational Non-Instructional (K-12) - No Classes	August 30
Classes Begin	August 31
Labour Day - No Classes	September 5
Truth & Reconciliation Day - No Classes	September 30
Thanksgiving Day - No Classes	October 10
Division/School PD/Collaboration; Staff Meeting	October 11
Fall Break	November 5 - 9
In Lieu of Parent/Teacher Interviews - No Classes	November 10
Remembrance Day - No Classes	November 11
Classes Resume	November 14
Division/School PD/Collaboration; Staff Meeting	December 5
Christmas Break	Dec. 24 - Jan 8
Classes Resume	January 9
Division/School PD/Collaboration; Staff Meeting	January 31
First Day of Classes - Semester Two	February 1
Teachers' Convention - No Classes	February 9 - 10
Family Day - No Classes	February 20
Division/School PD/Collaboration; Staff Meeting	March 13
In Lieu of Parent/Teacher Interviews - No Classes	March 24
Spring Break	March 25 - April 2
Classes Resume	April 3
Good Friday - No Classes	April 7
Easter Monday - No Classes	April 10
Division/School PD/Collaboration; Staff Meeting	April 24
Division/School PD/Collaboration; Staff Meeting	May 19
Victoria Day - No Classes	May 22
Division/School PD/Collaboration; Staff Meeting	June 5
Last Day of Classes	June 29
Operational Non-Instructional (K-12) - No Classes	June 30
Summer Vacation Begins	July 1



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- Operational Day - No Classes
- Operational Day - Day In Lieu - No Classes
- Non-Operational Day - No Classes
- Division/School P D/Collaboration; Staff Meeting - No Classes

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	1.0	1.0	4.0	4.0
SEPTEMBER	0.0	0.0	20.0	20.0	20.0	20.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	1.0	1.0	16.0	16.0	17.0	17.0
JANUARY	1.0	1.0	16.0	16.0	17.0	17.0
TOTAL - SEMESTER I	7.0	7.0	89.0	89.0	96.0	96.0
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	8.0	8.0	91.0	91.0	99.0	99.0
OPERATIONAL YEAR TOTAL	15.0	15.0	180.0	180.0	195.0	195.0

References:

Policy: 205 Operational School Year
 Admin: AP235 – Operational School Year and Calendar
 Procedure: School Operational Year Calendar 2022-2023
 School Operational Year Calendar Day Count 2022-2023
 Education Act Section 60

School Year 2022-2023 (Version C)

(All dates are inclusive unless otherwise specified)

AUGUST

Monday	22	School Offices Open
Friday	26	Division/School PD/Collaboration; Staff Meeting – No Classes
Monday	29	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	Operational Non-Instructional Day – No Classes
Wednesday	31	All Classes (full day)

SEPTEMBER

Monday	5	LABOUR DAY - No Classes
Friday	30	TRUTH AND RECONCILIATION DAY – No Classes

OCTOBER

Monday	10	THANKSGIVING DAY - No Classes
Tuesday	11	Division/School PD/Collaboration; Staff Meeting – No Classes

NOVEMBER

Saturday	5	Fall Break Begins
Thursday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Friday	11	REMEMBRANCE DAY – No Classes
Monday	14	Classes Resume

DECEMBER

Monday	5	Division/School PD/Collaboration; Staff Meeting – No Classes
Saturday	24	Christmas Break Begins

JANUARY

Monday	9	Classes Resume
Tuesday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2022-2023
School Operational Year Calendar Day Count 2022-2023
Education Act Section 60

FEBRUARY

Tuesday	1	First Day of Classes - Semester Two
Thursday	9	Teachers' Convention - No Classes
Friday	10	Teachers' Convention - No Classes
Monday	20	FAMILY DAY - No Classes

MARCH

Monday	13	Division/School PD/Collaboration; Staff Meeting - No Classes
Friday	24	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Saturday	25	Spring Break Begins

APRIL

Monday	3	Classes Resume
Friday	7	GOOD FRIDAY - No Classes
Monday	10	EASTER MONDAY - No Classes
Monday	24	Division/School PD/Collaboration; Staff Meeting - No Classes

MAY

Friday	19	Division/School PD/Collaboration; Staff meeting - No Classes
Monday	22	VICTORIA DAY - No Classes

JUNE

Monday	5	Division/School PD/Collaboration; Staff Meeting - No Classes
Thursday	29	Last Day of Classes
Friday	30	Operational Non-Instructional Day - No Classes

JULY

Saturday	1	Summer Break Begins
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References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2022-2023
School Operational Year Calendar Day Count 2022-2023
Education Act Section 60

2022-2023

DRAFT VERSION "D"
December 2021

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER 2022

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY, 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Offices Open - NO CLASSES

Division/School PD/Collaboration; Staff Meeting	August 22 - 25
Division/School PD/Collaboration; Staff Meeting	August 26
Operational Non-Instructional (K-12) - No Classes	August 29
Classes Begin	August 30
Labour Day - No Classes	August 31
Truth & Reconciliation Day - No Classes	September 5
Thanksgiving Day - No Classes	September 30
Division/School PD/Collaboration; Staff Meeting	October 10
Fall Break	October 11
In lieu of Parent/Teacher Interviews - No Classes	November 5 - 9
Remembrance Day - No Classes	November 10
Classes Resume	November 11
Division/School PD/Collaboration; Staff Meeting	November 14
Christmas Break	December 5
Classes Resume	Dec. 21 - Jan 3
Division/School PD/Collaboration; Staff Meeting	January 4
First Day of Classes - Semester Two	January 31
Teachers' Convention - No Classes	February 1
Family Day - No Classes	February 9 - 10
Division/School PD/Collaboration; Staff Meeting	February 20
In Lieu of Parent/Teacher Interviews - No Classes	March 13
Spring Break	March 24
Classes Resume	March 25 - April 2
Good Friday - No Classes	April 3
Easter Monday - No Classes	April 7
Division/School PD/Collaboration; Staff Meeting	April 10
Division/School PD/Collaboration; Staff Meeting	April 24
Victoria Day - No Classes	May 19
Division/School PD/Collaboration; Staff Meeting	May 22
Last Day of Classes	June 5
Operational Non-Instructional (K-12) - No Classes	June 29
Summer Vacation Begins	June 30
	July 1



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-  Operational Day - No Classes
-  Operational Day - Day In Lieu - No Classes
-  Non-Operational Day - No Classes
-  Division/School P D/Collaboration; Staff Meeting - No Classes

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	1.0	1.0	4.0	4.0
SEPTEMBER	0.0	0.0	20.0	20.0	20.0	20.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	1.0	1.0	17.0	17.0	18.0	18.0
DECEMBER	1.0	1.0	13.0	13.0	14.0	14.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL - SEMESTER I	7.0	7.0	89.0	89.0	96.0	96.0
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	8.0	8.0	91.0	91.0	99.0	99.0
OPERATIONAL YEAR TOTAL	15.0	15.0	180.0	180.0	195.0	195.0

References:

Policy: 205 Operational School Year
 Admin: AP235 – Operational School Year and Calendar
 Procedure: School Operational Year Calendar 2022-2023
 School Operational Year Calendar Day Count 2022-2023
 Education Act Section 60

School Year 2022-2023 (Version D)

(All dates are inclusive unless otherwise specified)

AUGUST

Monday	22	School Offices Open
Friday	26	Division/School PD/Collaboration; Staff Meeting – No Classes
Monday	29	Division/School PD/Collaboration; Staff Meeting – No Classes
Tuesday	30	Operational Non-Instructional Day – No Classes
Wednesday	31	All Classes (full day)

SEPTEMBER

Monday	5	LABOUR DAY - No Classes
Friday	30	TRUTH AND RECONCILIATION DAY – No Classes

OCTOBER

Monday	10	THANKSGIVING DAY - No Classes
Tuesday	11	Division/School PD/Collaboration; Staff Meeting – No Classes

NOVEMBER

Saturday	5	Fall Break Begins
Thursday	10	Non-Instructional Day In Lieu of Parent-Teacher Interviews - No Classes
Friday	11	REMEMBRANCE DAY – No Classes
Monday	14	Classes Resume

DECEMBER

Monday	5	Division/School PD/Collaboration; Staff Meeting – No Classes
Wednesday	21	Christmas Break Begins

JANUARY

Wednesday	4	Classes Resume
Tuesday	31	Division/School PD/Collaboration; Staff Meeting – No Classes

References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2022-2023
School Operational Year Calendar Day Count 2022-2023
Education Act Section 60

FEBRUARY

Tuesday	1	First Day of Classes - Semester Two
Thursday	9	Teachers' Convention - No Classes
Friday	10	Teachers' Convention - No Classes
Monday	20	FAMILY DAY - No Classes

MARCH

Monday	13	Division/School PD/Collaboration; Staff Meeting – No Classes
Friday	24	Non-Instructional Day In Lieu of Parent-Teacher Interviews – No Classes
Saturday	25	Spring Break Begins

APRIL

Monday	3	Classes Resume
Friday	7	GOOD FRIDAY – No Classes
Monday	10	EASTER MONDAY – No Classes
Monday	24	Division/School PD/Collaboration; Staff Meeting – No Classes

MAY

Friday	19	Division/School PD/Collaboration; Staff meeting – No Classes
Monday	22	VICTORIA DAY - No Classes

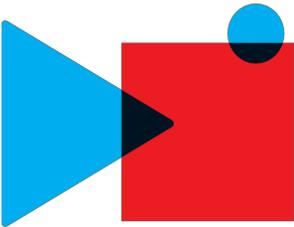
JUNE

Monday	5	Division/School PD/Collaboration; Staff Meeting – No Classes
Thursday	29	Last Day of Classes
Friday	30	Operational Non-Instructional Day – No Classes

JULY

Saturday	1	Summer Break Begins
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References: Policy: *205 Operational School Year*
Admin Procedure: *AP235 – Operational School Year and Calendar*
School Operational Year Calendar 2022-2023
School Operational Year Calendar Day Count 2022-2023
Education Act Section 60



BOARD
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Liliana LeVesconte, Associate Superintendent, Corporate Services
Subject: 2021/2022 Capital Projects & Access to Reserves

Purpose:
For approval. Motion required.

- Motion:**
- a) 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.

Or

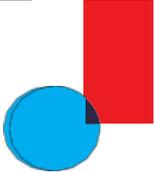
 - b) Defer the projects to a future date.

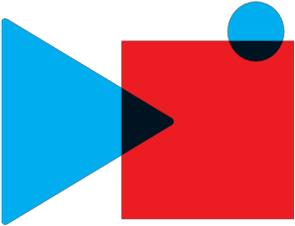
Background:
During the 2020-2021 school year, several capital projects were approved for executing, utilizing our capital reserves. Due to logistics issues and shifting of priorities, the projects did not proceed during the 2020-2021 school year, however, they are expected to be completed during the 2021-2022 school year. As a result, a new approval is required from the Board to proceed.

Alberta Education allows School Boards to proceed with projects without further government approval, if the projects are capital in nature, and there are sufficient funds in the capital reserve. Our capital reserve balance is \$3,144,222.

The Division has prioritized the following capital projects to be completed before August 31, 2022:

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
TOTAL FUNDING FROM RESERVES	\$540,000



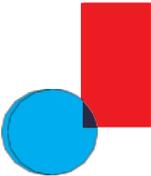


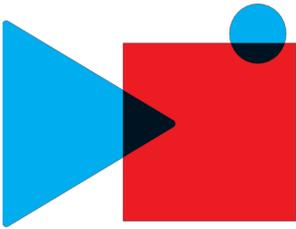
B O A R D
MEMORANDUM

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





BOARD
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Shawna Walter, Acting Superintendent
Subject: Town of Legal Catchment

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve that the Town of Legal remains status quo and continue to waive the *School of Choice* transportation fee as presented at the February 23, 2022, Public Board meeting.

Or

- b) That the Board of Trustees approve that, effective the 2022/2023 School Year, the Bon Accord Catchment boundary will be applied and Town of Legal families be charged the *Choice Rider Transportation Fee* to attend École Morinville Public and Four Winds Public Schools, except for French Immersion students, as presented at the February 23, 2022, Public Board meeting,
- i. Current ÉMPS/FWPS students and siblings grandfathered.
 - ii. Current ÉMPS/FWPS students and siblings NOT grandfathered.

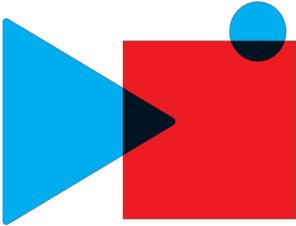
Or

- c) That the Board of Trustees approve a closed catchment boundary for the Town of Legal. Effective the 2022/2023 School Year, Town of Legal students will attend their catchment school; Bon Accord Community School or Lilian Schick School for regular programming as presented at the February 23, 2022, Public Board meeting.
- i. Town of Legal students currently attending either École Morinville Public or Four Winds Public Schools will be grandfathered; and

Siblings of current students will be accepted, if:

- o both siblings will be attending the school(s) next year, and both students pre-enrol before the deadline of April 29, 2022





BOARD MEMORANDUM

- After pre-enrolment closes at **4 p.m. on April 29, 2022**, only **resident students** who move into the school's catchment area will be able to attend a closed-boundary school.
- ii. Current ÉMPS/FWPS students and siblings NOT grandfathered.

Background:

Sturgeon Public Schools opened Morinville Public School in 2011 and in January 2020, the Division opened its second school in the town of Morinville. The opening of Four Winds Public School separated Morinville Public School into two schools; a Pre-K – Grade 4 school and a Grade 5-9 school. Both schools have dual track French Immersion and English programming. French Immersion has grown a grade per year since 2011; beginning the fall of 2021, the program now includes Kindergarten to Grade 9.

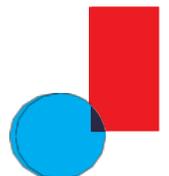
Since Sturgeon Public Schools gained access to the Town of Legal in 2011, the Board has offered families a choice of attending École Morinville Public School (ÉMPS), Four Winds Public School (FWPS), Bon Accord Community School (BACS) or Lilian Schick School (LS), even though the Town of Legal is in the Bon Accord catchment. This practice does not align with Division Policy. [Policy 200 Attendance Areas](#), states that resident students are designated to attend schools in attendance areas as established by the Board:

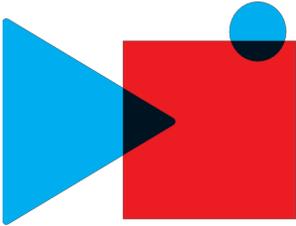
- While resident students are designated to attend schools in attendance areas established by the Board, educational or programming needs of students or student/parent preferences may warrant consideration of allowing attendance at a school other than the designated school.
- Resident students may register in schools other than their designated school providing there are sufficient resources and facilities available to accommodate the student. Resident students may register in Programs of Choice (e.g. Logos, French Immersion) at Division schools.
- When a student attends a school outside a designated attendance area, transportation may become the parent(s)/ guardian(s)/ independent student's responsibility.

Enrolment

Monthly enrolment reporting for November 30, 2021:

- BACS has an enrolment of **217** Pre-K to Grade 4 students
 - Legal **6** Pre-K/K students
- LS has an enrolment of **239** Grade 5 – 9 students
- ÉMPS has an enrolment of **565** Pre-K to Grade 4 students
- FWPS has an enrolment of **420** Grade 5 – 9 students





B O A R D MEMORANDUM

Capture Rates BACS

- BACS has captured **39%** of the students living in the catchment for 21-22
- **55** K-4 Regular Program students are currently attending other SPS schools

Lilian Schick

- LS has captured **41%** of the students living in the catchment for 21-22 both regular program and LOGOS
- **59** 5-9 Regular Program students are currently attending other SPS schools

ÉMPS

- ÉMPS has captured **48%** of the K-4 students living in the catchment for 21-22 both regular program and French Immersion.
- **20** K-4 Regular Program students are currently attending other SPS schools

FWPS

- FWPS has captured **41%** of the 5-9 students living in the catchment for 21-22 both regular program and French Immersion (which has increased since the opening of the new school: 18/19 – 33%, 19/20 – 38%, 20/21 – 38%)
- **16** 5-9 Regular Program students are currently attending other SPS schools

Transportation

Currently, Town of Legal families have the choice to attend a Morinville or Bon Accord school for the same cost = resident rider fee \$225/year.
Choice Rider fee is \$300/year

ÉMPS and FWPS are reaching enrolment capacity and to ensure efficient utilization of SPS facilities the Division must identify strategies that will meet the needs of SPS students for the next 10 years.

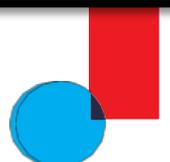
Attendance Pattern

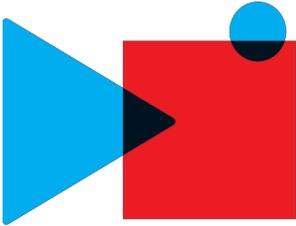
Town of Legal Students

Regular Program

23 Town of Legal students attend Morinville Schools for regular programming.

School of Attendance	Enrolment													Subtotals				
	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	PK-4	5-9	10-12	PK-12
Morinville Public School	0	1	2	1	3	5	0	0	0	0	0	0	0	0	12	0	0	12
Four Winds Public School	0	0	0	0	0	0	2	1	4	4	0	0	0	0	0	11	0	11
Sturgeon Composite High School	0	0	0	0	0	0	0	0	0	0	0	4	4	0	0	0	8	8
Lilian Schick School	0	0	0	0	0	0	1	0	0	1	1	0	0	0	0	3	0	3
Bon Accord Community School	0	1	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2
Camilla School	0	0	1	0	1	0	0	0	0	0	0	0	0	0	2	0	0	2
Total by Grade	0	2	4	1	4	5	3	1	4	5	1	4	4	0	16	14	8	38





B O A R D
MEMORANDUM

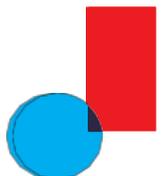
French Immersion

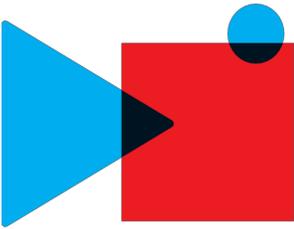
5 Town of Legal students attend Morinville Schools for French Immersion programming
= 4 ÉMPS, 1 FWPS

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





BOARD MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Shawna Walter, Acting Superintendent
Subject: Board and Committee Meetings

Purpose:

For approval. Motion required.

Motion:

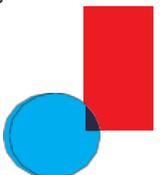
- a) That the Board of Trustees move the Committee of the Whole meeting to a working committee:
- Decisions will not be made at the Committee of the Whole.
 - Discussion, motions, voting and subsequent decisions will be made at the Public Board.
 - Public reporting will continue at the Public Board.

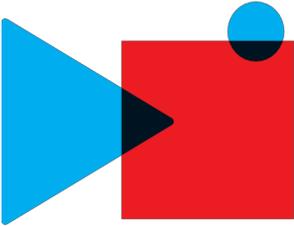
And further, that the Board of Trustees approve that the regular Public Board meeting be held on the fourth Wednesday of each month at 4:00 p.m. at the Frank Robinson Education Centre in Morinville.

Background:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible, and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters.

In addition, 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 time to time. It is important for the Board to gather privately for professional development, to review the function of the Board and for strategic planning purposes. The Board also uses these opportunities to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.





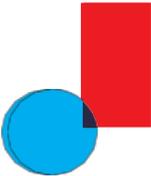
B O A R D
MEMORANDUM

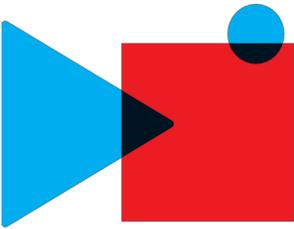
Policy 230 - *Board Committees* was updated to reflect the direction of the Board to better define Board Committees and their purpose. The updated policy reflects the Board's need to receive information, ask questions and discuss upcoming items.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent





B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Office of the Superintendent
Subject: Policy 230 – Board Committees

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve Policy 230 – *Board Committees* as presented at the February 23, 2022, Public Board meeting.

Background:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible, and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters.

In addition, 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. It is important for the Board to gather privately for professional development, to review the function of the Board and for strategic planning purposes. The Board also uses these opportunities to explore matters to a greater depth, seek clarification from Administration and discuss matters requiring a deeper level of understanding prior to consideration of the matter at a Regular Board meeting.

Administration has updated Policy 230 – *Board Committees* to reflect the direction of the Board to better define Board Committees and their purpose.

The Education Committee reviewed Policy 220 – *Trustee Code of Conduct* at their February 16, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment





Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

1.0 POLICY

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.

2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.

2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.

2.6 Each Committee shall report to the Board on a regular basis at the Public Board meeting.

2.7 There are specific instances when the public interest is best served by private discussion in “in camera” sessions. A Board committee may meet in camera to deal with land, labour and legal matters.

2.8 Committees (Powers and Terms of Reference are in Appendices to this Policy.)

2.8.1 COMMITTEE OF THE WHOLE

2.8.2 POLICY COMMITTEE

2.8.3 STUDENT DISCIPLINE COMMITTEE

2.8.4 ATA NEGOTIATIONS COMMITTEE

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

2.8.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

2.8.6 C.U.P.E. NEGOTIATIONS COMMITTEE

2.8.7 LABOUR MANAGEMENT COMMITTEE

2.8.8 BUILDING AND MAINTENANCE COMMITTEE

2.8.9 FINANCE & HUMAN RESOURCES COMMITTEE

2.8.10 TRANSPORTATION COMMITTEE

2.8.11 ADVOCACY COMMITTEE

2.9 Appointed Representation

The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups as:

2.9.1 Alberta School Boards Association (ASBA) Zone II (One Trustee and alternate)

2.9.2 Public School Board Association (PSBAA) (One Trustee and alternate)

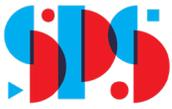
2.9.3 Sturgeon County Community Services Advisory Board (One Trustee)

2.9.4 School Joint Use Committee (Local Trustee and principal)

2.9.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance)

2.9.6 Teachers' Employer Bargaining Association (TEBA) (One Trustee)

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX A - COMMITTEE OF THE WHOLE

1.0 Committee Powers:

The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion. The Board 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 consideration of the matter at a Regular Board meeting.

In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. Upon recommendation from the Policy Committee, the Committee of the Whole may make recommendations to the Board regarding revisions to existing Board policy and regulation and development of new policy and regulations.

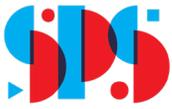
2.0 Committee Terms of Reference

- 2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.
- 2.2 Make recommendations for agenda items for subsequent Board meetings.
- 2.3 Maintain confidentiality of proceedings.
- 2.4 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, Human Resources; Deputy Superintendent, Education Services; Superintendent.
- 2.5 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.
- 2.6 Meetings: Held on the second Wednesday of each month beginning at 2:00 pm.
- 2.7 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX B – POLICY COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

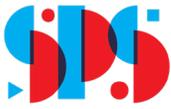
2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Deputy Superintendent, Education Services and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX C - STUDENT DISCIPLINE COMMITTEE

1.0 Committee Powers:

1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.

2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.

2.3 Administrator Assigned: Deputy Superintendent, Education Services.

2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.

2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".

2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

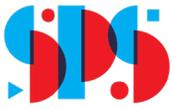
4.0 Hearing Process

4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

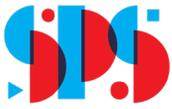
EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

- 4.2.2 Recent report card.
- 4.2.3 Attendance record for the school year to date.
- 4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.
- 4.2.5 Most recent School Conduct Policy.
- 4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
- 4.2.7 Intervention checklist with a summary of interventions implemented to date.
- 4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.
- 4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.
- 4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.
- 4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.
- 4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
- 4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.
- 4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

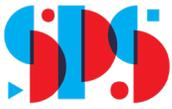
EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

- 4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.
- 4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
- 4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX D - ATA NEGOTIATIONS COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, Human Resources will ensure matters on which agreement has been reached are properly recorded.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52 (1)
 Board Procedures Regulation 82/2019
 Employment Standards Code AB September 1, 2019
 Labour Relations Code AB October 1, 2019
 Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX E - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

1.0 Committee Powers:

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees and Appointed Representation

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APPENDIX F - C.U.P.E. NEGOTIATING COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Resources; Manager, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, Human Resources records matters on which agreement has been reached.
- 2.5 Meetings: Held at the call of either party. The first meeting is to be held in accordance with the Labour Relations Code. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019
Administrative Procedure: AP250 – Student Advisory Committee

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APPENDIX G - LABOUR MANAGEMENT COMMITTEE

1.0 Committee Powers:

- 1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.
- 1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.
- 1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources. Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

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APPENDIX H - BUILDING AND MAINTENANCE COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make a recommendation to the Board on the Division's Capital Plan and Modular requests.
- 1.3 To participate in final inspections of facilities constructed for the Board.
- 1.4 In Division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
- 1.5 In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
- 1.6 To recommend policies affecting buildings to the Board.
- 1.7 To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



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3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



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APPENDIX I - FINANCE AND HUMAN RESOURCES COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to Division and trustee priorities.
- 1.3 To make recommendations to the Superintendent regarding matters related to the Division budget.
- 1.4 To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.
- 1.5 To make recommendations to the Board regarding matters related to the Division budget.
- 1.6 To make recommendations to Human Resources regarding matters related to the Division budget.
- 1.7 To review quarterly and annual financial statements prior to presentation to the Board.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board. The Board may wish to appoint two (2) members of the public, with appropriate accounting designations to attend meetings when the quarterly and annual financial statements are reviewed by the committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrator Assigned: Associate Superintendent, Corporate Services and/or Associate Superintendent, Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees, Associate Superintendent and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



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3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

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APPENDIX J - TRANSPORTATION COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on matters related to the transportation of Sturgeon Public School students.
- 1.3 To recommend and review policies dealing with transportation.
- 1.4 To liaise with bus contractors on governance matters.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

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APPENDIX K - ADVOCACY COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees
- 1.3 To recommend and review policies related to advocacy.
- 1.4 To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work plan.
- 1.5 To undertake ad hoc Committee work relative to ASBA and PSBAA.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

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1.0 POLICY

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.

2.0 GUIDELINES

2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.

2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.

2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.

2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.

2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.

~~2.6~~ ~~The Each~~ Committee shall report to the Board on a regular basis at the Public Board meeting.

~~2.6~~~~2.7~~ There are specific instances when the public interest is best served by private discussion in “in camera” sessions. A Board committee may meet in camera to deal with land, labour and legal matters.

~~2.7~~~~2.8~~ Committees (Powers and Terms of Reference are in Appendices to this Policy.)

~~2.7~~~~2.8~~~~1~~ COMMITTEE OF THE WHOLE

~~2.7~~~~2.8~~~~2~~ POLICY ~~REVIEW~~ COMMITTEE

~~2.7~~~~3~~~~2.8~~~~3~~ STUDENT DISCIPLINE COMMITTEE

~~2.7~~~~4~~~~2.8~~~~4~~ ATA NEGOTIATIONS COMMITTEE

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

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~~2.7.5~~2.8.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

~~2.7.6~~2.8.6 C.U.P.E. NEGOTIATIONS COMMITTEE

~~2.7.7~~2.8.7 LABOUR MANAGEMENT COMMITTEE

~~2.7.8~~2.8.8 BUILDING AND MAINTENANCE COMMITTEE

~~2.7.9~~2.8.9 FINANCE & ~~PEOPLE SERVICES~~HUMAN RESOURCES COMMITTEE

~~2.7.10~~2.8.10 TRANSPORTATION COMMITTEE

~~2.7.11~~2.8.11 ADVOCACY COMMITTEE

2.8.9 Appointed Representation

The Board may, from time to time, appoint a trustee to act as a liaison representative to such external organizations or groups as:

~~2.8.1~~2.9.1 Alberta School Boards Association (ASBA) Zone II (One Trustee and alternate)

~~2.8.2~~2.9.2 Public School Board Association (PSBAA) (One Trustee and alternate)

~~2.8.3~~2.9.3 Sturgeon County Community Services Advisory Board (One Trustee)

~~2.8.4~~2.9.4 School Joint Use Committee (Local Trustee and principal)

2.9.5 School Councils (Local Trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance)

~~2.8.5~~2.9.6 ~~Teachers' Employer~~ery Bargaining Association (TEBA) (One Trustee)

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

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APPENDIX A - COMMITTEE OF THE WHOLE

1.0 Committee Powers:

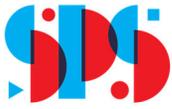
The Board believes that transparency and accountability should be demonstrated to the greatest extent possible and its decision making should be conducted in public. There are specific instances, however, when the public interest is best served by private discussion, ~~in “in camera” sessions. The Board holds in camera meetings to deal with land, labour and legal matters. The Board 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 consideration of the matter at a Regular Board meeting.~~

In addition, the Board gathers privately for professional development, to review the function of the Board and strategic planning purposes. Upon recommendation from the Policy Committee, the Committee of the Whole may make recommendations to the Board regarding revisions to existing Board policy and regulation and development of new policy and regulations. 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 consideration of the matter at a Regular Board meeting.

2.0 Committee Terms of Reference

- 2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting. The Vice Chair will chair the Committee of the Whole meetings.
- 2.2 Make recommendations for agenda items for subsequent Board meetings.
- 2.3 Maintain confidentiality of proceedings.
- 2.4 Administrator Assigned: Associate Superintendent, Corporate Services; Associate Superintendent, ~~People Services~~ Human Resources; Deputy Superintendent, Education Services Superintendent.
- 2.5 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.
- 2.6 Meetings: Held on the second Wednesday of each month beginning at 2:00pm. Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.7 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee



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3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

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APPENDIX B – POLICY ~~REVIEW~~ COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Deputy Superintendent, Education Services and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure AP250 – Student Advisory Committee

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APPENDIX C - STUDENT DISCIPLINE COMMITTEE

1.0 Committee Powers:

- 1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Sections 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local Trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.
- 2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.
- 2.3 Administrator Assigned: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".
- 2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

4.0 Hearing Process

- 4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.
- 4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

4.2.1 Current course enrollment.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

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- 4.2.2 Recent report card.
- 4.2.3 Attendance record for the school year to date.
- 4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.
- 4.2.5 Most recent School Conduct Policy.
- 4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
- 4.2.7 Intervention checklist with a summary of interventions implemented to date.
- 4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with school administration on the merits of the administration's recommendation.
- 4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.
- 4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having an opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for a continuation of the meeting.
- 4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.
- 4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
- 4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in a private session.
- 4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
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- 4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.
- 4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
- 4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

References: Education Act: Sections 36, (1), 37 (1), 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

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APPENDIX D - ATA NEGOTIATIONS COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, ~~People Services~~ Human Resources; Manager, ~~People Services~~ Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, ~~People Services~~ Human Resources will ensure matters on which agreement has been reached are properly recorded.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52 (1)
Board Procedures Regulation 82/2019
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019
Administrative Procedure: AP250 – Student Advisory Committee

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APPENDIX E - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

1.0 Committee Powers:

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committees matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Proceedings circulated to all committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
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APPENDIX F - C.U.P.E. NEGOTIATING COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, ~~People Services~~ Human Resources; Manager, ~~People Services~~ Human Resources.
- 2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, ~~People Services~~ Human Resources records matters on which agreement has been reached.
- 2.5 Meetings: Held at the call of either party. The first meeting is to be held in accordance with the Labour Relations Code. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Employment Standards Code AB September 1, 2019
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APPENDIX G - LABOUR MANAGEMENT COMMITTEE

1.0 Committee Powers:

- 1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.
- 1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.
- 1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, ~~People Services~~ [Human Resources](#).
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, ~~People Services~~ [Human Resources](#). Proceedings circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act and pursuant to the Collective Agreement between the Board and C.U.P.E

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
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REVIEW: 2023-2024

APPENDIX H - BUILDING AND MAINTENANCE COMMITTEE

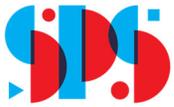
1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make a recommendation to the Board on the Division's Capital Plan and Modular requests.
- 1.3 To participate in final inspections of facilities constructed for the Board.
- 1.4 In Division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
- 1.5 In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
- 1.6 To recommend policies affecting buildings to the Board.
- 1.7 To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

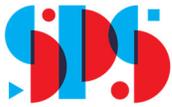
REVISED:

REVIEW: 2023-2024

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX I - FINANCE AND ~~PEOPLE SERVICES~~HUMAN RESOURCES COMMITTEE

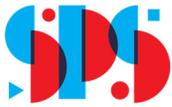
1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to Division and trustee priorities.
- 1.3 To make recommendations to the Superintendent regarding matters related to the Division budget.
- 1.4 To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.
- 1.5 To make recommendations to the Board regarding matters related to the Division budget.
- 1.6 To make recommendations to ~~People Services~~Human Resources regarding matters related to the Division budget.
- 1.7 To review quarterly and annual financial statements prior to presentation to the Board.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board. The Board may wish to appoint two (2) members of the public, with appropriate accounting designations to attend meetings when the quarterly and annual financial statements are reviewed by the committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrator Assigned: Associate Superintendent, Corporate Services and/or Associate Superintendent ~~People Services~~Human Resources
- 2.4 Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees, Associate Superintendent and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52 (1) (b)
 Board Procedures Regulation 82/2019
 Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX J - TRANSPORTATION COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on matters related to the transportation of Sturgeon Public School students.
- 1.3 To recommend and review policies dealing with transportation.
- 1.4 To liaise with bus contractors on governance matters.

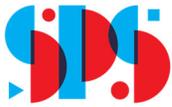
2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



Board Committees

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2023-2024

APPENDIX K - ADVOCACY COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees
- 1.3 To recommend and review policies related to advocacy.
- 1.4 To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work plan.
- 1.5 To undertake ad hoc Committee work relative to ASBA and PSBAA.

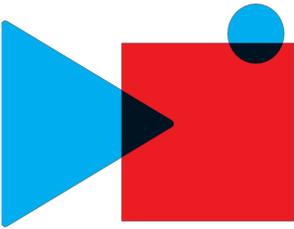
2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services and Superintendent.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Proceedings circulated to all Committee members, all Trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act.

References: Education Act: Sections 51, 52 (1) (b)
Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Office of the Superintendent
Subject: Policy 105 – Vision, Mission and Values

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve Policy 105 – *Vision, Mission and Values* as presented at the February 23, 2022, Public Board meeting.

Background:

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has reviewed and updated Policy 105 – *Vision, Mission and Values* as part of its review of policies that fall under the Office of the Superintendent. The policy updates are minor format and grammar changes.

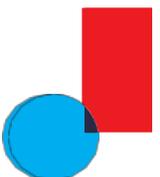
The Education Committee reviewed Policy 105 – *Vision, Mission and Values* at their February 16, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

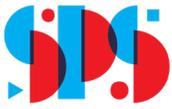
Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment





Vision, Mission and Values

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2025-2026

1.0 VISION

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

2.0 MISSION

2.1 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.

3.0 VALUES

3.1 **Excellence in teaching.** We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

3.2 **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.

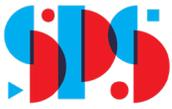
3.3 **Mutual respect.** Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential.

3.4 **Belonging.** Students must be able to learn in healthy environments where they feel safe; have strong connections; are free from bullying; and where their physical, intellectual and emotional needs are met. We are a school division and a family.

3.5 **Learning choices.** One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.

3.6 **Communication.** To do the challenging work of educating the next generation, we must keep the communication channels open. We value open, honest and timely communications.

References: Administrative Procedures: AP722 – Growth and Supervision of School Administrators
AP723 – Evaluation of School Administrators



Vision, Mission and Values

EFFECTIVE: April 24, 2019

REVISED: ~~January 29, 2020~~ REVIEW: ~~2021-2022~~2025-2026

1.0 VISION

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

2.0 MISSION

2.1 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.

3.0 VALUES

3.1 **Excellence in teaching.** We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

3.2 **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.

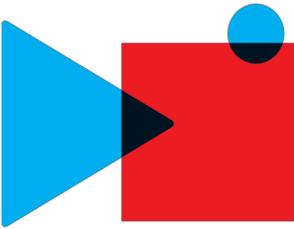
3.3 **Mutual respect.** Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential.

3.4 **Belonging.** Students must be able to learn in healthy environments where they feel safe; have strong connections; are free from bullying; and where their physical, intellectual and emotional needs are met. We are a school division and a family.

3.5 **Learning choices.** One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.

3.6 **Communication.** To do the challenging work of educating the next generation, we must keep the communication channels open. We value open, honest and timely communications.

References: Administrative Procedures: AP722 – Growth and Supervision of School Administrators
AP723 – Evaluation of School Administrators



B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Office of the Superintendent
Subject: Policy 220 – Trustee Code of Conduct

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve Policy 220 – *Trustee Code of Conduct* as presented at the February 23, 2022, Public Board meeting.

Background:

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has updated Policy 220 – *Trustee Code of Conduct* to clearly define and establish expectations of Trustee conduct while carrying out the duties they have been elected to fulfill. The description of the role of a Trustee has been removed from Policy 220 and Policy 221 has been created to clearly outline the role of the Trustee.

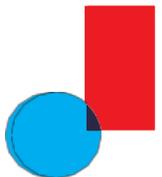
The Education Committee reviewed Policy 220 – *Trustee Code of Conduct* at their February 16, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment





Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

1.0 POLICY

The Board of Trustees is committed to Public Education and its Trustee members shall conduct themselves ethically and responsibly in carrying out the duties that they have been elected to fulfill. It is expected that all interactions related to the operations of the Board is characterized by mutual respect, which acknowledges the dignity and worth of all individuals.

2.0 GUIDELINES

2.1 Board Oath of Office

Every Trustee shall take and subscribe to the official oath prescribed by the Oaths of Office Act before commencing his/her duties and shall deposit the oath with the Secretary of the Board.

2.2 Code of Ethics

The Board's Code of Ethics (found in Appendix A) will be read aloud at an appropriate time during the Annual Organization Meeting.

2.3 Code of Conduct

2.3.1 Trustees for Sturgeon Public Schools shall conduct themselves in an ethical and prudent manner which includes proper use of authority and appropriate decorum in group and individual behavior. Each Trustee shall behave in a manner that demonstrates respect for the dignity and worth of all individuals.

2.3.2 Trustees shall carry out their responsibilities as outlined in Policy 221 with diligence.

2.3.3 Trustees shall endeavor to work collaboratively with fellow Board members to further the work of the Board.

2.3.4 Trustees shall be loyal to the interests of Sturgeon Public Schools. This loyalty supersedes loyalty to the personal interest of any Trustee whether acting as an individual consumer of the School Division's services or not.

2.3.5 Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. To this end, Trustees

References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Policy 220: Trustee Conduct
Education Act: Sections 64, 85, 86, 87, 88, 256
Board Procedures Regulation 82/2019
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014

Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

2.3.6 Trustees shall avoid any conflict of interest with respect to their pecuniary interests:

2.3.6.1 By understanding pecuniary interest in a matter before the Board, as defined in the Education Act (S85).

2.3.6.2 By filing with the Board's secretary, a disclosure of interest statement as required by the Education Act (S.86), and updating forthwith if changes occur,

2.3.6.3 By complying with the Education Act (S88) which may involve the disclosure of pecuniary interest and/or abstaining from voting on the matter, and/or refraining from discussing the matter, and/or leaving the room while discussion occurs.

2.3.7 Trustees shall avoid any conflict of interest or personal bias with respect to their fiduciary responsibility owed to Sturgeon Public Schools. Each Trustee shall, in considering any matter, determine whether he/she has a conflict of interest or personal bias requiring him/her to recuse him/herself from addressing a particular matter before the Board of Trustees. In making the determination respecting conflict of interest or personal bias each Trustee shall consider the following:

2.3.7.1 Whether a reasonably well-informed person would conclude that the Trustee has a substantial personal interest in the matter;

2.3.7.2 The Trustee's interest in the subject matter of the vote must go beyond that which he or she may have in common with other members of the community;

2.3.7.3 The Trustee's interest in the matter must be something that will serve his or her own personal ends; and

2.3.7.4 Where there is such an interest it must be so related to the subject matter of the vote before the Board of Trustees that a reasonably well-informed person would conclude that the interest may well influence the Trustee's vote and exercise of his or her public duty.

References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Policy 220: Trustee Conduct
Education Act: Sections 64, 85, 86, 87, 88, 256
Board Procedures Regulation 82/2019
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014

Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

2.3.8 Trustees shall observe confidentiality regarding information received as Trustees.

2.3.8.1 According to the Freedom of Information and Protection of Privacy Act (FOIP), all information a Trustee receives regarding the School Board's mandate and functions are considered records under the control of the School Board. All records containing personal information about an identifiable individual such as employee information, student information or information in letters to the School Board, must be kept confidential and may only be released in accordance with FOIP. Employee information, student information or information in letters to the School Board must be kept confidential and may only be released in accordance with FOIP. Information received by individual Trustees in their capacity as trustees must also be processed and treated in accordance with FOIP.

2.3.8.2 Trustees shall not use Board information for their own direct benefit or advantage. This requires that Board deliberations during in-camera or closed board planning meetings be kept confidential as required by law.

2.4 Violation of Code of Conduct

2.4.1 A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

2.4.2 If a resolution is not achieved and a complaint is to be filed, the complaint process is found in Appendix B.

References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Policy 220: Trustee Conduct
Education Act: Sections 64, 85, 86, 87, 88, 256
Board Procedures Regulation 82/2019
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014

Trustee Code of Conduct

EFFECTIVE: January 30, 2019

REVISED:

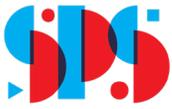
REVIEW: 2024-2025

Appendix A - Code of Ethics

As an elected member of the Board of Trustees,

- 1.0 I will devote time, thought and study to the duties and responsibilities of trusteeship so that I may render effective and credible service.
- 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.
- 3.0 I will endeavor to work with my fellow Trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate. I will avoid rancor and bitterness; observe proper decorum and behavior; encourage full and open discussions in all matters with my fellow members of the Board.
- 4.0 I will base my personal decision upon all available facts in each situation, voting my honest conviction in every case.
- 5.0 I will do everything possible to maintain the integrity, confidence and dignity of the office of the school Trustee and I will resist every temptation and outside pressure to misuse my position as a trustee to benefit either myself or any other individual or agency.
- 6.0 I will remember at all times that as an individual, I have no legal authority outside the meetings of the Board, unless the Board has so delegated. My relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.
- 7.0 I will always bear in mind that the primary function of the Board is to establish the policies by which the schools are to be administered and that the daily administration of the educational program and conduct of school business shall be the responsibility of the Superintendent and his/her staff; therefore, I will refer complaints and other communications to the Superintendent in accordance with policies and procedures approved by the Board.
- 8.0 I will earnestly attempt to promote goals based on the needs and aspirations of the community and do my best to support effective educational programs for the students.

References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Policy 220: Trustee Conduct
Education Act: Sections 64, 85, 86, 87, 88, 256
Board Procedures Regulation 82/2019
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



Trustee Code of Conduct

EFFECTIVE: January 30, 2019

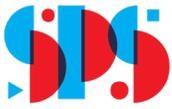
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REVIEW: 2024-2025

Appendix B - Code Of Conduct Complaint

- 1.0 A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall
 - 1.1 File a letter of complaint with the Chair, or Vice Chair in the absence of the Board Chair, or in cases when the complaint is about the Chair,
 - 1.2 Indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee.
- 2.0 The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable by the Vice Chair, within five (5) days of receipt by the Chair/Vice Chair of the letter of complaint.
- 3.0 When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation this Trustee Code of Conduct.
- 4.0 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing. Upon receipt of a complaint, a special meeting of the Board of Trustees shall be called. The Chair shall indicate at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the Special Meeting.
- 5.0 Violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
 - 5.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the Special Meeting of the Board. Trustees are allowed to vote if they do not have a conflict of interest and/or personal bias relative to the matter under consideration. The Trustee filing the complaint as well as the Trustee alleged to have violated the code shall not be eligible to vote;
 - 5.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;

References: Policies: 120 Harassment Policy
 225 Board Responsibility and Conduct
 235 Conduct at Meetings
 Policy 220: Trustee Conduct
 Education Act: Sections 64, 85, 86, 87, 88, 256
 Board Procedures Regulation 82/2019
 Freedom of Information and Protection of Privacy Act
 Oaths of Office Act, 2014



Trustee Code of Conduct

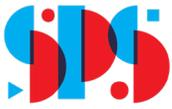
EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

- 5.3 Having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board.
- 6.0 The Board may vote, at its discretion, to make public its findings at the Special Meeting, or at a Regular Meeting of the Board, where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or, where there has been a withdrawal of the complaint or, under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.
- 7.0 Procedures for a Code of Conduct Hearing are found in Appendix C.

References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Policy 220: Trustee Conduct
Education Act: Sections 64, 85, 86, 87, 88, 256
Board Procedures Regulation 82/2019
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



Trustee Code of Conduct

EFFECTIVE: January 30, 2019

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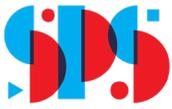
REVIEW: 2024-2025

Appendix C - Code of Conduct Hearing

Without limiting what appears below, the Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 1.0 The Code of Conduct complaint shall be conducted at an in-camera session, “Code of Conduct Hearing”, of a Special Board Meeting convened for that purpose.
 - 1.1 The Board, in its sole discretion, may record the in-camera session of the Special Board Meeting by electronic means. Where recording will take place, trustees shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing.
- 2.0 The sequence of the Code of Conduct Hearing shall be:
 - 2.1 The information supporting the complaint shall be presented to members of the Board of Trustees and may be written or oral or both;
 - 2.2 The respondent Trustee shall provide a presentation which may be written or oral or both;
 - 2.3 The Trustee advancing the complaint shall then be given an opportunity to reply to the respondent Trustee’s presentation;
 - 2.4 The respondent Trustee shall then be provided a further opportunity to respond to any additional information or presentation and subsequent remarks;
 - 2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 2.6 The Trustee advancing the complaint shall be given the opportunity to make final comments; and
 - 2.7 The respondent Trustee shall be given the opportunity to make final comments.
- 3.0 Following the presentation of the respective positions of the parties, the parties, and all persons, other than the remaining Trustees who do not have a conflict of interest, shall be required to leave the room, and the remaining Trustees shall deliberate in private. The Board

References: Policies: 120 Harassment Policy
 225 Board Responsibility and Conduct
 235 Conduct at Meetings
 Policy 220: Trustee Conduct
 Education Act: Sections 64, 85, 86, 87, 88, 256
 Board Procedures Regulation 82/2019
 Freedom of Information and Protection of Privacy Act
 Oaths of Office Act, 2014



Trustee Code of Conduct

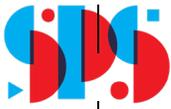
EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

- may however, in its discretion, call upon legal advisors to assist them on points of law, or the drafting of a possible resolution.
- 4.0 If the remaining Trustees, in deliberation, require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess, or if necessary, an adjournment of the Code of Conduct Hearing to a later date.
- 5.0 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.
- 6.0 The remaining Trustees, in deliberation, may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee.
- 7.0 The presiding Chair shall reconvene the parties to the Code of Conduct Hearing and request a motion to revert to the open meeting, in order to pass the resolution.
- 8.0 All documentation or records related to the Code of Conduct Hearing shall be returned to the Superintendent or designate immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements.
- 9.0 The presiding Chair shall declare the Special Board Meeting adjourned.

References: Policies: 120 Harassment Policy
 225 Board Responsibility and Conduct
 235 Conduct at Meetings
 Policy 220: Trustee Conduct
 Education Act: Sections 64, 85, 86, 87, 88, 256
 Board Procedures Regulation 82/2019
 Freedom of Information and Protection of Privacy Act
 Oaths of Office Act, 2014



Trustee Responsibility and Code of Conduct

EFFECTIVE: January 30, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

1.0 POLICY

The Board of Trustees is committed to the preservation and enhancement of public education and its trustee members shall conduct themselves at all times ethically and responsibly in carrying out the responsibilities, duties that they have been elected to fulfill. It is expected that all interactions related to the operations of the Board is characterized by mutual respect, which acknowledges the dignity and worth of all individuals.

2.0 GUIDELINES

2.1 Board Oath of Office

Every trustee shall take and subscribe to the official oath prescribed by the Oaths of Office Act before commencing his/her duties and shall deposit the oath with the Secretary of the Board.

2.2 Code of Ethics

The Board's Code of Ethics (found in Appendix A) will be read aloud at an appropriate time during the Annual Organization Meeting.

2.3 Code of Conduct

2.3.1 Trustees for Sturgeon Public Schools shall conduct themselves in an ethical and prudent manner which includes proper use of authority and appropriate decorum in group and individual behavior. Each trustee shall behave in a manner that reflects demonstrates respect for the dignity and worth of all individuals.

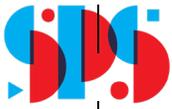
~~2.3.1~~ 2.3.2 Trustees shall carry out their responsibilities as outlined in Policy 220 with diligence.

2.3.3 Trustees shall endeavor to work collaboratively with fellow Board members to further the work of the Board.

2.3.2 Trustees shall be loyal to the interests of Sturgeon Public Schools. This loyalty supersedes loyalty to the personal interest of any trustee whether acting as an individual consumer of the School Division's services or not.

2.3.3 Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. To this end, Trustees

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- References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Education Act: Sections 64, 85, 86, 87, 88, 256
Board Procedures Regulation 82/2019
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



Trustee Responsibility and Code of Conduct

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shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

2.3.4 Trustees shall avoid any conflict of interest with respect to their pecuniary interests:

2.3.4.1 By understanding pecuniary interest in a matter before the Board, as defined in the Education Act (S85).

2.3.4.2 By filing with the ~~the~~Board’s secretary, a disclosure of interest statement as required by the Education Act (S.86), and updating forthwith if changes occur,

2.3.4.3 By complying with the Education Act (S88) which may involve the disclosure of pecuniary interest and/or abstaining from voting on the matter, and/or refraining from discussing the matter, and/or leaving the room while discussion occurs.

2.3.5 ~~At all times~~ Trustees shall avoid any conflict of interest or personal bias with respect to their fiduciary responsibility owed to Sturgeon Public Schools. Each Trustee shall, in considering any matter, determine whether he/she has a conflict of interest or personal bias requiring him/her to recuse him/herself from addressing a particular matter before the Board of Trustees. In making the determination respecting conflict of interest or personal bias each Trustee shall consider the following:

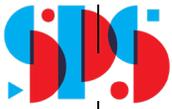
2.3.5.1 Whether a reasonably well-informed person would conclude that the Trustee has a substantial personal interest in the matter;

2.3.5.2 The Trustee’s interest in the subject matter of the vote must go beyond that which he or she may have in common with other members of the community;

2.3.5.3 The Trustee’s interest in the matter must be something that will serve his or her own personal ends; and

2.3.5.4 Where there is such an interest it must be so related to the subject matter of the vote before the Board of Trustees that a reasonably well-informed person would conclude that the interest may well influence the Trustee’s vote and exercise of his or her public duty.

References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Education Act: Sections 64, 85, 86, 87, 88, 256
Board Procedures Regulation 82/2019
Freedom of Information and Protection of Privacy Act
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Trustee Responsibility and Code of Conduct

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2.3.6 Trustees shall observe confidentiality regarding information received as Trustees.

2.3.6.1 According to the Freedom of Information and Protection of Privacy Act (FOIP), all information a Trustee receives regarding the ~~sSchool bBoard~~'s mandate and functions are considered records under the control of the ~~sSchool bBoard~~. All records containing personal information about an identifiable individual such as employee information, student information or information in letters to the ~~sSchool bBoard~~, must be kept confidential and may only be released in accordance with FOIP. Employee information, student information or information in letters to the ~~sSchool bBoard~~ must be kept confidential and may only be released in accordance with FOIP. Information received by individual Trustees in their capacity as trustees must also be processed and treated in accordance with FOIP.

2.3.6.2 Trustees shall not use Board information for their own direct benefit or advantage. This requires that Board deliberations during in-camera or closed board planning meetings be kept confidential as required by law.

2.4 Violation of Code of Conduct

2.4.1 A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

2.4.2 If a resolution is not achieved and a complaint is to be filed, the complaint process is found in Appendix B.

2.5 Trustee Responsibilities

~~2.5.1 The role of each individual Trustee is to:~~

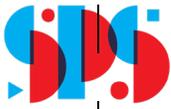
~~2.5.1.1 Represent his or her constituents and consider the interests of all dDivision stakeholders when making decisions.~~

~~2.5.1.2 Be familiar with the Education Act and Division policies and procedures.~~

~~2.5.1.3 Be familiar with and adhere to the Trustee Code of Conduct.~~

~~2.5.1.4 Stay informed on significant developments in Public eEducation.~~

References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Education Act: Sections 64, 85, 86, 87, 88, 256
Board Procedures Regulation 82/2019
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



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~~2.5.1.5 — Following a Trustee development activity, share materials and ideas gained in written format with fellow Trustees.~~

~~2.5.1.6 — Support the corporate decisions of the Board.~~

~~2.5.1.7 — Respect and support the authority of the Superintendent/CEO to direct the work of administration and staff.~~

~~2.5.1.8 — Observe the Board’s rules of order for conduct at Board meetings.~~

~~2.5.1.9 — Promote positive relationships between the Board and all ~~d~~Division stakeholders.~~

~~2.5.2 — Trustees shall not attempt to exercise individual authority over the organization and/or schools; the Superintendent/CEO ~~of Schools~~; or any member of the staff. In particular:~~

~~2.5.2.1 — Individual Trustees will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred forthwith to the Superintendent/CEO for investigation and resolution.~~

~~2.5.2.2 — Trustees shall not encourage direct communication with employees and members of the public who attempt to bypass school or Central Office Administration but shall encourage employees and members of the public to utilize reporting lines at the school level or within Central Office Administration to bring their concerns to the Board.~~

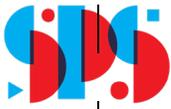
~~2.5.2.3 — Trustees shall comply with their fiduciary duty to inform ~~a~~Administration of concerns brought to their attention.~~

~~2.5.3 — Trustees shall recognize that:~~

~~2.5.3.1 — The Board Chair is the official spokesperson for the Board of Trustees, and therefore, the only person authorized to speak to the public, media or other entities and communicate corporate decisions or positions on behalf of the Board.~~

~~2.5.3.2 — Without limiting the right of Trustees to express their own personal views, when interacting with the public, media or other entities, Trustees shall~~

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- References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Education Act: Sections [64](#), 85, 86, 87, 88, [256](#)
Board Procedures Regulation 82/2019
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~~accurately represent and accept the corporate decision of the Board, once a decision has been made.~~

~~2.5.4 Trustees shall be prepared for Board deliberations by attending in person or by electronic means:~~

~~2.5.4.1 All ~~r~~Regularly scheduled or ~~s~~Special ~~m~~Meetings of the Board of Trustees and any ~~c~~Committee ~~m~~Meetings to which they are assigned, on a regular and punctual basis.~~

~~2.5.4.1.1 The presence or absence of every Trustee shall be recorded in the minutes. If a Trustee wishes to absent himself/herself during the course of a meeting, he/she will declare this wish and ensure that the recording secretary has noted it. Failure to do so will result in inaccuracies in the recording of minutes.~~

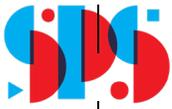
~~2.5.4.1.2 As outlined in the Education Act, a person is disqualified from remaining as a Trustee of a board if that person absents himself/herself, without being authorized by a resolution of the ~~b~~Board to do so, for three consecutive regular meetings of the ~~b~~Board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.~~

~~2.5.4.1.3 Repeated partial or late attendance shall be cause for disciplinary action, as determined by the Board.~~

~~2.5.4.1.4 Unless an absence has been previously approved by the Board, failure to attend Regular and Special Board Meetings as well as scheduled committee meetings, will result in the deduction from trustee remuneration.~~

~~2.5.4.1.5 Two days per year are allowed without deduction for illness on the part of the Trustee, and two days ~~of~~ compassionate leave are also permitted. If, however, a Trustee is absent from any Regular or Special Meeting of the Board or scheduled committee meetings due to illness, beyond the two sick days permitted, he/she must produce a doctor's certificate and no deduction from trustee remuneration will be made.~~

References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Education Act: Sections [64](#), 85, 86, 87, 88, [256](#)
Board Procedures Regulation 82/2019
Freedom of Information and Protection of Privacy Act
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~~2.6~~ With regards to Standing Committees of the Board, the ~~a~~Administrators assigned to support these ~~c~~Committees will include in the meeting notes the date and time of the next scheduled ~~c~~Committee ~~m~~Meeting, the estimated length of the next scheduled meeting and the names of those Trustees who will be in attendance.

~~2.7~~ In particular, Trustees should attend Trustee Orientation and Renewal sessions, Board Retreats, School Council meetings, Student Discipline Hearings, Teacher Transfer Hearings and meetings with external organizations (such as Municipal Councils and Chamber of Commerce). Trustees are also expected to attend the ~~a~~Annual ~~g~~General ~~m~~Meetings of the PSBAA and/or the ASBA and other conferences as approved by the Board.

~~2.8~~ Board Chair Responsibilities

The Board Chair shall have the authority on behalf of the Board to:

~~2.8.1~~ Preside at all Board meetings.

~~2.8.2~~ Sign all documents required by law or as authorized by the action of the Board.

~~Represent the cCorporate Board as required.~~

References: Policies: 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
Education Act: Sections [64](#), 85, 86, 87, 88, [256](#)
Board Procedures Regulation 82/2019
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Trustee Responsibility and Code of Conduct

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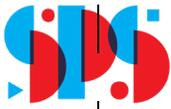
REVIEW: ~~2020-2021~~2024-2025

Appendix A - Code of Ethics

As an elected member of the Board of Trustees,

- 1.0 I will devote time, thought and study to the duties and responsibilities of trusteeship so that I may render effective and credible service.
- 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.
- 3.0 I will endeavor to work with my fellow Trustees in a spirit of harmony and cooperation in spite of differences of opinion that may arise during vigorous debate. I will avoid rancor and bitterness; observe proper decorum and behavior; encourage full and open discussions in all matters with my fellow members of the Board.
- 4.0 I will base my personal decision upon all available facts in each situation, voting my honest conviction in every case.
- 5.0 I will do everything possible to maintain the integrity, confidence and dignity of the office of the school trustee and I will resist every temptation and outside pressure to misuse my position as a trustee to benefit either myself or any other individual or agency.
- 6.0 I will remember at all times that as an individual, I have no legal authority outside the meetings of the Board, unless the Board has so delegated. My relationships with the school staff, the local citizenry and the media will be conducted on the basis of this fact.
- 7.0 I will always bear in mind that the primary function of the Board is to establish the policies by which the schools are to be administered and that the daily administration of the educational program and conduct of school business shall be the responsibility of the Superintendent/~~CEO of Schools~~ and his/her staff; therefore, I will refer complaints and other communications to the Superintendent/~~CEO~~ in accordance with policies and procedures approved by the Board.
- 8.0 I will earnestly attempt to promote goals based on the needs and aspirations of the community and do my best to support effective educational programs for the students.

References: Policies: 120 Harassment Policy
 225 Board Responsibility and Conduct
 235 Conduct at Meetings
 Education Act: Sections 64, 85, 86, 87, 88, 256
 Board Procedures Regulation 82/2019
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Trustee Responsibility and Code of Conduct

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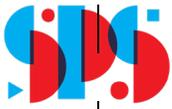
REVISED: ~~January 29, 2020~~

REVIEW: ~~2020-2021~~2024-2025

Appendix B - Code Of Conduct Complaint

- 1.0 A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall
 - 1.1 File a letter of complaint with the Chair, or Vice Chair in the absence of the Board Chair, or in cases when the complaint is about the Chair,
 - 1.2 Indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee.
- 2.0 The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable by the Vice Chair, within five (5) days of receipt by the Chair/Vice Chair of the letter of complaint.
- 3.0 When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation this Trustee Code of Conduct.
- 4.0 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing. Upon receipt of a complaint, a special meeting of the Board of Trustees shall be called. The Chair shall indicate at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the Special Meeting.
- 5.0 Violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
 - 5.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the Special Meeting of the Board. Trustees are allowed to vote if they do not have a conflict of interest and/or personal bias relative to the matter under consideration. The Trustee filing the complaint as well as the Trustee alleged to have violated the code shall not be eligible to vote;
 - 5.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;

References: Policies: 120 Harassment Policy
 225 Board Responsibility and Conduct
 235 Conduct at Meetings
 Education Act: Sections [64](#), 85, 86, 87, 88, [256](#)
 Board Procedures Regulation 82/2019
 Freedom of Information and Protection of Privacy Act
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Trustee Responsibility and Code of Conduct

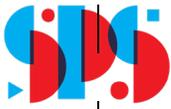
EFFECTIVE: January 30, 2019

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- 5.3 Having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board.
- 6.0 The Board may vote, at its discretion, to make public its findings at the Special Meeting, or at a Regular Meeting of the Board, where the Board has not upheld the complaint alleging a violation of the Board’s Code of Conduct or, where there has been a withdrawal of the complaint or, under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.
- 7.0 Procedures for a Code of Conduct Hearing are found in Appendix C.

References: Policies: 120 Harassment Policy
 225 Board Responsibility and Conduct
 235 Conduct at Meetings
 Education Act: Sections 64, 85, 86, 87, 88, 256
 Board Procedures Regulation 82/2019
 Freedom of Information and Protection of Privacy Act
 Oaths of Office Act, 2014



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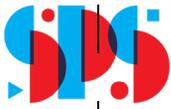
REVIEW: ~~2020-2021~~2024-2025

Appendix C - Code of Conduct Hearing

Without limiting what appears below, the Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 1.0 The Code of Conduct complaint shall be conducted at an in-camera session, “Code of Conduct Hearing”, of a Special Board Meeting convened for that purpose.
 - 1.1 The Board, in its sole discretion, may record the in-camera session of the Special Board Meeting by electronic means. Where recording will take place, trustees shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing.
- 2.0 The sequence of the Code of Conduct Hearing shall be:
 - 2.1 The information supporting the complaint shall be presented to members of the Board of Trustees and may be written or oral or both;
 - 2.2 The respondent Trustee shall provide a presentation which may be written or oral or both;
 - 2.3 The Trustee advancing the complaint shall then be given an opportunity to reply to the respondent Trustee’s presentation;
 - 2.4 The respondent Trustee shall then be provided a further opportunity to respond to any additional information or presentation and subsequent remarks;
 - 2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 2.6 The Trustee advancing the complaint shall be given the opportunity to make final comments; and
 - 2.7 The respondent Trustee shall be given the opportunity to make final comments.
- 3.0 Following the presentation of the respective positions of the parties, the parties, and all persons, other than the remaining Trustees who do not have a conflict of interest, shall be required to leave the room, and the remaining Trustees shall deliberate in private. The Board may however, in its discretion, call upon legal advisors to assist them on points of law, or the drafting of a possible resolution.

References: Policies: 120 Harassment Policy
 225 Board Responsibility and Conduct
 235 Conduct at Meetings
 Education Act: Sections [64](#), 85, 86, 87, 88, [256](#)
 Board Procedures Regulation 82/2019
 Freedom of Information and Protection of Privacy Act
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Trustee Responsibility and Code of Conduct

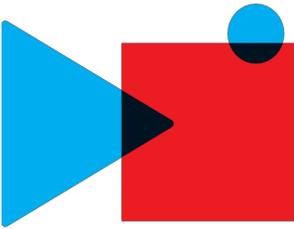
EFFECTIVE: January 30, 2019

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- 4.0 If the remaining Trustees, in deliberation, require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess, or if necessary, an adjournment of the Code of Conduct Hearing to a later date.
- 5.0 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.
- 6.0 The remaining Trustees, in deliberation, may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee.
- 7.0 The presiding Chair shall reconvene the parties to the Code of Conduct Hearing and request a motion to revert to the open meeting, in order to pass the resolution.
- 8.0 All documentation or records related to the Code of Conduct Hearing shall be returned to the Superintendent/~~CEO~~ or designate immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements.
- 9.0 The presiding Chair shall declare the Special Board Meeting adjourned.

References: Policies: 120 Harassment Policy
 225 Board Responsibility and Conduct
 235 Conduct at Meetings
 Education Act: Sections 64, 85, 86, 87, 88, 256
 Board Procedures Regulation 82/2019
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B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Office of the Superintendent
Subject: Policy 225 – Board Responsibility and Conduct

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve Policy 225 – *Board Responsibility and Conduct* as presented at the February 23, 2022, Public Board meeting.

Background:

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has updated Policy 225 – *Board Responsibilities and Conduct* to clearly define and establish expectations and responsibilities of the Board as it provides overall direction and leadership to the Division. Policy 225 updates include the reorganization of information into the body of the policy and the removal of duplicate information.

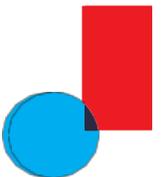
The Education Committee reviewed Policy 225 – *Board Responsibility and Conduct* at their February 16, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment



Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

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1.0 POLICY

As elected representatives of the community, the Board of Trustees is held accountable through the Education Act. The Board provides overall direction and leadership to the Division. The Board is a corporate entity and exercises its authority through a democratic process and always models a culture of respect and integrity.

2.0 GUIDELINES

Board Responsibilities

2.1 Education Planning and Programming

- 2.1.1 Review and approve the vision for the Division.
- 2.1.2 Annually review and approve education goals including the Annual Education Plan.
- 2.1.3 Review the Division performance and approve the Annual Education Plan.
- 2.1.4 Annually evaluate the effectiveness of the Division in achieving established priorities and desired results.
- 2.1.5 Set governance standards for reviewing and approving educational programming.
- 2.1.6 Be accountable and provide assurance to students, parents, the community and the Minister for student achievement of learning outcomes.

2.2 Stakeholder Engagement and Communication

- 2.2.1 Establish processes to engage the community and stakeholders in a dialogue about Division programs and future planning.
- 2.2.2 Make informed decisions that consider community values and represent the interests of the entire Division.
- 2.2.3 Meet at least annually with the Council of School Councils or School Council Chairs.
- 2.2.4 Promote the schools' programs which reflect the needs and desires of the community.

References: Policies: 220 Trustee Code of Conduct
221 Role of the Trustee
700 Superintendent of Schools
701 Board Delegation of Authority
Education Act: 33, 51, 52, 53, 54, 60, 67, 139, 222
Superintendent of Schools Regulation 98/2019
Board Procedures Regulation 82/2019

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2.2.5 Report Division outcomes to the community annually.

2.3 Safe, Caring, Respectful and Healthy Environments

2.3.1 Maintain a policy respecting the Board's obligation to provide a welcoming, caring, respectful, healthy and safe learning environment that includes a code of conduct.

2.3.2 Model a culture of respect and integrity.

2.3.3 Develop culturally appropriate protocols to guide the Division.

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

2.4 Accountability to Provincial Government

2.4.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.

2.4.2 Review and submit the Capital Plan.

2.4.3 Perform Board functions required by governing legislation and existing Board policy.

2.4.4 Annually approve the Education Plan for submission to Alberta Education and distribution to the public.

2.5 Advocacy

2.5.1 Act as an advocate for public education and the Division.

2.5.2 Identify issues for advocacy on an ongoing basis.

2.5.3 Develop an annual plan for advocacy including focus, key messages relationships and mechanisms.

2.5.4 Promote regular meetings and maintain timely, frank and constructive communication with elected officials, service providers, business leaders, thought leaders and all stakeholders to garner support for public education.

References: Policies: 220 Trustee Code of Conduct
221 Role of the Trustee
700 Superintendent of Schools
701 Board Delegation of Authority
Education Act: 33, 51, 52, 53, 54, 60, 67, 139, 222
Superintendent of Schools Regulation 98/2019
Board Procedures Regulation 82/2019

Board Responsibility and Conduct

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REVISED:

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2.6 Policy

- 2.6.1 Develop, approve and monitor the implementation of policies to guide the Division and the Board.
- 2.6.2 Provide direction in those areas over which the Board wishes to retain authority.
- 2.6.3 Monitor the development, revision and implementation of policy.

2.7 Board/Superintendent Relations

- 2.7.1 Select the Superintendent and support succession planning as required.
- 2.7.2 Provide the Superintendent with clear corporate direction.
- 2.7.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.
- 2.7.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.
- 2.7.5 Demonstrate mutual respect, integrity and support, which is then conveyed to the staff and the community.
- 2.7.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal.
- 2.7.7 Annually review compensation of the Superintendent.

2.8 Board Development

- 2.8.1 Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.
- 2.8.2 Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.
- 2.8.3 Develop an annual work plan with timelines.

References: Policies: 220 Trustee Code of Conduct
221 Role of the Trustee
700 Superintendent of Schools
701 Board Delegation of Authority
Education Act: 33, 51, 52, 53, 54, 60, 67, 139, 222
Superintendent of Schools Regulation 98/2019
Board Procedures Regulation 82/2019

Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

2.9 Fiscal Accountability

- 2.9.1 Within the context of the strategic plan, approve budget assumptions and establish priorities at the outset of the budget process.
- 2.9.2 Review and approve annual budget and allocation of resources.
- 2.9.3 Approve substantive budget adjustments when necessary.
- 2.9.4 Approve borrowing for capital expenditures within provincial restrictions.
- 2.9.5 Review and approve annually the Three-Year Capital Plan.
- 2.9.6 Receive, review and approve the annual Audited Financial Statements.
- 2.9.7 Acquire and dispose of land and building.
- 2.9.8 Approve student fees annually.
- 2.9.9 Set the mandate for provincial bargaining.
- 2.9.10 Ratify Memoranda of Agreement with bargaining units.
- 2.9.11 Approve transfer of funds to/from operating and capital reserves.
- 2.9.12 Approve annually signing authorities for the Division.
- 2.9.13 Approve investment parameters in alignment with the Education Act Regulation.
- 2.9.14 Approve the Superintendent's contract.

3.1 Delegation

The Board may delegate any of its powers and responsibilities subject to the provisions and restrictions as outlined in the Education Act.

References: Policies: 220 Trustee Code of Conduct
221 Role of the Trustee
700 Superintendent of Schools
701 Board Delegation of Authority
Education Act: 33, 51, 52, 53, 54, 60, 67, 139, 222
Superintendent of Schools Regulation 98/2019
Board Procedures Regulation 82/2019

Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

3.2 Board Conduct

- 3.2.1 Each Trustee shall act ethically and responsibly as outlined in Policies 220 and 221. The Board collectively shall operate with the same high standards, acting always in the best interests of all students and their learning.
- 3.2.2 The Board shall support and hold accountable its individual Trustees and the Superintendent.
- 3.2.3 The Board shall establish with the Superintendent the parameters for their respective roles and not interfere with the performance of the tasks that have been agreed upon as administrative responsibilities.

References: Policies: 220 Trustee Code of Conduct
221 Role of the Trustee
700 Superintendent of Schools
701 Board Delegation of Authority
Education Act: 33, 51, 52, 53, 54, 60, 67, 139, 222
Superintendent of Schools Regulation 98/2019
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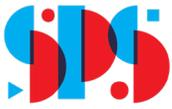
Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2024-2025

References: Policies: 220 Trustee Code of Conduct
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Education Act: 33, 51, 52, 53, 54, 60, 67, 139, 222
Superintendent of Schools Regulation 98/2019
Board Procedures Regulation 82/2019



Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED: January 29, 2020

REVIEW: 2020-2021

1.0 POLICY

As **elected** representatives of the community, the Board of Trustees is held accountable through the Education Act. ~~and the election process,~~ The Board provides overall direction and leadership to the Division. **The Board is a corporate entity and exercises its authority through a democratic process and always models a culture of respect and integrity.**

2.0 GUIDELINES

Board Responsibilities

The Education Act establishes specific powers, duties and responsibilities for the Board which is accountable to its electorate. Subject to statutory requirements, the Board is responsible for:

- ~~2.1.1 Establishing and communicating the mission, values and strategic priorities/goals for the school system;~~
 - ~~2.1.2 Representing the community by developing and approving policies to guide the Division;~~
 - ~~2.1.3 Monitoring and evaluating the effectiveness of division policies in achieving objectives.~~
 - ~~2.1.4 Appointing the Superintendent/CEO, delegating administrative duties to the Superintendent/CEO and evaluating the Superintendent/CEO's performance annually;~~
 - ~~2.1.5 Allocating the financial means in accordance with Alberta Education regulations in order to provide the resources necessary to achieve division goals and priorities by determining the basis for annual resource allocations to the schools and programs through the approval of the Division budget;~~
 - ~~2.1.6 Establishing responsibilities and accountability for achieving desired results at various levels throughout the organization;~~
-
- ~~2.1.7 Establishing a monitoring and evaluation system, including appeal processes and support and recognition mechanisms;~~

References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222
Superintendent of Schools Regulation, 2019
 Board Procedures Regulation 82/2019
Board Policy 220: Trustee Conduct
Board Policy 221: Role of the Trustee

Policy 700: Superintendent of Schools
Policy 701: Board delegation of Authority

Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED: January 29, 2020

REVIEW: 2020-2021

- ~~2.1.8 — Evaluating the effectiveness of the Board in achieving established goals and desired results;~~
- ~~2.1.9 — Reporting annually to the public and the province on system and school performance;~~
- ~~2.1.10 — Providing advice with respect to Public Education to the Province, as an individual Board and collectively through its Associations; and,~~
- ~~2.1.11 Acting as an advocate for Public Education and the Division.~~

2.1 Education Planning and Programming

- 2.1 Review and approve the vision for the Division.
- 2.2 Annually review and approve education goals including the Annual Education Plan.
- 2.3 Review the Division performance and approve the Annual Education Plan.
- 2.4 Annually evaluate the effectiveness of the Division in achieving established priorities and desired results.
- 2.5 Set governance standards for reviewing and approving educational programming.
- 2.6 Be accountable and provide assurance to students, parents, the community and the Minister for student achievement of learning outcomes.

3.1 Stakeholder Engagement and Communication

- 3.2 Establish processes to engage the community and stakeholders in a dialogue about Division programs and future planning.
- 3.3 Make informed decisions that consider community values and represent the interests of the entire Division.
- 3.4 Meet at least annually with the Council of School Councils or School Council Chairs.

References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

Superintendent of Schools Regulation, 2019

Board Procedures Regulation 82/2019

Board Policy 220: Trustee Conduct

Board Policy 221: Role of the Trustee

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority

Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED: January 29, 2020

REVIEW: 2020-2021

3.5 Promote the schools' programs which reflect the needs and desires of the community.

3.6 Report Division outcomes to the community annually.

Safe, Caring, Respectful and Healthy Environments

3.7 Maintain a policy respecting the Board's obligation to provide a welcoming, caring, respectful, healthy and safe learning environment that includes a code of conduct.

3.8 Model a culture of respect and integrity.

3.9 Develop culturally appropriate protocols to guide the Division.

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

5.1 Accountability to Provincial Government

5.1 Act in accordance with all statutory requirements to implement provincial and educational standards and policies.

5.2 Review and submit the Capital Plan.

5.3 Perform Board functions required by governing legislation and existing Board policy.

5.4 Annually approve the Education Plan for submission to Alberta Education and distribution to the public.

6.1 Advocacy

6.2 Act as an advocate for public education and the Division.

6.3 Identify issues for advocacy on an ongoing basis.

6.4 Develop an annual plan for advocacy including focus, key messages relationships and mechanisms.

References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

Superintendent of Schools Regulation, 2019

Board Procedures Regulation 82/2019

Board Policy 220: Trustee Conduct

Board Policy 221: Role of the Trustee

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority

Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED: January 29, 2020

REVIEW: 2020-2021

6.5 Promote regular meetings and maintain timely, frank and constructive communication with elected officials, service providers, business leaders, thought leaders and all stakeholders to garner support for public education.

7.1 Policy

7.1 Develop, approve and monitor the implementation of policies to guide the Division and the Board.

7.2 Provide direction in those areas over which the Board wishes to retain authority.

7.3 Monitor the development, revision and implementation of policy.

8.1 Board/Superintendent Relations

8.0 Select the Superintendent and support succession planning as required.

8.2 Provide the Superintendent with clear corporate direction.

8.3 Delegate, in writing, administrative authority and identify responsibility subject to provisions and restrictions in the Education Act.

8.4 Respect the authority of the Superintendent to carry out executive action and support the Superintendent's actions which are exercised within the delegated discretionary powers of the position.

8.5 Demonstrate mutual respect, integrity and support, which is then conveyed to the staff and the community.

8.6 Annually evaluate the Superintendent, in accordance with a pre-established performance appraisal.

8.7 Annually review compensation of the Superintendent.

9.1 Board Development

References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

Superintendent of Schools Regulation, 2019

Board Procedures Regulation 82/2019

Board Policy 220: Trustee Conduct

Board Policy 221: Role of the Trustee

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority

Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED: January 29, 2020

REVIEW: 2020-2021

9.1 Develop a plan to foster governance excellence in fiduciary, strategic and generative engagement modes.

9.2 Annually evaluate Board effectiveness in meeting performance indicators and determine a positive path forward.

9.3 Develop an annual work plan with timelines.

10.1 Fiscal Accountability

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

10.2 Reviews and approves annual budget and allocation of resources

10.3 Approve substantive budget adjustments when necessary.

10.4 Approve borrowing for capital expenditures within provincial restrictions.

10.5 Reviews and approves annually the Three-Year Capital Plan

10.6 Receive, review and approve the annual Audited Financial Statements

10.7 Acquire and dispose of land and building

10.8 Approve student fees annually

10.9 Set the mandate for provincial bargaining.

10.10 Ratify Memoranda of Agreement with bargaining units.

10.11 Approve transfer of funds to/from operating and capital reserves.

10.12 Approve annually signing authorities for the Division.

References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

Superintendent of Schools Regulation, 2019

Board Procedures Regulation 82/2019

Board Policy 220: Trustee Conduct

Board Policy 221: Role of the Trustee

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority

Board Responsibility and Conduct

EFFECTIVE: January 30, 2019

REVISED: January 29, 2020

REVIEW: 2020-2021

10.13 Approve investment parameters in alignment with the Education Act Regulation.

10.14 Approve the Superintendent's contract.

2.2 Delegation

The Board may delegate any of its powers and responsibilities subject to the provisions and restrictions as outlined in the Education Act.

2.3 Board Conduct

2.3.1 Each Trustee shall act ethically and responsibly as outlined in Policies 220 and 221. The Board collectively shall operate with the same high standards, acting always in the best interests of all students and their learning.

2.3.2 The Board shall support and hold accountable its individual Trustees and the Superintendent/~~CEO~~.

2.3.3 The Board shall establish with the Superintendent/~~CEO~~ the parameters for their respective roles and not interfere with the performance of the tasks that have been agreed upon as administrative responsibilities.

References: Education Act: Sections 33,51, 52, 53, 54, 60, 67, 139, 222

Superintendent of Schools Regulation, 2019

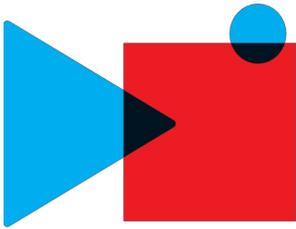
Board Procedures Regulation 82/2019

Board Policy 220: Trustee Conduct

Board Policy 221: Role of the Trustee

Policy 700: Superintendent of Schools

Policy 701: Board delegation of Authority



B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Office of the Superintendent
Subject: Policy 231 – Student Advisory Committee

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve Policy 231 – *Student Advisory Committee* as presented at the February 23, 2022, Public Board meeting.

Background:

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has reviewed and updated Policy 231 – *Student Advisory Committee* as part of its review of policies that fall under the Office of the Superintendent. Policy 231 updates are minor grammar changes.

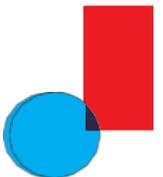
The Education Committee reviewed Policy 231 – *Student Advisory Committee* at their February 16, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

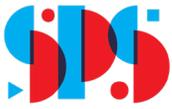
Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment





Student Advisory Committee

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2022-2023

1.0 POLICY

- 1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board may from time to time, establish, a Student Advisory Committee.
- 1.2 The Student Advisory Committee shall:
 - 1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and
 - 1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public School.

2.0 MEMBERSHIP

- 2.1 The Committee shall consist of:
 - 2.1.1 The Advocacy Committee;
 - 2.1.2 The Superintendent (and/or designates); and
 - 2.1.3 Student representatives from grades 7-12 as deemed prudent.
- 2.2 The Superintendent (or designate) shall request Principals to select student representatives:
 - 2.2.1 Who demonstrate leadership abilities;
 - 2.2.2 Who best represent the diverse views of their respective student body; and
 - 2.2.3 Who are willing to share student views with the Board.

3.0 MEETINGS

- 3.1 The format of the Student Advisory Committee and meeting schedule shall be determined annually by the Advocacy Committee and forwarded to the October Committee of the Whole Board Meeting, for review and approval.

References: Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee

Student Advisory Committee

EFFECTIVE: April 24, 2019

REVISED: ~~April 28, 2021~~

REVIEW: ~~2021-2022~~ 2023

1.0 POLICY

- 1.1 The Board believes in, and supports, the inclusion of a student voice in its deliberations, therefore, the Board may from time to time, establish, a Student Advisory Committee.
- 1.2 The Student Advisory Committee shall:
 - 1.2.1 Provide an opportunity for student representatives to engage in a dialogue with the Board and Superintendent about matters of mutual interest; and
 - 1.2.2 Provide students with knowledge and understanding about Public Education and Sturgeon Public School.

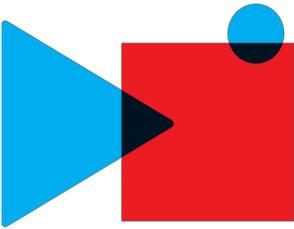
2.0 MEMBERSHIP

- 2.1 The Committee shall consist of:
 - 2.1.1 The Advocacy Committee;
 - 2.1.2 The Superintendent/~~CEO~~ (and/or designates); and
 - 2.1.3 Student representatives from grades 7-12 as deemed prudent.
- 2.2 The Superintendent/~~CEO~~ (or designate) shall request Principals to select student representatives:
 - 2.2.1 Who demonstrate leadership abilities;
 - 2.2.2 Who best represent the diverse views of their respective student body; and
 - 2.2.3 Who are willing to share student views with the Board.

3.0 MEETINGS

- 3.1 The format of the Student Advisory Committee and meeting schedule shall be determined annually by the Advocacy Committee and forwarded to the October Committee of the Whole Board Meeting, for review and approval.

References: Board Procedures Regulation 82/2019
Administrative Procedure: AP250 – Student Advisory Committee



B O A R D
MEMORANDUM

Date: February 23, 2022
To: Board of Trustees
From: Shawna Walter, Acting Superintendent
Originator(s): Office of the Superintendent
Subject: Policy 240 – Policy Development

Purpose:

For approval. Motion required.

Motion:

- a) That the Board of Trustees approve Policy 240 – *Policy Development* as presented at the February 23, 2022, Public Board meeting.

Background:

During the 2018-2019 school year, the Division completed a comprehensive Board Policy Review. The Education Committee (Policy Committee) had oversight of the review process, which saw 129 policies and 14 Board Regulations condensed to 43 policies. A Policy Tracker was created to schedule a regular review of all policies under the responsible administrator.

Administration has reviewed and updated Policy 240 – *Policy Development* as part of its review of policies that fall under the Office of the Superintendent. Policy 240 updates are minor grammar changes, updating references and replacing the School Act with the Education Act.

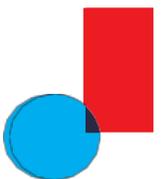
The Education Committee reviewed Policy 240 – *Policy Development* at their February 16, 2022, committee meeting and have recommended it come to the Public Board meeting for approval.

Administration is prepared to respond to questions at the February 23, 2022, Public Board meeting.

Sincerely,

Shawna Walter, M.Ed
Acting Superintendent

Attachment





Policy Development

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2025-2026

1.0 POLICY

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools is through written policies. These policies provide direction for the action of the Board, Superintendent, staff, students, electors and other agencies.

Accordingly, the initiation and/or adoption of new Board policies and revision and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

The Board also believes that development and ongoing review of policies is necessary to ensure the governance and operation of the division remain consistent with Board beliefs, School Division needs, and compliance with the Education Act and Alberta Education regulations.

2.0 GUIDELINES

2.1 The Superintendent of Schools shall make recommendations to the Board for the revision, rescission, and/or reclassification of existing Board Policies.

2.1.1 At any time, division stakeholders or stakeholder groups may submit recommendations regarding the need for policy development and/or review or rescission of existing policies.

2.1.2 Stakeholder recommendations, including supporting rationale, are to be forwarded, in writing, to the Superintendent, who will subsequently inform the Board.

2.2 Stakeholders may be provided with an opportunity for consultation and involvement in the development, review and/or rescission of policy statements through School Councils, the division's Teacher Board Advisory Committee and/or any other means as determined by the Board and/or its Standing Committees.

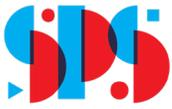
2.2.1 The current Policy Tracker will identify policies under review as well as their current status and it will be provided to the Board at Committee of the Whole meetings.

2.2.2 Unless otherwise determined by the Board, all policy development and review will be concluded by the end of the school year in which it was initiated.

2.2.3 In the event of an emergent or other situation where the Board considers that it is in the interests of the jurisdiction to do so, the Board acknowledges that it may take immediate action on a policy matter.

2.3 Each policy statement shall be reviewed on a cyclical basis unless otherwise determined by the Board.

References: Board Procedures Regulation 82/2019
Administrative Procedures(s): AP200 – Process for Policy Work
AP205 – Developing Administrative Procedures



Policy Development

EFFECTIVE: April 24, 2019

REVISED:

REVIEW: 2025-2026

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.

2.5 At any time, the Board may delete or suspend a policy and subsequently delegate to the Superintendent authority over a particular area.

References: Board Procedures Regulation 82/2019
Administrative Procedures(s): AP200 – Process for Policy Work
AP205 – Developing Administrative Procedures

Policy Development

EFFECTIVE: April 24, 2019

REVISED: ~~January 29, 2020~~

REVIEW: ~~2024-2026~~

1.0 POLICY

The Board believes that the primary means by which it provides governance to Sturgeon Public Schools is through written policies. These policies provide direction for the action of the Board, Superintendent/~~CEO~~, staff, students, electors and other agencies.

Accordingly, the initiation and/or adoption of new Board policies and revision and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

The Board also believes that development and ongoing review of policies is necessary to ensure the governance and operation of the division remain consistent with Board beliefs, School Division needs, and compliance with the School Education Act and Alberta Education regulations.

2.0 GUIDELINES

2.1 The Superintendent of Schools/~~CEO~~ shall make recommendations to the Board for the revision, rescission, and/or reclassification of existing Board Policies.

2.1.1 At any time, division stakeholders or stakeholder groups may submit recommendations regarding the need for policy development and/or review or rescission of existing policies.

2.1.2 Stakeholder recommendations, including supporting rationale, are to be forwarded, in writing, to the Superintendent/~~CEO~~, who will subsequently inform the Board.

2.2 Stakeholders may be provided with an opportunity for consultation and involvement in the development, review and/or rescission of policy statements through School Councils, the division's Teacher Board Advisory Committee and/or any other means as determined by the Board and/or its Standing Committees.

2.2.1 The current Policy Tracker will identify policies under review as well as their current status and it will be provided to the Board at Committee of the Whole meetings.

2.2.2 Unless otherwise determined by the Board, all policy development and review will be concluded by the end of the school year in which it was initiated.

2.2.3 In the event of an emergent or other situation where the Board considers that it is in the interests of the jurisdiction to do so, the Board acknowledges that it may take immediate action on a policy matter.

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References: Board Procedures Regulation 82/2019
Administrative Procedures(s): AP200 – Process for Policy Work
AP205 – Developing Administrative Procedures



Policy Development

EFFECTIVE: April 24, 2019

REVISED: ~~January 29, 2020~~

REVIEW: 202~~15~~-202~~26~~

2.4 The Superintendent/~~CEO~~ 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.

2.5 At any time, the Board may delete or suspend a policy and subsequently delegate to the Superintendent/~~CEO~~ authority over a particular area.

References: Board Procedures Regulation 82/2019
Administrative Procedures(s): AP200 – Process for Policy Work
AP205 – Developing Administrative Procedures
