



BOARD OF TRUSTEES STURGEON PUBLIC SCHOOLS

Organizational Meeting

AGENDA

Date: August 23, 2023 **Start Time:** 9:00 a.m.

Location: Frank Robinson Education Centre
9820-104 Street, Morinville, AB

1. **ROLL CALL** (Acting Secretary Treasurer)
2. **CALL TO ORDER** (Acting Secretary Treasurer)
3. **TREATY 6 ACKNOWLEDGEMENT STATEMENT**
4. **ELECTION OF CHAIR**

The Board Chair will assume the Chair
5. **ELECTION OF VICE CHAIR**
6. **CODE OF ETHICS**
7. **DATE, TIME, PLACE OF REGULAR MEETINGS**
8. **TRUSTEE MEMBERSHIP OF COMMITTEES**

Trustee Committees

- 8.1 Advocacy Committee
- 8.2 Building and Maintenance Committee
- 8.3 Finance and Human Resources Committee
- 8.4 Policy Committee
- 8.5 Transportation Committee

Trustee Membership of Committees

- 8.6 Committee of the Whole
- 8.7 Municipal Liaison Committee
- 8.8 ATA Negotiations Committee
- 8.9 CUPE Negotiations Committee
- 8.10 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 8.11 Labour Management Committee (Policy Advisory – CUPE)

Board Representatives to Other Organizations

- 8.12 Alberta School Boards Association
1 Representative, 1 Alternate Representative
- 8.13 Public School Boards Association of Alberta
1 Representative, 1 Alternate Representative
- 8.14 TEBA Representative
- 8.15 Sturgeon Composite High School – School Council Representatives (Alternating)
- 8.16 Sturgeon Public Virtual Academy – School Council Representatives (Alternating)
- 8.17 Student Discipline Committee (as required)
- 8.18 Morinville Rotary Representative
- 8.19 Community Services Advisory Representative

9. CLOSE OF MEETING



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Superintendent's Office

GOVERNANCE POLICY: [Policy 220 – Trustee Code of Conduct](#)

ADDITIONAL REFERENCE: [Policy 120 – Harassment Policy](#)
[Policy 225 – Board Responsibility and Conduct](#)
[Policy 235 – Conduct of Board 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

Assurance Domain – [Governance](#)

SUBJECT: Code of Ethics

PURPOSE:

For information.

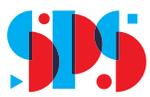
BACKGROUND:

As stated in Policy 220 – Trustee Code of Conduct, *“The Board’s Code of Ethics (found in Appendix A) will be read aloud at an appropriate time during the Annual Organization Meeting.”*

Administration is prepared to respond to questions at the August 23, 2023, Organizational Meeting.

ATTACHMENT(S):

1. Appendix A - Code of Ethics



220: 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.

Policy Handbook II. School Board Governance and Operations



DATE: August 23, 2023

TO: Board of Trustees

FROM: Shawna Warren, Superintendent

ORIGINATOR: Superintendent’s Office

GOVERNANCE POLICY: [Policy 235 – Conduct of Board Meetings](#)

ADDITIONAL REFERENCE: *Education Act:*
 Division 2, Board Procedures;
 Division 5, Conflict of Interest and Disqualification; and
 Sections 33, 34, 64, 75
 Board Procedures Regulation 82/2019
 Robert’s Rule of Order

Assurance Domain – [Governance](#)

SUBJECT: Date, Time, Place of Regular Meetings

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the Schedule of Public Board Meetings – 2023-2024 as attached to the Organizational Meeting package; and

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

BACKGROUND:

Every year, at the Organizational Meeting of the Board, as stated in Policy 235 – Conduct of Board Meetings, *“The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board.”*

This does not preclude resolutions to schedule additional regular meetings, as required, throughout the year. The Chair is also empowered to call special meetings at their discretion.

Administration is prepared to respond to questions at the August 23, 2023, Organizational meeting.

ATTACHMENT(S):

- 1. Schedule of Public Board Meetings – 2023-2024



Schedule of Public Board Meetings – 2023-2024

- September 27, 2023
- October 25, 2023
- November 29, 2023
- December 20, 2023
- January 24, 2024
- February 28, 2024
- March 27, 2024
- April 24, 2024
- May 22, 2024
- June 19, 2024





DATE: August 23, 2023
 TO: Board of Trustees
 FROM: Shawna Warren, Superintendent
 ORIGINATOR: Superintendent's Office
 GOVERNANCE POLICY: [Policy 230 – Board Committees](#)
 ADDITIONAL REFERENCE: *Education Act: Sections 51, 52(1)(b)*
Board Procedures Regulation 82/2019
 Assurance Domain – [Governance](#)

SUBJECT: Trustee Membership of Committees

PURPOSE:

For approval. Motion required.

RECOMMENDED MOTION:

- a) That the Board of Trustees approve the following Membership of Committees, Trustee Committees and Board Representatives to Other Organizations be accepted for the 2022-2023 school year:

TRUSTEE COMMITTEES

Advocacy Committee

Trustee _____, Trustee _____, Trustee _____

Audit, Finance and Human Resources

Trustee _____, Trustee _____, Trustee _____

Building and Maintenance Committee

Trustee _____, Trustee _____, Trustee _____

Policy Committee

Trustee _____, Trustee _____, Trustee _____

Transportation Committee

Trustee _____, Trustee _____, Trustee _____

TRUSTEE MEMBERSHIP OF COMMITTEES

Committee of the Whole

All Trustees

Municipal Liaison Committee

All Trustees with a quorum of three, consisting of the Chair and two Trustees



ATA Negotiations Committee

Trustee _____, Trustee _____, Trustee _____

CUPE Negotiations Committee

Trustee _____, Trustee _____, Trustee _____

Teacher Board Advisory Committee (ATA)

Trustee _____, Trustee _____, Trustee _____

Labour Management Committee (CUPE)

Trustee _____, Trustee _____, Trustee _____

BOARD REPRESENTATIVES TO OTHER ORGANIZATIONS

Alberta School Boards Association – Zone 2/3

Trustee _____; Alternate – Trustee _____

Public School Boards Association of Alberta

Trustee _____; Alternate – Trustee _____

TEBA Representative

Trustee _____

Sturgeon Composite High School – School Council

Trustee _____; Trustee _____

Sturgeon Public Virtual Academy – School Council

Trustee _____

Student Discipline Committee

Trustees will rotate attendance (a quorum of two)

Morinville Sturgeon Rotary Representatives

Rotation of: Trustee _____, Trustee _____

Community Services Advisory Board

Trustee _____

BACKGROUND:

Every year, at the Organizational Meeting of the Board, as stated in Policy 230 – Board Committees, *“The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.”*

Administration is prepared to respond to questions at the August 23, 2023, Organizational meeting.

ATTACHMENT(S):

Not applicable.