

**MINUTES OF THE  
PUBLIC BOARD MEETING**

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

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

**Attendance:**

Tasha Oatway-McLay, Board Chair		
Stacey Buga, Vice Chair		
*Cindy Briggs, Trustee	Left at 11:34 a.m.	Returned at 1:01 p.m.
Irene Gibbons, Trustee		
Janine Pequin, Trustee		
Joe Dwyer, Trustee		
Trish Murray-Elliott, Trustee		
Shawna Warren, Superintendent		
Jonathan Konrad, Deputy Superintendent, Education Services		
Lisa Lacroix, Associate Superintendent, Human Resources		
Sean Nicholson, Associate Superintendent, Corporate Services		
Michelle Wilde, Recording Secretary		
Gidget Bouchard, Principal, Four Winds Public School		Left at 10:28 a.m.
Savanah Bosch, Vice Principal, Four Winds Public School		Left at 10:28 a.m.
Genesis Flores, Jessica Martel Memorial Foundation		Left at 10:28 a.m.
Doreen Parenteau, Jessica Martel Memorial Foundation		Left at 10:28 a.m.
Amy Kolesar, Manager, Transportation Services	Arrived at 11:12 a.m.	Left at 11:34 a.m.
*Steven Holkham, Director, Facility Services	Arrived at 10:17 a.m.	Left at 10:51 a.m.
*Online Attendance		

**Call to Order**

Board Chair Oatway-McLay called the meeting to order at 10:00 a.m.

**Land Acknowledgement**

Trustee Pequin read the Land Acknowledgement Statement.

**Approval of Agenda**

[076/2024 - Moved by Trustee Murray-Elliott](#) that the agenda be approved as presented.

**CARRIED UNANIMOUSLY**

**Approval of Minutes**

[077/2024 - Moved by Trustee Dwyer](#) that the minutes of the Regular Meeting of September 23, 2024, be approved as presented.

**CARRIED UNANIMOUSLY**

[078/2024 - Moved by Trustee Murray-Elliott](#) that the minutes of the Special Meeting of October 4, 2024, be approved as presented.

**CARRIED UNANIMOUSLY**

### **Business Arising From The Minutes**

No business arising from the minutes.

### **Presentations/Delegations**

Four Winds Public School Inspire Program presented by Gidget Bouchard, Principal and Savannah Bosch, Vice Principal of Four Winds Public School and Doreen Parenteau and Genesis Flores of Jessica Martel Memorial Foundation.

The Inspire Program is a partnership between the Jessica Martel Memorial Foundation and Four Winds School for grade 7-9 students. The program has expanded to include two cohorts this year: 18 female and 18 male students. The program explores ideas about leadership, healthy relationships, bullying, self-image, societal pressures and wellness. This program empowers students to make healthy choices, build their self-worth and nurture healthy relationships.

Two staff members from Jessie's House facilitate this program during scheduled classroom blocks. Students attend sessions at Jessie's House where they engage in meaningful circles and volunteer activities.

The Inspire Program includes a family Inspire Supper, Field Trips and an Inspire end-of-the-year gathering.

### **Action Items**

#### Capital Reserve Approval - Welding Shop

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

#### Rationale for Renovation:

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

Financial Overview:

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

Importance of the Project:

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

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

**079/2024 - Moved by Trustee Gibbons** that the Board of Trustees approve the use of \$100,000 from capital reserves to cover the remaining amount for the renovations of the welding shop at Sturgeon Composite High School to support student health and safety as presented at the October 23, 2024, Public Board meeting.

**CARRIED UNANIMOUSLY**

Camilla Storage Facility Approval

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

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

Amended Motion 046/2024

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

**CARRIED UNANIMOUSLY**

This motion was presented to the Board of Trustees at the June 19, 2024, Public Board meeting in response to the Board's direction for an update on the Camilla Storage Facilities

project that was approved at the February 23, 2022, Public Board meeting. The approved motion from the February 23, 2022, Public Board meeting is included below for reference.

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

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

This approval was for a list of six projects:

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

CAMILLA AND FOUR WINDS – STORAGE FACILITIES:

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

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

**080/2024 - Moved by Trustee Dwyer** that the Board of Trustees approve option number two of the Facilities Camilla Storage Options requesting the use of \$85,000 from capital reserves to cover the amount of the Basic Garage Package (option 2) as presented at the October 23, 2024, Public Board meeting.

**CARRIED UNANIMOUSLY**

### Gibbons School and Landing Trail School - Solution

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

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

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

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

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

The Town of Gibbons has secured a plot of land with more land in reserve for future population growth. The partnership with the Town of Gibbons creates a shared joint-use space that would connect the new school(s) to the town's recreational facility. This solution, which is currently being explored, will likely lead to significant savings for all parties involved in the collaborative partnership.

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

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

The ability of the Town of Gibbons to work in partnership with Sturgeon Public Schools to develop an extremely dynamic campus that focuses on the needs of the broader community helps to ensure success long into the future. The opportunity to strike a strong

balance of educational needs with community wellness and have it packaged in a manner that is strategic, efficient, collaborative, and financially prudent both from a capital and operational perspective, is the foundation for a healthy community.

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

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

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

**081/2024 - Moved by Trustee Buga** that the Board of Trustees approve the process required to initiate the proposed closure of Gibbons School and Landing Trail School for the amalgamation of both schools into one new K-9 school on a new school site and direct the Superintendent to start the notification process as per Board Policy 600.

**CARRIED UNANIMOUSLY**

## **Administrative Reports**

### 2023-2024 School Council Year in Review Reports

Jonathan Konrad, Deputy Superintendent, Education Services presented the 2023-2024 School Council Year in Review Reports.

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

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

Bon Accord Community School  
Camilla School  
Four Winds Public School

Morinville Public School  
Namao School  
Ochre Park School

Gibbons School  
 Guthrie School  
 Landing Trail School  
 Legal School  
 Lilian Schick School

Redwater School  
 SPVA and Learning Centers  
 Sturgeon Composite High School  
 Sturgeon Heights

### Indigenous Funding within Sturgeon Public Schools Report

Jonathan Konrad, Deputy Superintendent, Education Services and Sean Nicholson, Associate Superintendent, Corporate Services presented the Indigenous Funding within Sturgeon Public Schools Report.

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

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

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

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

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

63% (\$670,508) or \$1,056 per self-identified student (On a Weighted-Moving-Average WMA basis) of the grant was allocated to schools. This funding became part of the Service & Supports funding along with Specialized Learning Support (SLS), Language delay, English

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

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

#### Cultural Learning Opportunities

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

#### Engagement with Knowledge Keepers and Elders

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

#### Nurturing Indigenous Student Leadership

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

#### Cultural Camps and Immersive Learning Experiences

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

#### Student-Led Land Acknowledgements

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

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

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

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

### September 27th Enrolment/Student Growth

Sean Nicholson, Associate Superintendent, Corporate Services presented the September 27th Enrolment/Student Growth report.

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

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

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

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

This report includes two attachments:

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

A few highlights are:

### Current Enrolment Compared to Prior Year

- The current September 27, 2024 enrolment count is 5,176 students and the prior year count for students on September 29, 2023 was 5,153.

- This is an increase of 23 students or 0.45%.
- Sturgeon Composite High School experienced an increase in enrolment of 88 students.

### Current Enrolment Compared to Projected

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

### Transportation Services Report 2024-2025

Sean Nicholson, Associate Superintendent, Corporate Services and Amy Kolesar, Manager, Transportation Services presented the Transportation Services Report 2024-2025.

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

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

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

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

The report is broken down into four sections:

1. Transportation Funding
2. Ridership Information
3. Transportation Fee Collection

#### 4. Transportation Challenges

- Bus Operator Shortages
- Ride Times
- Transportation Fees
- Student Misconduct

### **Transportation Funding**

#### Transportation Funding Application

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

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

#### School Bus Driver Grant

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

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

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

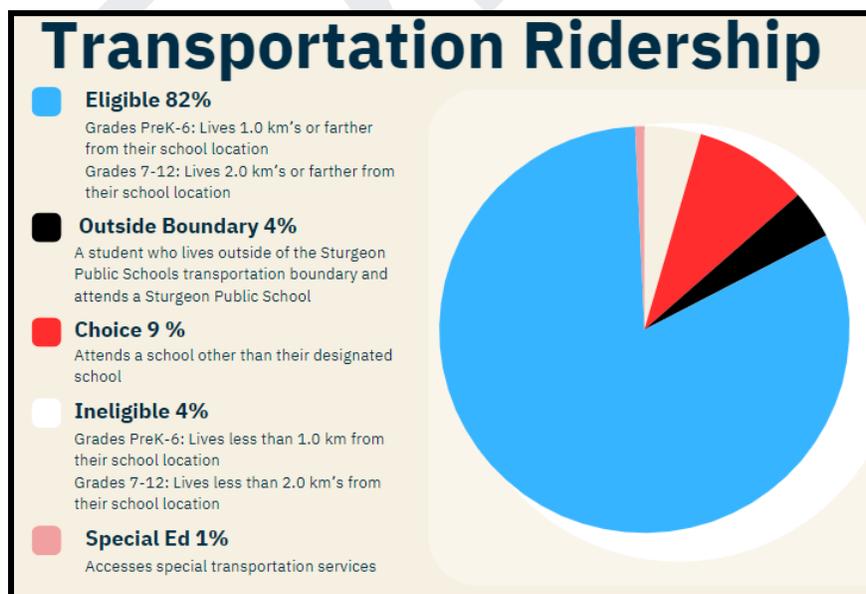
2024-2025 Ridership Information

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

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

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

2024-2025 Ridership Overview Chart

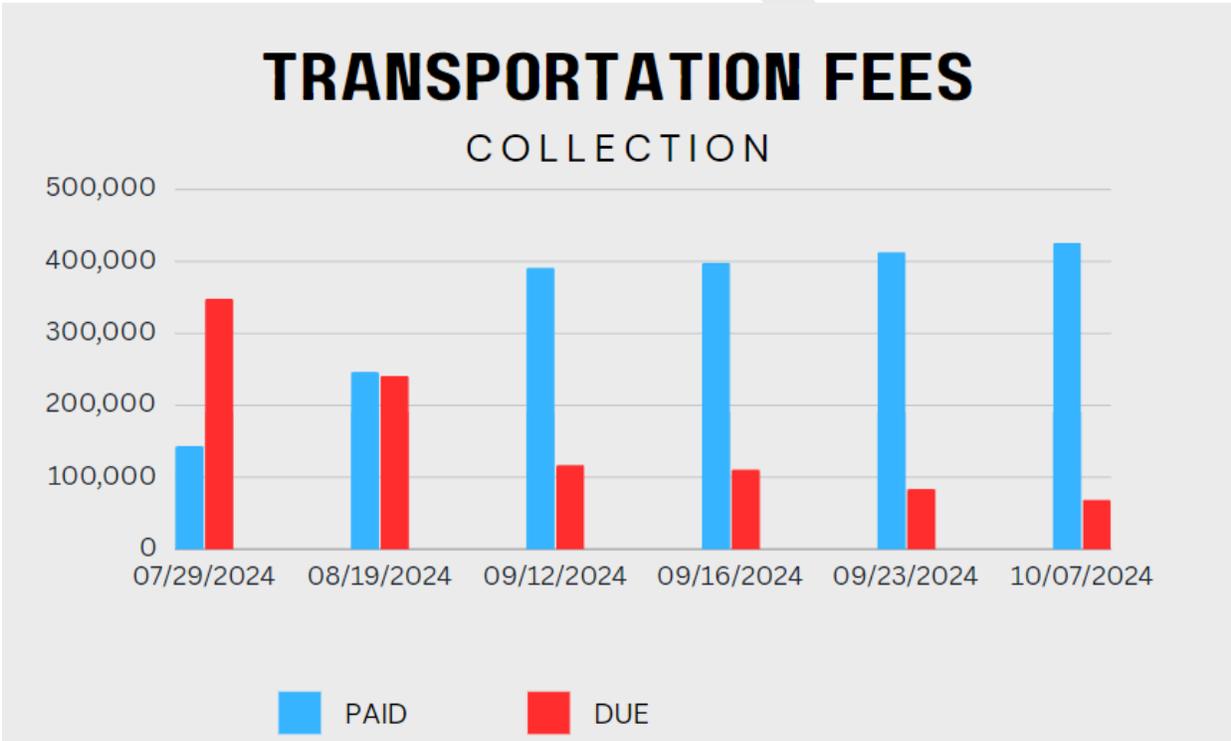


As of October 2024, the Division has a collection rate of 86% of all transportation fees assessed. In an effort to increase the total fee collection, the team will initiate the transportation service suspensions with the support of the operators and school administration in November. This has had a large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

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

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

Transportation Fee Collection Chart (2024-2025)



**Transportation Challenges**

### Bus Operator Shortages

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

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

### Ride Times

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

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

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

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

1. Attachment 1 - Sturgeon Public School Division Route Information

2. Attachment 2- Ride Time Over 75 Minutes
3. Attachment 3 - Capacity over 60 Students

### Transportation Fees

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

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

### Student Misconduct

Managing student behaviour on the bus presents an ongoing challenge for bus operators, schools and Transportation Services. The Division is dedicated to providing clear and concise communication about behavioural expectations. Close collaboration with schools is essential in ensuring that both parents and students understand the importance of maintaining appropriate conduct while riding the bus.

#### Human Resources Annual Report (2023-2024)

Lisa Lacroix, Associate Superintendent, Human Resources presented the Human Resources Annual Report (2023-2024).

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

Meeting recessed for lunch at 11:50 a.m. Meeting resumed at 12:32 p.m.

#### Communications Report - September & October 2024

Jonathan Konrad, Deputy Superintendent, Education Services presented the Communications Report - September & October 2024.

#### Deputy Superintendent, Education Services Report

Jonathan Konrad, Deputy Superintendent, Education Services presented the Deputy Superintendent, Education Services Report.

#### 2024-2025 Superintendent Discretionary Fund

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

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

2024 -2025 Superintendent Discretionary		Budget			\$312,510
		Total Committed to Student Success			\$254,840
As at October 2, 2024		Total Available			\$57,670
Budget Item Description	Date	# FTE	# of months	Cost	
BACS - additional 0.17 FTE support	Jul 05, 2024	0.17	10.00	\$	18,881
Sturgeon Heights - Teacher Support	Sep 09, 2024			\$	14,400
Legal School - Leadership Support	Oct 02, 2024		3.00	\$	42,381
LT - Teacher Coverage for Legal School Coverage	Oct 02, 2024	0.40	9.00	\$	38,874
<b>CUPE</b> Avg Cost: \$45,188	<b>Totals:</b>	<b>1.50</b>		<b>\$</b>	<b>72,304</b>
Legal Public Schools - EA2 Sep - Dec 31	Sep 03, 2024	0.50	4.00	\$	9,038
Namao School (SLS) - EA Oct - Jun	Sep 13, 2024	1.00	9.50	\$	42,929
Sturgeon Heights - Staffing Supports	Sep 09, 2024			\$	9,450
Fourwinds - Finance Clerk Support	Sep 18, 2024			\$	10,887
<b>Other (Emergent Priorities staff, non-staff and resources)</b>				<b>\$</b>	<b>53,000</b>
S&S - Student Programming	Sep 09, 2024			\$	53,000
<b>TOTAL Superintendent Discretionary Spend Committed to Student Success</b>				<b>\$</b>	<b>254,840</b>

Superintendent Report

Shawna Warren, Superintendent presented the Superintendent Report.

Administrative Procedure 205: Developing Administrative Procedures

Shawna Warren, Superintendent presented an update to Administrative Procedure 205: Developing Administrative Procedures.

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

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

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

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

#### Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals

Lisa Lacroix, Associate Superintendent, Human Resources presented an update to Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals.

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

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

*Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals* has been reviewed and updated as part of the regular review schedule. This Administrative Procedure is intended to support and ensure that all Principals and Vice Principals are held to the highest standards of leadership, contributing to the overall effectiveness of our schools and the success of our students.

The amendments to *Administrative Procedure 723: Growth, Supervision and Evaluation of Principals and Vice Principals* clarify the timeline that an evaluation is required and incorporate necessary grammatical corrections.

#### Administrative Procedure 725: Teacher Growth, Supervision and Evaluation

Lisa Lacroix, Associate Superintendent, Human Resources presented an update to Administrative Procedure 725: Teacher Growth, Supervision and Evaluation

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

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

*Administrative Procedure 725: Teacher Growth, Supervision and Evaluation* has been reviewed and updated as part of the regular review schedule.

Sturgeon Public Schools recognizes the responsibility of all teachers to demonstrate professional actions, judgments and decisions that are in the best educational interests of students. In support of the provision of optimum teaching and learning opportunities, the Division provides certificated staff a means to continue their professional growth to meet the needs of students. All Alberta teachers are expected to meet the Teaching Quality Standard throughout their careers and the Code of Professional Conduct standards.

*Administrative Procedure 725: Teacher Growth, Supervision and Evaluation* has been updated to replace the term “professional staff” with “certificated staff” to better align with provincial terminology and to ensure consistency across administrative documents and policies.

Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation

Lisa Lacroix, Associate Superintendent, Human Resources presented an update to Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation.

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

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

*Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation* has been reviewed and updated as part of the regular review schedule.

*Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation*, which outlines the process for the continuous growth, supervision, and evaluation of support staff within Sturgeon Public Schools, ensures that all non-teaching staff, including those in supervisory and leadership roles, actively participate in planning, evaluating, and enhancing their performance on an ongoing basis.

The immediate supervisor (Principal, Director, or Manager) is responsible for ongoing supervision, which includes two-way communication, self-evaluation, feedback, and coaching.

Evaluations are based on job description responsibilities and the Sturgeon Public Schools Support Staff Standards. Evaluations are mandatory before the end of the probationary period, annually for GEC employees requiring an increment, and every three years for CUPE and top-salary grid GEC employees.

A new requirement in *Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation* is that support staff must develop annual Professional Growth Plans with their supervisors. If applicable, evaluations will replace the Professional Growth Plan requirement for that year.

*Administrative Procedure 726: Support Staff Growth, Supervision and Evaluation* ensures a structured and supportive process for evaluating and fostering the growth of support staff within the Division.

## Reports from Trustees and Standing Committees

### Chair's Report

Below is the Chair's submitted report.

#### Chair Oatway-McLay (Cardiff/Garrison)

Chair Oatway-McLay reported that she attended:

- Agenda Review Meeting (Oct. 3 & Oct. 17)
- Committee of the Whole (Oct. 9 & Oct. 23)
- Council of School Councils' (Oct. 23)
- Guthrie School Council (Oct. 7)
- PSBAA AGM (Oct. 16-18)
- Special Board Meeting (Oct. 4)
- Superintendent Meeting (Oct. 21)
- Namao School Council (Oct. 7)
- Public Board Meeting (Oct. 23)

### Trustees' Reports

Below are the submitted Trustee Reports.

#### Trustee Buga (Morinville Area)

Trustee Buga reported that she attended:

- Advisory Committee for the Learning Centres (Oct. 23)
- Agenda Review Meeting (Oct. 3 & Oct. 17)

- ASBA Bill 20 Review Session (Oct. 4)
- ASBA Zone 2/3 (Oct. 25)
- Board Development (Oct. 28)
- Committee of the Whole (Oct. 9 & Oct. 23)
- Council of School Councils' (Oct. 23)
- Four Winds School Council (Oct. 8)
- Learning Centre Advisory Committee (Oct. 23)
- MPS School Council (Oct. 7)
- Policy Committee (Oct. 11)
- PSBAA FGM (Oct. 16-18)
- Public Board Meeting (Oct. 23)
- SCHS School Council (Oct. 28)
- Special Board Meeting (Oct. 4)
- State of the County Address (Oct. 3)
- Student Advisory Committee (Oct. 29)

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School Parent Engagement (Oct. 22)
- Committee of the Whole (Oct. 9 & Oct. 23)
- PSBAA FGM (Oct. 16-18)
- Public Board Meeting (Oct. 23)
- Rotary Meetings
- Special Board Meeting (Oct. 4)
- State of the County Address (Oct. 3)

Trustee Gibbons (Gibbons/Lamoureux)

Trustee Gibbons reported that she attended:

- Committee of the Whole (Oct. 9 & Oct. 23)
- Council of School Councils' Meeting (Oct. 23)
- Gibbons School Council (Oct. 7)
- Policy Committee (Oct. 11)
- PSBAA FGM (Oct. 17)
- Public Board Meeting (Oct. 23)
- Special Board Meeting (Oct. 4)
- Zone 2/3 Meeting (Oct. 25)

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

Trustee Murray-Elliott reported that she attended:

- Board Development with Consultant (Oct. 28)
- Committee of the Whole Meeting (Oct. 9 & Oct. 23)
- Council of School Councils' Meeting (Oct. 23)

- Disciplinary Hearing (Oct. 4 & Oct. 25)
- Meeting with the Superintendent (Oct. 4)
- PSBAA Business Meeting (Oct. 18)
- PSBAA Lois Hole Dinner (Oct. 16)
- PSBAA Professional Development (Oct. 17)
- Special Board Meeting (Oct. 4)
- Student Advisory Committee (Oct. 29)
- Sturgeon Composite High School Council Meeting (Oct. 28)
- Sturgeon Heights Read-In Week, 2 Classes (Oct. 7)
- Sturgeon Heights Read-In Week, 10 Classes (Oct. 8)
- Sturgeon Heights School Council Meeting (Oct. 21)
- Sturgeon Mayor State of the County Address (Oct. 3)

#### Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Board Professional Development (Oct. 28)
- Committee of the Whole (Oct. 9 & Oct. 23)
- Council of School Councils' (Oct. 23)
- Ochre Park School Council (Oct. 10)
- PSBAA FGM (Oct. 17-18)
- Public Board Meeting (Oct. 23)
- Redwater School Council (Oct. 16)
- Special Board Meeting (Oct. 4)
- Student Advisory Committee (Oct. 29)

#### Committee of the Whole

The Board of Trustees received as information, the approved minutes of the meeting from the September 23, 2024, Committee of the Whole meeting and the unapproved minutes of the meeting from the October 9, 2024, Committee of the Whole meeting.

#### Policy Committee

The Board of Trustees received as information, the unapproved notes of the meeting from the October 11, 2024, Policy Committee meeting.

### **Reports from Special Committees/Task Groups**

#### Alberta School Boards Association Representative

Trustee Buga shared a verbal report.

#### Public School Boards Associate of Alberta Representative

Trustee Murray-Elliott provided a verbal report.

Rotary Report

Trustee Dwyer shared a verbal report.

Chamber of Commerce Meetings

No update provided.

Community Services Advisory Board

Agenda item deferred.

**Unfinished Business**

No unfinished business.

**Comment and Question Period**

No comments or questions from the public.

**In Camera**

082/2024 - Moved by Trustee Dwyer that the Board of Trustees move to In Camera at 1:01 p.m.

**CARRIED UNANIMOUSLY**

Meeting recessed for break at 1:01 p.m. Meeting resumed at 1:08 p.m.

083/2024 - Moved by Trustee Pequin that the Board of Trustees revert to a public meeting at 2:16 p.m.

**CARRIED UNANIMOUSLY**

**Adjournment**

Trustee Gibbons adjourned the meeting at 2:17 p.m.

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Chair

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Date

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Associate Superintendent,  
Corporate Services