



AGENDA

COMMITTEE
OF THE WHOLE

Wed. Feb. 10, 2021



1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. APPOINTMENTS
4. APPROVAL OF COMMITTEE NOTES
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – January 13, 2021
5. PRESENTATIONS
 - 5.1 Assurance Report – Learning Supports & FNMI – S. Walter, Associate Superintendent, Education Services & J. Konrad, Director, Curriculum & Instruction
6. REPORTS FROM SENIOR EXECUTIVE
 - 6.1 Capital 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
 - 7.6 Finance and People Services Committee
 - 7.7 Transportation Committee
8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS
 - 8.1 Alberta School Boards' Association Zone 2/3
 - 8.2 Public School Boards' Association of Alberta
 - 8.3 Teacher Board Advisory Committee (Policy Advisory – ATA)



AGENDA

COMMITTEE
OF THE WHOLE

Wed. Feb. 10, 2021

8.4 Labour Management Committee (Policy Review – CUPE)

8.5 Community Services Advisory Board

9. NEW BUSINESS

9.1 2021/2022 School Calendar

9.2 Camilla School Calendar

9.3 Bylaw 02-2021, A Bylaw to Establish the Number and Type of Voter Identification Required for the 2021 General Election

9.4 Policy 815 – Outreach Programs

9.5 AP230 – School Age Entrance

9.6 AP435 – Employee Expense Claims and Reimbursement

9.7 Class Size Information Reporting

9.8 IT Report: Monthly Downtime

9.9 Parent Fundraising Association Insurance

10. QUESTION PERIOD

11. UNFINISHED BUSINESS

12. INFORMATION ITEMS

13. PENDING LIST

14. IN CAMERA

15. ADJOURNMENT



Sturgeon
Public Schools

Notes of the Meeting of
The Committee of the Whole
Held at Morinville on January 13, 2021

DRAFT

PRESENT

Mr. Terry Jewell, Chair
Mrs. Janine Pequin, Vice Chair*
Mr. Joe Dwyer, Trustee*
Mrs. Liz Kohle, Trustee*
Mrs. Misty Featherley, Trustee *
Mrs. Tasha Oatway-McLay, Trustee*
Mrs. Trish Murray-Elliott, Trustee*
Ms. Mary Lynne R. Campbell, Superintendent/CEO
Mrs. Lisa Lacroix, Associate Superintendent, People Services
Ms. Shawna Walter, Associate Superintendent, Education Services
Ms. Liliana LeVesconte, Secretary Treasurer
Mr. Jonathan Konrad, Director, Curriculum & Instruction*
(* *electronic attendance*)

CALL TO ORDER

The Chair called the meeting to order at 4:17PM.

CONSIDERATION OF AGENDA

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Moved by Mrs. Oatway-McLay that the agenda be approved as amended.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF COMMITTEE NOTES

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mrs. Featherley that the notes of November 11, 2020, be approved, as presented.

CARRIED UNANIMOUSLY

COMMITTEE 4.2

PRESENTATIONS

5.1 Assurance Presentation

Assurance Presentation presented by Associate Superintendent, Education Services, Shawna Walter and Director, Curriculum & Instruction, Jonathan Konrad.

REPORTS FROM SENIOR EXECUTIVE

6.1 Capital Update

The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee regarding the Division's projects.

6.2 Indigenous Education National Gathering

The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee.

6.3 Professional Development Update

The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee.

6.4 Relaunch Update

The Superintendent/CEO presented a verbal and written report on behalf of the Senior Executive Committee.

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

7.1 Chair's Report

Trustee Jewell presented a verbal and written report.

Chair Jewell (Gibbons/Lamoureux)

Chair Jewell reported that he attended:

- Various Correspondence and Replies to Same
- Transportation (small contractor committee) Meeting
- Annual School Reports from School Administrators (2 days)
- Appointment of Secretary Treasurer
- Gibbons School Council Meeting
- Various ATA and CUPE Reviews

7.2 Trustees' Reports

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Annual School Reports from School Administrators (2 days)

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Annual School Reports from School Administrators (2 days)
- École Morinville Public School, School Council Meeting
- Joint Transportation Committee Meeting
- PSBA PD Seminars

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended:

- Annual School Reports from School Administrators (2 days)
- Joint Transportation Committee Meeting

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

Trustee Murray-Elliott reported that she attended:

- Annual School Reports from School Administrators (2 days)
- Disciplinary Hearings
- PSB Statement Meeting
- PSBA PD Seminars

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Annual School Reports from School Administrators (2 days)
- Guthrie School, School Council Meetings

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Annual School Reports from School Administrators (2 days)
- Ochre Park School, School Council Meetings
- PSBA PD Seminars

7.3 Advocacy Committee

A verbal report was provided.

An Advocacy Committee meeting is scheduled for February 23, 2021.

7.4 Building and Maintenance Committee

A verbal report was provided.

A Building and Maintenance Committee meeting is scheduled for February 24, 2021.

7.5 Education Committee

A verbal report was provided.

7.6 Finance and People Services Committee

A verbal report was provided.

A Finance and People Services Committee meeting is scheduled for February 2021.

7.7 Transportation Committee

A verbal report was provided.

Large Contractor meeting scheduled for January 14, 2021.

7.8 ATA Update

No report was provided.

7.9 CUPE Update

No report was provided.

REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS

8.1 Alberta School Boards' Association Zone 2/3

A verbal report was provided.

8.2 Public School Boards' Association of Alberta

A verbal report was provided.

8.3 Teacher Board Advisory Committee (ATA)

No report was provided.

8.4 Labour Management Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

A verbal report was provided.

NEW BUSINESS

9.1 1st Quarter Financial Results

1st Quarter Financial Results was shared with the Board of Trustees as information.

9.2 Borrowing Resolution

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Borrowing Resolution to the January 27, 2021, Public Board Meeting.

CARRIED UNANIMOUSLY

9.3 COVID Federal Grant

COVID Federal Grant was shared with the Board of Trustees as information.

9.4 Omnibus Motion for Board Policies

Moved by Mrs. Pequin that the Board of Trustees refer the Omnibus Motion for Board Policies to the November 2021, Committee of the Whole Meeting.

CARRIED UNANIMOUSLY

9.5 AP325 – Advertising or Canvassing in School

AP325 – Advertising or Canvassing in School was shared with the Board of Trustees as information.

9.6 AP600 – Capital Plan Development

AP600 – Capital Plan Development was shared with the Board of Trustees as information.

9.7 Policy 415 – Local Authorities Pension Plan

Moved by Mrs. Pequin that the Board of Trustees refer Policy 415 – Local Authorities Pension Plan to the January 27, 2021, Public Board Meeting.

CARRIED UNANIMOUSLY

9.8 AP440 – Local Authorities Pension Plan

AP440 – Local Authorities Pension Plan was shared with the Board of Trustees as information.

9.9 AP720 – Teacher Staffing, Certification and Placement

AP720 – Teacher Staffing, Certification and Placement was shared with the Board of Trustees as information.

9.10 AP870 – Information Technology

AP870 – Information Technology was shared with the Board of Trustees as information.

9.11 School Council Annual Reports

School Council Annual Reports was shared with the Board of Trustees as information.

9.12 IT Report: Monthly Downtime

IT Report: Monthly Downtime was shared with the Board of Trustees as information.

QUESTION PERIOD

10.1

UNFINISHED BUSINESS

11.1

INFORMATION ITEMS

12.1

PENDING LIST

13.1 No pending list

IN CAMERA

5:10PM – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

The meeting recessed for break at 5:20PM.

The meeting resumed at 5:21PM.

5:55PM – Moved by Mrs. Oatway-McLay that the Board revert to public.

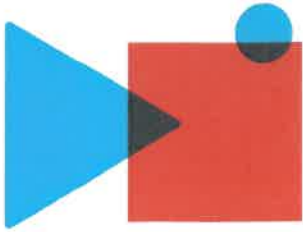
CARRIED UNANIMOUSLY

ADJOURNMENT

The meeting adjourned 5:56PM.

Discussions on items are held at Committee of the Whole Meetings.

Decisions on items are made at Public Board Meetings.



BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Jonathan Konrad, Director, Curriculum and Instruction
Sandra Brenneis, Director, Learning Support
Subject: Assurance Report – Learning Supports and FNMI

Background:

Attached is the Assurance Report – Learning Supports and FNMI presentation.

Administration is prepared to respond to questions at the February 10, 2021 Committee of the Whole Meeting.

Recommendation:

That the report be received as information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment



Learning Support

Public assurance occurs when all students belong and learn in environments that support their needs. Public confidence is built when system resources are used to ensure optimum learning for all.



Domain: Learning Supports

Strategies

Public School
Communities are safe,
caring, respectful and
inclusive

Outcome

- Schools foster welcoming learning environments and implement supports for physical, social, mental, and emotional wellness in students.
 - All schools developed counselling and wellness plans.
 - Five collaborative meetings for School Counsellors.
 - Counselling mentoring partners between schools.
 - Counsellors debrief all Suicide risk assessment with mentor, Director of Learning Support or Family Support Worker.
- Schools provide diverse programming to ensure the success of all students in an inclusive learning environment.
 - Learning Coaches in schools with Grades 5-9 .
 - Expansion of GOALS program to Redwater.
 - Creation of a Divisional Complex Service team.
 - Five collaborative meetings for Learning Support Leads.
 - Three collaborative meetings for Behavior Leads.

Domain: Learning Supports

Strategies

First Nations, Métis, and Inuit students achieve and succeed as part of a community committed to understanding foundational Indigenous perspectives and knowledge.

Outcome

- Schools implement and improve strategic plans to ensure understanding of Indigenous perspectives and knowledge.
 - Classroom resources and support.
 - Grade 1 & 5 Indigenous books and resources to support leveled reading and guided reading.
 - Grade 3 Mathematics lessons and material written by Indigenous authors to provide authentic perspective.
 - Grade 1-3 Mathematics lessons and material written by Indigenous authors in French to support both Indigenous ways of knowing and French Immersion programming.
 - Whole school resources and support.
 - Métis resource kits with leveled readers, fiction and non-fiction books, and DVD sets for each Library.

Domain: Learning Supports

Strategies

First Nations, Métis, and Inuit students achieve and succeed as part of a community committed to understanding foundational Indigenous perspectives and knowledge.

Outcome continued

- Schools implement and improve strategic plans to ensure understanding of Indigenous perspectives and knowledge.
 - Events and lessons on Orange Shirt day and throughout the year to deepen understanding of residential schools, and reconciliation with First Nations.
 - Events and lessons during Métis week to develop understanding of the Métis Nation and Métis culture and identity.
 - Reestablished the Indigenous Lead Teacher cohort. Teachers attended the two day National Gathering for Indigenous Education.
 - Principals work with provincial leaders to improve Indigenous student success and ensure plans enable all staff and students to gain foundational knowledge.
 - First Nations and Métis Learning Coaches.



Domain: Learning Supports

Strategies

Partnerships with external agencies are in place and used to enhance the conditions required for student achievement.

Outcome

- Sturgeon Public Schools will ensure that partnerships are developed and maintained to support student health and wellness.
 - Weekly meetings between Sturgeon Family Support Worker (FSW) and Children Services.
 - Onsite support from Sturgeon County FSW to Sturgeon County students.
 - Guthrie partnership with Military Family Resource Centre.
 - Partnership with Alberta Health Services Addictions and Mental Health.
 - Violence Threat Risk Assessment (VTRA) partnerships as required, which continue to be responsive and effective.
 - Liaison from Jordan's Principle specific to 4 of our First Nations students.

Measures

Public assurance occurs when all students belong and learn in environments that support their needs.

Public confidence is built when system resources are used to ensure optimum learning for all.

Accountability Pillar

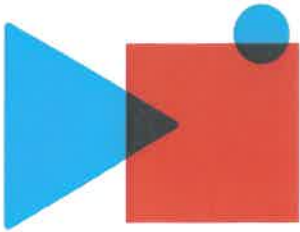
- Students are safe at school, are learning the importance of caring for others, are learning respect for others and are treated fairly in school.

OurSchool

- Students have an advocate at school and report positive teacher-student relationships in a positive learning climate.

Thoughtexchange

- Principals and teachers illustrate which strategies led to the greatest growth in Indigenous foundational knowledge and naturalized Indigenous ways of knowing in the classroom.



BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Denis Henderson, Director, Facilities Services
Subject: Capital Update

Background:

Find attached a written update regarding the Division's Capital Projects.

Administration is prepared to respond to questions at the February 10, 2021, Committee of the Whole Meeting.

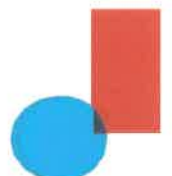
Recommendation:

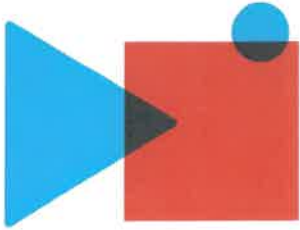
That the report be received as information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





BOARD MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Lisa Lacroix, Associate Superintendent, People Services
Subject: School Calendar 2021-2022

Background:

The draft School Calendar package was sent to Administrative Council, School Staff, Parent Councils, and Teacher Board Advisory Committee (TBAC) for review.

On 28 January 2021, representatives from the Senior Executive met with TBAC representatives to discuss the results of a survey they conducted with their members. The survey sought feedback regarding Professional Development Days included in the School Calendar.

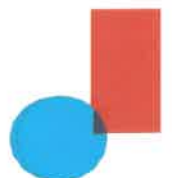
The meeting was very positive and productive. The conversation included the content of the Professional Development Days as well as the number/placement of days in the calendar. The former will be forwarded to Jonathan Konrad, Director, Curriculum and Instruction, and the latter was the focus of the discussions at the 28 January 2021 Meeting.

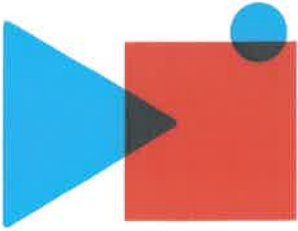
TBAC representatives advised that their Members were very pleased with the time provided for PD, PLCs, and collaboration. One such example was the work undertaken in partnership with the Galileo Network, Werklund School of Education, University of Calgary.

Themes arising from the survey included:

- Moving PD days from Friday to Monday. This change would enable staff to apply strategies/information gathered from the PD sessions;
- Fewer PD days (perhaps 3 to 4) per semester would provide for more time in class with students (High School);
- One operational day at the beginning of the school year and one operational day at the end of the school year was appreciated and important;
- No PD day prior to vacation breaks;
- Staff Meetings are important and are addressed in different ways across school sites.

The Superintendent thanked TBAC for the feedback, noting that Operational Days such as those provided to schools in June 2020 were important for several reasons, including but not limited to planning, collaboration, and meeting the statutory reporting requirements set out by the Alberta Government.





B O A R D
MEMORANDUM

Attached is the School Calendar for 2021/2022, which reflects the feedback received from the 28 January 2021 Meeting from Sturgeon Public Schools' stakeholders and meets the statutory requirements within which calendars must be set.

The Senior Executive appreciates the wisdom provided by TBAC.

Administration is prepared to respond to questions at the 10 February 2021, Committee of the Whole Meeting.

Recommendation:

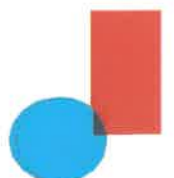
That the Board of Trustees review and approve in principle the attached calendar package as presented at the 10 February 2021, Committee of the Whole Meeting; and

Further, forward the attached calendar to the 24 February 2021 Public Board Meeting for final approval.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment



2021-2022

Draft Changes February 2021

AUGUST, 2021

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, 2021

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER, 2021

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER, 2021

S	M	T	W	T	F	S
						6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER, 2021

S	M	T	W	T	F	S
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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, 2022

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

FEBRUARY, 2022

S	M	T	W	T	F	S
						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, 2022

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL, 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					

MAY, 2022

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE, 2022

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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
- August 27
- August 28
- August 29
- August 30
- August 31
- September 1
- September 6
- September 20
- October 11
- October 12
- November 8-10
- November 11
- November 12
- Dec. 18-Jan 2
- January 3
- January 31
- February 1
- February 10-11
- February 21
- March 14
- March 25
- March 26 - April 3
- April 4
- April 15
- April 18
- April 19
- May 20
- May 23
- June 6
- June 29
- June 30
- July 1

- Operational Non-Instructional (K-12) - No classes
- All classes (full day)
- Labour Day - No classes
- Division/School PD/Collaboration; Staff meeting
- Thanksgiving Day - No classes
- Division/School PD/Collaboration; Staff meeting
- Fall Break
- Remembrance Day - No classes
- In lieu of Parent/Teacher Interviews - No classes
- Christmas Vacation
- Classes Resume
- Division/School PD/Collaboration; Staff meeting
- First day of classes Semester Two
- Teachers' Convention - No classes
- Family Day - no classes
- Division/School PD/Collaboration; Staff meeting
- In lieu of Parent/Teacher Interviews - No classes
- Spring Recess
- Classes Resume
- Good Friday - no classes
- Easter Monday - no classes
- Division/School PD/Collaboration; Staff meeting
- Division/School PD/Collaboration; Staff meeting
- Victoria Day - no classes
- Division/School PD/Collaboration; Staff meeting
- Last day of classes
- Operational Non-Instructional (K-12) - No classes
- Summer vacation begins



**Sturgeon
Public Schools**
Dare to reimagine learning

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



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

School Year 2021-2022

	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	0.0	0.0	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	13.0	13.0	13.0	13.0
JANUARY	1.0	1.0	20.0	20.0	21.0	21.0
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	17.0	17.0	19.0	19.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	20.0	20.0	21.0	21.0
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 Procedure: AP235 – Operational School Year and Calendar
School Operational Year Calendar 2021-2022
School Operational Year Calendar Day Count 2021-2022
Education Act Section 60

School Year 2021-2022

(All dates are inclusive unless otherwise specified)

AUGUST

Mon.	23	School offices open
Fri.	27	Division/School PD/Collaboration; Staff meeting – no classes
Mon.	30	Division/School PD/Collaboration; Staff meeting – no classes
Tues/	31	Operational Non-Instructional Day – no classes

SEPTEMBER

Wed.	1	All classes (full day)
Mon.	6	LABOUR DAY - no classes
Mon.	20	Division/School PD/Collaboration; Staff meeting – no classes

OCTOBER

Mon.	11	THANKSGIVING DAY - no classes
Tue.	12	Division/School PD/Collaboration; Staff meeting – no classes

NOVEMBER

Mon.-Wed.	8-10	Proposed Fall Break
Thurs.	11	REMEMBRANCE DAY – no classes
Fri.	12	Non-instructional day in lieu of Parent-Teacher Interviews - no classes

DECEMBER

Sat.	18	Christmas recess begins
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JANUARY

Mon.	3	Classes resume
Mon.	31	Division/School PD/Collaboration; Staff meeting – no classes

FEBRUARY

Tue.	1	First day of Semester Two
Thurs./Fri.	10/11	Teachers' Convention - no classes
Mon.	21	FAMILY DAY - no classes

References: Policy: 205 Operational School Year
 Admin Procedure: AP235 – Operational School Year and Calendar
 School Operational Year Calendar 2021-2022
 School Operational Year Calendar Day Count 2021-2022
 Education Act Section 60



MARCH

Mon.	14	Division/School PD/Collaboration; Staff meeting – no classes
Fri.	25	Non-instructional day in lieu of Parent-Teacher Interviews – no classes
Sat.	26	Spring recess begins

APRIL

Mon.	4	Classes resume
Fri.	15	GOOD FRIDAY – no classes
Mon.	18	EASTER MONDAY – no classes
Tues.	19	Division/School PD/Collaboration; Staff meeting – no classes

MAY

Fri.	20	Division/School PD/Collaboration; Staff meeting – no classes
Mon.	23	VICTORIA DAY - no classes

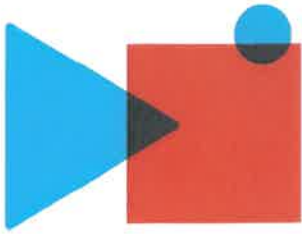
JUNE

Mon.	6	Division/School PD/Collaboration; Staff meeting – no classes
Wed.	29	Last day of classes
Thurs.	30	Operational Non-Instructional Day – no classes

JULY

Fri.	1	Summer recess begins
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References: Policy: 205 Operational School Year
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BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Mary Lynne R. Campbell, Superintendent/CEO
Subject: Camilla School Calendar

Background:

See the attached proposed school calendar for Camilla School.

Administration is prepared to respond to questions at the February 10, 2021, Committee of the Whole Meeting.

Recommendation:

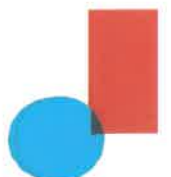
That the Board of Trustees review and approve in principle the attached calendar as presented at the 10 February 2021, Committee of the Whole Meeting; and

Further, forward the attached calendar to the 24 February 2021 Public Board Meeting for final approval.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment



2020-2021

CAMILLA SCHOOL Draft - February 10, 2021

AUGUST, 2020

S	M	T	W	T	F	S
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, 2020

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27	28	29	30			

OCTOBER, 2020

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NOVEMBER, 2020

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29	30					

DECEMBER, 2020

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JANUARY, 2021

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31						

FEBRUARY, 2021

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28						

MARCH, 2021

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28	29	30	31			

APRIL, 2021

S	M	T	W	T	F	S
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MAY, 2021

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23	24	25	26	27	28	29
30	31					

JUNE, 2021

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27	28	29	30			

JULY, 2021

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25	26	27	28	29	30	31

School offices open	August 24
Prof. Dev. Collaboration – no classes	August 28
Operational Non-Instructional School Tours	August 31
All classes (full day)	September 1
Labour Day – no classes	September 7
Division/School PD/Collaboration; Staff meeting	September 18
Thanksgiving Day – no classes	October 12
Division/School PD/Collaboration; Staff meeting	October 16
Remembrance Day - no classes	November 11
Division/School PD/Collaboration; Staff meeting	November 13
In lieu of Parent/Teacher Interviews - no classes	November 30
Division/School PD/Collaboration; Staff meeting	December 18
Christmas Vacation	Dec. 19–Jan 3
Classes Resume	January 4
Division/School PD/Collaboration; Staff meeting	January 29
First day of classes Semester Two	February 1
Teachers' Convention – no classes	February 4-5
Family Day – no classes	February 15
Operational Non-Instructional, School Move Days	March 22-24 (Camilla ONLY)
Division/School PD/Collaboration; Staff meeting	March 25
In lieu of Parent/Teacher Interviews - no classes	March 26
Spring Vacation	March 27 - April 4
Good Friday - no classes	April 2
Easter Monday - no classes	April 5
Classes Resume	April 6
Division/School PD/Collaboration; Staff meeting	April 23
Division/School PD/Collaboration; Staff meeting	May 21
Victoria Day - no classes	May 24
Division/School PD/Collaboration; Staff meeting	June 4
Last day of classes	June 25
Operational Non-Instructional (K-12) - no classes	June 28
Summer vacation begins	June 29

CAMILLA SCHOOL



**Sturgeon
Public Schools**
Dare to reimagine learning

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



Operational Day - No Classes

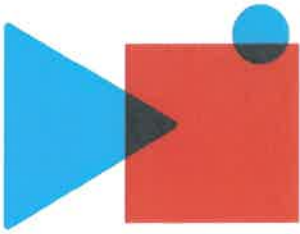


Operational Day - School Move Days - No Classes

Non-Operational Day - No Classes



Division/School P D/Collaboration; Staff Meeting - No Classes



BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer
Subject: Bylaw 02-2021, A Bylaw to Establish the Number and Type of Voter Identification Required for the 2021 General Election

Background:

According to the Local Authorities Election Act, Section 53.01(1), An elected authority may, by a bylaw passed no later than 6 months prior to nomination day of a year in which an election is to be held, provide for the number and types of identification that are required to be produced by a person to verify the person's name and current address for the purpose of determining whether the person is eligible to vote. In accordance with the new requirements under the Local Authorities Election Act,

Administration is prepared to respond to questions at the February 24, 2021, Public Board meeting.

Recommendation:

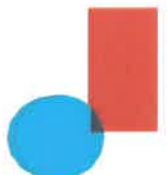
That the Board of Trustees review and approve in principle the attached Bylaw 02-2021, A Bylaw to Establish the Number and Type of Voter Identification Required for the 2021 General Election, as presented to the 10 February 2021, Committee of the Whole meeting, and forward the attached bylaw to the 24 February 2021 Public Board Meeting for final approval.

Sincerely,



Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment



THE STURGEON PUBLIC SCHOOL DIVISION

BYLAW NO. 02-2021

A BYLAW TO ESTABLISH THE NUMBER AND TYPE OF VOTER IDENTIFICATION REQUIRED FOR THE 2021 GENERAL ELECTION

WHEREAS, section 53 of the Local Authorities Election Act, an elected authority may by bylaw provide for the number and types of identification that are required to be produced by a person to verify the person's name and current address for the purpose of determining whether the person is eligible to vote.

NOW THEREFORE, THE STURGEON PUBLIC SCHOOL DIVISION DULY ASSEMBLED, ENACTS AS FOLLOWS:

1. This bylaw may be cited as the 2021 Election Bylaw.
2. The purpose of this bylaw is to establish rules for Sturgeon Public School Division conducting elections held in accordance with the Local Authorities Election Act.
3. Proof of identity and current residence is required to be able to vote in municipal elections.
 4. As set out in section 53 of the *Local Authorities Election Act*, this Bylaw shall take effect on the date this Bylaw is read.
5. Any of the following documents that has the voter's name and address on it will be accepted as valid proof.
6. Identification issued by a Canadian government, whether federal, provincial or local, or an agency of that government, that contains a photograph of the elector and their name and current address.
 - Bank or credit card statement or personal cheque.
 - Government cheque or cheque stub.
 - Income or property tax assessment notice.
 - Insurance policy or coverage card.
 - Letter from a public curator, public guardian or public trustee.
 - Pension plan statement of benefits, contributions or participation.
 - Residential lease or mortgage statement.
 - Statement of government benefits (for example, employment insurance, old-age security, social assistance, disability support or child tax benefit).
 - Utility bill (for example, telephone, public utilities commission, television, hydro, gas or water).
 - Vehicle ownership, registration or insurance certificate.
7. A letter or form (attestation) confirming that the person lives at the stated address will also be accepted as valid proof. The letter can be signed prior to the vote by any of the following:
 - authorized representative of a commercial property management company;
 - authorized representative of a correctional institution;
 - authorized representative of a First Nations band or reserve;
 - authorized representative of a postsecondary institution;
 - authorized representative of a facility that provides services to the homeless; or
 - authorized representative of a supportive living facility or treatment centre.

8. If a voter's identification shows a post office box number as the address instead of a residential or legal address, it can be accepted as verification of current address if it is in reasonable distance to the voting jurisdiction. The address does not have to be in the voting division or ward.
9. ID must be presented in their original format.

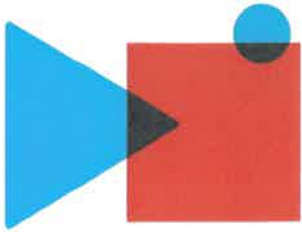
READ A FIRST TIME THIS 24 DAY OF February 2021

READ A SECOND TIME THIS 24 DAY OF February 2021

READ A THIRD TIME THIS 24 DAY OF February 2021

(CHAIR OF THE BOARD OF TRUSTEES)

(SUPERINTENDENT/CEO)



BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Jonathan Konrad, Director, Curriculum & Instruction
Subject: Policy 815 – Outreach Programs

Background:

Attached please find new policy 815 – Outreach Programs. Also attached, for information is the associated Administrative Procedure – AP855 – Alternate Programming and Learning Opportunities, with amendments.

Administration is prepared to respond to questions at the February 10, 2021 Committee of the Whole Meeting.

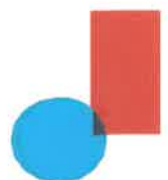
Recommendation:

That the Board of Trustees forward Policy 815 – Outreach Programs to the February 24, 2021, Public Board Meeting for approval.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





Outreach Programs

EFFECTIVE:

REVISED:

REVIEW:

1.0 POLICY

The Board recognizes that it has a responsibility to ensure students have access to an education program according to the Education Act.

The Board believes that Outreach Programs provide an alternative to regular school programs and services for resident High School students, who for a variety of reasons, find that regular school programs and services do not meet their needs.

2.0 GUIDELINES

- 2.1 The Board delegates the Superintendent/CEO or designate the responsibility of establishing and monitoring operational procedures to provide alternate learning opportunities when required.
- 2.2 The Division Outreach Program is consistent with the Alberta Education Outreach Programs Handbook.
- 2.3 The primary goal of Outreach Programs is to assist students to complete high school or upgrade high school course marks.

References: *Education Act: 3, 11(1)*
Alberta Education Outreach Programs Handbook
Administrative Procedure AP 855 – Alternate Programming and Learning Opportunities



DRAFT

Date: ~~July 24~~ **January 22, 2020** ~~2021~~

**Sturgeon
Public Schools**
PURPOSE

Responsible Administrator: Associate Superintendent
Education Services

Sturgeon Public Schools provides programming that meets the educational needs of resident students as outlined in the Education Act.

While the instructional needs for most students are accommodated within the Division’s schools, the learning needs of some students may be provided in an alternate learning environment or program.

Decisions regarding student placement shall involve the parent/guardian and student, teacher, the school Principal ~~or~~ **and** the Director, Learning Support, and shall consider, but not be limited to, the following:

- Programming needs of the student;
- Programming options available, and
- Student and parent/guardian preferences.

PROCESS

The Associate Superintendent Education Services is responsible for maintaining this Administrative Procedure.

PROCEDURE

1. Every placement decision must be directed toward the educational interest of the student and must consider the impact of the decision on the total population of students served, as well as the availability of resources.
2. Relevant educational, psychological and medical documentation will be used in a determination of the programming needs of the student.

Resident Students

3. Principals shall ensure that resident status is established at the time of enrolment of all students.
4. Principals shall ensure that appropriate assessments are available prior to admission at the school level.

References: Education Act: Sections 3, 4, 11, 43

Board Policies: 245 Appeals
 310 Non-Resident Students
 500 Student Transportation Services
 815 Outreach Programs

Admin Procedure: 300 Security of Personal and Division Information
 410 Fees
 465 Adult Tuition Fees

Sturgeon Public Schools Fee Schedule for Regular and Non-Resident Students

Alberta Education Guide To Education

Alberta Education Outreach Handbook



Responsible Administrator: Associate Superintendent
Education Services

5. If a parent/guardian requests an alternative placement in the school or division, the Principal shall, where appropriate for the student's educational program, assist them to find a suitable alternative placement.
6. The Principal shall ensure that the parent/guardian is aware that transportation is the responsibility of the parent/guardian when a placement is selected outside of attendance boundaries.
 - 6.1 If there is space on an existing bus and route, requests for transportation may be considered.
7. If parent(s)/guardian(s) request an alternative school placement for a student with identified needs, the Director, Learning Support shall, where appropriate for the student's educational program, assist them to find a suitable alternative.
8. The Director, Learning Support shall ensure that the parent/guardian is aware that, unless directed by the Director, Learning Support to attend a program of need, transportation is the responsibility of the parent/guardian when a placement is selected outside of the attendance boundary.
 - 8.1 If there is space on an existing bus and route, requests for transportation may be considered.
9. If the Principal is considering a placement change for a student which involves a change of program or school, the Principal shall ensure that:
 - 9.1 Prior to a decision, discussions are held with the parent/guardian, teacher, student and the receiving Principal about an alternate school placement regarding the rationale for the change and the placement options which are available.
10. If the Principal is considering a programming change for a student with identified needs, which involves a change of school, the Principal, in partnership with the Director, Learning Support, shall ensure that:

References: Education Act: Sections 3, 4, 11, 43

Board Policies: 245 Appeals
310 Non-Resident Students
500 Student Transportation Services
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Sturgeon Public Schools Fee Schedule for Regular and Non-Resident Students
Alberta Education Guide To Education
Alberta Education Outreach Handbook



- 10.1 Prior to a decision, discussions are held with parent/guardian, student and the receiving school Principal regarding the rationale for the change of programming and the placement options which are available; and
- 10.2 When a placement change is being considered for the subsequent school year, these discussions shall be held as soon as possible.
11. A parent/guardian seeking a placement that is out of their attendance boundary will be accepted into Division schools provided the space and resources to serve student needs are available at the school level.
 - 11.1 Transportation is the responsibility of the parent/guardian. If there is space on an existing bus and route, requests for transportation may be considered.
12. If the Division does not offer programming which the Division deems necessary to meet a student's learning requirements, the Division shall sponsor the student in an out-of-division placement.
13. Prior to a decision for out-of-division placement, there shall be a review of:
 - 13.1 The student's programming needs; and
 - 13.2 Placement options available within the Division.
14. The Superintendent/CEO shall be responsible for approving an out-of-division placement, which involves responsibility by Sturgeon Public Schools. Requests for out-of-division placements initiated by the parent/guardian shall be directed, in writing, to the Director, Learning Support.
15. Decisions relating to a request will be made within forty school days of receipt of the request.
16. Where a requested out-of-division placement is not approved, the Director, Learning Support shall advise the parent/guardian of appeal procedures.

References: Education Act: Sections 3, 4, 11, 43

Board Policies: 245 Appeals
310 Non-Resident Students
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Sturgeon Public Schools Fee Schedule for Regular and Non-Resident Students
Alberta Education Guide To Education
Alberta Education Outreach Handbook



- 17. If unable to resolve a dispute regarding placement, the Director, Learning Support shall direct the student to a placement; advise the parent/guardian in writing of the placement and of their right to appeal the placement, provide information on the process to be followed; and furnish the Superintendent/CEO with a written record of information pertinent to the decision and the disagreement.
- 18. Out-of-division placements shall be reviewed and approved on an annual basis. The Director, Learning Support shall communicate programming and placement decisions for the subsequent school year for a student placed out-of-division to parent/guardian no later than May 31.

Non Resident Students

- 19. Parent(s)/guardian(s) of non-resident students seeking admission to SPS schools shall complete a SPS Registration Form to establish legal name, age, and citizenship. Under the Education Act, Section 4, a student is a resident student of the board in which the student’s parent/guardian resides.
- 20. Non-resident students may be accepted into SPS schools provided the space and resources to serve student needs are available at the school level.
 - 20.1 Transportation is the responsibility of the parent/guardian. If there is space on an existing bus and route, requests for transportation may be considered.
- 21. The Division reserves the right to deny the registration of students who require additional services beyond the resources provided through Alberta Education funding. If the registration is accepted, tuition fees will be charged to the sending school jurisdiction on a cost recovery basis and registration will be held until payment is received. If the Division is unable to program to meet the needs of the student, then responsibility for programming reverts to the sending school jurisdiction.
- 22. Principals shall ensure that tuition fees are covered by a sponsorship letter or that suitable arrangements have been made for payment before students in the following categories can be admitted to SPS schools:

References: Education Act: Sections 3, 4, 11, 43
 Board Policies: 245 Appeals
 310 Non-Resident Students
 500 Student Transportation Services
 815 Outreach Programs
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 Alberta Education Guide To Education
 Alberta Education Outreach Handbook





- 22.1 Students over the age of 19 as of September 1 in that school year;
- 22.2 Foreign students (in Canada on a student visa and parent/guardian living outside of Canada);
- 22.3 Students sponsored by Indigenous and Northern Affairs Canada (INAC) or resident students of a reserve;
- 22.4 Students whose parent/guardian reside outside of Division boundaries.
- 23. Parent/guardian of students or independent students subject to a tuition fee shall obtain a letter of sponsorship for fees from the school jurisdiction or government agency responsible.
- 24. Non-resident student programming costs shall be determined annually by the ~~Associate Superintendent Corporate Services~~ **Secretary Treasurer**.
- 25. If a non-resident student’s residency status changes to resident while in attendance at a Division school, the changes shall be recorded in the student record and tuition fees shall be refunded on a pro-rated basis.

Mature Students

- 26. Students who turn 19 on or prior to September 1st, and are eligible for funding under the Education Act Section 3(a) will be served in Division high schools when:
 - 26.1 Resources (programs, classes and necessary supports) are available.
 - 26.2 Normal transportation is available (or when transportation is provided by the student or parent/guardian).

References: Education Act: Sections 3, 4, 11, 43
 Board Policies: 245 Appeals
 310 Non-Resident Students
 500 Student Transportation Services
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- 26.3 The team of student, parent/guardian, Principal and Director, Learning Support determines that a school placement is appropriate for the student turning 20 during the school year.
- 26.4 The final decision regarding placement rests with the Associate Superintendent, Education Services.
- 26.5 If parents refuse to comply, a report will be filed with the Attendance Board for non-attendance.

Outreach Programs

27. The Division Outreach Program is an alternate learning program that may be available to high school students who, for various reasons, are not successful in the traditional high school setting.

27.1 Outreach Programs are available to resident students only.

27.2 Programs will focus on those students who are unable to attend or benefit from a traditional school program.

27.3 When determining eligibility, the best interests of the individual student will be the deciding factor.

27.4 When a student enrolls in the Outreach Program as well as another Sturgeon Public School, the administrators of the schools involved will ensure the appropriate personnel coordinate the programming.

27.4.1 Students may enroll in a partial program at an Outreach Centre while maintaining enrolment in other Sturgeon Public Schools.

27.4.1.1 Students enrolling in the Outreach Program must indicate if they are enrolled in another school.

References: Education Act: Sections 3, 4, 11, 43

Board Policies: 245 Appeals
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Alberta Education Guide To Education
Alberta Education Outreach Handbook



27.5 Attendance expectations at an Outreach Program will vary depending on the needs and circumstances of each student. These expectations are set out in the individual student's plan or contract.

Program

28. Outreach Programs will follow the Alberta Education Programs of Study and may include locally developed senior high courses.

29. To support student success the outreach program must provide students with educational supports and services that are in addition to the Programs of Study. Examples of these services include: personal and career counselling, conflict resolution, anger management training, gifted and talented programs, time management training, and study skills.

29.1 Individual programs will be based on an assessment of individual student needs and created in consultation with the student and his/her parents/guardians.

29.2 Students, in consultation with professional staff, will have the primary responsibility to develop and implement their own individual programs.

29.3 Outreach Programs will provide the equivalent of 25 hours of access to a certificated teacher for each credit offered.

30. Student registration is open to:

30.1 High School students

30.2 Students referred to the program by the school principal, Director, Learning Support or the Board.

References: Education Act: Sections 3, 4, 11, 43


Board Policies: 245 Appeals
310 Non-Resident Students
500 Student Transportation Services
815 Outreach Programs

Admin Procedure: 300 Security of Personal and Division Information
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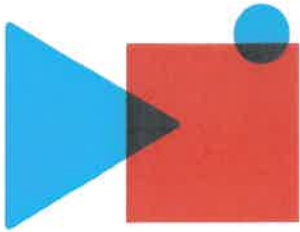
Sturgeon Public Schools Fee Schedule for Regular and Non-Resident Students
Alberta Education Guide To Education
Alberta Education Outreach Handbook



31. Student registration will include a placement interview, development of a learning plan and payment of tuition and Complementary Learning Resource fee. Student's registration is not complete until all fees are paid.
 - 31.1 All students will pay the Division Complementary Learning Resource fee for each semester/school year.
32. Transportation is not provided to the Outreach Program.



References: *Education Act: Sections 3, 4, 11, 43*
Board Policies: *245 Appeals*
310 Non-Resident Students
500 Student Transportation Services
815 Outreach Programs
Admin Procedure: *300 Security of Personal and Division Information*
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Sturgeon Public Schools Fee Schedule for Regular and Non-Resident Students
Alberta Education Guide To Education
Alberta Education Outreach Handbook



BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Sandra Brenneis, Director, Learning Support/Home Education
Subject: AP230 – School Age Entrance

Background:

Attached for Trustee information is Administrative Procedure 230 – School Age Entrance with amendments.

Administration is prepared to respond to questions at the February 10, 2021 Committee of the Whole Meeting.

Recommendation:

That the report be received as information.

Sincerely,

Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





PURPOSE

Sturgeon Public Schools believes that beginning students shall have the opportunity to attend school in accordance with the Education Act.

PROCESS

The Associate Superintendent, Education Services, will be responsible to maintain the procedure.

PROCEDURE

1. Grade 1 Age

An individual who, as of September 1st in a year, is 6 years of age or older, shall attend school.

An individual who attains the age of 6 years of age on or before December 31st in a school year shall be permitted to enter grade 1 at school opening.

~~Children must start Grade 1 if they are 6 years old or older on September 1 of the same school year.~~

2. Kindergarten Age

An individual who attains the age of 5 years on or before December 31st in a school year, shall be permitted to enter into a Kindergarten Program at school opening.

Starting School	Age	When
September 2020	Child must be 5 years old	On or before December 31, 2020

~~3. To ensure alignment through the Early Childhood Services (ECS) system, the age of funding eligibility for specific groups of children is changed to ensure all children within the ECS system will meet the requirement of being 5 years of age by December 31, 2020 to attend Kindergarten.~~

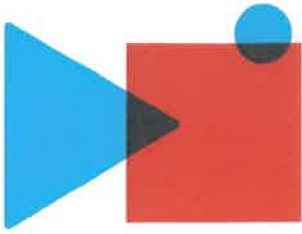
3. Birth certificates or other official documents shall be submitted as proof of age of beginning students. A photocopy of this document shall be kept on file at the school.

References: Education Act: Sections 7, 21
Early Childhood Services Regulation (87/2019): Section 2
Funding Manual for School Authorities



- ~~5.~~ 4. Principals of schools offering Grade 1 or Kindergarten shall make appropriate arrangements for the admission of beginning students in accordance with the guidelines and the school year set by the Board.
- ~~6.~~ 5. A parent/guardian wishing to appeal the decision of the school principal with regard to admission of a Kindergarten or Grade 1 student shall do so in writing to the Superintendent/CEO.
- ~~6.1~~ 5.1 The appeal must include:
 - ~~6.1.1~~ 5.1.1 evidence of consultation with the school principal and any other appropriate school staff, and
 - 6.2.3 5.1.2 the parent's/guardian's reasons for requesting early registration of the child in the Kindergarten or Grade 1 program.

References: *Education Act: Sections 7, 21*
Early Childhood Services Regulation (87/2019): Section 2
Funding Manual for School Authorities



BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Subject: AP435 – Employee Expense Claims and Reimbursement

Background:

Administration has reviewed Administrative Procedure 435 – Employee Expense Claims and Reimbursement and will speak to the amendments included in the attached document.

Administration is prepared to respond to question at the February 10, 2021, Committee of the Whole Meeting.

Recommendation:

That the report be received as information.

Sincerely,



Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





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PURPOSE

Sturgeon Public Schools acknowledges that system personnel may incur additional expenses in completing their assigned duties. Employees may be reimbursed for authorized expense claims.

PROCESS

School system personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved employee expense reimbursement form with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

PROCEDURE

Expenses:

1. Claims for reimbursement of expenses should be submitted promptly ~~and~~ within ~~one month of the ten (10) calendar days of the reporting period expenses cut-off being incurred.~~ ~~Each reporting period, in any given month is from the 19th of the prior month to the 18th of the current month. For example, in November, the current reporting period is October 19th to November 18th, and the reviewed and approved expense claim is due to Accounts Payable by November 28th. The only exception to this rule would be at fiscal year-end, August 31st, at which time we should aim to refrain from incurring out-of-pocket expenses during the period of August 19th to August 31st.~~
2. Approved expenses will be reimbursement for the following activities:
 - 2.1 Supervision of both extra-curricular and co-curricular activities, when such attendance has been approved by the Principal, Superintendent/CEO or designate.
 - 2.2 Other activities carried out by employees in the performance of their duties, eg. travel to medical facilities, necessary pickups and deliveries and home visits, when such attendance has been approved by the Principal, Superintendent/CEO or designate.
3. Approved expenses will be paid at the following rates:

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References: Board Policy: 430 Trustee Remuneration and Expense Reimbursement
Admin Procedure: 425 Purchasing Authority and Procedure



- 3.1 Actual distance traveled in Alberta in the employee's vehicle, at the approved Canada Customs and Revenue Agency rate.
- 3.2 Actual expenses for travel incurred by means other than the use of the employee's vehicle – receipts required.
- 3.3 Actual accommodation and meal expenses with receipts.
- 3.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where receipts are not available.
- 3.5 Standard per kilometer distances between schools, Morinville locations and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached.

Mileage

4. All mileage charges must be approved by the Principal /Supervisor for approved activities.
 - 4.1 Mileage claims - operational days: (above normal miles travelled in a day)
 - 4.1.1 from school to school shall be calculated as determined year-to-year per Schedule 'A' attached.
 - 4.1.2 from school to place of required activity shall be calculated from school to place of activity.
 - 4.2 Mileage claims - non-operational days:
 - 4.2.1 from home to place of activity shall be calculated from home to place of activity.
5. On Division professional development days, where the work site is not at the school, the designated site becomes the place of work, therefore mileage is not eligible to be claimed.
6. Employees who are required to travel between schools during the school day are eligible to claim travel allowance following prior approval of their supervisor.
7. Mileage claims for employee travel to their first worksite of the day are not eligible for reimbursement.
8. Mileage claims for employee travel from their last worksite of the day are not eligible unless their travel placed them farther from home than the distance

References: Board Policy: 430 Trustee Remuneration and Expense Reimbursement
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from their home to their first worksite of the day. In these circumstances, the employee may claim the distance between their last worksite of the day and their first worksite of the day.

9. Employees are not eligible for travel expenses if their work site location alternates on different days. Employees are responsible for getting to their first worksite of the day.
10. Employees and Supervisors have a responsibility to create a work schedule that meets student-learning needs and takes into consideration prudent financial decisions.
11. Claims for travel shall be submitted ~~monthly~~ by the Employee for reimbursement, in accordance to Article 1 of this Administrative Procedure.
12. The Expense Claim Form shall be approved by the Supervisor of the site responsible for the expense.
13. Claims under this Administrative Procedure will be charged to the site budget for which the travel was required. Supervisors shall ensure there is a sufficient budget allocated for travel expenses.
14. This Administrative Procedure applies to casual employees who are hired to replace a regular employee with the same assigned duties who are eligible for mileage reimbursement.
15. This Administrative Procedure does not apply to casual employees who accept positions for two regular employees in different schools.

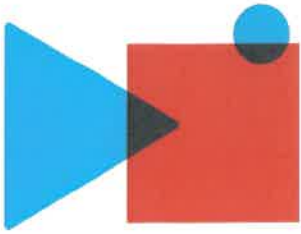
References: Board Policy: 430 Trustee Remuneration and Expense Reimbursement
Admin Procedure: 425 Purchasing Authority and Procedure



Bon Accord	18	39	20	32	30	0	19	2	26	13	24	11	45	32	39	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	40	31	34	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43	53	41	48		14	32
*Edmonton Central	34	20	22	64	62	39	21	41	53	40	18	38	7	8		48	34	39
*Edmonton North	34	16	15	59	57	32	14	34	46	39	13	37	14		8	41	31	32
*Edmonton South	40	31	28	72	70	45	27	47	59	49	24	46		14	7	53	40	45
Gibbons	27	47	26	27	25	11	27	10	32	2	31		46	37	38	43	45	11
Guthrie	26	20	5	56	54	24	5	26	38	33		31	24	13	18	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	33		33	2	49	39	40	45	47	13
Legal	21	40	33	56	54	26	33	25		33	38	32	59	46	53	37	21	26
Lilian Schick	20	41	22	31	29	2	21		25	12	26	10	47	34	41	34	37	2
Namao	21	21	1	51	49	19		21	33	29	5	27	27	14	21	42	31	19
Oak Hill	18	39	20	32	30		19	2	26	13	24	11	45	32	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	54	27	54	25	70	57	62	67	66	30
Redwater	52	71	50		2	32	51	31	56	29	56	27	72	59	64	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	33	28	5	26	28	15	22	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	40	49	20	47	31	16	20	42	26	39
CO/MLC/MPES		21	22	52	50	18	21	20	21	29	26	27	40	34	34	23	18	18
	CO/MLC/MPES	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Edmonton Central	Colony	Camilla	Bon Accord

The address used for mileage: **Edmonton North -9450 – 137 Avenue**
Edmonton Central - 10088 – 108 Street
Edmonton South – 5015 – 111 Street

References: Board Policy: 430 Trustee Remuneration and Expense Reimbursement
Admin Procedure: 425 Purchasing Authority and Procedure



BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Tanya Sloan, Student Information Specialist
Subject: Class Size Information Reporting

Background:

In September 2019, Alberta Education discontinued the Class Size Survey Initiative and reporting by school jurisdictions.

Continuing as last year, Administration continues to track class size data to provide a Division snapshot and trend analysis, based on the same criteria as Alberta Education's Class Size Survey Initiative:

- A class is defined as a group of students with ONE teacher for 50% or more of the instructional time devoted to a subject.
- A multi-grade classroom with one teacher is counted as one class.
- Multi-graded classrooms are included in the higher-grade level. i.e. Grade 3/4 would be included in the 4-6 category.
- Only first semester courses are included in this report.
- Irregular classes such as work experience and Distance Learning are not included.
- Outreach programs, Hutterite Colony schools and Oak Hill are not included in the report.
- Data reported in this survey is as of 30 September 2020.

Administration is prepared to respond to questions at the February 10, 2021 Committee of the Whole meeting.

Recommendation:

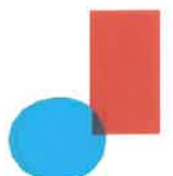
That the report be received as information.

Sincerely,



Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachments



Class Size Survey Information Summary 2020 2021

Average by Subject Category	K to 3			4 to 6			7 to 9			10 to 12		
	2020/21	2019/20	2018/19	2020/21	2019/20	2018/19	2020/21	2019/20	2018/19	2020/21	2019/20	2018/19
Social Studies	18.64	20.28	21.00	24.22	23.32	22.40	25.04	24.25	25.10	23.70	23.74	26.80
Language Arts	18.64	20.28	20.10	24.22	23.32	22.20	25.04	23.52	24.90	25.33	25.85	29.90
Mathematics	18.64	20.28	21.90	24.22	23.32	22.40	24.67	23.50	24.50	21.54	24.96	23.20
Science	17.82	20.28	21.00	23.74	23.32	22.40	25.04	24.94	25.10	20.38	18.37	29.40

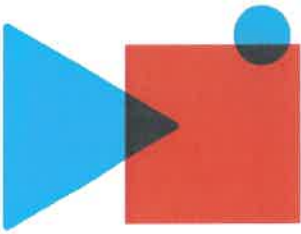
Was calculated with Biology, Chemistry and Physics
Without Biology, Chemistry and Physics (were separated)

Division Class Size Survey Information 2020 2021

Grade Level / School	Social	Language Arts / English	Mathematics	Science	Notes
Kindergarten					
Bon Accord	13.00	13.00	13.00	13.00	
Camilla	17.00	17.00	17.00	17.00	
Guthrie	12.50	12.50	12.50	12.50	
Landing Trail	20.67	20.67	20.67	20.67	
Ecole Morinville Public	16.00	16.00	16.00	16.00	
Namao	20.50	20.50	20.50	20.50	
Ochre Park	12.00	12.00	12.00	12.00	
Sturgeon Heights	18.67	18.67	18.67	18.67	
KINDERGARTEN AVERAGE	16.29	16.29	16.29	16.29	
Grade One					
Bon Accord	16.00	16.00	16.00	16.00	
Camilla	18.50	18.50	18.50	18.50	
Guthrie	15.00	15.00	15.00	15.00	
Landing Trail	14.33	14.33	14.33	14.33	
Ecole Morinville Public	20.40	20.40	20.40	20.40	
Namao	15.00	15.00	15.00	15.00	
Ochre Park	21.00	21.00	21.00	21.00	
Sturgeon Heights	15.50	15.50	15.50	15.50	
GRADE ONE AVERAGE	16.97	16.97	16.97	16.97	
Grade Two					
Bon Accord	24.00	24.00	24.00	24.00	
Camilla	22.00	22.00	22.00	22.00	
Guthrie	18.50	18.50	18.50	18.50	
Landing Trail	23.00	23.00	23.00	23.00	
Ecole Morinville Public	19.00	19.00	19.00	19.00	
Namao	18.50	18.50	18.50	18.50	
Ochre Park	19.50	19.50	19.50	19.50	
Sturgeon Heights	17.00	17.00	17.00	17.00	
GRADE TWO AVERAGE	20.19	20.19	20.19	20.19	
Grade Three					
Bon Accord	23.00	23.00	23.00	23.00	
Camilla	21.50	21.50	21.50	21.50	
Guthrie	26.00	26.00	26.00	26.00	
Landing Trail	17.67	17.67	17.67	17.67	
Ecole Morinville Public	22.00	22.00	22.00	22.00	
Namao	17.00	17.00	17.00	17.00	
Ochre Park	21.00	21.00	21.00	21.00	
Sturgeon Heights	20.67	20.67	20.67	20.67	
GRADE THREE AVERAGE	21.10	21.10	21.10	21.10	
Grade Four					
Bon Accord	25.00	25.00	25.00	25.00	
Camilla	25.50	25.50	25.50	25.50	
Guthrie	28.00	28.00	28.00	28.00	
Landing Trail	18.33	18.33	18.33	18.33	
Ecole Morinville Public	17.25	17.25	17.25	17.25	
Namao	23.00	23.00	23.00	23.00	
Ochre Park	28.00	14.00	14.00	14.00	
Sturgeon Heights	29.00	29.00	29.00	29.00	
GRADE FOUR AVERAGE	24.26	22.51	22.51	22.51	
Grade Five					
Camilla	24.00	24.00	24.00	24.00	
Four Winds	20.75	20.75	20.75	20.75	
Gibbons	32.00	32.00	32.00	32.00	
Guthrie	25.00	25.00	25.00	25.00	
Lilian Schick	22.00	22.00	22.00	23.50	
Namao	23.50	23.50	23.50	23.50	
Redwater	28.00	28.00	28.00	28.00	
Sturgeon Heights	26.00	28.00	28.00	26.00	
GRADE FIVE AVERAGE	25.16	25.41	25.41	25.34	

Division Class Size Survey Information 2020 2021

Grade Six					
Camilla	24.50	24.50	24.50	25.50	
Four Winds	23.00	23.00	23.00	23.00	
Gibbons	28.00	28.00	28.00	28.00	
Guthrie	32.00	32.00	32.00	32.00	
Lilian Schick	21.33	21.33	21.33	21.33	
Namao	18.50	18.50	18.50	18.50	
Redwater	18.00	18.00	18.00	18.00	
Sturgeon Heights	20.50	32.50	32.50	20.50	
GRADE SIX AVERAGE	23.23	24.73	24.73	23.35	
Grade Seven					
Camilla	30.00	30.00	30.00	30.00	
Four Winds	30.00	30.00	30.00	30.00	
Gibbons	25.00	25.00	25.00	25.00	
Guthrie	28.00	28.00	28.00	28.00	
Lilian Schick	23.00	23.00	23.00	23.00	
Namao	24.00	24.00	24.00	24.00	
Redwater	20.00	20.00	20.00	20.00	
Sturgeon Heights	25.00	25.00	25.00	25.00	
GRADE SEVEN AVERAGE	25.63	25.63	25.63	25.63	
Grade Eight					
Camilla	29.00	29.00	29.00	29.00	Includes K & E
Four Winds	22.00	22.00	22.00	22.00	
Gibbons	22.50	22.50	22.50	22.50	Includes K & E
Guthrie	N/A	N/A	N/A	N/A	N/A = Grade 8/9 split. #'s included in Grade 9 class size
Lilian Schick	28.00	28.00	27.50	28.00	
Namao	23.00	23.00	23.00	23.00	Includes K & E
Redwater	24.00	24.00	24.00	24.00	Includes K & E
Sturgeon Heights	27.00	27.00	27.00	27.00	Includes K & E
GRADE EIGHT AVERAGE	25.07	25.07	25.00	25.07	
Grade Nine					
Camilla	29.00	29.00	29.00	29.00	Includes K & E
Four Winds	19.00	19.00	19.00	19.00	Includes K & E
Gibbons	22.00	22.00	22.00	22.00	Includes K & E
Guthrie	31.00	31.00	31.00	31.00	
Lilian Schick	26.00	26.00	17.67	26.00	Includes K & E
Namao	18.50	18.50	18.50	18.50	Includes K & E
Redwater	26.00	26.00	26.00	26.00	Includes K & E
Sturgeon Heights	24.00	24.00	24.00	24.00	Includes K & E
GRADE NINE AVERAGE	24.44	24.44	23.40	24.44	
Grade Ten					
Redwater	20.00	N/A	N/A	19.00	N/A - class not offered in fall term
SCHS	26.80	26.33	24.45	26.75	
GRADE TEN AVERAGE	23.40	26.33	24.45	22.88	
Grade Eleven					
Redwater	19.00	N/A	15.00	14.50	N/A - class not offered in fall term
SCHS	29.00	28.33	25.33	23.00	
GRADE ELEVEN AVERAGE	24.00	28.33	20.17	18.75	
Grade Twelve					
Redwater	N/A	16.00	13.00	N/A	N/A - class not offered in fall term
SCHS	24.00	26.67	27.00	19.50	
GRADE TWELVE AVERAGE	24.00	21.33	20.00	19.50	



BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Liliana LeVesconte, Secretary Treasurer, Corporate Services
Subject: IT Report: Monthly Downtime

Background:

Please find attached a written report indicating the network outage for the month of January 2021.

Administration is prepared to respond to questions at the February 10, 2021, Committee of the Whole Meeting.

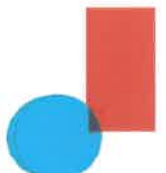
Recommendation:

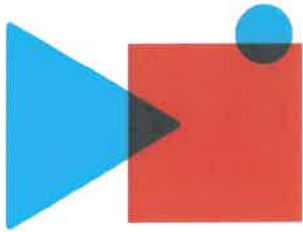
That the report be received as information.

Sincerely,


Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

Attachment





BOARD
MEMORANDUM

Date: February 10, 2021
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Associate Superintendent, Education Services
Subject: Parent Fundraising Association (PFA) Insurance

Background:

In previous years, Parent Fundraising Associations (PFA) were able to purchase insurance coverage through the ASBIE Insurance Program.

In the 2019/2020 school year, premiums increased slightly from 2018/2019, depending on the level of coverage purchased.

In the 2020/2021 school year, Sturgeon Public Schools moved to a new insurance provider, Foster Park. October 2020 Principals were instructed to reach out to their PFA Chair as soon as possible and have them contact Foster Park directly if they wanted to purchase insurance as the current insurance was expiring October 21, 2020.

As of January 1, 2021, insurance availability and cost for Parent Fundraising Associations has improved (as compared to what was available in the fall of 2020). A common group insurance for the Sturgeon Public School Parent Fundraising Associations may be possible if there is support from all 13 groups.

This information has been provided to all school council chairs with the request that it be forwarded to the respective PFA Chairs.

Administration is prepared to respond to questions at the February 10, 2021, Committee of the Whole meeting.

Recommendation:

That the report be received as information.

Sincerely,


Mary Lynne R. Campbell, ICD.D
Superintendent/CEO

