



Board Meeting Agenda

August 28, 2019 – 4:30 p.m.
Sturgeon Composite High School
30, 24400 Hwy 37, Sturgeon County, Alberta

- 1. Call to Order**
- 2. Approval of Agenda**
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Reading and Approving of Minutes**
 - 4.1 Amendment/Correction of Minutes
 - 4.2 Approval of the Minutes of the Regular Meeting of June 26, 2019
- 5. Presentations**
- 6. Reports from Senior Executive**
 - 6.1 Capital Update
 - 6.2 Innovative Grant Application
 - 6.3 Organization Chart
- 7. Reports from Trustees and Standing Committees**
 - 7.1 Chair's Report

7.1.1 Town of Morinville Meeting Agenda

- 7.2 Trustees' Reports
- 7.3 Advocacy
- 7.4 Building & Maintenance
- 7.5 Finance & Human Resources
- 7.6 Policy
- 7.7 Transportation

8. Reports from Special Committees

- 8.1 Alberta School Boards Association Representative
- 8.2 Public School Boards Association of Alberta Representative

9. New Business

- 9.1 Board Retreat/Year "Start Up"
- 9.2 School Presentations to the Board: November 2019
- 9.3 Council of School Councils' Meeting
- 9.4 Monthly Financial Report

10. Unfinished Business

- 10.1

11. Notices of Motion

12. Information

13. Comment & Question Period

- 13.1 ATA; CUPE

13.2 Community Members

13.3 Media

14. Requests for Information

15. In Camera

16. Adjournment



Minutes of the Meeting of The Board of Trustees of Sturgeon Public School Division No. 24 Held at Sturgeon County on June 26, 2019

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Minutes of the Meeting of The Board of Trustees of Sturgeon Public School Division No. 24 Held at Sturgeon County on June 26, 2019

Present

Mr. Terry Jewell, Chair
Mrs. Oatway-McLay, Vice Chair
Mr. Joe Dwyer, Trustee
Mrs. Liz Kohle, Trustee
Mrs. Janine Pequin, Trustee
Mrs. Trish Murray-Elliott, Trustee
Ms. Mary Lynne R. Campbell, Superintendent/CEO
Mrs. Ruth Kuik, Deputy Superintendent, Education Services
Dr. Charmaine Brooks, Associate Superintendent, Business and Corporate Services
Mrs. Lisa Lacroix, Associate Superintendent, Human Services
Ms. Barb Smith, Communications Officer
Ms. Shawna Walter, Director, Special Projects/Initiatives

Regrets

Mrs. Misty Featherley, Trustee

Call to Order

The Chair called the meeting to order at 4:30 p.m.

Approval of Agenda

Agenda item 6.2 SLA added.

#099/2019 - Moved by Mrs. Oatway-McLay that the agenda be approved as amended.

CARRIED UNANIMOUSLY

Appointments

Approval of Minutes

#100/2019 - Moved by Mrs. Oatway-McLay that the minutes of the Regular Meeting of May 22, 2019 be approved.

CARRIED UNANIMOUSLY

Presentations

There were no presentations.

Reports from Senior Administration

A written and verbal report was provided on behalf of Senior Executive.

Reports from Trustees and Standing Committees

Chair's Report

A written and verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Advocacy

7.3.1 Work Plan Year End Report

The Committee Chair presented a verbal and written report on behalf of the Advocacy Committee on the Work Plan Year End Report.

Building and Maintenance

7.4.1 Meeting with Hutterite Colony

A verbal update was provided.

7.4.2 Work Plan Year End Report

The Committee Chair presented a verbal and written report on behalf of the Building and Maintenance Committee on the Work Plan Year End Report.

Finance & Human Resources

7.5.1 Work Plan Year End Report

The Committee Chair presented a verbal and written report on behalf of the Finance & Human Resources Committee on the Work Plan Year End Report.

Policy

7.6.1 Work Plan Year End Report

The Committee Chair presented a verbal and written report on behalf of the Policy Committee on the Work Plan Year End Report.

Transportation

7.7.1 Work Plan Year End Report

The Committee Chair presented a verbal and written report on behalf of the Transportation Committee on the Work Plan Year End Report.

Reports from Special Committees

Alberta School Boards Association Representative

A verbal report was provided.

Public School Boards Association of Alberta Representative

A verbal report was provided.

New Business**Omnibus Motion 2019-06**

#101/2019 – Moved by Mrs. Pequin that

WHEREAS the Board of Trustees, Sturgeon Public School Division has directed the comprehensive review of all Board Policies to either reaffirm, amend, delete or rescind and replace; and

WHEREAS the Policy Committee of the Board has undertaken this review as directed by the Board of Trustees;

THEREFORE, the following Board Policies and Regulations be rescinded as presented;

B/III/4 – Communications and Public Relations

D/I/14 – Community Partnerships

D/II/12 – Staff Use of School Facilities and Equipment

E/III/1 – Employee Recognition

Board Regulation – Personnel 1 – Employee Recognition

F/I/1 – Senior High School Credit Load

F/I/2 – Challenge of Learning Resources

F/I/3 – Health/CALM Programs (Human Sexuality)

F/I/4 – Copyright

F/I/5 – Healthy School Communities

F/I/7 – Early Childhood Program Services

F/I/8 – Language Programs

F/I/0 – Library Learning Commons

F/I/11 – Off Campus Education

F/I/12 – School Entrance Age

F/I/13 – Controversial Issues in Education

F/I/14 – Information and Communication Technology

F/III/1 – Student Records Management

F/III/2 – Course Challenge

F/III/4 – Student Assessment, Evaluation and Reporting

G/I/1 – Alternate Learning Opportunities

G/I/2 - Out of System Placement of Resident Students
 G/I/3 - English as a Second Language
 G/I/4 - Learning Support Services
 G/I/5 - Student Placement
 G/II/1 - Guidance and Counselling Services
 G/II/2 - Health and Safety
 G/II/3 - Administering Medications and Medical Treatment to Students
 G/II/4 - Student Illness or Injury
 G/II/5 - Child Abuse and Neglect Prevention
 G/II/7 - Student Accident Insurance
 G/II/8 - Crisis and Critical Incidents
 H/1 - Video Surveillance Systems
 H/2 - Hazardous Materials Policy
 I/4 - School Bus Crash/Response Procedures
 I/5 - Suspension of School Bus Privileges
 I/8 - Non Resident Student Transportation
 I/9 - Language Immersion Transportation Service

CARRIED UNANIMOUSLY

Policy D/II/9 - Inclement Weather and I/3 - Inclement Weather

102/2019 - Moved by Mrs. Kohle that the Board of Trustees rescind Policy D/II/9 - Inclement Weather and rescind Policy I/3 - Inclement Weather.

CARRIED UNANIMOUSLY

Policy F/III/3 Awards Policy and Policy 905 Awards Policy - Students

103/2019 - Moved by Mr. Jewell that the Board of Trustees rescind Policy F/III/3 - Awards Policy and approve Policy 905 - Awards Policy - Students.

CARRIED UNANIMOUSLY

Policy 230 - Board Committees and Appointed Representation, Appendix L Audit Committee

104/2019 - Moved by Mrs. Murray-Elliott that the Board of Trustees defer the creation of an Audit Committee and accompanying revisions to Board Policy until the September 11, 2019 Committee of the Whole Meeting.

CARRIED UNANIMOUSLY

Policy 435 - Technology Equipment for Trustees

105/2019 - Moved by Mrs. Oatway-McLay that the Board of Trustees approve Policy 435 - Technology Equipment for Trustees.

CARRIED UNANIMOUSLY

Policy 710 – Employee Recognition

106/2019 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve the Policy 710 – Employee Recognition.

CARRIED UNANIMOUSLY

2019-2020 Preliminary Budget

107/2019 – Moved by Mr. Jewell that the Board of Trustees approve the 2019-2020 Preliminary Sturgeon Public School Division Budget and the Sturgeon Public School Division Report for the year ending August 31, 2020.

CARRIED UNANIMOUSLY

2019-2020 School Fees

108/2019 – Moved by Mrs. Kohle that the Board of Trustees approve the 2019-2020 School Fees.

CARRIED UNANIMOUSLY

2019-2020 Educational Services Agreement, Elk Island Public Schools – Language Immersion Sturgeon Public School Division Transported Student

109/2019 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve the Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with Elk Island Public Schools for the 2019-2020 school year.

CARRIED UNANIMOUSLY

2019-2020 Educational Services Agreement, Greater St. Albert Catholic Schools – Language Immersion Sturgeon Public School Division Transported Student

110/2019 – Moved by Mrs. Kohle that the Board of Trustees approve the Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with Greater St. Albert Catholic Schools for the 2019-2020 school year.

CARRIED 4/6

Opposed: Mrs. Janine Pequin

Mr. Joe Dwyer

2019-2020 Educational Services Agreement, St. Albert Public Schools – Language Immersion Sturgeon Public School Division Transported Student

111/2019 – Moved by Mrs. Pequin that the Board of Trustees approve the Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with St. Albert Public Schools for the 2019-2020 school year.

CARRIED 5/6

Opposed: Mr. Joe Dwyer

Alberta School Councils Association Membership Renewal

112/2019 – Moved by Mrs. Pequin that the Board of Trustees approve 2019-2020 ASCA Membership Renewal.

CARRIED UNANIMOUSLY

Annual Report Re: Off-Campus Education

The Annual Report Re: Off-Campus Education report was received as information.

Education Act: Amendments and Proclamation

The Education Act: Amendments and Proclamation report was received as information.

Education Act: Dispute Resolution – Appeal Process

The Education Act: Dispute Resolution – Appeal Process report was received as information.

Education Act: Board Requirements - Trustee Code of Conduct

113/2019 - Moved by Mr. Jewell that the Board of Trustees refer the Education Act: Board Requirements - Trustee Code of Conduct to the September 11, 2019 Committee of the Whole Meeting.

CARRIED UNANIMOUSLY

Summer Board Meetings

114/2019 - Moved by Mr. Jewell that the Board of Trustees cancel the Wednesday, July 10, 2019 and Wednesday, August 14, 2019 Committee of the Whole Meetings and the Wednesday, July 24, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

Monthly Financial Report

The Monthly Financial Report was provided at the table and was received as information.

Unfinished Business**FCSS Partnerships**

FCSS Partnerships report was received as information.

Notices of Motion

There were no Notices of Motion.

Information**Comment & Question Period****ATA**

A verbal report was provided.

CUPE

No report was provided.

Community Members

No report was provided.

Media

No report was provided.

Requests for Information**In Camera**

115/2019 - 6:08 p.m. - Moved by Mr. Dwyer that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 6:08 p.m. for dinner.

Meeting resumed at 6:40 p.m.

116/2019 - 7:40 p.m. - Moved by Mr. Dwyer that the Board revert to public.

CARRIED UNANIMOUSLY

Adjournment

The Chair adjourned the meeting at 7:43 p.m.

Chair

Date

Associate Superintendent,
Business and Corporate Services



Board Memorandum

Date: August 28, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Charmaine Brooks, Associate Superintendent,
Corporate Services
Denis Henderson, Director, Facilities
Subject: Capital Update

Background:

A written update regarding the Division's Capital Projects will be provided on the table at the Board meeting.

Recommendation:

That the report be received as information.

Sincerely,

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



Board Memorandum

Date: August 28, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Subject: Innovative Grant Application

Background:

I became aware that Alberta Education was providing Innovative Grants to School Divisions engage in innovative partnerships that result in reduced costs to the Education system. Sturgeon Public Schools submitted the attached letter and application to Michael Walter, Assistant Deputy Minister.

Recommendation:

This report is shared as information.

Sincerely,

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

Attachment



p 780.939.4341 tf 1.888.459.4062
9820 - 104 Street, Morinville AB T8R 1L8

f 780.939.5520
sturgeon.ab.ca

August 19, 2019

Michael Walter
Assistant Deputy Minister
Program and System Support Division
Education
7th Floor, Commerce Place
10155 – 102 Street
Edmonton, AB T5J 4L5

Dear Mr. ~~Walter~~, *Michael*

Re: Innovative Grant Application

Thank you for our conversations and for your email outlining the objectives/criteria for Alberta Education's Innovative Grant. Attached please find the Grant application from Sturgeon Public Schools. As noted in our application, the work we are undertaking is scalable for other education authorities and is already achieving cost reductions.

I look forward to discussing this application with you, when next we meet. In the interim, if you have any questions please feel welcome to contact me directly.

Yours in Education,

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

cc. Dr. Curtis Clarke, Deputy Minister, Education
Terry Jewell, Chair Board of Trustees, Sturgeon Public Schools



p 780.939.4341 **tf** 1.888.459.4062 **f** 780.939.5520
9820 – 104 Street, Morinville AB T8R 1L8 sturgeon.ab.ca

Sturgeon Public School Division Application for Innovation Grant

Sturgeon Public School Division serves students in several communities north of Edmonton including a Hutterite colony, a military base, and institutional program for at risk youth in care.

We offer Public Education to 5400+ students in 16 sites across a diverse geographic area. In addition to a number of alternative, magnet and regular instructional programs, we offer a robust early education program that engages the assistance and support of partners who share our commitment to putting the interests of children first and enabling parents/guardians to be active partners in their child's educational journey.

We are a Division in the midst of significant transformation as we shift our organizational culture to become one that embraces innovation and entrepreneurial thinking. We are aggressively interrogating past practice and exploring new opportunities to realize efficiencies in our operations, enhanced accountability from our employees and to create learning environments where our students achieve excellence.

Changing an organization chart is the easy task. Changing an organization's culture is challenging for it requires vision, experience, skill and the unwavering commitment of all who are engaged in Public Education. The change that we have experienced this year is due to the vision and effective governance of the Board of Trustees and the Board's commitment to the full engagement of the communities we proudly serve.

Our new course was set by our Board of Trustees and has already celebrated many key milestones including:

- Comprehensive external reviews of several portfolios and Departments completed to inform strategic planning;
- Restructuring of each Central Office Department to support succession planning, reduce redundancies and align accountabilities;
- Implementation of rigorous practices for the selection, assignment and supervision of School based instructional leaders aligned with the Leadership Quality Standard;

- Implementation of a Leadership Development Program in partnership with the School of Business, University of Alberta;
- Development of a Master Facilities Plan;
- Demographic study the regional area served by Sturgeon Public School Division;
- Extensive engagement of cross sector stakeholders to establish Educational priorities for the next five years; and
- Re-alignment of all aspects of our learning organization to support the Division's one audacious goal – Student Achievement.

Over the past few months, we have initiated a number of partnerships with private and public schools, to enrich our ability to fill identified gaps, introduce new ways of working and capitalize on potential savings. Given our size and the challenges associated with providing Public Education within a geographically dispersed, rural area, it is imperative that we seek every opportunity to leverage resources optimally. It is with this lens that we began engaging other School Divisions in conversations about how we might innovatively leverage resources in support of mutually beneficial projects.

Our recent work with Edmonton Public Schools is one example of the innovative partnerships that we are building. At the outset, senior leadership in both Divisions recognized the partnership was a platform to allow us to optimize our use of the public resources available to realize efficiencies, exploit the capacity of technologies and build a regional knowledge network.

To date, we have successfully secured an informal working relationship with Edmonton Public School's Technology & Information Management department. In the space of three months, the partnership has created a platform for knowledge sharing, skill building and scaffolding of supports. Thus far, this project has been supported by in kind resources and has been instrumental in increasing the security and performance of our network, reducing costs for devices, informing decision-making for technology in our new schools, and reinforcing technology support at our schools during provincial exams.

This partnership is a successful proof of concept and we are looking forward to building upon the foundation of trust, collaboration and a shared vision to scale our efforts.

In making application for an Innovation Grant, the Edmonton Public/Sturgeon Public School Division model will continue to demonstrate each of the proposed outcomes and become a valuable template for other Divisions seeking to pursue more forward-thinking ways of working.

1. Foster innovation among school boards

Edmonton Public Schools and Sturgeon Public School Division are bringing our resources to the table and identifying possibilities for both organizations to examine how to leverage our people, technology, and established professional networks in new ways. We are focused on identifying and leveraging automated solutions by using a systems-thinking approach.

Evidence of work underway -

To improve Sturgeon Public School Division's ability to provide timely, high quality technical support to our clients we are coordinating our service through a shared ticketing system. Edmonton Public School Division will be able to augment Sturgeon Public School Division's technical support remotely and seamlessly achieve reduced costs, enhanced access to technical expertise and more responsive service levels.

2. Foster improved cooperation and collaboration between school boards

Fourteen individuals are working collaboratively on special projects related to the optimization of the network, coordination of technical support and effective use of secure cloud-based applications. While we have worked together onsite at schools and our respective District Offices, the project is relying heavily on web conferencing tools and shared documents. In order to facilitate planning and the identification of high yield areas of focus, both Divisions have openly shared data, processes and co-developed tools to measure success.

Evidence of work underway -

The sharing of help desk data between the two Districts, informs the design of a support at a distance model. This model of remote cooperative technical support will reduce costs associated with technical support why fully deploying resources in support of two Districts.

3. Improve sustainable process effectiveness and efficiency, including administrative functions, within and between school boards

In a time in the Internet-of-Things, much of our operations, from heating systems and bus tracking to personal data sharing and exam administration occurs through digital networks. Maintaining a secure, robust and reliable network in a School Division is resource intensive regardless of the size of a Division. While it is technically possible to reduce administrative burden and costs related to supporting a network, the vast majority of Divisions continue to operate as sealed entities. Thus, each Division secures, or tries to, the professional staff, software and hardware required to maintain their own network. Not only is this insular way of working unsustainable and inefficient, it also increases the risks as the quality of Division resources and expertise across Alberta is highly variable and dependent upon local priorities and ability to attract talent.

Evidence of work underway -

Both Edmonton Public and Sturgeon Public, offer a dual platform, Microsoft and G Suite (Google) for Education (GSFE). Edmonton Public has developed an extensive collection of professional and technical supports for their GSFE environment, which our technical team will be able to access as we grow the scope of the technology resources. The expansion of this one platform will enable greater collaboration amongst teachers.

4. Reduce duplication of administrative functions within the education system

While the administrative aspects of most School Divisions are quite generic, there has been little exploration regarding a collaborative approach. Our project has identified several areas that we consider 'low hanging fruit' in terms of the opportunity to reduce duplication of effort.

Evidence of work underway -

Cell phones have become a necessary tool and the management of cell phones, is a hidden but real cost. Sturgeon Public School Division is examining the Edmonton Public model and other strategies to automate our operations and reduce administrative burden.

5. Reduce cost in the education system

The administrative costs associated with procurement can be significant for smaller School Divisions. We have begun to leverage Edmonton Public's contracted agreements in order to reduce our administrative burden and access competitive prices.

Evidence of work underway -

When products, such as laptops, are generic, accessing a vendor relationship brokered by a large board results in a significant savings. We were able to reduce our cost per laptop while extending the warranty from 1 to 3 years. We reduced costs by \$6,000.00 +.

6. Share knowledge and innovative solutions with other school boards.

Data storage is often under-supported yet essential aspect of any digital environment. It can be costly and if managed poorly, expose the organization to data privacy breaches and gaps in business continuity. As data storage is no longer bound by physical/geographic limitations, shared and indeed regional approaches to data storage are possible.

Evidence of work underway -

Sturgeon Public has adopted a "virtual machine" (VM) data storage solution, which allows us to balance technical resources, react to changes quickly, and provision new services easily. We are sharing our in-house expertise with Edmonton Public School Division and engaging in discussion about future innovative data storage solutions.

Grant Request

The early results for this innovative partnership are scalable and confirmed our assumption that there is excellent potential for continued success. We have supported this project off the sides of desks and with in-kind resources. We are requesting \$100,000 over the next two years to capitalize on the momentum we have generated and grow the work.

We see the grant funding targeted to support the following:

Collaborative professional learning, planning and consulting	\$30,000
Piloting software and acquiring hardware to support regional collaboration and efficiencies	\$35,000
Engaging and onboarding new project participants (i.e. Divisions in the region)	\$15,000
Data analysis and knowledge mobilization – documenting results and sharing with the K-12 community	\$20,000
Total	\$100,000

Conclusion:

Sturgeon Public Schools is largest employer in the region and is vital to the relevance of the rural communities we serve; we are an economic backbone to the region. We believe that the partnerships that we have forged in support of Public Education provide a framework for further regional partnerships that will ensure a vibrant and robust future for the rural communities. The Innovation Grant funding will be instrumental in allowing our teams to scale our efforts and share the model with other Divisions in Alberta.

The work described above offers proof that an innovative approach to the efficient deployment of our resources can yield a better return on our investment. We are confident the grant funding would seed more opportunities to scale these efforts to improve system efficiencies and student achievement.

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



Board Memorandum

Date: August 28, 2019

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Lisa Lacroix, Associate Superintendent, People Services

Subject: Organization Chart

Background:

One of the priority operational areas that the Board established for the Superintendent to review and address was the alignment of all Departments within the Central Office. A comprehensive review of all Departments was undertaken in 2018/2019 and informed the changes which have been completed to date.

At the 28 November 2018 Public Board Meeting, the Board received and approved an initial Organization Chart. Over the months following that approval, we have executed this important work with a focus on assuring business continuity and creating an organizational culture of accountability. I am pleased to confirm that we have completed the re-structuring of the Division's Central Office Departments and are in the final phase of staffing a few remaining positions. This re-alignment was completed within the existing budget allocation and will result in reduced administrative costs.

The Organization Chart (attached) not only includes an alignment of Departments/Portfolios, but cosmetic changes in two Departments. The Department of Corporate Services encompasses all of the Division's business and financial affairs including the Departments of Financial Services; Facilities; and IT/Logistics. The Department of Human Services will become the Department of People Services.

The restructuring and subsequent shift in culture reflects our collective commitment to effective, efficient and responsive service to students, families, staff and the communities that Sturgeon Public Schools' is privileged to serve.

Recommendation:

That the Board of Trustees review and approve the Organization Chart.

I am happy to respond to questions at the Board Meeting.

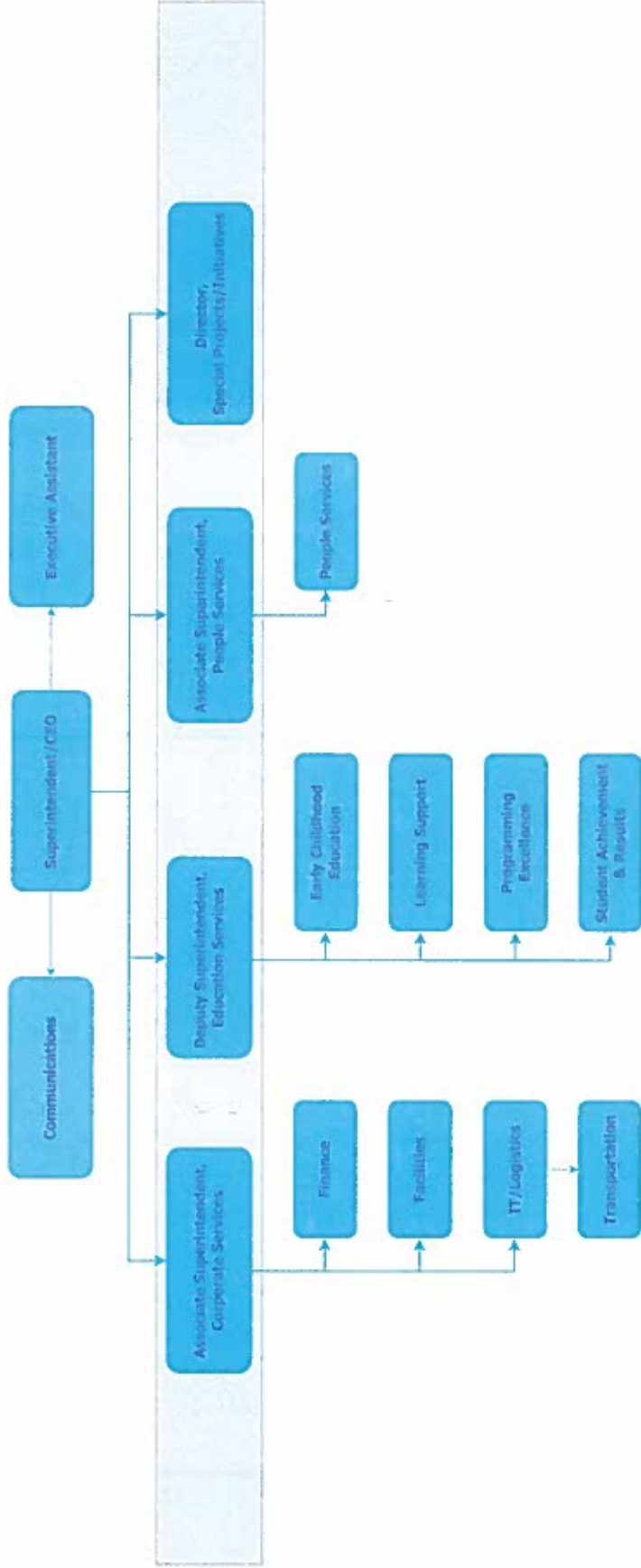
Sincerely,

A handwritten signature in blue ink, appearing to read "Mary Lynne R. Campbell".

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

Attachment

Sturgeon Public Schools





Board Memorandum

Date: August 28, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kulk, Deputy SuperIntendent, Education Services
Subject: School Presentations to the Board: November 2019

Background:

Student learning and achievement are foundational to the work of a school jurisdiction. Achieving success for all students is dependent on common agreement and understanding around shared responsibility and transparency. To this end, it would benefit the Board of Trustees and school leadership to be provided the opportunity to enter into conversations relative to student achievement, success and programming.

Administration requests that the Board of Trustees allocate two days in November to allow for scheduled presentations from each school. Principals will be provided 30 - 45 minutes to present their school's results, discuss programming responses and highlight areas of interest and significance specific to their school. The benefit of this format is twofold: Trustees will gain a greater understanding of each of the division's schools and be provided the opportunity to engage in dialogue with school leaders.

Please see the attached proposed draft schedule for the day's format should the Board of Trustees wish to take this recommendation under advisement.

Recommendation:

That the Board of Trustees review the proposal with respect to School Presentations to the Board: November 2019 and advise Administration accordingly.

Sincerely,

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

Attachment

SCHOOL PRESENTATIONS TO THE BOARD OF TRUSTEES

Monday, November 25, 2019	
8:30 – 9:00	Bon Accord Community School
9:00 – 9:30	Sturgeon Heights
9:30 – 10:00	Lilian Schick
10:00 – 10:30	<i>Wellness Break</i>
10:30 – 11:00	Namao
11:00 – 11:30	MLC/SLC
11:30 – 12:15	Morinville Public School
12:15 – 12:45	<i>Lunch</i>
12:45 – 1:15	Oakhill
1:15 – 2:00	Four Winds School

Tuesday, November 26, 2019	
8:30 – 9:00	Ochre Park
9:00 – 9:30	Gibbons School
9:30 – 10:00	Redwater School
10:00 – 10:30	<i>Wellness Break</i>
10:30 – 11:00	Guthrie School
11:00 – 11:30	Landing Trail
11:30 – 12:15	Sturgeon Composite
12:15 – 12:45	<i>Lunch</i>
12:45 – 1:30	Camilla School/ Colony



Board Memorandum

Date: August 28, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Subject: Council of School Councils' Meeting

Background:

Each year the Board of Trustees has hosted the first meeting of the Sturgeon Council of School Councils. The meeting is usually held in late October/early November to give schools the opportunity to have parent meetings to elect their chair and vice chairpersons. However, as school council chairpersons will be offered the opportunity to be involved in the engagement process for the Three Year Education Plan, administration is requesting that the Council of School Councils' Meeting be held later in September or early October this year.

Due to the renovation at Central Office, administration is suggesting that the Council of School Councils' Meeting be held at Sturgeon Composite High School.

Recommendation:

That the Committee of the Whole provide direction to Administration regarding the possible date for a meeting of the Council of School Councils.

Sincerely,

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



Board Memorandum

Date: August 28, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Charmaine Brooks, Associate Superintendent,
Corporate Services
Cam-Van Mackie, Director, Financial Services
Subject: Monthly Financial Report

Background:

Attached you will find the 11 Months Financial Report for 2018-2019 as of July 31, 2019.

Recommendation:

That the report be received as information.

Sincerely,

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

Attachment

Sturgeon School Division No. 24

Results as of

July 31, 2019

	Budget		Actuals	Variance
	Spring Budget 2018-2019	Fall Budget 2018-2019		
REVENUES				
Alberta Education	66,279,904	67,758,874	62,036,093	91.55%
Other - Government of Alberta	777,339	978,603	800,286	81.78%
Federal Government	230,000	300,000	348,162	116.05% (1)
Fees	1,328,087	1,239,113	1,232,150	99.44% (2)
Other - Sales and Services	317,596	345,427	341,878	98.97%
Investment Income	80,000	160,000	230,662	144.16% (3)
Gifts and Donations	180,000	194,000	206,932	106.67% (4)
Rental of Facilities	35,177	40,177	38,512	95.86% (5)
Fundraising	80,000	87,000	147,354	169.37% (6)
Amortization of Capital Contributions	2,764,586	3,066,465	2,789,611	90.97%
Other Revenues	80,000	64,000	94,391	147.49% (7)
Total Revenues	72,152,689	74,233,659	68,266,032	91.96%
EXPENDITURES				
Instruction	54,761,084	56,432,222	51,117,262	90.58%
Plant Operations and Maintenance	8,709,642	8,993,152	8,030,943	89.30% (8)
Transportation	5,631,345	5,739,145	5,808,912	101.22%
Board Governance and Administration	2,704,795	2,830,016	2,749,019	97.14% (9)
External Services	463,483	786,193	719,238	91.48%
Total Expenditures	72,270,349	74,786,728	68,425,374	91.50%
TARGET %				
2018-2019 Surplus/(Deficit)	(117,660)	(547,069)	(159,342)	91.67%

Assumptions:

- Preliminary Revenues and Expenses for 11 months.
 - Expense Accruals: utilities, phones, subs and casuals, etc.
 - During the course of the year, all expenditures are expensed. Expenses will be assessed at year-end and if they are capital in nature (over \$5K per unit), they will be capitalized.
- This will consequently increase the actual and projected operating surplus and reduce reserves.

Variance Explanations

Revenues:

- (1) Federal Government: Alexander tuition fees' invoicing is over 10 months.
- (2) Fees: budget is based on previous years' trends.
- (3) Investment Income: chequing interest income is higher than anticipated; GIC purchased earning higher interest than chequing account.
- (4) Gifts & Donations: various donations at start of school year and some are carried forward from prior year to be utilized this school year.
- (5) Rental of Facilities: tower rentals are collected upfront.
- (6) Fundraising: budget is based on previous years' trends.
- (7) Other Revenues: budget is based on previous years' trends.

Expenditures:

- (8) Facilities: when IMR is excluded, O&M variance is at 96%.
- (9) Board & System Admin: overspending in salaries & benefits and legal costs.