

AGENDA

COMMITTEE
OF THE WHOLE

Wed, Sep 11, 2019



**Sturgeon
Public Schools**

Dare to reimagine learning

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 – June 12, 2019

5. PRESENTATIONS

5.1 Military Family Resource Centres Programs & Services—
HelenJane Tarso & Angela Duckworth

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

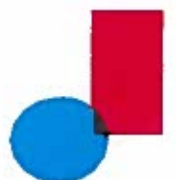
7.5 Education Committee

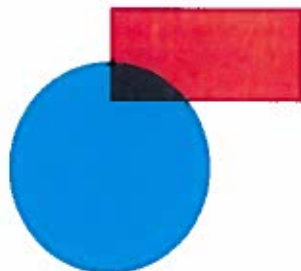
7.6 Finance and People Services

7.7 Transportation

7.8 ATA Update

7.9 CUPE Update





AGENDA

COMMITTEE
OF THE WHOLE

Wed, Sep 11, 2019



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)
- 8.4 Labour Management Committee (Policy Review – CUPE)
- 8.5 Community Services Advisory Board

9. NEW BUSINESS

- 9.1 Preliminary Enrolments
- 9.2 Presentation Tracker 2019-2020
- 9.3 Education Act: Board Requirements—Trustee Code of Conduct
- 9.4 Mentorship Program Update
- 9.5 Early Childhood and Learning Support Staffing Update
- 9.6 Transportation Update
- 9.7 Finance Department Update

10. QUESTION PERIOD

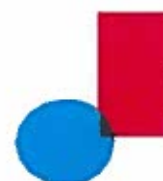
11. UNFINISHED BUSINESS

12. INFORMATION ITEMS

13. PENDING LIST

14. IN CAMERA

15. ADJOURNMENT





Notes of the Meeting of The Committee of the Whole Held at Sturgeon Composite on June 12, 2019

Present

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

Call to Order

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

Consideration of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Additions: Policy 230 – Board Committees and Appointed Representation

Moved by Mrs. Kohle 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. Oatway-McLay that the notes of May 8, 2019 be approved, as presented.

CARRIED UNANIMOUSLY

Presentations

5.1 Harp Therapy presented by Ms. Sharon Dowie to the Board.

Reports from Senior Administration

6.1 Capital Update

The Superintendent/CEO presented a verbal and written report regarding the Division's projects.

6.2 Field Trip Report

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

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:

- ASBA and PSBAA Spring Meeting
- ASBA Zone 3/3 Meeting
- Gibbons Parent Council
- Learning Centre Graduation

- Redwater Graduation
- STEAM Games
- Transportation Committee Meeting
- Superintendent Evaluation

7.2 Trustees' Reports

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School Grade 9 Graduation
- Sturgeon Composite High School Athletics Awards

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Advocacy Committee Meeting
- Policy Committee Meeting
- Sturgeon Heights Volunteer Tea
- Superintendent Evaluation

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended:

- ASBA and PSBAA Spring Meeting
- Bon Accord School Council
- Lilian Schick School Council
- STEAM Games
- Transportation Committee Meeting
- Joint Transportation Committee Meeting
- Superintendent Evaluation

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

Trustee Murray-Elliott reported that she attended:

- ASBA, PSBAA and Rural Caucus
- Community Services Advisory Board
- Policy Committee Meeting
- Redwater Graduation
- STEAM Games
- Sturgeon Heights Grade 9 Farewell
- Sturgeon Heights School Council
- Superintendent Evaluation
- Transportation Committee Meeting

Trustee Oatway-McLay (Cardiff/Garrison)

Trustee Oatway-McLay reported that she attended:

- Advocacy Committee Meeting
- Guthrie Parent Council
- Learning Centre Graduation
- Transportation Committee Meeting
- STEAM Games
- Sturgeon Composite High School Athletic Awards
- Superintendent Evaluation

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Divisional Track Meet
- Field Trips
- Mental Health Summit
- Musical Theatre "Nonsense in the North"
- Ochre Park School Council
- Policy Committee Meeting
- Redwater Graduation
- Superintendent Evaluation

7.3 Advocacy**7.3.1 Board Advocacy Plan**

The Committee Chair presented a verbal and written report on behalf of the Advocacy Committee.

7.3.2 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.

7.4 Building and Maintenance**7.4.1 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.

A Building and Maintenance Committee Meeting is scheduled for June 20, 2019.

7.5 Finance and Human Resources

7.5.1 Work Plan Year End Report

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

7.6 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.

7.7 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.

A Transportation Committee Meeting is scheduled for June 26, 2019.

7.8 ATA Update

A verbal report was provided.

7.9 CUPE Update

A verbal 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 Omnibus Motion 2019-06 Moved by Mrs. Featherley 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 be referred to the June 26, 2019 Public Board Meeting:

Policy B/III/4 – Communications and Public Relations
Policy D/I/14 – Community Partnerships
Policy D/II/12 – Staff Use of School Facilities and Equipment
Policy E/III/1 – Employee Recognition
Board Regulation – Personnel 1 – Employee Recognition
Policy F/I/1 – Senior High School Credit Load
Policy F/I/2 – Challenge of Learning Resources
Policy F/I/3 – Health/CALM Programs (Human Sexuality)
Policy F/I/4 – Copyright
Policy F/I/5 – Healthy School Communities
Policy F/I/7 – Early Childhood Program Services
Policy F/I/8 – Language Programs
Policy F/I/9 – Library Learning Commons
Policy F/I/10 – Locally Developed Courses
Policy F/I/11 – Off Campus Education
Policy F/I/12 – School Entrance Age
Policy F/I/13 – Controversial Issues in Education
Policy F/I/14 – Information and Communication Technology
Policy F/III/1 – Student Records Management
Policy F/III/2 – Course Challenge
Policy F/III/4 – Student Assessment, Evaluation and Reporting
Policy G/I/1 – Alternate Learning Opportunities
Policy G/I/2 – Out of System Placement of Resident Students

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

CARRIED UNANIMOUSLY

- 9.2 Policy D/II/9 – Inclement Weather and Policy I/3 – Inclement Weather**
Moved by Mrs. Featherley that the Board of Trustees refer Policy D/II/9 – Inclement Weather and Policy I/3 – Inclement Weather to the June 26, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

- 9.3 Policy F/III/3 – Awards Policy**
Moved by Mrs. Pequin that the Board of Trustees refer Policy F/III/3 – Awards Policy reformat to the June 26, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

- 9.4 Policy 435 – Technology Equipment for Trustees**
Moved by Mrs. Featherley that the Board of Trustees refer Policy 435 – Technology Equipment for Trustees as amended to the June 26, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

- 9.5 Policy 710 – Employee Recognition**
Moved by Mrs. Oatway-McLay that the Board of Trustees refer Policy 710 – Employee Recognition to the June 26, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

Meeting recessed at 6:00 p.m. for dinner.

Meeting resumed at 6:40 p.m.

9.6 2019-2020 Preliminary Budget

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the 2019-2020 Preliminary Budget to the June 26, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

9.7 Alberta School Councils Association Membership Renewal

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Alberta School Councils Association Membership Renewal to the June 26, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

9.8 Educational Services Agreement – Language Immersion Sturgeon Public School Division Transported Students

Moved by Mrs. Murray-Elliott that the Board of Trustees refer the Educational Services Agreement, Elk Island Public Schools – Language Immersion Sturgeon Public School Division Transported Students to the June 26, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Educational Services Agreement, Greater St. Albert Catholic Schools – Language Immersion Sturgeon Public School Division Transported Students to the June 26, 2019 Public Board Meeting.

CARRIED 6/7

Opposed: Mrs. Misty Featherley

Moved by Mrs. Kohle that the Board of Trustees refer the Educational Services Agreement, St. Albert Public Schools – Language Immersion Sturgeon Public School Division Transported Students to the June 26, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

9.9 Hour Zero – Emergency Preparedness Program Update

The Hour Zero – Emergency Preparedness Program update was shared with the Board as information.

9.10 Sturgeon Public Schools Administrative Practice Rewrite

The Sturgeon Public Schools Administrative Practice Rewrite process was shared with the Board as information.

9.11 Summer Board Meetings

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the cancellation of the Wednesday, July 10, 2019 and Wednesday, August 14, 2019 Committee of the Whole Meetings and the Wednesday, July 24, 2019 Public Board Meeting to the June 26, 2019 Public Board Meeting.

CARRIED UNANIMOUSLY

9.12 IT Report: Monthly Downtime

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

9.13 Policy 230 – Board Committees and Appointed Representation

Moved by Mrs. Featherley that the Board of Trustees refer Policy 230 – Board Committees and Appointed Representation to the September 11, 2019 Committee of the Whole Meeting.

CARRIED UNANIMOUSLY

Question Period

10.1

Unfinished Business

11.1

Information Items

12.1

Pending List

13.1 No pending list

In Camera

7:21 p.m. – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

J. Dwyer recused himself from the meeting at 7:56 p.m.

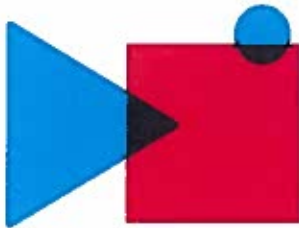
8:05 p.m. – Moved by Mrs. Kohle that the Board revert to public.

CARRIED UNANIMOUSLY

Adjournment

The meeting adjourned 8:05 p.m.

**Discussions on items are held at Committee of the Whole Meetings.
Decisions on items are made at Board Meetings.**



BOARD
MEMORANDUM



Date: September 11, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent,
Corporate Services
Denis Henderson, Director, Facilities
Subject: Capital Update

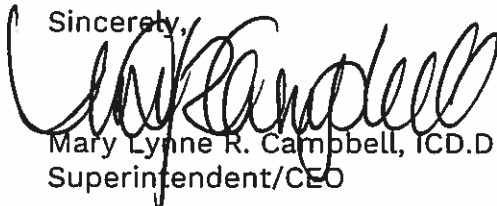
Background:

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

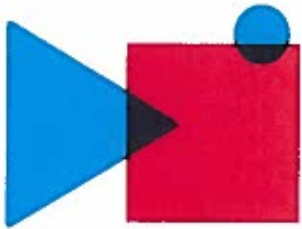
Recommendation:

That the report be received as information.

Sincerely,



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



B O A R D
MEMORANDUM



Date: September 11, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent,
Corporate Services
Subject: Preliminary Enrolments

Background:

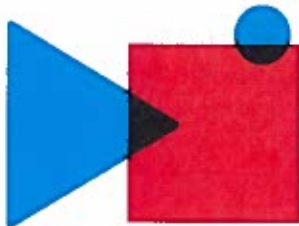
Preliminary enrolments as of September 6, 2019 will be provided at the September 11, 2019 Committee of the Whole meeting.

Recommendation:

This is shared as information.

Sincerely,

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



BOARD
MEMORANDUM

Date: September 11, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Senior Executives
Subject: Presentation Tracker 2019-2020



Background:

Attached for Trustee information is the DRAFT 2019-2020 Committee of the Whole/Board Presentation Tracker.

Recommendation:

Senior Administration is seeking input from the Board for additional presentation topics to be placed on the tracker.

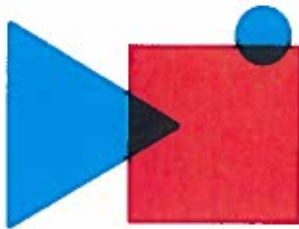
Sincerely,

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

Attachment

2019/2020 CoW/Public Board Presentation Tracker

	Presentation/Report	Key Contact
September Committee of the Whole	MFRC Programs and Services	HelenJane Tarso
September Public Board		
October Committee of the Whole		
October Public Board	Results Report/AERR	R. Kuik, J. Konrad
November Committee of the Whole	Combined 3 YEP / AERR	R. Kuik, J. Konrad
November Public Board	2018 - 2019 Financial Statements	PHIL DIRKS, CA, Metrix Group LLP
	Combined 3 YEP / AERR	R. Kuik, J. Konrad
December Committee of the Whole		
December Public Board		
January Committee of the Whole	RAP and Work Experience	Chantelle Rufiange
January Public Board		
February Committee of the Whole		
February Public Board		
March Committee of the Whole		
March Public Board		
April Committee of the Whole		
April Public Board		
May Committee of the Whole		
May Public Board		
June Committee of the Whole		
June Public Board		
Updated:	* Committee of the Whole - meeting starts @ 4:00 p.m.	
May 31, 2019	* Public Board - meeting starts @ 4:00 p.m.	



B O A R D
MEMORANDUM

Date: September 11, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Subject: Education Act: Board Requirements – Trustee Code of Conduct



Background:

At the June 26, 2019 Board Meeting, Trustees referred the Education Act: Board Requirements – Trustee Code of Conduct to the September 11, 2019 Committee of the Whole meeting.

The Education Act was introduced in the Alberta Legislature on Wednesday June 5, 2019. Subsequently, a summary document was created by Alberta Education, which outlined the amendments.

Administration has reviewed the following amendment: Board Requirements – Trustee Code of Conduct.

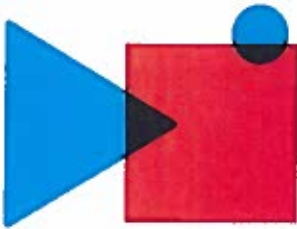
- Boards are required to develop and implement a code of conduct for trustees including definitions of breaches and sanctions up to and including the disqualification of a trustee from a board.

In Sturgeon Public Schools, Trustee Conduct is addressed in three documents:

- 220 – Trustee Responsibility and Conduct
- 225 – Board Responsibility and Conduct
- 235 – Conduct of Board Meetings

Although the three policy documents are comprehensive in addressing conduct, ethics and expectations, administration recommends a review to address sanctions and trustee disqualification.

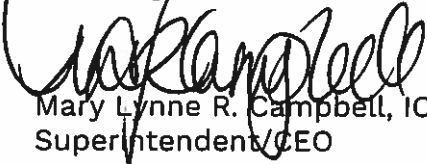
Administration is pleased to respond to questions.



B O A R D
MEMORANDUM

Recommendation:

The information with respect to the Education Act: Board Requirements – Trustee Code of Conduct is provided to the Board of Trustees for discussion and direction.

Sincerely,

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

Attachment





1.0 POLICY

The Board of Trustees is committed to the preservation and enhancement of public education and its trustee members shall conduct themselves at all times ethically and responsibly in carrying out the responsibilities that they have been elected to fulfill.

2.0 GUIDELINES

2.1 Oath of Office

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

2.2 Code of Ethics

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

2.3 Code of Conduct

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

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

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

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



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

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

2.3.4.1 By understanding pecuniary interest in a matter before the Board, as defined in School Act (S80).

2.3.4.2 By filing with the Secretary-Treasurer, a disclosure of interest statement as required by the School Act (S. 81), and updating forthwith if changes occur,

2.3.4.3 By complying with School Act (S 83) which may involve disclosure of pecuniary interest and/or abstaining from voting on the matter, and/or refraining from discussing the matter, and/or leaving the room while discussion occurs.

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

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

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

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



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

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

2.3.6 Trustees shall observe confidentiality regarding information received as trustees.

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

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

2.4 Violation of Code of Conduct

2.4.1 A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate

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- References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
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School Act: Sections 80, 81, 82, 83
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conciliatory measures prior to commencing an official complaint under the Code of Conduct.

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

2.5 Trustee Responsibilities

2.5.1 The role of each individual trustee is to:

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

2.5.1.2 Be familiar with the School Act and Division policies and practices.

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

2.5.1.4 Stay informed on significant developments in education.

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

2.5.1.6 Support the corporate decisions of the Board.

2.5.1.7 Respect and support the authority of the Superintendent to direct the work of administration and staff.

2.5.1.8 Observe the Board's rules of order for conduct at Board meetings.

2.5.1.9 Promote positive relationships between the Board and all division stakeholders.

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



- 2.5.2 Trustees shall not attempt to exercise individual authority over the organization and/or schools; the Superintendent of Schools; or any member of the staff. In particular:
 - 2.5.2.1 Individual trustees will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred forthwith to the Superintendent for investigation and resolution.
 - 2.5.2.2 Trustees shall not encourage direct communication with employees and members of the public who attempt to bypass school or central office administration but shall encourage employees and members of the public to utilize reporting lines at the school level or within Central Office Administration to bring their concerns to the Board.
 - 2.5.2.3 Trustees shall comply with their fiduciary duty to inform administration of concerns brought to their attention.
- 2.5.3 Trustees shall recognize that:
 - 2.5.3.1 The Board Chair is the official spokesperson for the Board of Trustees, and therefore, the only person authorized to speak to the public, media or other entities and communicate corporate decisions or positions on behalf of the Board.
 - 2.5.3.2 Without limiting the right of trustees to express their own personal views, when interacting with the public, media or other entities, Trustees shall accurately represent and accept the corporate decision of the Board, once a decision has been made.
- 2.5.4 Trustees shall be prepared for Board deliberations by attending in person or by electronic means:

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
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- 2.5.4.1 All regularly scheduled or special meetings of the Board of Trustees and any committee meetings to which they are assigned, on a regular and punctual basis.
 - 2.5.4.1.1 The presence or absence of every Trustee shall be recorded in the minutes. If a Trustee wishes to absent himself/herself during the course of a meeting, he/she will declare this wish and ensure that the recording secretary has noted it. Failure to do so will result in inaccuracies in the recording of minutes.
 - 2.5.4.1.2 As outlined in the School Act, a person is disqualified from remaining as a Trustee of a board if that person absents himself/herself, without being authorized by a resolution of the board to do so, for three consecutive regular meetings of the board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.
 - 2.5.4.1.3 Repeated partial or late attendance shall be cause for disciplinary action, as determined by the Board.
 - 2.5.4.1.4 Unless an absence has been previously approved by the Board, failure to attend Regular and Special Board Meetings as well as scheduled committee meetings, will result in the deduction from trustee remuneration.
 - 2.5.4.1.5 Two days per year are allowed without deduction for illness on the part of the Trustee, and two days compassionate leave are also permitted. If, however, a Trustee is absent from

References: Policy(s): 120 Harassment Policy
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any Regular or Special Meeting of the Board or scheduled committee meetings due to illness, beyond the two sick days permitted, he/she must produce a doctor's certificate and no deduction from trustee remuneration will be made.

- 2.6 With regards to Standing Committees of the Board, the administrators assigned to support these committees will include in the meeting notes the date and time of the next scheduled committee meeting, the estimated length of the next scheduled meeting and the names of those Trustees who will be in attendance.
- 2.7 In particular, Trustees should attend Trustee Orientation and Renewal sessions, Board Retreats, School Council meetings, Student Discipline Hearings, Teacher Transfer Hearings and meetings with external organizations (such as Municipal Councils and Chamber of Commerce). Trustees are also expected to attend the annual general meetings of the PSBAA and/or the ASBA and other conferences as approved by the Board.

2.8 Board Chair Responsibilities

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

- 2.8.1 Preside at all Board meetings.
- 2.8.2 Sign all documents required by law or as authorized by the action of the Board.
- 2.8.3 Represent the corporate Board as required.

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



Appendix A Code of Ethics

As an elected member of the Board of Trustees,

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

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



communications to the Superintendent in accordance with policies and procedures approved by the Board.

- 8.0 I will earnestly attempt to promote goals based on the needs and aspirations of the community and do my best to support effective educational programs for the students.

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



Appendix B Code Of Conduct Complaint

- 1.0 A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall
 - 1.1 File a letter of complaint with the Chair, or Vice Chair in the absence of the Board Chair, or in cases when the complaint is about the Chair,
 - 1.2 Indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee.
- 2.0 The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable by the Vice Chair, within five (5) days of receipt by the Chair/Vice Chair of the letter of complaint.
- 3.0 When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation this Trustee Code of Conduct.
- 4.0 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing. Upon receipt of a complaint, a special meeting of the Board of Trustees shall be called. The Chair shall indicate at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the Special Meeting.
- 5.0 Violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



- 5.1 Having the Board Chair write a letter of censure marked "personal and confidential" to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the Special Meeting of the Board. Trustees are allowed to vote if they do not have a conflict of interest and/or personal bias relative to the matter under consideration. The Trustee filing the complaint as well as the Trustee alleged to have violated the code shall not be eligible to vote;
- 5.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;
- 5.3 Having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board.
- 6.0 The Board may vote, at its discretion, to make public its findings at the Special Meeting, or at a Regular Meeting of the Board, where the Board has not upheld the complaint alleging a violation of the Board's Code of Conduct or, where there has been a withdrawal of the complaint or, under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.
- 7.0 Procedures for a Code of Conduct Hearing are found in Appendix C.

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



Appendix C Code of Conduct Hearing

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

- 1.0 The Code of Conduct complaint shall be conducted at an in-camera session, "Code of Conduct Hearing", of a Special Board Meeting convened for that purpose.
- 1.1 The Board, in its sole discretion, may record the in-camera session of the Special Board Meeting by electronic means. Where recording will take place, trustees shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing.
- 2.0 The sequence of the Code of Conduct Hearing shall be:
 - 2.1 The information supporting the complaint shall be presented to members of the Board of Trustees and may be written or oral or both;
 - 2.2 The respondent Trustee shall provide a presentation which may be written or oral or both;
 - 2.3 The Trustee advancing the complaint shall then be given an opportunity to reply to the respondent Trustee's presentation;
 - 2.4 The respondent Trustee shall then be provided a further opportunity to respond to any additional information or presentation and subsequent remarks;
 - 2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 2.6 The trustee advancing the complaint shall be given the opportunity to make final comments; and

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



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

References: Policy(s): 120 Harassment Policy
225 Board Responsibility and Conduct
235 Conduct at Meetings
School Act: Sections 80, 81, 82, 83
Freedom of Information and Protection of Privacy Act
Oaths of Office Act, 2014



1.0 POLICY

As representatives of the community, held accountable through the School Act and the election process, the Board provides overall direction and leadership to the Division.

2.0 GUIDELINES

2.1 Board Responsibilities

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

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

References: School Act: Sections 60, 61



- 2.1.7 Establishing a monitoring and evaluation system, including appeal processes and support and recognition mechanisms;
- 2.1.8 Evaluating the effectiveness of the Board in achieving established goals and desired results;
- 2.1.9 Reporting annually to the public and the province on system and school performance;
- 2.1.10 Providing advice with respect to education to the Province, as an individual Board and collectively through its Associations; and,
- 2.1.11 Acting as an advocate for public education and the Division.

2.2 Delegation

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

2.3 Board Conduct

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

References: School Act: Sections 60, 61

**1.0 POLICY**

The Board believes that effectiveness and transparency of decision-making are facilitated by conducting regular and committee meetings with clearly defined procedures that are communicated clearly to the public.

2.0 GUIDELINES

- 2.1 The Board will follow Robert's Rules of Order for operational procedures during Public Board and Board Committee meetings except where applicable legislation provides different or additional directives.
- 2.2 The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date. The agenda for this meeting is found in Appendix A.
- 2.3 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board. The format for the agendas of these meetings is found in Appendix B.
- 2.4 The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting.

Treaty 6 Acknowledgement Statement:

"We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux.

We acknowledge all of the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries."

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order



- 2.5 The Board may also acknowledge Treaty 6 territory with the Treaty 6 Acknowledgement Statement as previously approved by the Board at any Board sponsored events.
- 2.6 Preparation of Board Meeting Agendas
 - 2.6.1 The Superintendent of Schools, in consultation with the Board Chair will prepare agendas for Board meetings.
 - 2.6.2 Agenda Items

Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.
 - 2.6.3 Distribution of Agenda Kits
 - 2.6.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, not later than 5:00 pm three (3) business days prior to the Board Meeting.
 - 2.6.3.2 Closed and/or In Camera Meeting Agenda kits will be provided at the meeting.
- 2.7 The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.
- 2.8 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order



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- 2.8.1 Should any stakeholder choose to address the Board at a public Board meeting, an individual must schedule an appropriate date and time in consultation with the Associate Superintendent, Business and Corporate Services. Requests in this regard are to be received no later than 2 weeks in advance of the preferred meeting date.
 - 2.8.2 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category "Appointments".
 - 2.8.3 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.
 - 2.8.4 The total duration of the "Appointments" section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.
 - 2.8.5 Speakers shall address their comments to the Board Chair.
 - 2.8.6 The Board Chair will thank the speaker and/or delegation on behalf of the Board.
 - 2.8.7 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.
- 2.9 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.
- 2.10 Preparation and Approval of Minutes
- 2.10.1 The minutes of board meetings will state the date and venue of the meeting, the trustees and members of the administration present and those trustees absent. The minutes shall contain all

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order



motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.

2.10.2 The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the trustees' responsibility to check for accuracy of content and, if necessary to request changes and corrections.

2.10.3 Minutes, once approved, are only subject to change by a formal resolution.

2.11 Open Meetings

All meetings shall be held in accordance with the School Act, Section 70.

2.12 Special Meetings of the Board

Special meetings of the Board shall be called in accordance with the School Act, Section 67.

2.13 The Board believes that Trustees should be afforded the opportunity to attend Board meetings by electronic means.

3.0 PROCESS

3.1 A Trustee may participate in a meeting of the Board by electronic means or other communication facilities if the electronic means or other communication facilities enable the Trustees participating in the meeting and members of the public attending the meeting to hear each other.

3.2 Meetings of the Board include regular Public Board Meetings and the Committee of the Whole Meetings.

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order



- 3.3 Trustee who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance.
- 3.4 A maximum of two Trustees may attend a meeting of the Board by electronic means.
- 3.5 The board chair or designate must be physically present in the meeting room.
- 3.6 All votes of the Board taken at any meeting in which a Trustee participates through electronic communication shall be taken by roll call vote.
- 3.7 Except for cause due to illness or emergency, no Trustee shall attend more than two meetings of the Board through virtual means within a one year period. (Sept. 01 – Aug. 31)
- 3.8 A Trustee who wishes to participate in a Board meeting by means of electronic communication shall notify the Board chair as soon as reasonably possible. Except in the case of a declared emergency, a Trustee shall provide such notice not less than [two (2) days] before the Board meeting in question.
- 3.9 The chair of the Board may refuse to permit a Trustee to participate in a meeting by electronic means or other communication facilities in order to meet the requirements of subsections 3.4 and 3.7.
- 4.0 Annual General Meetings of the Board**
 - 4.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:
 - 4.1.1 Prior to November 15 in each year
 - 4.1.2 At a convenient place within the Division
 - 4.1.3 At a date, time and place specified by the Board.

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order



APPENDIX A

Sturgeon Public School Division

Board Organizational Meeting

Agenda

- 1.0** Roll Call
- 2.0** Call to Order - The Associate Superintendent, Business and Corporate Services will call the meeting to order and act as Chair.
- 3.0** Treaty 6 Acknowledgement Statement.
- 4.0** Declaration of Returning Officer - if applicable
- 5.0** Oath of Office - if applicable
- 6.0** Election of Board Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
- 7.0** Election of Vice-Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot.
- 8.0** Code of Ethics - the Board Chair will read the Code of Ethics.
- 9.0** Date, Time, Place of Regular Meetings.
- 10.0** Trustee membership of committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.
 - 10.1** Committee of the Whole
 - 10.2** Municipal Liaison Committee

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order



- 10.3 ATA Negotiations Committee
- 10.4 CUPE Negotiations Committee
- 10.5 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 10.6 Labour Management Committee (Policy Advisory – CUPE)

- 11.0 Trustee Committees
 - 11.1 Advocacy Committee
 - 11.2 Building & Maintenance Committee
 - 11.3 Finance & Human Services Committee
 - 11.4 Policy Committee
 - 11.5 Transportation Committee

- 12.0 Board Representatives to Other Organizations
 - 12.1 Alberta School Boards Association
1 Representative, 1 Alternate Representative
 - 12.1.1 Alberta School Board Association Zone 2/3
1 Representative, 1 Alternate Representative
 - 12.2 Morinville Rotary Representative
 - 12.3 Public School Boards Association of Alberta
1 Representative, 1 Alternate Representative
 - 12.3.1 Public School Boards Council
1 Representative, 1 Alternate Representative
 - 12.4 Sturgeon Composite High School – School Council Representative
 - 12.5 Student Discipline Committee
 - 12.6 Community Services Advisory Representative

- 13.0 Close of Meeting

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order



APPENDIX B

Sturgeon Public School Division

Board Meeting Agenda

- 1.0 Call to Order
- 2.0 Approval of Agenda
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
- 3.0 Appointments
 - 3.1 _____
- 4.0 Reading and Approving of Minutes
 - 4.1 Amendment/Correction of Minutes
 - 4.2 Approval of the Minutes of the Regular Meeting of _____
- 5.0 Presentations
 - 5.1 _____
- 6.0 Reports from Senior Administration
- 7.0 Reports from Trustees and Standing Committees
 - 7.1 Chair's Report
 - 7.2 Trustees' Reports
 - 7.3 Advocacy

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order



7.4 Building & Maintenance

7.5 Finance & Human Services

7.6 Policy

7.7 Transportation

8.0 Reports from Special Committees

8.1 Alberta School Boards Association Representative

8.2 Public School Boards Association of Alberta Representative

9.0 New Business

9.1 _____

9.2 _____

9.3 _____

10.0 Unfinished Business

10.1 _____

11.0 Notices of Motion

12.0 Information

13.0 Comment & Question Period

13.1 ATA; CUPE

13.2 Community Members

13.3 Media

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order

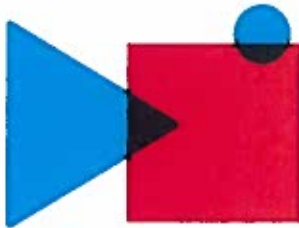


14.0 Requests for Information

15.0 In Camera

16.0 Adjournment

References: School Act: Division 2, Operations and Management; Sections 57, 64, 67, 70
Robert's Rules of Order



BOARD
MEMORANDUM



Date: September 11, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Director, Special Projects/Initiatives
Subject: Mentorship Program Update

Background:

In the Fall of 2015, the Boys and Girls Club Big Brothers and Big Sisters and Rotary Club of Morinville partnered to bring a school-based mentorship program to Grade 3 students at Morinville Public School. The program began with five mentors. The mentors have followed the same student over the course of the program and the goal is to continue through Jr. High. The 19/20 school year will be the start of the fifth year of the program running in the town of Morinville. Morinville Public School had 10 mentors working with 10 mentees for the 2018/2019 school year. Because BBBS has a Satellite Program in the town of Morinville, they screen the mentors, provide all training to mentors, they facilitate the mentor/mentee matching, provide all documentation and support.

In April of 2019, a similar school-based mentorship program began at Camilla School. Although the Boys and Girls Club Big Brothers and Big Sisters does not have a satellite program in Sturgeon County, they did provide some support. Most of the responsibility, however, landed on the school and Rotary.

I am happy to respond to questions at the September 2019 Committee of the Whole Meeting.

Recommendation:

This report is shared as information.

Sincerely,


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

REFERRAL FORM FOR SCHOOL BASED MATCH PROGRAMMING - MORINVILLE
In-School Mentoring Program Referral & Permission Form

PERMISSION TO PARTICIPATE

Big Brothers Big Sisters embodies the principles of diversity and welcomes participation regardless of race, religion, culture or sexual orientation. Morinville Rotary Big Brothers Big Sisters is a satellite program of Boys and Girls Clubs Big Brothers Big Sisters of Edmonton and Area.

Your child _____ has been recommended by his/her teacher to participate in the Big Brothers Big Sisters School-based Mentoring Program. It is a community service program designed to assist your son/daughter to reach his/her fullest potential and to assist in the enhancement of their literacy and social skills.

Your signature at the end of this document acknowledges and agrees that:

- You grant permission for your son/daughter to participate in the Big Brothers Big Sisters School Based Mentoring Program.
- This consent form is effective for the duration your child's involvement of the Big Brother Big Sister School Based Mentoring program.
- Your child will not have contact with his/her mentor outside of program hours. If such contact is initiated, the match may be ended by the agency.
- Your child and your child's teacher may be asked to complete program surveys and evaluations as part of regular follow-up and match monitoring of the program.
- You may be asked to also participate in the completion of surveys for evaluation information as requested by the agency.
- You understand that you have the right to examine your child's file, and any child at 12 years of age has this same right. Such an examination may be requested through the Principal of your child's school.
- You agree to your child participating in a Pre-Match Program offered by the school and/or Boys & Girls Clubs Big Brothers Big Sisters before your child is matched with a Mentor. The Pre-match training program is designed to cover the following areas:
 - *understanding of what mentoring is, boundaries and stages of the mentoring relationship, including endings; safe and healthy relationships
 - *Communication enhancement – including keep and speak secrets
 - *role of your program facilitator.
- You release Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area and _____ (school name) of all responsibilities and liabilities in connection to the services provided in good faith to your child.

CHILD'S INFORMATION

Child's Name (First and Last Name): _____

Date of Birth: (dd)_____ (mm)_____ (yyyy)_____ Gender: _____ M _____ F

Grade: _____ Teacher: _____

School: _____

REFERRAL INFORMATION: Parents please complete all pages and ensure that your signature is on the final page

PARENT/GUARDIAN INFORMATION

Parent/Guardian's Name: _____

Relationship to Child: _____

E-mail address: _____

Address: _____

City: _____

Postal Code: _____

At what phone number can we reach you during the day: _____

GETTING TO KNOW YOUR CHILD

This information will help us begin to understand your child, which will help us find a good mentor.

Why do you want a mentor for your child?

Does your child have any specific medical conditions, allergies or other concerns we should know about? If yes, please describe: _____

Tell us about your child's personality and strengths.

Please check any of the following characteristics that describe your child:

- | | | |
|-----------------------------------|------------------------------------|--------------------------------|
| <input type="checkbox"/> Friendly | <input type="checkbox"/> Withdrawn | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Outgoing | <input type="checkbox"/> Active | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Shy | <input type="checkbox"/> Helpful | |

Please check any of the following that describes your child's interests:

- | | | |
|---|--|------------------------------------|
| <input type="checkbox"/> Arts/Crafts | <input type="checkbox"/> Cooking | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Reading/Books | <input type="checkbox"/> Board Games/Cards | <input type="checkbox"/> Computers |
| <input type="checkbox"/> Music | <input type="checkbox"/> Sports | |
| <input type="checkbox"/> Building(Lego) | | |

Is there anything you would like us to be aware of that would assist us in finding the right mentor for your child? If yes, please describe:

What other programs or services does your family participate in? (please include any support workers linked with your family, youth workers, YMCA programs, aid workers, etc.)

Do you currently have involvement with the Child and Family Services Authority (CFSA)? Yes No

What is the level of Involvement: Family Enhancement Protection

CFSA office location: _____ Social Worker's name _____ Phone: _____

What is your family's cultural background? _____

Parent Languages Spoken: _____ Child Languages Spoken: _____

Do you need an interpreter? YES NO

Was your child born in Canada YES NO Is your child a Canadian Citizen YES NO

If no, please indicate place of birth: _____ And length of time in Canada? _____

Immigration Number/Permanent Resident Card #
(if applicable)

This information is collected and shared with funding bodies as part of our agreement with provincial and federal funding sources.

On occasion, your child's photo may be taken in relation to their participation with Boys & Girls Clubs • Big Brothers Big Sisters programming. These photos may be used in promotional materials and advertisement including brochures, posters, newsletters, media information, advertisements, audio-visual productions and web pages, such as the Agency website and social media. Photographs or video productions may also be shared with community and school partners for program promotion. Do you consent to the photography and use of photos by Boys & Girls Clubs • Big Brothers Big Sisters of Edmonton & Area?

Yes NO

Your child and his/her mentor may be involved in art or writing projects as part of their activities together. Is it okay to use these projects in display or for sharing with other agency staff, funders, or other stakeholders interested in this program.

Yes NO

INFORMED CONSENT – FOR SERVICE

I hereby make formal application to Morinville Rotary Big Brothers Big Sisters to make available their service to my child. It is my understanding that the intention of the Agency is to match my child, in an individual or group program, with a responsible adult, (minimum 18 years old, however, where appropriate supervision takes place, the volunteer may be younger), with my child for the purposes of shared activities, friendship and support. I understand that all efforts will be made to select a Mentor who is compatible with my child.

In consideration for this service and other valuable consideration provided to my child by the program with Morinville Rotary Big Brothers Big Sisters, I release the agency of all responsibilities and liabilities in connection to their services provided in good faith, to myself or my child. I permit the agency to release any relevant information, including my personal information, to Big Brothers Big Sisters of Canada and their insurers, as may be appropriate in connection with any legal proceeding, inquiry or risk thereof.

I understand that the collection of personal information about me or my child will be held in strict confidence and is to be used solely for the purposes of administering the program. I further agree that information about my child may be shared, at the discretion of the program with Morinville Rotary Big Brothers Big Sisters, with my child's Mentor so that my child's needs in a Mentoring relationship may be best met.

All individuals in a position of trust within the agency are required to sign a privacy/confidentiality agreement. This includes staff and volunteers. It is important to understand that information will be shared with other staff only as needed for service to your child or family. Care will be taken that information to any involved professional outside of the agency is only released with the signed consent of the family except in the case of concern of child abuse or neglect, where staff are required by law to inform the proper authorities, which could result in the disclosure of confidential information.

I understand that I am under no obligation to accept a Mentor for my child, that the Agency is under no obligation to provide my child with a Mentor and that this application is the property of Edmonton Boys and Girls Club Big Brothers Big Sisters. I also agree that my child will participate in the Pre- Match Training Program administered by the agency staff or a school representative.

I HAVE READ AND UNDERSTAND THIS AGREEMENT. BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT:

I, _____, the parent/guardian of _____ hereby request Big Brothers Big Sisters service for my child. I give the agency my consent to assign a Mentor to my child. I am aware of and understand the risks, dangers and hazards associated with the above service and agree such service is suitable for my child.

Parent / Guardian Signature: _____

Today's Date: (dd)_____ (mm)_____ (yy)_____

REFERRAL FORM FOR SCHOOL BASED PROGRAMMING – TEACHER
Please complete this form for each child referred to a mentoring program.

In School Mentoring Adult
 Group Program
 In School Mentoring Teen

Today's Date: (dd)_____ (mm)_____ (yy)_____

Student Name: _____

Gender: _____M _____F

School: _____ Grade: _____

Teacher: _____ Teacher's email: _____

Tell us about this student's personality and strengths.

Is this student performing academically at Grade level? _____

Please indicate the ACADEMIC skills you would like to see enhanced in your student.

___ reading ___ comprehension ___ spelling ___ oral language
 ___ writing ___ math ___ social ___ sciences

Additional Comments:

Please indicate the SOCIAL skills you would like to see enhanced in your student.

___ attitude towards learning ___ participation in classroom and school activities ___ communication skills
 ___ identify and regulate emotions ___ peer relationships ___ decision making ___ social awareness

Is school attendance a known concern or issue for this student?

Is there anything else that you can share that would help us find the right mentor for this student?

Best days and times for mentoring: _____

Signature of Referring School Staff: _____

Is school attendance a known concern or issue for this student?

We would like to ask a few questions about how the student approaches his/her classwork, and his/her abilities to handle academic challenges. Compared to other boys and girls at this grade level, how often does the student do the following?

	Almost Never	Rarely	Sometimes	Often	Almost Always
The student is able to do the classwork assigned.					
The student is able to read grade level material and answer questions about what they have read.					
The student is able to solve grade-level math problems.					
The student completes and turns in homework assignments.					
The student is performing academically at grade level.					
The student participates in a lot of activities at this school.					
The student has a hard time being accepted here.					
The student fits in very well with his/her classmates.					
The student enjoys being at school.					
The student gets along with his/her teacher.					

Please also comment on the student's ability to express his/her emotions or feelings and demonstrate pro-social behaviours. Compared to other boys and girls at this grade level, how often does the student do the following?

	Almost Never	Rarely	Sometimes	Often	Almost Always
Recognizes and labels his/her feelings?					
Recognizes and labels others' feelings?					
Becomes easily irritated when frustrated with school work?					
Shows verbal or physical aggression toward other students?					
Obeys classroom rules and teacher instructions?					
Show empathy and compassion for others' feelings?					
Provide help, share materials, and act cooperatively with other students?					
Take turns, play fair, and follow the rules of games?					
Express positive emotions when interacting with other students?					
Tease or pick on other students?					

Offence Declaration/Annual Attestation Form

I DECLARE, since the last Child Welfare Intervention Check and the last Criminal Records Check¹ provided to Boys and Girls Club Big Brothers Big Sisters of Edmonton and Area, or since the last Offence Declaration Form submitted to the above named agency, that:

- I have **no** convictions under the Criminal Code of Canada up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).
- I have **no** pardons related to sexually based offences up to and including the date of this declaration under the Criminal Records Act (Canada).
- I have **no** charges pending under the Criminal Code of Canada up to and including the date of this declaration.
- I have **not** been the subject of any criminal investigation or allegation, any child welfare investigation or allegation, nor have I had any charges brought against me, even if the charges are pending.
- My driver's license has **not** been suspended or restricted for any reason.

Please check the appropriate line:

- There have been no occurrences as described above since my last Criminal Record Check or Offence Declaration Form.
- or
- All reportable matters as described above were discussed with Agency Staff and/or the Executive Director at the time of the occurrence(s).

Confirmation of current vehicle insurance

- I Do have** current insurance coverage on the vehicle that will be used to transport clients.
- Not Applicable** (Does not drive)

I hereby attest that the information disclosed herein is true, complete and accurate to the best of my knowledge and belief. I understand that failure to complete an accurate and truthful Offence Declaration will lead to a review of my continued service with Boys and Girls Club Big Brothers Big Sisters of Edmonton and Area.

I also understand that should I have a record I cannot continue with my involvement with Boys and Girls Club Big Brothers Big Sisters of Edmonton and Area until I have obtained a copy of my record and forwarded it to the agency.

Volunteer Guidelines Reviewed

- Guidelines for my volunteer role have been reviewed with me, and I have been advised of any changes to the guidelines that have occurred over the past year that are related to my role.
A copy of these guidelines can be provided upon request.

Date: _____

Name (Please print): _____

Signature: _____

Witness: _____

¹ Includes a Vulnerable Sector check for those who are in a position of trust.

Camilla School

Sturgeon Public School Division

146-26500 Hwy 44, Sturgeon County, AB T8R 0J3

Ph: (780)939-2074



Dear Parent/Guardian,

March 2019


On behalf of Morinville Rotary Club and Camilla School Community, we would like to invite your child to participate in our school's 1-1 mentoring program. In this program mentees (our students) are matched to screened and trained mentors who are member of our local community. The mentoring program takes place during the school day directly on site at the school. We coordinate with the volunteer's schedule and the classroom teacher to minimize the impact of missed academic time. Morinville Rotary's Volunteer Coordinator, Jeannette MacMillan, will monitor the mentoring relationship to ensure the children and volunteers are gaining skills and support as a result of their match. Additionally, all contact that students have with their mentors will be in the school setting only and students will not have contact with their mentors outside of the program (unless that is pre-arranged by yourself as their guardian, and approved by the school).

The in school mentoring program works to introduce students to career choices and encourages them to think about post-secondary studies. Some activities your child will have the chance to participate in are arts and crafts, homework help, seasonal activities, and engaging through games. Mentees and mentors who have been a part of the program in the past report to truly enjoy it and look forward to it.

Attached is a registration/permission form we will require for you child to be able to participate. If you could complete and sign, and then return it to your child's teacher as soon as possible this will ensure we can have our program going quickly in our school year.

Should you have any questions about the in school mentoring program, please contact the school, and I will be happy to answer your questions.

Sincerely,


Jennifer Bruinsma, M.Ed
Acting Principal
Camilla School

Jeannette MacMillan
Morinville Rotary Volunteer

REFERRAL FORM FOR SCHOOL BASED MATCH PROGRAMMING

PERMISSION TO PARTICIPATE

Your child _____ has been recommended by his/her teacher to participate in the Rotary In School Mentoring Program. It is a community service program designed to assist your son/daughter to reach his/her fullest potential and to assist in the enhancement of their literacy and social skills.

YOUR INVOLVEMENT:

Your signature at the end of this document acknowledges and agrees that:

- You grant permission for your son/daughter to participate in School Based Mentoring Program, which means he/she will be matched with a volunteer from the community who will come once a week to the school to meet with your child and assist with academic and social skills.
- This consent form is effective for the duration your child's involvement with his/her mentor.
- It is not expected that your child will not have contact with his/her mentor outside of program hours.

CHILD'S INFORMATION

Child's Name (First and Last Name): _____

Date of Birth: (dd) _____ (mm) _____ (yyyy) _____ Gender: _____ M _____ F

Grade: _____ Teacher: _____

School: _____

GETTING TO KNOW YOUR CHILD – what we might share with you, child's mentor

Does your child have any specific medical conditions, allergies or other concerns we should know about? If yes, please describe:

Tell us about your child's personality and strengths.

What are some of your child's hobbies and interests?

On occasion, your child's photo may be taken in relation to their participation with the Rotary Club School Based Mentoring program. These photos may be used in promotional materials and advertisement including brochures, posters, newsletters, media information, advertisements, etc. Do you consent to your child's photograph being used for such potential purposes?

Yes NO

Your child and his/her mentor may be involved in art or writing projects as part of their activities together. Is it okay to use these projects in display or for sharing with other agency staff, funders, or other stakeholders interested in this program.

Yes NO

INFORMED CONSENT – FOR SERVICE

I understand that the collection of personal information about me or my child will be held in strict confidence and is to be used solely for the purposes of administering the program. I further agree that information about my child may be shared, at the discretion of the school and Morinville Rotary, with my child's Mentor so that my child's needs in a Mentoring relationship may be best met.

All individuals in a position of trust within the program are required to sign a privacy/confidentiality agreement. This includes all volunteers. It is important to understand that information will be shared with others only as needed for service to your child. Care will be taken that information to any involved professional outside of the agency is only released with the signed consent of the family except in the case of concern of child abuse or neglect, where staff are required by law to inform the proper authorities, which could result in the disclosure of confidential information.

I HAVE READ AND UNDERSTAND THIS AGREEMENT. BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE THAT:

I, _____, the parent/guardian of _____ give my consent to assign a Mentor to my child.

Parent / Guardian Signature: _____ Date: _____

Printed Name: _____

Relationship to Child: _____

At what phone number can we reach you during the day: _____

TEACHER REFERRAL for SCHOOL 1-1 MENTORING PROGRAM

TEACHERS: Please complete this form for each child who is referred to the school based mentoring program.

Today's Date: (dd) _____ (mm) _____ (yy) _____

Student Name: _____

Grade: _____

Gender: ___ M ___ F

Teacher: _____ Teacher's email: _____

Tell us about this student's personality and strengths.

Please indicate the ACADEMIC skills you would like to see enhanced in your student.

- reading comprehension spelling oral language
 writing math social sciences

Additional Comments:

Please indicate the SOCIAL skills you would like to see enhanced in your student.

- approach to school work participation in classroom activities
 self-esteem peer relationships social awareness

Is there anything else that you can share that would help us find the right mentor for this student?

Is school attendance a known concern or issue for this student?

*require signature
on back page*



Volunteer Application Form

Welcome to Boys and Girls Clubs Big Brothers Big Sisters. Thank you for your interest in volunteering with us. In the following pages you will be providing us with some of your demographic information and contact information for yourself as well as three references; please make sure you have e-mails and phone numbers before proceeding.

Boys & Girls Clubs Big Brothers Big Sisters embodies the principles of diversity and welcomes participation regardless of race, religion, culture or sexual orientation.

Personal Information:

First Name: _____

Last Name: _____

Date of Birth ____/____/____ (MM/DD/YYYY)

Gender: Male Female Transgender (Circle one)

Address _____

City _____ Province _____ Postal Code _____

Home Phone (____) _____ Cell Phone (____) _____

Work Phone (____) _____ ext _____

E-mail Address _____

Emergency Contact: _____

Emergency Contact Relationship: _____

Phone #:(____) _____

Please specify the culture/ethnicity you identify most with :

- | | | |
|--|---|---|
| <input type="checkbox"/> Southeast Asian | <input type="checkbox"/> Indo-China | <input type="checkbox"/> Asian – all other |
| <input type="checkbox"/> African | <input type="checkbox"/> Central American | <input type="checkbox"/> South American |
| <input type="checkbox"/> European | <input type="checkbox"/> First Nations | <input type="checkbox"/> Metis |
| <input type="checkbox"/> European | <input type="checkbox"/> English Canadian | <input type="checkbox"/> French Canadian |
| <input type="checkbox"/> Middle East | <input type="checkbox"/> Pacific Island | <input type="checkbox"/> Prefer Not to Answer |

Language(s) spoken: _____

Were you born in Canada? Y N

Program Location: I am interested in volunteering in the following community:

- | | |
|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Edmonton | <input type="checkbox"/> Parkland |
| <input type="checkbox"/> Camrose | <input type="checkbox"/> Strathcona |
| <input type="checkbox"/> Vegreville | <input type="checkbox"/> Morinville |
| <input type="checkbox"/> Lac La Biche | <input type="checkbox"/> Cold Lake |

In which program are you interested in volunteering?

Community Based:

- Big Brothers
- Big Sisters
- Couple Match
- Youth in Care
- Practicum Student

Site Based:

- In School Mentoring - Adult
- In School Mentoring- Teen
- Club Programs
- SCIP

If you are applying along with others as part of a group, please specify the group here.

- | | |
|---|---|
| <input type="checkbox"/> MDA | <input type="checkbox"/> SCIP |
| <input type="checkbox"/> ATB Financial | <input type="checkbox"/> Stantec |
| <input type="checkbox"/> Enbridge | <input type="checkbox"/> Intuit |
| <input checked="" type="checkbox"/> Wesley Parsons <i>Millerville Rotary</i> | <input type="checkbox"/> MacEwan Tutoring |
| <input type="checkbox"/> EDPY | <input type="checkbox"/> Waseda |

Employment Information

Are you currently employed? Y N

Company/Organization Name _____

Volunteer Information

Have you ever volunteered with any other child/youth serving program, including Boys and Girls Clubs or Big Brothers Big Sisters – here or in another community? Y N

If yes, please provide agency name and dates: _____

Please list any clubs, churches, organizations or associations you are involved with:

Education: Please indicate your highest level of completed education.

- | | |
|--|--|
| <input type="checkbox"/> High School | <input type="checkbox"/> Masters |
| <input type="checkbox"/> Vocational Training | <input type="checkbox"/> PH.D. |
| <input type="checkbox"/> University Degree | <input type="checkbox"/> Some Post Secondary |
| <input type="checkbox"/> College Diploma | |

Are you currently attending School? Y N If yes, where? _____

Course of Study: _____

What prompted you to apply today? (Select only one option)

- | | |
|--|---|
| <input type="checkbox"/> Newspaper/ Written word | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Classroom Announcement/Presentation | <input type="checkbox"/> Television |
| <input type="checkbox"/> Business/Corporate | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> I was a Little Brother/ Sister or Club member | <input type="checkbox"/> Word of Mouth/Invitation |
| <input type="checkbox"/> Information Booth | <input type="checkbox"/> Other _____ |

As a part of the application process, Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area requires you to provide three references; all people must have known you for at least two years.

Please note that if email addresses are provided for your references they will receive an email with a link to the reference form automatically. Please encourage your references to check their email, including the email *junk mail* folder for the reference form.

Reference one:

Significant Other (Dating, common law or married for 1 year)/ Family Member (known for 10 years)

Name _____

Phone #1: (____) _____ Alternate phone #: (____) _____

Work #: (____) _____

E-mail (strongly recommended): _____

Relationship to you _____

How have you known this person? _____

Reference Two:

Volunteer/ Employer/ Teacher/Coach (known for 1 year)

Name _____

Phone #: (____) _____ Alternate phone #: (____) _____

Work #: (____) _____

E-mail (strongly recommended): _____

Relationship to you _____

How have you known this person? _____

Reference Three:

Personal Reference -- someone other than family who has known you for at least 2 years:

Personal Reference Name _____

Phone #: (____) _____ Alternate phone #: (____) _____

Work #: (____) _____

E-mail (strongly recommended): _____

Relationship to you _____

How have you known this person? _____

Consent and Acknowledgement

In connection with my application to volunteer with Boys and Girls Clubs Big Brothers Big Sisters of Edmonton, I acknowledge that for the purposes of considering my Volunteer Application, I consent to the Agency:

- Contacting the references, in confidence, included in my Volunteer Application;
- Conducting a criminal record and other relevant background checks; and
- Collecting information from any Big Brothers Big Sisters agency with which I am, or was formerly involved, including a Big Brothers Big Sisters agency in another country with which I am, or was formerly involved.

Further, I consent to the collection and use by the Agency of my personal information for the purpose of evaluating and considering my Volunteer Application.

I consent to the Agency using my personal information to periodically keep me informed about the Agency, BBBSC and BBBSC's member agencies, including programs, services, opportunities to volunteer, events, funding needs and membership benefits. I understand that I can withdraw my consent to the receipt of promotional information from the Agency at any time by contacting the Agency.

I further understand that the Agency will retain the information in my file, including my personal information, for a period of 75 years from the date I cease to be involved with the Agency, after which time my file will be destroyed. Examples of personal information collected by the Agency include: (i) name, (ii) phone number(s); (iii) date of birth, (iv) contact address, (v) driver's license and auto insurance information, and (vi) agency(ies) applied to and notice(s) of acceptance, rejection or withdrawal.

Signature of Applicant	
Applicant Printed Name	
Date	

If you have any questions about this application form, please call our Intake office at 780-424-8181

VOLUNTEER PERMISSION AND RELEASE AGREEMENT

TO: BOYS & GIRLS CLUBS BIG BROTHERS BIG SISTERS OF EDMONTON AND AREA

The Agency and Big Brothers Big Sisters Canada and Boys and Girls Clubs of Canada ("BBBSC/ BGCC") are separate entities and this Agreement is between me and the Agency.

1. By applying to volunteer with the Agency ("Volunteer Application") and signing this Agreement, I acknowledge, understand and accept that:
 - (a) I am a legal resident of Canada and have reached the age of majority in the province or territory in which I reside. I acknowledge and agree that if I have not reached the age of majority of the province or territory in which I reside, my parent or legal guardian will also need to sign this Agreement in order for my Volunteer Application to be considered;
 - (b) There is no obligation on the Agency to accept my Volunteer Application or assign me as a volunteer into a mentoring program (a "Mentoring Program") and the Agency may terminate my involvement in a Mentoring Program in its sole discretion and without reason;
 - (c) If I am accepted as a volunteer, my involvement in a Mentoring Program is not intended to create and shall not be construed as creating either an employee-employer relationship or a contract for services that would allow me to receive a salary, compensation, payment or any benefits, monetary or otherwise; and
 - (d) If I am accepted into a Mentoring Program, I understand that I will be required to enter into a confidentiality agreement with the Agency, and I agree to abide by the volunteer position description(s) and code(s) of conduct established by the Agency, including any applicable guidelines, Standards and policies.

2. Assumption of Risk, Release and Reimbursement:

I acknowledge, understand and accept that:

- (a) I am responsible for all risks associated with my involvement in a Mentoring Program including, without limitation, the risk of bodily or psychological harm or injury.
- (b) Subject to local laws, I agree not to sue the Agency, BBBSC/ BGCC and/or any of their member agencies in respect of any such injury or claim resulting from my participation in a Mentoring Program, my Volunteer Application, the acceptance or denial of my Volunteer Application, the Alumni Program and/or my association with the Agency or BBBSC/ BGCC.
- (c) I understand that I am fully responsible for any damage to my personal vehicle and/or property during my volunteer involvement in a Mentoring Program and that neither BBBSC/ BGCC nor the Agency insures personal vehicles or property belonging to its volunteers;
- (d) I agree to reimburse the Agency and/or BBBSC/ BGCC and/or any of their member agencies for any damages or losses of any kind (including but not limited to the injury of any other person and/or damage to or loss of property) that may arise in connection with my negligence, wilful misconduct, or failure to act in accordance with published BBSC policies and guidelines and relating to or arising in connection with my participation in a Mentoring Program or my association with the Agency or BBSC, including payment of any and all legal expenses of the Agency, BBBSC/ BGCC and/or any of their member agencies.

3. Background Check. I understand that my acceptance into the Mentoring Program will be conditional on my successful completion of a background check, which may include contacting the references

included in my Volunteer Application and/or a criminal record check, for the purposes of confirming my suitability for the Mentoring Program. I agree to provide all necessary consents for such background checks.

4. **Privacy Notice.** The personal information provided by me or otherwise collected by the Agency in connection with my application will be used by the Agency for the purpose of evaluating and considering my Volunteer Application and, if accepted into a Mentoring Program, for the purpose of administering the Mentoring Program. This information may include my name, phone number, mailing address, date of birth, results of background check, and driver's license and auto insurance information. My personal information will be maintained by the Agency on a confidential basis and will only be disclosed to the parent(s) and/or guardian(s) of a child with whom the Agency may consider "matching" me in a Mentoring Program, to representatives of a school or institution in connection with my participation in a site-based Mentoring Program, to the BBBSC/ BGCC as required for the purposes of accreditation reviews or legal proceedings and as otherwise required or permitted by law. In the event the Agency ceases operations, any and all information about me held by the Agency will be provided to BBBSC/ BGCC, another BBBSC/ BGCC agency selected by BBBSC/ BGCC, or both and will be used for the purposes set out above.
5. **Other Terms of this Agreement.**
- (a) In entering into this Agreement, I am not relying on any oral or written representations other than as set forth in this Agreement.
 - (b) This Agreement shall be governed by and construed pursuant to the laws of the Province or Territory in which the Agency is located.
 - (c) In the event that any provision or term of this Agreement is held to be invalid, illegal or unenforceable, the remaining provisions of this Agreement shall remain in full force and effect.
6. **Media Consent.** Any photographs or video productions taken of volunteers by agency staff at recreational events or match outings, or otherwise authorized by the Executive Director or Board of Directors, may be used by the agency for purposes of promotional material including brochures posters, newsletters, media information, advertisements, audio-visual productions and web pages, such as the Agency website and social media. Photographs or video productions may also be shared with community and school partners and Big Brothers Big Sisters of Canada for program promotion.

If you do not agree with item #6 *Media Consent*, please check here:

IMPORTANT: I acknowledge that I have read the terms of this Agreement, have been given an opportunity to obtain independent legal advice, and understand that it represents a waiver of certain of my legal rights, including my right to sue (subject to local laws). I further agree that such limits are reasonable and sign this Agreement freely, voluntarily and without duress.

Signature of Applicant

Signature of Parent or Legal Guardian
(if required)

Applicant Printed Name

Parent or Legal Guardian Printed Name
(if required)

Date

Date



Boys & Girls Clubs



Big Brothers Big Sisters

Boys & Girls Clubs Big Brothers Big Sisters
of Edmonton & Area

Volunteer Applicant: _____

Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area requires the completion of a Criminal Records Check for your application to become, or continue as, a volunteer with our agency.

Please visit your local RCMP Detachment in order to have your Criminal Records Check completed. You will be required to present two pieces of the following Government-issued identification; one of which must be picture identification:

- Driver's License/Learner's/ID Card
- Birth Certificate
- Alberta (or other province) Health Care Card
- Passport
- Immigration Papers
- Citizenship Card
- Indian Status Card
- Firearm Card
- Permanent Resident Card
- National Defense Card

IMPORTANT NOTE: The completed Criminal Records Report will be forwarded to you directly and NOT to our office. We ask that you provide a copy of the report to our office as soon as is convenient, in order that we may proceed with your application or so that you may continue in your current volunteer capacity. Please review the documentation that you receive back from the detachment before you leave the building. If there is an indication that you may or may not have charges present, please discuss this with the RCMP Officer for further details and next steps.

As a volunteer with Boys & Girls Clubs Big Brothers Big Sisters of Edmonton and Area, _____ will not receive remuneration or compensation for this position. This letter requests that the fee normally charged to complete this search be waived. A Vulnerable Sectors check will be required as this volunteer will be working with youth, specifically males and females under the age of 18.

Sincerely;

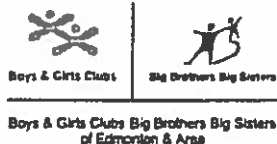
Tracy Lockhart

Tracy Lockhart

Manager of Satellite Offices

Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area

Phone (780) 424-8181 Fax (780) 426-6689



CONSENT TO SHARE INFORMATION

(Mentor)

I agree to have my Child Welfare Intervention Check (CYIM) completed and the form sent directly to Boys and Girls Club Big Brothers Big Sisters of Edmonton (by putting in the BGCBIGS full mailing address in as my address).

If it comes back "able to clear" I recognize that it will be sent directly to their office.

If it is unable to clear for any reason, I understand that I will be phoned (regardless of the address listed) and asked to pick up the form (as no forms with any CYIM activity listed is mailed to anyone).

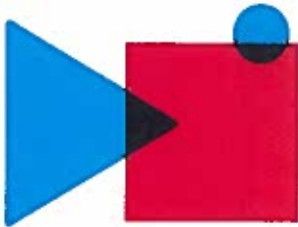
Mentor's Name (print)

Signature of Mentor

Date

Signature of Witness

Date



B O A R D
MEMORANDUM

Date: September 11, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Subject: Early Childhood and Learning Support Staffing Update



**Sturgeon
Public Schools**
Dare to reimagine learning

Background:

In school year 2018/19, Early Childhood and Learning Support teams moved from the Central Office location into schools. Directors worked with school principals to determine space availability and advantages of location. Three schools primarily serve as a base for the teams: Sturgeon Composite High School, Guthrie School and Gibbons School. The relocation of family support workers, therapists and disability services placed teams close to staff and students. This move was viewed positively from the perspective of staff and at times has provided increased continuity of workflow. Although staff continue to travel to all school sites, they are located in a manner that travel time has been reduced. For school year 2019/20, the Directors of Programming Excellence, Achievement & Results and Learning Support are located at Sturgeon Composite High School. The Director of Early Childhood Education works from Guthrie School. Administrative support continues to be located at Central Office.

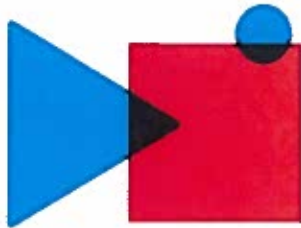
Administration is pleased to respond to any questions.

Recommendation:

The information with respect to Early Childhood and Learning Support Staffing Update is provided to the Board of Trustees for information.

Sincerely,


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



BOARD
MEMORANDUM



Date: September 11, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent,
Corporate Services
Amy Hebert, Transportation Coordinator
Subject: Transportation Update

Background:

A report regarding Transportation registrations will be presented on the table at the meeting.

Attached is a Transportation Department Update that was posted on the website regarding communication to Legal to address some of the confusion regarding transportation fees.

Recommendation:

This report is shared as information.

Sincerely,

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

Attachment



TRANSPORTATION DEPT update

September 4, 2019



Update on Transportation Fees

The following message addresses some of the misinformation and issues with some bus fees. We have experienced a few technical issues over the summer for which we apologize, and which resulted in errors in some fee assessments.

For the Legal community:

All students attending Morinville Public, Four Winds, Bon Accord or Lilian Schick will not be assessed a transportation fee. As promised, we continue to offer this transportation service for no fee. If you have been assessed a fee in error, please email SPSDtransportation@sturgeon.ab.ca subject line **Fee Correction** and we will process a refund.

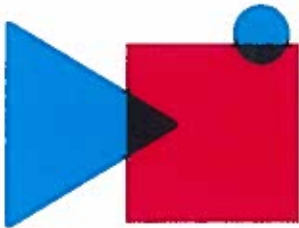
For the Morinville Public School students transferring to Four Winds in January:

If you require transportation to Four Winds between January and June or if you only require service to Morinville Public School between September and December, your fee will be adjusted to **\$145**. We will be processing fee adjustments by the end of September.

We appreciate your patience. If you have any questions/concerns or we may be of further assistance, please email Dr. Charmaine Brooks, Associate Superintendent, Corporate Services at charmaine.brooks@sturgeon.ab.ca.

Dr. Charmaine Brooks





BOARD
MEMORANDUM

Date: September 11, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent,
Corporate Services
Cam-Van Mackie, Director, Financial Services
Subject: Finance Department Update




Background:

Attached is a report regarding the Finance Department.

Recommendation:

This report is shared as information.

Sincerely,



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

Attachment



FINANCE DEPARTMENT UPDATE

The Finance Department was restructured to support succession and improve business continuity. The new organizational structure includes opportunities for career pathways and some opportunities for cross-function learning.

Additionally, the Department has enhanced the depth of expertise as we have acquired an individual with extensive payroll experience and another individual with a Certified Professional Accounting (CPA) designation.

PAYROLL:

- The team welcomed a new Payroll Specialist. This person replaces the Pay and Benefits Administrator position; and
- We were pleased to promote one internal employee to the position of Senior Pay and Benefits Administrator. This position replaces a Pay and Benefits Administrator position.

FINANCE:

- Two new part-time Finance Clerks (0.8 FTE each) were added to the team. These positions create opportunities for job sharing and cross-training with the current Accounts Payable Clerk (0.4 FTE) position. This new structure replaces the full-time Finance Advisor/Accounts Receivable Clerk position.
- The Finance Supervisor, who holds a CPA designation, joins our team on September 23, 2019. This person will be responsible for overseeing Finance functions and supporting the Early Childhood Education department with financial reporting.

Cam-Van Mackie
Director, Financial Services

