

AGENDA

BOARD

Wed, Nov 27, 2019



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. READING AND APPROVING OF MINUTES

- 4.1 Approval of the Minutes of the Regular Meeting of October 23, 2019

5. PRESENTATIONS

6. REPORTS FROM SENIOR EXECUTIVE

- 6.1 Capital Update
- 6.2 Field Trip Report

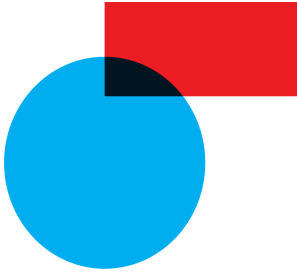
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES

- 7.1 Chair's Report
 - 7.1.1 Letter from Minister LaGrange
- 7.2 Trustees Report
- 7.3 Advocacy Committee
- 7.4 Building and Maintenance Committee
- 7.5 Education Committee
- 7.6 Finance and People Services Committee
 - 7.6.1 Transportation Fees
 - 7.6.2 Instructional Material Fees
- 7.7 Transportation Committee

8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS

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





AGENDA

BOARD

Wed, Nov 27, 2019



**Sturgeon
Public Schools**

Dare to reimagine learning

9. NEW BUSINESS

- 9.1 2019/2020 Fall Budget Update
- 9.2 Policy 230—Board Committees and Appointed Representation
- 9.3 Locally Developed Course Approval—RS Koinonia 2019 15 & 25—3 credits (Religious Studies)
- 9.4 Locally Developed Course Approval—RS Koinonia 2019 15, 25 & 35—5 credits (Religious Studies)
- 9.5 General Employment Conditions
- 9.6 Sturgeon Public Schools Procedure Rewrite Update
- 9.7 December 2019 Board Meeting
- 9.8 Sturgeon Public Schools Scholarships
- 9.9 Monthly Financial Report

10. UNFINISHED BUSINESS

- 10.1 Modularity Update

11. NOTICES OF MOTION

12. INFORMATION

13. COMMENT & QUESTION PERIOD

- 13.1 ATA; CUPE
- 13.2 Community Members
- 13.3 Media

14. REQUESTS FOR INFORMATION

15. IN CAMERA

16. ADJOURNMENT





Sturgeon
Public Schools

Minutes of the Meeting of
The Board of Trustees of
The Sturgeon School Division
Held at Sturgeon County on October 23, 2019

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Sturgeon
Public Schools

Minutes of the Meeting of
The Board of Trustees of
The Sturgeon School Division
Held at Sturgeon County on October 23, 2019

PRESENT

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

CALL TO ORDER

The Chair called the meeting to order at 4:02 p.m.

APPROVAL OF AGENDA

#137/2019 - Moved by Mrs. Oatway-McLay that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#138/2019 - Moved by Mrs. Pequin that the minutes of the Regular Meeting of September 25, 2019 be approved.

CARRIED UNANIMOUSLY

PRESENTATIONS

3 Year Education Plan and Annual Education Results Report: Overview presented by Ruth Kuik, Deputy Superintendent, Education Services & Jonathan Konrad, Director, Student Achievement & Results.

REPORTS FROM SENIOR EXECUTIVE

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

REPORTS FROM TRUSTEES AND STANDING COMMITTEES

CHAIR'S REPORT

A written and verbal report was provided.

TRUSTEES' REPORTS

Verbal reports were provided.

ADVOCACY COMMITTEE

A verbal report was provided.

BUILDING AND MAINTENANCE COMMITTEE

A verbal report was provided.

EDUCATION COMMITTEE

A verbal report was provided.

FINANCE & PEOPLE SERVICES COMMITTEE

A verbal report was provided.

TRANSPORTATION COMMITTEE

A verbal report was provided.

REPORTS FROM SPECIAL COMMITTEES**ALBERTA'S SCHOOL BOARDS ASSOCIATION REPRESENTATIVE**

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS**Policy 315 - Opening Exercises, Flag Protocol and Recognition of Dignitaries**

#139/2019 - Moved by Mrs. Featherley that the Board approve Policy 315 - Opening Exercises, Flag Protocol and Recognition of Dignitaries.

CARRIED UNANIMOUSLY

Policy 800 - Religious Education and Instruction

#140/2019 - Moved by Mrs. Murray-Elliott that the Board approve Policy 800 - Religious Education and Instruction.

CARRIED UNANIMOUSLY

Cell Phone / Personal Device Survey

#141/2019 - Moved by Mrs. Oatway-McLay that the Board approve the Cell Phone / Personal Device Survey Questions.

CARRIED UNANIMOUSLY

#142/2019 - Moved by Mrs. Oatway-McLay that the Board refer the Cell Phone / Personal Device Survey Questions to the Education Committee

CARRIED UNANIMOUSLY

Sturgeon Public Schools Procedure Rewrite: Procedures Captured in Policy Rewrite

The Sturgeon Public Schools Procedure Rewrite: Procedures Captured in Policy Rewrite was received as information.

Morinville Learning Centre

#143/2019 - Moved by Mrs. Featherley that the Board approve the relocation of the Morinville Learning Centre to the Frank Robinson Centre for Education.

CARRIED UNANIMOUSLY

Plan for paving at Four Winds School

The Plan for paving at Four Winds School was received as information.

Monthly Financial Report

The Monthly Financial report was discussed In Camera.

Administrative Practice 240

The Administrative Practice 240 was received as information.

UNFINISHED BUSINESS**NOTICES OF MOTION**

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA

A verbal report was provided.

CUPE

No report was provided.

COMMUNITY MEMBERS

No report was provided.

MEDIA

No report was provided.

REQUESTS FOR INFORMATION

IN CAMERA

#144/2019 - 5:51 p.m. - Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

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

Meeting resumed at 6:38 p.m.

#145/2019 - 7:50 p.m. - Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

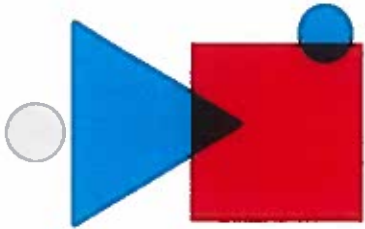
ADJOURNMENT

The Chair adjourned the meeting at 7:50 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



BOARD
MEMORANDUM



Date: November 27, 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:

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

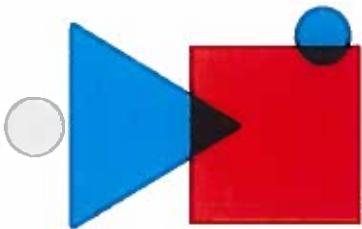
Recommendation:

That the report be received as information.

Sincerely,

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

Attachment



BOARD
MEMORANDUM

Date: November 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Subject: Field Trip Report



Background:

Board Policy 810, "Field Trips" and Administrative Practice Administration 5, "Field Trip Operational Procedures" require that "the principal must have the approval of the Superintendent for field trips that are overnight or exceed two (2) school days and/or are outside of the Province of Alberta". The Administrative Practice further stipulates that "the Board shall be provided, as information, all field trips that are overnight and/or out-of-province".

The following field trips have been approved:

- Gibbons School
March 16-17, 2020 24 students to Jasper for a ski trip at Marmot Basin.

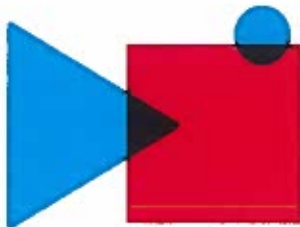
- Four Winds School
May 11-17, 2020 Approval in Principle for 20 junior high students to travel to the Maritimes.

Recommendation:

This report is shared as information.

Sincerely,

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



BOARD MEMORANDUM

Date: November 27, 2019

To: Board of Trustees

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

Originator(s): Mr. J. Henderson, Acting Director of Financial Services
Mrs. R. Kuik, Deputy Superintendent, Education Services
Dr. C. Brooks, Associate Superintendent, Corporate Services
Mrs. L. Lacroix, Associate Superintendent, People Services
Mr. D. Henderson, Director, Facility Services
Mr. S. Schick, Director, IT/Logistics
Mrs. C. Hyland, Acting Director, Early Childhood Education
Principals
Alberta Provincial Government 2019 Budget
Alberta School Boards Insurance Exchange

Subject: 2019 / 2020 Fall Budget Update

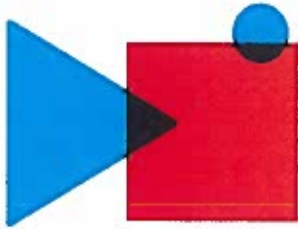
Background:

On 24 October 2019, Sturgeon Public Schools received its funding profile for the 2019/2020 school year. The 2019/2020 Budget was impacted by a number of Alberta Government Grant losses including but not limited to:

- o Classroom Improvement Fund;
- o Class Size Initiative Fund ECS - Grade 3 Grant;
- o School Fees Grant;
- o Transportation Fees Grant;
- o Board / System Administration Grant;
- o LAPP Grant adjustment; and
- o Reductions to Tier 2 and 3 CEU funding.

The Division has also received a mid-year insurance increase of \$1M+, which brings the total cost for insurance is \$1.3M or 25 % of the Division's Operations / Maintenance budget.

The Executive team and Acting Director of Financial Services have carefully reviewed every budget site, line, allocation and staff position. Executive team members met with every site leader, both school and central office based to review and re-align resources.



BOARD MEMORANDUM



Sturgeon
Public Schools

During the week of 04 November 2019, proposed fee increases and budget reductions were presented to the Transportation Committee; Building/Maintenance Committee; and Finance/People Services Committee of the Board, respectively. The information presented to each Committee has been included in the 2019/2020 Fall Budget update.

The 2019/2020 Fall Budget update is based, on three guiding principles as directed by the Board:

- Reasoned and reasonable staff reductions to protect the classrooms;
- Implementation of Fees; and
- Drawing down the Division's Unrestricted Reserves.

The total financial adjustment required for the 2019/2020 Fall Budget is further complicated, by the Division's defense of a \$32M lawsuit, for which the Board must allocate resources; costs incurred to date are in excess of \$500,000.00.

Although the Division received a one-year Transition Grant, the adjustments required to balance the 2019/2020 Budget will result in reductions, which will have an impact on student learning and achievement.

The Executive team is prepared to questions at the 27 November 2019 Public Board Meeting

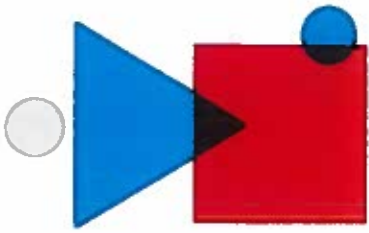
Recommendation:

That the Board of Trustees approve the 2019 / 2020 Fall Budget update.

Sincerely,

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





BOARD
MEMORANDUM

Date: November 27, 2019

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Committee of the Whole

Subject: Policy 230 - Board Committees and Appointed Representation



Background:

At the November 13, 2019 Committee of the Whole meeting, the Board of Trustees referred Policy 230 - Board Committees and Appointed Representation to this evening's Board Meeting.

Attached you will find a revised draft which includes amendments discussed at the Committee of the Whole meeting

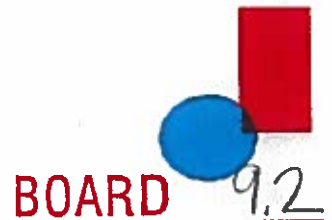
Recommendation:

That the Board of Trustees approve Policy 230 - Board Committees and Appointed Representation.

Sincerely,

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

Attachment





1.0 POLICY

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.

The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

- 2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.
- 2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.
- 2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.
- 2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.
- 2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.
- 2.6 The committee shall report to the Board on a regular basis at Committee of the Whole and/or Public Board meetings.
- 2.7 Committees (Powers and Terms of Reference are in Appendices to this Policy.)

References: School Act: Sections 61, 63

- 2.7.1 COMMITTEE OF THE WHOLE
- 2.7.2 POLICY COMMITTEE
- 2.7.3 STUDENT DISCIPLINE COMMITTEE
- 2.7.4 ATA NEGOTIATIONS COMMITTEE
- 2.7.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)
- 2.7.6 C.U.P.E. NEGOTIATIONS COMMITTEE
- 2.7.7 LABOUR MANAGEMENT COMMITTEE
- 2.7.8 BUILDINGS AND MAINTENANCE COMMITTEE
- 2.7.9 FINANCE & HUMAN SERVICES COMMITTEE
- 2.7.10 TRANSPORTATION COMMITTEE
- 2.7.11 ADVOCACY COMMITTEE

2.8 Appointed Representation

The Board may, from time to time, appoint a trustee to act as liaison representative to such organizations or groups as:

- 2.8.1 Alberta School Boards Association (ASBA) Zone II (One trustee)
- 2.8.2 Public School Board Association (PSBAA) (One trustee)
- 2.8.3 Sturgeon County Community Services Advisory Board (One trustee)
- 2.8.4 School Joint Use Committee (Local trustee and principal, except Sturgeon Composite High School where the Chair of the Building Committee and principal serve)

References: School Act: Sections 61, 63



2.8.5 School Councils (Local trustee, except Sturgeon Composite High School where, yearly, trustees develop a rotating schedule of attendance)

Original

References: School Act: Sections 61, 63

APPENDIX A COMMITTEE OF THE WHOLE

1.0 Committee Powers:

- 1.1 To make recommendations to the Board regarding revisions to existing Board policy and regulation and the development of new policy and regulations.
- 1.2 To review any matters relating to the operation of the Board.

2.0 Committee Terms of Reference

- 2.1 Membership: All trustees with a quorum of four. Chair of the Board or designate chairs the meeting.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrator Assigned: Superintendent/CEO
- 2.4 Record of Proceedings of Committee Meetings: Kept by Secretary Treasurer and reviewed by the Committee at its next meeting. Proceedings circulated to all trustees.
- 2.5 Meetings: Second Wednesday of each month: - 4:30 p.m. open to the public

3.0 Committee Authority

This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: School Act: Sections 61, 63

APPENDIX B POLICY COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
 - 2.2 Voting Privileges: Only Committee members may vote.
 - 2.3 Administrative Support: Associate Superintendent, Education Services.
 - 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Education Services and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
 - 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
 - 2.6 Reporting: The Committee Chair will report to the Board.
- ### 3.0 Committee Authority

This Committee is established pursuant to Section 61(1)(b) of the School Act

References: School Act: Sections 61, 63

APPENDIX C STUDENT DISCIPLINE COMMITTEE

1.0 Committee Powers:

- 1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Section 24 (6-9) and 25 (1-4) of the School Act.

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees excluding the Trustee from the student's designated ward. The local trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.
- 2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a trustee acting as an observer.
- 2.3 Administrator Assigned: Associate Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".
- 2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 61(1)(b) of the School Act.

4.0 Hearing Process

- 4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.

References: School Act: Sections 61, 63



- 4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:
- 4.2.1 Current course enrollment.
 - 4.2.2 Recent report card.
 - 4.2.3 Attendance record for the school year to date.
 - 4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.
 - 4.2.5 Most recent School Conduct Policy.
 - 4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
 - 4.2.7 Intervention check list with summary of interventions implemented to date.
- 4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with the administration on the merits of the administration's recommendation.
- 4.4 Through the Chair, trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.
- 4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having any opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the School Act for continuation of the meeting.

References: School Act: Sections 61, 63

- 4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.
- 4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
- 4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in private session.
- 4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.
- 4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.
- 4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
- 4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the School Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

References: School Act: Sections 61, 63

APPENDIX D ATA NEGOTIATIONS COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Education Services; Manager, Human Services.
- 2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, Human Services will ensure matters on which agreement has been reached are properly recorded.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: School Act: Sections 61, 63

APPENDIX E TEACHER BOARD ADVISORY COMMITTEE (TBAC)

1.0 Committee Powers:

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committees matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent/CEO
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References: School Act: Sections 61, 63

APPENDIX F C.U.P.E. NEGOTIATING COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Education Services; Manager, Human Services.
- 2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, Human Services records matters on which agreement has been reached.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: School Act: Sections 61, 63

APPENDIX G LABOUR MANAGEMENT COMMITTEE

1.0 Committee Powers:

- 1.1 To meet with representatives of Sturgeon staff included in the C.U.P.E. contract.
- 1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.
- 1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees, with a quorum of two. The Chair is one of the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Human Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Services. Minutes circulated to all Committee members, all trustees, the President of C.U.P.E. and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to the provisions of the Collective Agreement between the Board and C.U.P.E

References: School Act: Sections 61, 63



APPENDIX H BUILDINGS AND MAINTENANCE COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make recommendation to the Board on the division's Capital Plan and Modular requests
- 1.3 To participate in final inspections of facilities constructed for the Board.
- 1.4 In division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
- 1.5 In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
- 1.6 To recommend policies affecting buildings to the Board.
- 1.7 To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent of Business and Corporate Services and Superintendent/CEO.

References: School Act: Sections 61, 63

- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent of Business and Corporate Services or designate and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 61(1)(b) of the School Act. References: School Act: 61 (1) (b)

References: School Act: Sections 61, 63



APPENDIX I FINANCE AND HUMAN SERVICES COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to division and trustee priorities.
- 1.3 To make recommendations to the Superintendent regarding matters related to the division budget.
- 1.4 To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.
- 1.5 To make recommendations to the Board regarding matters related to the division budget.
- 1.6 To make recommendations to Human Services regarding matters related to the division budget.
- 1.7 To review quarterly and annual financial statements prior to presentation to the Board

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board. The Board may wish to appoint two (2) members of the public, with appropriate accounting designations to attend meetings when the quarterly and annual financial statements are reviewed by the committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrator Assigned: Associate Superintendent of Business and Corporate Services
- 2.4 and/or Associate Superintendent Human Services.

References: School Act: Sections 61, 63



- 2.5 Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Minutes circulated to all Committee members, all trustees, Associate Superintendent and the Superintendent.
- 2.6 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
- 2.7 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 61(1)(b) of the School Act.

Original

References: School Act: Sections 61, 63

APPENDIX J TRANSPORTATION COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on matters related to the transportation of Sturgeon Public School Division students.
- 1.3 To recommend and review policies dealing with transportation.
- 1.4 To liaise with bus contractors on governance matters.

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent/CEO.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent of Business and Corporate Services or designate and approved at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: School Act: Sections 61, 63

APPENDIX K ADVOCACY COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees
- 1.3 To recommend and review policies related to advocacy.
- 1.4 To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work Plan.
- 1.5 To undertake Ad hoc Committee work relative to ASBA and PSBAA.

2.0 Committee Terms of Reference

- 2.1 Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrative Support: Superintendent/CEO.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are open to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: School Act: Sections 61, 63

Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

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1.0 POLICY

The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.

The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

- 2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.
- 2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.
- 2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.
- 2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.
- 2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.
- 2.6 The committee shall report to the Board on a regular basis at Committee of the Whole and/or Public Board meetings.
- 2.7 Committees (Powers and Terms of Reference are in Appendices to this Policy.)
 - 2.7.1 COMMITTEE OF THE WHOLE
 - 2.7.2 EDUCATION COMMITTEE
 - 2.7.3 STUDENT DISCIPLINE COMMITTEE
 - 2.7.4 ATA NEGOTIATIONS COMMITTEE
 - 2.7.5 TEACHER BOARD ADVISORY COMMITTEE (TBAC)

References: Education Act: Sections 51, 52
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019

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- 2.7.6 C.U.P.E. NEGOTIATIONS COMMITTEE
- 2.7.7 LABOUR MANAGEMENT COMMITTEE
- 2.7.8 BUILDING AND MAINTENANCE COMMITTEE
- 2.7.9 FINANCE & PEOPLE SERVICES COMMITTEE
- 2.7.10 TRANSPORTATION COMMITTEE
- 2.7.11 ADVOCACY COMMITTEE

2.8 Appointed Representation

The Board may, from time to time, appoint a trustee to act as liaison representative to such organizations or groups as:

- 2.8.1 Alberta School Boards Association (ASBA) Zone II (One trustee)
- 2.8.2 Public School Board Association (PSBAA) (One trustee)
- 2.8.3 Sturgeon County Community Services Advisory Board (One trustee)
- 2.8.4 School Joint Use Committee (Local trustee and principal)
- 2.8.5 School Councils (Local trustee, except Sturgeon Composite High School where, yearly, Trustees develop a rotating schedule of attendance)

References: Education Act: Sections 51, 52
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019

Board Committees and Appointed Representation

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APPENDIX A - COMMITTEE OF THE WHOLE

1.0 Committee Powers:

- 1.1 To make recommendations to the Board regarding revisions to existing Board policy and regulation and the development of new policy and regulations.
- 1.2 To review any matters relating to the operation of the Board.

2.0 Committee Terms of Reference

- 2.1 Membership: All Trustees with a quorum of four. Chair of the Board or designate chairs the meeting.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrator Assigned: Superintendent/CEO
- 2.4 Record of Proceedings of Committee Meetings: Kept by Associate Superintendent, Corporate Services and reviewed by the Committee at its next meeting. Proceedings circulated to all Trustees.
- 2.5 Meetings: Second Wednesday of each month: 4:00 p.m. open to the public

3.0 Committee Authority

This Committee is established pursuant to Section 52(1) (b) of the Education Act.

References: Education Act: Sections 51, 52
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019

Board Committees and Appointed Representation

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APPENDIX B – EDUCATION COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Deputy Superintendent, Education Services and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all Trustees, and the Superintendent/CEO.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 52 (1) (b) of the Education Act

References: Education Act: Sections 51, 52
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019

Board Committees and Appointed Representation

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APPENDIX C - STUDENT DISCIPLINE COMMITTEE

1.0 Committee Powers:

- 1.1 To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Section 36 and 37 of the Education Act.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees excluding the Trustee from the student's designated ward. The local trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.
- 2.2 Voting Privileges: All members of the Committee may have the right to vote except in the case of a Trustee acting as an observer.
- 2.3 Administrator Assigned: Deputy Superintendent, Education Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".
- 2.6 Reporting: The Board shall be provided with a yearly report.

3.0 Committee Authority

This Committee is established pursuant to Section 52(1) of the Education Act.

4.0 Hearing Process

- 4.1 The Discipline Committee shall not discuss the student expulsion request prior to the meeting at which the student's case is heard.
- 4.2 In order to facilitate a comprehensive review of a recommendation for expulsion, the Board requires all relevant and available information to be presented with the principal's recommendation. Supporting documentation may include but is not limited to:

- 4.2.1 Current course enrollment.

References: Education Act: Sections 51, 52
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019



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- 4.2.2 Recent report card.
- 4.2.3 Attendance record for the school year to date.
- 4.2.4 Discipline records for the school year to date as well as any other relevant discipline records.
- 4.2.5 Most recent School Conduct Policy.
- 4.2.6 Individual Program Plan (IPP) and/or cumulative file review report indicating background information and any special needs.
- 4.2.7 Intervention checklist with summary of interventions implemented to date.
- 4.3 During the Discipline Committee Meeting, the Discipline Committee should not hold any discussions with the administration on the merits of the administration's recommendation.
- 4.4 Through the Chair, Trustee committee members may request from the principal or designate and the student, parent and/or advocate, clarification of the facts without expressing opinion or decision.
- 4.5 Any information verbally provided to the Discipline Committee by administration shall be done in the presence of the student prior to the student having any opportunity to respond. When the Discipline Committee requires additional information prior to making a decision, the Discipline Committee Meeting should be adjourned and a new date set within the parameters of the Education Act for continuation of the meeting.
- 4.6 Any additional information should be provided to the Discipline Committee in the presence of the student and the principal.
- 4.7 The principal and the student may each be allowed the opportunity to make a closing statement at the conclusion of the meeting.
- 4.8 Following the conclusion of questioning by the Committee, the student, principal, recording secretary, and all others present, shall depart and the Discipline Committee will debate the recommendation and make their decision in private session.
- 4.9 In the event that the Discipline Committee during its private deliberations requires additional information, both the principal and the student should be recalled and any further questions should be asked in the presence of both the principal and the student.

References: Education Act: Sections 51, 52
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019



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- 4.10 The Discipline Committee shall recall the recording secretary to record a draft of their decision.
- 4.11 Subsequent to the Discipline Committee's impartial private deliberations, all parties will be recalled and the final decision shall be announced in the presence of both the principal and the student. The decision should include a reference to the recommendation for expulsion and the reasons for the decision. The Committee has the discretion to alter the terms of the expulsion.
- 4.12 The Committee shall render its decision for reinstatement or expulsion within the time limitations set out in the Education Act and shall promptly inform, in writing, the parents of the student, the student who is 16 years of age or older, and the principal accordingly and shall advise the parents of their right of appeal to the Minister of Alberta Education.

References: Education Act: Sections 51, 52
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019

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4.13 APPENDIX D - ATA NEGOTIATIONS COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, People Services; Manager, People Services.
- 2.4 Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Manager, People Services will ensure matters on which agreement has been reached are properly recorded.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

This Committee is established pursuant to the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019

Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

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APPENDIX E - TEACHER BOARD ADVISORY COMMITTEE (TBAC)

1.0 Committee Powers:

- 1.1 To meet with representatives of the teaching staff.
- 1.2 To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.
- 1.3 To refer to the Board or other Board Committees matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent/CEO
- 2.4 Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all Trustees, and the Superintendent/CEO.
- 2.5 Meetings: At the call of either side. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References: Education Act: Sections 51, 52

Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2020-2021

APPENDIX F - C.U.P.E. NEGOTIATING COMMITTEE

1.0 Committee Powers:

- 1.1 To negotiate on the Board's behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement in accordance with the Employment Standards Code.
- 1.2 To sign and recommend to the Board a Memorandum of Agreement between the parties.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, People Services; Manager, People Services.
- 2.4 Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Manager, People Services records matters on which agreement has been reached.
- 2.5 Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Code. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

3.0 Committee Authority

The Committee is established pursuant to the Education Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: Education Act: Sections 51, 52
Employment Standards Code AB September 1, 2019
Labour Relations Code AB October 1, 2019



Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2020-2021

APPENDIX G - LABOUR MANAGEMENT COMMITTEE

1.0 Committee Powers:

- 1.1 To meet with representatives of Sturgeon Public staff included in the C.U.P.E. contract.
- 1.2 To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.
- 1.3 To refer to the Board or other Board committee matters requiring Board or Committee attention.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two. The Chair is one of the Board representatives.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, People Services.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, People Services. Minutes circulated to all Committee members, all Trustees, the President of C.U.P.E. and the Superintendent/CEO.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to the provisions of the Collective Agreement between the Board and C.U.P.E.

References: Education Act: Sections 51, 52

Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2020-2021

APPENDIX H - BUILDING AND MAINTENANCE COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make recommendation to the Board on the Division's Capital Plan and Modular requests
- 1.3 To participate in final inspections of facilities constructed for the Board.
- 1.4 In Division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
- 1.5 In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
- 1.6 To recommend policies affecting buildings to the Board.
- 1.7 To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Associate Superintendent, Corporate Services and Superintendent/CEO.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all Trustees, and the Superintendent/CEO.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52



Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2020-2021

3.0 Committee Authority

This Committee is established pursuant to Section 52(b) of the Education Act.

Revised Draft

References: Education Act: Sections 51, 52

Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2020-2021

APPENDIX I - FINANCE AND PEOPLE SERVICES COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to Division and trustee priorities.
- 1.3 To make recommendations to the Superintendent/CEO regarding matters related to the Division budget.
- 1.4 To make recommendations to the Board regarding the evaluation and compensation of the Superintendent/CEO.
- 1.5 To make recommendations to the Board regarding matters related to the Division budget.
- 1.6 To make recommendations to People Services regarding matters related to the Division budget.
- 1.7 To review quarterly and annual financial statements prior to presentation to the Board

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board. The Board may wish to appoint two (2) members of the public, with appropriate accounting designations to attend meetings when the quarterly and annual financial statements are reviewed by the committee.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrator Assigned: Associate Superintendent, Corporate Services
- 2.4 And/or Associate Superintendent People Services.
- 2.5 Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Minutes circulated to all Committee members, all Trustees, Associate Superintendent and the Superintendent/CEO.
- 2.6 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
- 2.7 Reporting: The Committee Chair will report to the Board.

References: Education Act: Sections 51, 52



Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

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3.0 Committee Authority

This Committee is established pursuant to Section 52(b) of the Education Act.

Revised Draft

References: Education Act: Sections 51, 52

Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2020-2021

APPENDIX J - TRANSPORTATION COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To review and make recommendations to the Board on matters related to the transportation of Sturgeon Public School students.
- 1.3 To recommend and review policies dealing with transportation.
- 1.4 To liaise with bus contractors on governance matters.

2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: Only Committee members may vote.
- 2.3 Administrative Support: Superintendent/CEO.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Corporate Services or designate and approved at its next meeting. Minutes circulated to all Committee members, all Trustees and the Superintendent/CEO.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 51(b) of the Education Act.

References: Education Act: Sections 51, 52

Board Committees and Appointed Representation

EFFECTIVE: January 30, 2019

REVISED:

REVIEW: 2020-2021

APPENDIX K - ADVOCACY COMMITTEE

1.0 Committee Powers:

- 1.1 To set the agenda for the Committee and obtain Board approval.
- 1.2 To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees
- 1.3 To recommend and review policies related to advocacy.
- 1.4 To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work Plan.
- 1.5 To undertake ad hoc Committee work relative to ASBA and PSBAA.

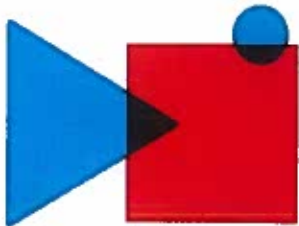
2.0 Committee Terms of Reference

- 2.1 Membership: Three Trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
- 2.2 Voting Privileges: All Committee members may vote.
- 2.3 Administrative Support: Superintendent/CEO.
- 2.4 Record of Proceedings of Committee Meetings: Kept by the Superintendent/CEO and reviewed by the Committee at its next meeting. Minutes circulated to all Committee members, all Trustees and the Superintendent/CEO.
- 2.5 Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are open to the public.
- 2.6 Reporting: The Committee Chair will report to the Board.

3.0 Committee Authority

This Committee is established pursuant to Section 51(b) of the Education Act.

References: Education Act: Sections 51, 52



BOARD
MEMORANDUM

Date: November 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Subject: Locally Developed Course Approval:
RS Koinonia 15 & 25 – 3 credits (Religious Studies)



Background:

At the November 13, 2019 Committee of the Whole meeting, the Board of Trustees reviewed the locally developed course RS Koinonia 15 & 25 – 3 credits (Religious Studies) acquired from Koinonia Christian School – Red Deer Society. Through Alberta Education's Locally Developed Courses Online Management System, Sturgeon School Division has received both originating Board and Alberta Education pre-approval for teaching the above noted course. The next step in this process is to receive Board approval for this authorization.

Attached for Trustee information is the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course RS Koinonia 15 & 25 for 3 credits acquired from Koinonia Christian School – Red Deer Society to be authorized as a course of study within Sturgeon School Division from February 1, 2020 to August 31, 2023.

Sincerely,



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

Attachment

LOCALLY DEVELOPED COURSE OUTLINE

RS Koinonia 2019 15-3

RS Koinonia 2019 25-3

Submitted By:

The Sturgeon School Division

Submitted On:

Sep. 4, 2019

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-3	62.50	09/01/2019	08/31/2023	Acquired	Authorization	G10
25-3	62.50	09/01/2019	08/31/2023	Acquired	Authorization	G10

Course Description

Religious Studies: Koinonia 15 seeks to develop a general knowledge of the 39 books of the Old Testament with a focus on understanding how the Old Testament relates to the coming of the Messiah. This course will seek to build respect and tolerance for other faiths by a detailed study of Jewish faith and culture.

Religious Studies: Koinonia 25 seeks to develop a general knowledge and understanding of the teachings of the New Testament in comparison with Old Testament understandings. Students will be challenged to find relevant application of their learning to everyday situations. Religious Studies 25 will seek to build respect and tolerance for other faiths by a detailed study of the Hindu faith and culture.

Religious Studies Koinonia 35 will compare and contrast the Christian worldview with other major world religions. This is an in-depth course that delves into the central teachings of major world religions, including Islam, Judaism, Buddhism, Hinduism, and Christianity.

School boards offering Religious Studies Koinonia 15, 25, 35 are required to notify parents of the content of these courses in accordance with the School Act: Section 50.1: A board shall provide notice to a parent of a student where courses of study, educational programs or instructional materials, or instruction or exercises, include subject-matter that deals primarily and explicitly with religion or human sexuality.

Course Prerequisites

None

Discrete content in each level of Religious Studies course.

Sequence Introduction (formerly: Philosophy)

The Christian faith is built on the Holy Bible. These Holy Scriptures provide guidelines for living a full Christ-centered life which includes building relationships based on humility, fairness, and open-mindedness. Christians are therefore obliged to study the Holy Bible in order to get a firm foundation of their faith. Religious Studies: Koinonia provides opportunities for students to learn about their Scriptures and apply Scriptural knowledge to daily life and decisions. In addition to a strong faith, students should be encouraged to develop critical thinking skills, develop desirable personal characteristics and learn how to discuss the tenets of their faith respectfully with clarity and accuracy.

A comprehensive knowledge of the Christian worldview and that of other major religions will provide a strong basis for students to live and practice their Christian faith. At the same time, it is important for students to be respectful of other faiths including their beliefs, customs and practices, literature and traditions.

Student Need (formerly: Rationale)

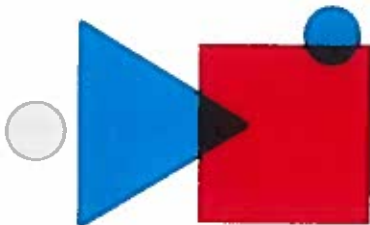
Religious Studies: Koinonia helps students have a strong, clear foundational understanding of the tenets of their faith, compare that understanding to other religious worldviews and communicate their understanding effectively.

This course specifically presents an Evangelical Christian perspective as the point-of-view for the comparative study of other religions.

Scope and Sequence (formerly: Learner Outcomes)

Religious Studies 15: Old Testament Survey, seeks to develop a general knowledge of the 39 books of the Old Testament with a focus on understanding how the Old Testament relates to the coming of the Messiah. This course will seek to build respect and tolerance for other faiths by a detailed study of Jewish faith and culture. This course will improve students' literacy skills in that it teaches the tools to properly decode various sacred genres (Narrative, Poetic, Prophetic, Apocalyptic, Historical). Students will improve numeracy skills by timelining historical events in Israel's history.

Religious Studies 25: New Testament Survey, seeks to develop a general knowledge and understanding of the teachings of the New Testament. Students will be challenged to find relevant application of their learning to everyday situations. Religious Studies 25 will seek to build respect and tolerance for other faiths by a detailed study of the Hindu faith and culture and a comparison of Christianity with Judaism. This course will improve student's literacy skills by teaching the tools to properly decode various sacred genres (Narrative, Poetic, Prophetic, Apocalyptic, Historical).



BOARD
MEMORANDUM

Date: November 27, 2019

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Committee of the Whole

Subject: Locally Developed Course Approval:
RS Koinonia 15, 25 & 35 – 5 credits (Religious Studies)



Background:

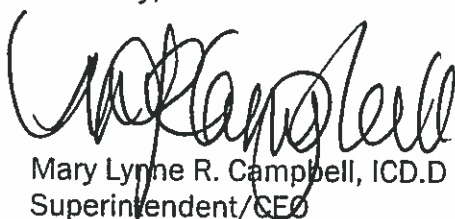
At the November 13, 2019 Committee of the Whole meeting, the Board of Trustees reviewed the locally developed course RS Koinonia 15, 25 & 35 – 5 credits (Religious Studies) acquired from Koinonia Christian School – Red Deer Society. Through Alberta Education’s Locally Developed Courses Online Management System, Sturgeon School Division has received both originating Board and Alberta Education pre-approval for teaching the above noted course. The next step in this process is to receive Board approval for this authorization.

Attached for Trustee information is the course description for the above noted Locally Developed Course.

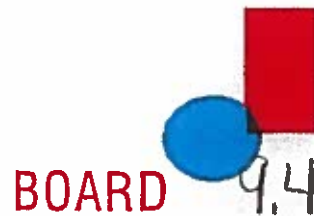
Recommendation:

That the Board of Trustees approve the locally developed course RS Koinonia 15, 25 & 35 – 5 credits acquired from Koinonia Christian School – Red Deer Society to be authorized as a course of study within Sturgeon School Division from February 1, 2020 to August 31, 2023.

Sincerely,


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

Attachment



LOCALLY DEVELOPED COURSE OUTLINE

RS Koinonia 2019 15-5

RS Koinonia 2019 25-5

RS Koinonia 2019 35-5

Submitted By:

The Sturgeon School Division

Submitted On:

Sep. 4, 2019

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-5	125.00	09/01/2019	08/31/2023	Acquired	Authorization	G10
25-5	125.00	09/01/2019	08/31/2023	Acquired	Authorization	G10
35-5	125.00	09/01/2019	08/31/2023	Acquired	Authorization	G10

Course Description

Religious Studies: Koinonia 15 seeks to develop a general knowledge of the 39 books of the Old Testament with a focus on understanding how the Old Testament relates to the coming of the Messiah. This course will seek to build respect and tolerance for other faiths by a detailed study of Jewish faith and culture.

Religious Studies: Koinonia 25 seeks to develop a general knowledge and understanding of the teachings of the New Testament in comparison with Old Testament understandings. Students will be challenged to find relevant application of their learning to everyday situations. Religious Studies 25 will seek to build respect and tolerance for other faiths by a detailed study of the Hindu faith and culture.

Religious Studies Koinonia 35 will compare and contrast the Christian worldview with other major world religions. This is an in-depth course that delves into the central teachings of major world religions, including Islam, Judaism, Buddhism, Hinduism, and Christianity.

School boards offering Religious Studies Koinonia 15, 25, 35 are required to notify parents of the content of these courses in accordance with the School Act: Section 50.1: A board shall provide notice to a parent of a student where courses of study, educational programs or instructional materials, or instruction or exercises, include subject-matter that deals primarily and explicitly with religion or human sexuality.

Course Prerequisites

None

Discrete content in each level of Religious Studies course.

Sequence Introduction (formerly: Philosophy)

The Christian faith is built on the Holy Bible. These Holy Scriptures provide guidelines for living a full Christ-centered life which includes building relationships based on humility, fairness, and open-mindedness. Christians are therefore obliged to study the Holy Bible in order to get a firm foundation of their faith. Religious Studies: Koinonia provides opportunities for students to learn about their Scriptures and apply Scriptural knowledge to daily life and decisions. In addition to a strong faith, students should be encouraged to develop critical thinking skills, develop desirable personal characteristics and learn how to discuss the tenets of their faith respectfully with clarity and accuracy.

A comprehensive knowledge of the Christian worldview and that of other major religions will provide a strong basis for students to live and practice their Christian faith. At the same time, it is important for students to be respectful of other faiths including their beliefs, customs and practices, literature and traditions.

Student Need (formerly: Rationale)

Religious Studies: Koinonia helps students have a strong, clear foundational understanding of the tenets of their faith, compare that understanding to other religious worldviews and communicate their understanding effectively.

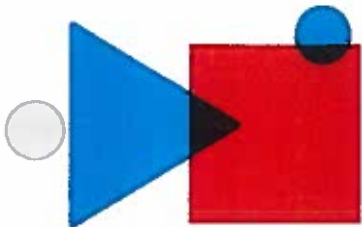
This course specifically presents an Evangelical Christian perspective as the point-of-view for the comparative study of other religions.

Scope and Sequence (formerly: Learner Outcomes)

Religious Studies 15: Old Testament Survey, seeks to develop a general knowledge of the 39 books of the Old Testament with a focus on understanding how the Old Testament relates to the coming of the Messiah. This course will seek to build respect and tolerance for other faiths by a detailed study of Jewish faith and culture. This course will improve students' literacy skills in that it teaches the tools to properly decode various sacred genres (Narrative, Poetic, Prophetic, Apocalyptic, Historical). Students will improve numeracy skills by timelining historical events in Israel's history.

Religious Studies 25: New Testament Survey, seeks to develop a general knowledge and understanding of the teachings of the New Testament. Students will be challenged to find relevant application of their learning to everyday situations. Religious Studies 25 will seek to build respect and tolerance for other faiths by a detailed study of the Hindu faith and culture and a comparison of Christianity with Judaism. This course will improve student's literacy skills by teaching the tools to properly decode various sacred genres (Narrative, Poetic, Prophetic, Apocalyptic, Historical).

Religious Studies 35: Christian Apologetics & Comparative Religions, will compare and contrast the Christian worldview with other major world religions. This is an in-depth course that delves into the central teachings of several major world religions, including Islam, Judaism, Buddhism, Hinduism, and Christianity. This course will improve communications skills by requiring students to complete a detailed dialectic presentation comparing a specific theological theme of Christianity with a similar theme in another world religion.



BOARD
MEMORANDUM

Date: November 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Finance and People Services Committee
Lisa Lacroix, Associate Superintendent People Services
Subject: General Employment Conditions



Background:

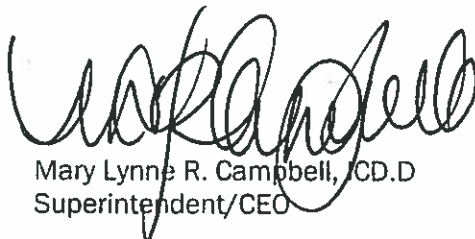
Attached for Trustee review is the General Employment Conditions with recommended revisions as per the November 5, 2019 Finance and People Services Committee meeting.

This includes recommended changes from the Committee of the Whole meeting November 13, 2019.

Recommendation:

That the Board of Trustees approve the General Employment Conditions revisions.

Sincerely,



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

Attachment

GENERAL
EMPLOYMENT
CONDITIONS





Table of Contents

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1.0 General Provisions

Definitions

1.1 Full Time Employees

1.1.1 Twelve-Month Employee: an employee who is employed on an annual basis.

1.1.2 Ten-Month Employee: an employee who works at central office and is paid for 215 days per school year

1.2 Part Time Employee

Is an employee who is hired for regularly scheduled shifts and whose hours of work are less than those specified in section 1.6 "Hours of work".

1.3 Term Employee

These include fixed term contract positions assigned at the discretion of the Superintendent, for which no benefits are provided.

1.4 Casual Employee

Is an employee who is employed by the Employer, is paid hourly, and is employed on a periodic basis. A casual employee shall not earn seniority and shall not have rights to benefits, promotion, transfer, layoff, recall or the Local Authorities Pension Plan.

1.5 Probationary Employee

Probationary employee shall mean an employee in any full time or part time position in his/her probationary period. The probationary period is the first 90 days of employment for an employee. During the probationary period, an employee may be terminated at any time and for any reason and shall not have any recourse for grievance.

1.6 Days and Hours of Work

1.6.1 Hours of Work

~~The office staff shall work 7 hours per day, 35 hours per week excluding the meal period. Technology and Operations and Maintenance staff shall work 8 hours per day, 40 hours per week, excluding the meal period.~~

The Superintendent shall establish the work schedule.



1.6.2 Ten-Month Employees work all the days worked by school-based employees. They receive the Spring Break, as do school-based employees, unless otherwise adjusted by mutual agreement between the employee and the supervisor. Their last day of work for the school year is the last day of work for school-based employees. Their first day of work is determined by adding the number of days required to reach 215 days [to total up with school operation days and statutory holidays], and these days are worked immediately prior to commencement of the work year for school-based employees.

1.6.3 Time in lieu

All employees shall have a written time in lieu agreement before time in lieu may be worked. Time in lieu shall be taken at a time pre-approved by the supervisor and shall be awarded on an hour-for-hour basis, for hours worked up to 8 hours per day or 44 hours per week. Hours beyond the 8 hours per day or 44 hours per week will be awarded on a one hour for one and half hour basis. All time in lieu shall be used up by August 31 of the school year in which it was earned.

1.7 Increments

Increments shall be paid only upon the approval of the Superintendent contingent upon a favorable evaluation report from the employee's immediate supervisor. Employees may be eligible for an increment on the first day of the month next following their anniversary date of employment in that position, provided the employee has worked a minimum of 190 days since the previous increment. If an employee is on a leave of any type, the anniversary will be adjusted and a new anniversary date will be established.

1.8 All leave entitlements are administered on a pro-rata basis.



2.0 Sick Leave

These provisions apply to all employees whose entitlement per day will be based on the number of hours worked per day at the time of the accident, sickness or disability.

- 2.1 Annual sick leave, with pay, shall be granted to an employee for the purpose of obtaining necessary medical or dental treatment or because of accident, sickness, or disability based on hours worked [eighteen (18) days per year], accumulative to a maximum of seventy five (75) work days.
- 2.2 An employee granted sick leave shall be paid for the period of such leave at their basic rate of pay and the number of days thus paid shall be deducted from their accumulated sick leave up to the amount hours accumulated at the time the sick leave commenced.
 - 2.2.1 After ninety (90) calendar days of continuous medical disability, if the employee qualifies based on ASEBP or EDB approval, the Extended Disability plan shall take effect and no further sick leave shall be paid.
- 2.3 The Employer may require a medical certificate for any absence due to illness exceeding two (2) days to be submitted to Human Resources. The Employer is entitled to require an independent examination of an employee by a doctor or dentist at any time and at its discretion.
- 2.4 Sick leave credits will not be accumulated during the time that an employee is in receipt of Extended Disability Benefits or leave of absence without pay greater than thirty consecutive calendar days.



3.0 Leaves of Absence

These provisions apply to all employees, temporary (term) and permanent, excluding casual employees upon application by the Employee and approval of the Employer.

3.1 Leave necessitated by the critical illness or death of a spouse, child, parent, brother, sister, parent of spouse, son-in-law, daughter-in-law, stepchild, foster child currently living in the employee's household or relation who is a member of the employee's household shall be granted with full salary by the Employer as follows:

3.1.1 Up to and including four (4) days for critical illness;

3.1.1.1 The Employer may require a medical certificate under clause at its discretion.

3.1.2 Up to and including four (4) days in the event of death.

3.2 Up to two (2) days in the event of the death of a grandparent, grandchild, grandparent of spouse, grandchild of spouse, brother-in-law or sister-in-law.

3.3 Leave with pay will be granted for up to one (1) day in the event of the death of an uncle or aunt.

3.4 In the event that the relative referred to in 3.1 or 3.2 or 3.3 lives further than five hundred (500) kilometers from the employee's home, one additional day will be granted for travel in the event of death.

3.5 Temporary leave of absence shall be granted as follows:

3.5.1 With pay:

3.5.1.1 Upon the recommendation of the employee's supervisor for days on which the employee is unable to reach the workplace from his or her residence because of impassible roads;

3.5.1.2 For one (1) day to attend convocation at the post secondary institution at which the employee or the employee's son, daughter or spouse is receiving a degree/diploma /certificate;

3.5.1.3 For one (1) day for the adoption of a child;



- 3.5.1.4 For one (1) day of paternal leave in the event of a birth.
- 3.5.1.5 For one (1) day for personal reasons. Upon approval of the immediate supervisor, unused days may be accumulated to a maximum of two (2) days.
- 3.5.1.6 For jury duty or any summons related thereto provided that the employee remit to the Employer any stipend (excluding allowances and/or expenses set by the court or other body).

~~3.5.2—With full pay:~~

~~3.5.1.7~~ For one (1) day for serving as a pallbearer;

~~3.5.1.8~~ For one (1) day in order to write an examination in an academic or professional course;

3.6 Additional leaves of absence may be granted by the Employer, with or without pay, at the discretion of the Employer.

3.7 All leaves shall be reported on the SRB

3.8 An employee may use up to five (5) days of her/his sick leave per school year in order to attend to the medical needs of her/his sick child, spouse, parent or other individual who resides in the employee's household.

4.0 Maternity and Parental Leave

4.1 Employees are entitled to maternity leave. Maternity leave shall be granted under conditions specified below:

4.1.1 Subject to the Employment Standards Code, the maternity leave will begin at the discretions of the Employee. The Employee shall, whenever possible, notify the Employer of leave requirements three (3) months in advance of the first date of leave. Such notice shall include the intended commencement date and the intended date of return. When possible, the commencement of the leave and the return to work shall be at natural breaks in the school year.

4.1.2 Maternity leave shall be for a maximum of fifteen (15) weeks

4.1.3 The Employee may access parental leave for an additional thirty-seven (37) weeks.

4.1.4 The Employee may terminate the leave at any time. The Employee shall give the Employer no less than four (4) weeks' notice, in writing, of the intended date of return.



4.1.5 The Employee shall provide a statement from her physician or Alberta-Certified midwife certifying she is pregnant and giving the estimated date of delivery.

4.1.6 Maternity leave shall be without pay except as provided in clause 4.1.7

4.1.7 At the commencement of maternity leave, the Employee, providing she has at least twelve (12) months continuous employment at the time of commencement of the maternity leave, shall be eligible for one of the following options:

4.1.7.1 If the absence begins prior to twelve (12) weeks before the estimated date of delivery and continues without return to work, the Employee shall be placed on sick leave until such point as the Employee is eligible to apply for Extended Disability Benefits with Alberta School Employee Benefit Plan. The sick leave may be paid or unpaid dependent on the sick leave balance for the Employee at the time of the absence. The Employee shall provide a medical certificate indicating that she is unable to work because of a medical condition.

4.1.7.2 If the absence begins within twelve (12) weeks before the estimated date of delivery or on the date of delivery, the Employee shall choose either (a) or (b). Such choice shall apply until the Employee returns to work after the delivery.

(a) The Employee may access sick leave entitlement with pay as per clause 2.2 for the period of illness or disability

(b) The Employer shall implement a supplementary unemployment benefits plan which shall provide Employees on maternity leave with 100% of their salary during the first eighteen (18) weeks of leave if approved for and receiving Employment Insurance benefits.

4.2 The Employer shall pay their portion of the employee's benefit plan premiums specified in Clause 5.0 of this document during the paid illness or disability portion of their maternity leave.

4.3 An Employee returning from maternity leave shall be returned to a position no less favorable than her position at the time of the commencement of the leave.

4.4 Parental Leave

4.4.1 The Employer shall grant parental leave to the Employee in the following circumstances:

4.4.1.1 a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child's birth;

4.4.1.2 in the case of an adoptive parent, a period of not more than thirty-seven (37) consecutive weeks within fifty-two (52) weeks after the child is placed with the adoptive parent for the purpose of adoption;



- 4.4.1.3 an additional period of up to fifteen (15) weeks to extend parental or adoption leave. The date for return to work shall be mutually agreed between the Employee and the Employer prior to the commencement of this leave.
- 4.4.2 If both parents are Employees, the parental leave may be accessed entirely by one of the parents or shared between the parents. However, the Employer is not required to grant personal leave to more than one Employee at a time.
- 4.4.3 Notice of Parental Leave

 - 4.4.3.1 An Employee must give the Employer at least six (6) weeks of notice of the date the Employee will start parental leave.
 - 4.4.3.2 Employees who intend to share parental leave must advise the Employer of their intention to share parental leave.
- 4.4.4 Notice of Resumption of Employment

 - 4.4.4.1 An Employee who wishes to resume working on the expiration of a maternity leave or a parental leave shall give the Employer at least four (4) weeks written notice of the date on which the Employee intends to resume work and, in no event not later than four (4) weeks before the end of the leave period to which the Employee is entitled, or four (4) weeks before the date on which the Employee has specified as the end of the Employee's leave period, whichever is earlier.
 - 4.4.4.2 Where an Employee is entitled to resume work under this Article, the Employer must (a) reinstate the Employee in the position occupied when maternity or parental leave started; or (b) provide the Employee with alternative work of a comparable nature at not less than the earnings and other benefits that had accrued to the Employee when the maternity or parental leave started.
 - 4.4.4.3 An Employee who does not wish to resume employment after maternity or parental leave must give the Employer at least four (4) weeks written notice of intention to terminate employment.
 - 4.4.4.4 Notwithstanding the foregoing, when staff reduction or program elimination is necessary, the Employer may place the Employee in a position of comparable nature at not less than the same wages and other benefits that had accrued to the Employee to the date that the leave commenced. With respect to staff reduction or program elimination, the Employee shall not have any advantage nor suffer any disadvantage as a result of having been on leave.



5.0 Payroll and Health Plan Benefit Deductions

- 5.1 The Employer agrees to make payroll deductions and to forward the proceeds to the proper authorities for the following purposes: group health, life insurance, dental, vision, and pension plans. ~~and Canada Savings Bonds. The percentage of premiums payable by the Employer for those hired on a part time basis shall be pro-rated.~~

Health Care Benefits

- 5.2 Participation in the Employer approved Health Care Benefit Program, shall be a condition of employment for employees working twenty (20) hours or more per week in a permanent position or a temporary position greater than three [3] months duration. Benefits included are: Life, Extended Disability Benefits, Dental, Extended Health Care, Vision, and Local Authorities Pension Plan.
- 5.2.1 The Employer shall pay 90% for the life insurance and extended disability plans that are in place.
- 5.3 Participation in the Employer approved Extended Health Care Plan shall be a condition of employment for employees working twenty (20) hours or more per week in a permanent position or a temporary position greater than three (3) months duration except that an employee may waive participation by stating they have coverage through their spouse. The Employer shall pay 90% of the cost of the Extended Health Care plan premium.
- 5.4 Participation in the Employer approved Employee Dental Care Plan shall be a condition of employment for employees working twenty (20) hours or more per week in a permanent position or a temporary position greater than three [3] months duration except that an employee may waive participation by stating they have coverage through their spouse. The Employer shall pay 90% of the cost of the premium.
- 5.5 Participation in the Employer approved Employee Vision Care Plan shall be a condition of employment for employees working twenty (20) hours or more per week in a permanent position or a temporary position greater than three [3] months duration except that an employee may waive participation by stating they have coverage through their spouse. The Employer shall pay 90% of the cost of the premium.
- 5.6 The Employer shall pay 90% of the cost of the monthly premium under the Alberta Health Care Insurance Plan, for every employee in its employ who registers in the plan.
- ~~5.7 The percentage of premiums payable by the Employer for those hired on a part-time basis shall be pro-rated.~~



5.7 ~~Effective September 1, 2009,~~ The Employer shall provide for each employee, working twenty (20) hours or more per week in a permanent position or a temporary position greater than three (3) months duration, a Health Spending Account that adheres to Revenue Canada requirements.

The Health Spending Account shall be \$30 per full-time employee per Month, **pro-rated if less than full-time**, ~~and administered for other employees in accordance with 5.7 of these conditions.~~ The account shall be used for the benefit of the eligible employee, the employee's spouse and his/her dependents.

Local Authorities Pension Plan

5.8 Participation in the Local Authorities Pension Plan, subject to eligibility requirements and following the Local Authorities Pension Plan agreement with the Employer, shall be a condition of employment. (The Local Authorities Pension Plan agreement with the Employer commences upon employment providing the employee works at least 30 hours per week.)

6.0 General and Declared Holidays

6.1 All employees are entitled to the following general and declared holidays provided the relevant provisions of the Employment Standards Regulations are met:

<u>General</u>	<u>Declared</u>
New Year's Day	Easter Monday
Good Friday	Civic Holiday
Victoria Day	Boxing Day
Canada Day	
Labour Day	
Thanksgiving Day	
Remembrance Day	
Christmas Day	
Alberta Family Day	

6.2 The operational year for Central Office and Maintenance employees shall be established by the Superintendent and communicated on an annual basis to all Central Office and Maintenance Department employees. The following shall apply:

6.2.1 That regardless of such holiday requirements included in clause 6.1, the Central Office will be open on all days that are operational school days and on all days when school offices must be open, as approved by the Employer.

6.3 When a general holiday falls on a Saturday or Sunday an employee is thereby entitled to a day off in lieu of the holiday, and the Superintendent shall designate the day which shall be provided to the employee in lieu of the general holiday.



- 6.4 If a general holiday falls on a Tuesday or a Thursday the central office will be closed on the immediate preceding Monday or following Friday respectively if these are not school operational days. The additional declared holiday shall apply to all regular employees who are subject to these General Employment Conditions.
- 6.5 Ten-Month Employees are eligible for statutory holidays as per the Alberta Employment Standards Code. They receive the same Christmas Break as school-based employees.

7.0 Vacations

- 7.1 The Employer provides annual vacation or vacation pay to all employees in accordance with Provincial legislation, schedules approved and amended from time to time by the Employer.
- 7.2 Vacation – Twelve-Month Employees
 - 7.2.1 Earned in each of years one [1] through eight [8] of continuous service - 1.25 days for each month of service to a maximum of fifteen [15] days per year
 - 7.2.2 Earned in each of years nine [9] through fifteen [15] of continuous service - 1.67 days for each month of service to a maximum of twenty [20] days per year
 - 7.2.3 Earned in each of years sixteen [16] through twenty-five [25] of continuous service - 2.08 days for each month of service to a maximum of twenty-five [25] days per year
 - 7.2.4 After completing twenty five (25) years of continuous service - 2.5 days for each month of service to a maximum of thirty [30] days per year
- 7.3 Vacation Pay – Ten-Month Employees and Hourly Paid Staff

7.3.1 Upon commencement, during first eight (8) years of service	6%
7.3.2 After completing eight (8) years of service	8%
7.3.3 After completing fifteen (15) years of service	10%
7.3.4 After completing twenty-five (25) years of service	12%
- 7.4 In situations of critical recruitment initiatives the Superintendent may authorize variance from the provisions of either 7.2 or 7.3, without creating precedent for current or future employees.

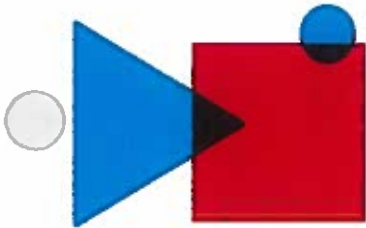


7.5 Vacation Regulations

- 7.5.1 An employee shall not take vacation without prior written authorization from the appropriate supervisor.
- 7.5.2 Vacation shall be taken during the year in which it is earned.
Note: A maximum of five (5) vacation days may be carried forward to the following vacation year upon the written approval of the Superintendent.
- 7.5.3 An employee is entitled to use the number of days accumulated at any point in the year, subject to operational requirements.
- 7.5.4 If a paid holiday falls, or is observed, during an employee's vacation period, he/she shall be allowed an additional vacation day for each such holiday.
- 7.5.5 An employee earns vacation as follows:
 - 7.5.5.1 During all days worked (including earned vacation leave).
 - 7.5.5.2 While on sick leave up to sixty (60) consecutive working days.
 - 7.5.5.3 Ten-month employees shall receive vacation pay during the first sixty (60) consecutive working days.
- 7.5.6 An employee shall not be paid cash in lieu of vacation earned except upon termination or as provided in a formal written contract of employment with the Employer.
- 7.5.7 All vacation days taken shall be reported on the Employee Timesheet.



Effective - September 1, 2003
1st Revision - September 1, 2006
2nd Revision - May 1, 2008
3rd Revision - September 23, 2009
4th Revision - February 23, 2011
5th Revision - June 26, 2013
6th Revision - April 24, 2014
7th Revision - September, 2014
8th Revision - December 2017
9th Revision - November 2019



BOARD
MEMORANDUM

Date: November 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Shawna Walter, Director Special Projects/Initiatives
Subject: SPS Admin Procedure Rewrite Update



Background:

At the October Committee of the Whole, the Board was provided the list of Administrative Practices that were captured in the Policy Rewrite completed by Mr. Steele.

Shared at the November Committee of the Whole meeting was a list of current Administrative Practices that have been rescinded after thorough review meaning they will not be included in the final Admin Procedure list.

As the process continues, many procedures will be revised, combined and/or updated. The final list will be presented to the Board at the December Committee of the Whole.

Recommendation:

This Report is shared as Information.

Sincerely,

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

Attachment

Rescinded Administrative Procedures November 2019	Rescinded Procedures and Rationale comments and edits hyperlinked
<u>Certified Staff Contract Payout</u>	<u>Covered in Collective Agreement/Education Act</u>
<u>Staff Use of School Facilities and Equipment</u>	<u>Not needed - included in new Policy 605</u>
<u>Charter Schools</u>	<u>Policy and Practice rescinded spring 2019</u>
<u>Curricular & Extra Curr Fees Collection</u>	<u>Not needed - included in new Policy 410</u>
<u>Central Services Roles & Responsibilities</u>	<u>Rescind. Organization Chart, Job Descriptions</u>
<u>Resources</u>	<u>Rescind. Obsolete.</u>
<u>Curricular and Extra-Curricular Fees</u>	<u>Not needed - included in new Policy 410</u>
<u>Library Learning Commons</u>	<u>Rescind. Obsolete. Embedded Procedure</u>
<u>Copyright</u>	<u>Rescind Procedure and hyperlink Government document on website</u>
<u>Religious Instruction/Exercises</u>	<u>Rescind - included in new Policies 315 and 800</u>
<u>Homebound Program - Teacher Remuneration</u>	<u>Rescind - covered under other APs</u>
<u>Health Benefits and 90 Day Elimination Period</u>	<u>Rescind. Clearly laid out in collective agreement.</u>
<u>Hiring Personnel for Ad Hoc Positions</u>	<u>Rescind. Covered under other hiring</u>
<u>Student Transportation Services</u>	<u>Rescind. Covered under policy 500</u>



ADMINISTRATION 2 – Certified Staff Contract Payout

Date: March 23, 2006

Responsible Administrator: Human Resource/Secretary Treasurer

1.0 RATIONALE

To ensure teacher contract payouts are consistent with the requirements of the School Act.

2.0 PROCESS

Human Resources will be responsible for providing the data regarding final employment dates for temporary and permanent teaching staff to payroll for administration.

3.0 GUIDELINES

- 3.1 Permanent teacher retires/resigns at the end of the school year:
 - Salary paid out at the end of the school year, ASEPB benefits terminate June 30th.
- 3.2 Teacher's one-year contract is not renewed by the Board:
 - Contract salary and benefits paid until the last day of the school year.
- 3.3 Teacher's one-year contract is renewed for the following year:
 - Salary and benefits paid at one-twelfth (1/12) until August 31st per Collective Agreement.
- 3.4 Teacher on temporary contract:
 - Contract salary and benefits terminated on last day of employment.
- 3.5 Temporary teacher with contract less than one (1) year, whose contract ends on the last day of the school year, accepts another contract for the next school year:
 - Contract salary paid equally over July and August and benefits paid until August 31st per Collective Agreement.
- 3.6 Teacher's employment terminated by the Board:
 - Contract salary paid out and benefits terminated on last day of employment.

References: *Board Policy:*



AP425 – Certified Staff Contract Payout

Date: March 23, 2006 Revised: April 2019

Responsible Administrator: Associate Superintendent
Business and Corporate Services

Covered by the Collective Agreement page 6 - 3.1.2.1 Teachers no longer under contract for the subsequent year or who resign or retire from staff effective the last operational day of June shall receive three-twelfths of their salary on the last operational day in June. In the contract they sign and covered in the Education Act.

1.0 RATIONALE

To ensure teacher contract payouts are consistent with the requirements of the School Act.

2.0 PROCESS

Human Services will be responsible for providing the data regarding final employment dates for temporary and permanent teaching staff to payroll for administration.

3.0 GUIDELINES

3.1 Permanent teacher retires/resigns at the end of the school year:

- Salary paid out at the end of the school year, ASEP benefits terminate June 30th.

3.2 Teacher's one-year contract is not renewed by the Board:

- Contract salary and benefits paid until the last day of the school year.

3.3 Teacher's one-year contract is renewed for the following year:

- Salary and benefits paid at one-twelfth (1/12) until August 31st per Collective Agreement.

3.4 Teacher on temporary contract:

- Contract salary and benefits terminated on last day of employment.

3.5 Temporary teacher with contract less than one (1) year, whose contract ends on the last day of the school year, accepts another contract for the next school year:

- Contract salary paid equally over July and August and benefits paid until August 31st per Collective Agreement.

3.6 Teacher's employment terminated by the Board:

Contract salary paid out and benefits terminated on last day of employment.





ADMINISTRATION 10 – Staff Use of School Facilities and Equipment

Date: Apr. 14, 2003 Revised: Oct. 2, 2018 Responsible Administrator: Assoc. Superintendent, HR & Leadership Support

1.0 RATIONALE

Sturgeon School Division recognizes there may be times when staff need to use school facilities and/or equipment after school hours for the enhancement of student learning.

2.0 PROCESS

The Superintendent is responsible for the process of establishing the Administrative Practice.

3.0 GUIDELINES

- 3.1 Staff wishing to use School Division facilities and/or equipment pursuant to the Guidelines of this Administrative Practice shall request approval from the principal or vice-principal, or in the case of Central Office staff, from the Superintendent or designate, prior to the activity.
- 3.2 In those instances where equipment is to be taken home to assist in an activity directly related to the staff member's assignment, the sign out form must be completed and approved by the principal or vice-principal.

References: *Board Policy: D/III/12 Staff Use of School Facilities and Equipment*



ADMINISTRATION 10 – Staff Use of School Facilities and Equipment

Date: Apr. 14, 2003 Revised: Oct. 2, 2018 Responsible Administrator: Assoc. Superintendent, HR & Leadership Support

This administrative practice is included in new policy 605 NOT NEEDED!

1.0 RATIONALE

Sturgeon School Division recognizes there may be times when staff need to use school facilities and/or equipment after school hours for the enhancement of student learning.

2.0 PROCESS

The Superintendent is responsible for the process of establishing the Administrative Practice.

3.0 GUIDELINES

- 3.1 Staff wishing to use School Division facilities and/or equipment pursuant to the Guidelines of this Administrative Practice shall request approval from the principal or vice-principal, or in the case of Central Office staff, from the Superintendent or designate, prior to the activity.
- 3.2 In those instances where equipment is to be taken home to assist in an activity directly related to the staff member's assignment, the sign out form must be completed and approved by the principal or vice-principal.

Policy 605:

2.4 Staff Use of Facilities

2.4.1 Staff wishing to use School Division facilities and/or equipment shall request approval from the principal or vice-principal, or in the case of Central Office staff, from the Superintendent or designate, prior to the activity.

2.4.2 In those instances where equipment is to be taken home to assist in an activity directly related to the staff member's assignment, the sign out form must be completed and approved by the principal or vice-principal.

References: **Board Policy: D/II/12 Staff Use of School Facilities and Equipment**

This policy is to be rescinded at the June Board meeting





ADMINISTRATION 22 – Curricular and Extra-curricular Fees Collection

Original Date: June 24 2013 Revised Date: June 28, 2017 Responsible Administrator: Secretary Treasurer

1.0 RATIONALE:

Curricular and Extra-curricular Fees are established by the school within the context of each school and are based on students' interests and needs for programs and services that are classified as Curricular and Extra-curricular activities.

2.0 PROCESS:

The Secretary Treasurer will be responsible for ensuring the collection of Curricular and Extra-curricular Fees is undertaken according to established guidelines (3.0).

3.0 GUIDELINES:

- 3.1 In May and June of each school year, schools shall notify parents through their newsletter of the Curricular and Extra-curricular Fees for the subsequent school year and about the processes for payment plans, refunds and waiving of fees if applicable.
- 3.2 Fees are due and payable by September 30th of each year. Each school shall send a reminder letter to parents who have not submitted payments and request such fees.
- 3.3 Schools are required to submit payments of fees collected, to the central office Finance Advisor by the 15th of each month
- 3.4 In December and March, a letter shall be sent to parents with respect to delinquent accounts.
 - 3.4.1 Any outstanding account as of April 30th other than those on payment plans shall be placed with a collection agency.
 - 3.4.2 A final list of all outstanding accounts shall be forwarded to the collection agency by the school office personnel before June 30th.
- 3.5 In cases of genuine hardships, principals have the discretion and flexibility to waive or make alternative payment arrangements. Parents may request to waive their children's fees by filling out the Division's Fee Waiver Application Form.

References: *Board Policy: F/III/1 – Curricular and Extra-curricular Fees*
 Board Regulation: Administration 2 - Appeal
 Admin Practice: Education Services 7 – Curricular and Extra-curricular Fees
 School Fees and Costs Regulation
 Fee Waiver Application Form



ADMINISTRATION 22 – Curricular and Extra-curricular Fees Collection

Original Date: June 24 2013 Revised Date: June 28, 2017 Responsible Administrator: Secretary Treasurer

- 3.6 Once an account is placed for collection, the collected balances will follow the process in Guidelines 3.3.
- 3.7 Students transferring out of the Division during the school year may receive from the school a refund of unspent fees or costs associated with those fees.
- 3.8 Principals shall be responsible for ensuring that all curriculum and non-curriculum goods are returned by students and the appropriate charges are assessed for lost or damaged goods.
- 3.9 The school's goal shall be to collect 100% of the Curricular and Extra-curricular Fees. Schools shall refund parents any unspent fees that were previously collected.
- 3.10 Any concerns and disputes of the school fees will follow the process as outlined in Board Regulation: Administration 2 – Appeal.

References: *Board Policy: F/II/1 – Curricular and Extra-curricular Fees*
 Board Regulation: Administration 2 - Appeal
 Admin Practice: Education Services 7 – Curricular and Extra-curricular Fees
 School Fees and Costs Regulation
 Fee Waiver Application Form



ADMINISTRATION 22 – Curricular and Extra-curricular Fees Collection

Original Date: June 24 2013 Revised Date: June 28, 2017 Responsible Administrator: Secretary Treasurer

1.0 RATIONALE: **NOT NEEDED – INCLUDED IN POLICY 410** corresponding policy points below

Curricular and Extra-curricular Fees are established by the school within the context of each school and are based on students’ interests and needs for programs and services that are classified as Curricular and Extra-curricular activities.

2.0 PROCESS:

The Secretary Treasurer will be responsible for ensuring the collection of Curricular and Extra-curricular Fees is undertaken according to established guidelines (3.0).3.5.1

3.0 GUIDELINES:

3.1 In May and June of each school year, schools shall notify parents through their newsletter of the Curricular and Extra-curricular Fees for the subsequent school year and about the processes for payment plans, refunds and waiving of fees if applicable.3.3

3.2 Fees are due and payable by September 30th of each year. Each school shall send a reminder letter to parents who have not submitted payments and request such fees.3.5.2

3.3 Schools are required to submit payments of fees collected, to the central office Finance Advisor by the 15th of each month3.5.3

3.4 In December and March, a letter shall be sent to parents with respect to delinquent accounts. 3.6

3.4.1 Any outstanding account as of April 30th other than those on payment plans shall be placed with a collection agency.3.6

3.4.2 A final list of all outstanding accounts shall be forwarded to the collection agency by the school office personnel before June 30th.3.6

3.5 In cases of genuine hardships, principals have the discretion and flexibility to waive or make alternative payment arrangements. Parents may request to waive their children’s fees by filling out the Division’s Fee Waiver Application Form.3.7

References: *Board Policy: F/III/1 – Curricular and Extra-curricular Fees*
 Board Regulation: Administration 2 - Appeal
 Admin Practice: Education Services 7 – Curricular and Extra-curricular Fees
 School Fees and Costs Regulation
 Fee Waiver Application Form



ADMINISTRATION 22 – Curricular and Extra-curricular Fees Collection

Original Date: June 24 2013 Revised Date: June 28, 2017 Responsible Administrator: Secretary Treasurer



ADMINISTRATION 22 – Curricular and Extra-curricular Fees Collection

Original Date: June 24 2013 Revised Date: June 28, 2017 Responsible Administrator: Secretary Treasurer

- 3.6 Once an account is placed for collection, the collected balances will follow the process in Guidelines 3.3. 3.6
- 3.7 Students transferring out of the Division during the school year may receive from the school a refund of unspent fees or costs associated with those fees. 3.8.1
- 3.8 Principals shall be responsible for ensuring that all curriculum and non-curriculum goods are returned by students and the appropriate charges are assessed for lost or damaged goods. 3.9
- 3.9 The school's goal shall be to collect 100% of the Curricular and Extra-curricular Fees. Schools shall refund parents any unspent fees that were previously collected. 3.8.2
- 3.10 ~~Any concerns and disputes of the school fees will follow the process as outlined in Board Regulation: Administration 2 – Appeal.~~ 3.10

References: Board Policy: F/II/1 – Curricular and Extra-curricular Fees
 Board Regulation: Administration 2 - Appeal
 Admin Practice: Education Services 7 – Curricular and Extra-curricular Fees
 School Fees and Costs Regulation
 Fee Waiver Application Form



ADMINISTRATION 23 – Central Services Roles and Responsibilities

Date: Nov. 13, 2013

Revised Date:

Responsible Administrator: Superintendent

1.0 RATIONALE

1.1 The primary purposes for providing a service on a centralized basis are:

- 1.1.1 to promote efficiencies,
- 1.1.2 to promote effectiveness,
- 1.1.3 to provide required system-wide services, and
- 1.1.4 to provide strategic leadership.

2.0 PROCESS

2.1 Senior Administration and, where appropriate, standing committees shall provide monthly reports to the Committee of the Whole.

References: *Board Policy: D/1/10 – Central Services Roles and Responsibilities*



AP540 – Central Services Roles and Responsibilities

Date: Nov. 13, 2013 Revised Date: April 2019 Responsible Administrator: Superintendent/CEO

1.0 RATIONALE -- Not Needed – have organization chart and job descriptions

1.1 Sturgeon Public Schools believes that Central Services will be provided where centralization contributes to improved student learning, student welfare, an effective and efficient operation, and support and monitoring of the school system.

1.2 The primary purposes for providing a service on a centralized basis are:

- 1.2.1 to promote efficiencies,
- 1.2.2 to promote effectiveness,
- 1.2.3 to provide required system-wide services, and
- 1.2.4 to provide strategic leadership.

2.0 PROCESS

2.1 Senior Administration and, where appropriate, standing committees shall provide monthly reports to the Committee of the Whole.



CURRICULUM & RESOURCES 1 – Resources

Date: April 12, 2001 Revised: Sept. 1, 2015 Responsible Administrator: Associate Superintendent,
Ed. Services

1.0 RATIONALE

1.1 Basic instructional resources may be common and consistent throughout schools in Sturgeon School Division No. 24. This collaborative effort:

- 1.1.1 promotes the sharing of resources for economic benefits.
- 1.1.2 enables common professional development initiatives.
- 1.1.3 is more efficient in researching resources.
- 1.1.4 is beneficial in the development of supporting instructional materials and teaching units.
- 1.1.5 takes advantage of group expertise.
- 1.1.6 promotes the use of a good process for the selection of appropriate resources.
- 1.1.7 allows for planning for the appropriate evergreening of resources.

2.0 PROCESS

2.1 The Associate Superintendent of Education Services will facilitate a collaborative process, which leads to a recommendation being brought forward to Admin Council for action.

3.0 GUIDELINES

3.1 An annual action plan will be in place including:

- 3.1.1 cycles for selection.
- 3.1.2 a long-term plan showing new curriculum implementation schedules.
- 3.1.3 emergent issues being brought forward to Admin Council.
- 3.1.4 the Associate Superintendent of Education Services will oversee a periodic audit of materials to ensure that they align with curricular outcomes.

References: *Board Policy; D/III/14 – School Based Decision-Making*



AP830 – Resource Sharing

Date: ~~April 12, 2001~~ ~~Revised: May 2019~~ September 2019 Responsible Administrator: Deputy Superintendent, Education Services

Rescind the practice. Obsolete

1.0
[SW1]

RATIONALEPURPOSE

- 1.1 Sturgeon Public Schools believes that access to appropriate instructional material resources is an integral part of education. Basic instructional resources may be common and consistent throughout schools in Sturgeon Public Schools. This collaborative effort:
- 1.1.1 promotes the sharing of resources for economic benefits.
 - 1.1.2 enables common professional development initiatives.
 - 1.1.3 is more efficient in researching resources.
 - 1.1.4 is beneficial in the development of supporting instructional materials and teaching units.
 - 1.1.5 takes advantage of group expertise.
 - 1.1.6 promotes the use of a good process for the selection of appropriate resources.
 - 1.1.7 allows for planning for the appropriate evergreening of resources.

2.0 **PROCESS**

- 2.1 The Deputy Superintendent, Education Services will facilitate a collaborative process, which leads to a recommendation being brought forward to Admin Council for action.

3.0 **GUIDELINESPROCEDURE**

- 3.1 An annual action plan will be in place including:
- 3.1.1 cycles for selection.

References: *Board Policy: 300 – School Based Decision-Making*
405 – Budget Development and Transparency



AP830 – Resource Sharing

Date: ~~April 12, 2001~~ ~~Revised: May 2019~~ September 2019 Responsible Administrator: Deputy Superintendent, Education Services

- 3.1.2 a long-term plan showing new curriculum implementation schedules.
- 3.1.3 emergent issues being brought forward to Admin Council.
- 3.1.4 the Deputy Superintendent, Education Services will oversee a periodic audit of materials to ensure that they align with curricular outcomes.

References: Board Policy: 300 – School Based Decision-Making
405 – Budget Development and Transparency



EDUCATIONAL SERVICES 7 – Curricular and Extra-Curricular Fees

Date: June 30, 2004

Revised: June 28, 2017

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

Curricular and Extra-curricular Fees are established by the school within the context of each school and are based on students' interests and needs for programs and services that are classified as Curricular and Extra-curricular activities.

2.0 PROCESS

The principal, in consultation with school staff and with the advice of school council, will be responsible to establish a list of fees to be submitted to the Superintendent before they are provided to the Board of Trustees for their review.

3.0 GUIDELINES

- 3.1 A curricular activity is an activity which may require specialized materials or that is outside of the regular classroom activities and that complements or supplements regular instruction; this includes project work, field trips, dramatic productions, musical performances, etc. Participation in a curricular activity for which fees are levied is on a voluntary basis.
- 3.2 An extra-curricular activity is an activity that is normally outside of the regular school day, which may complement or supplement regular instruction or allow a student to explore a particular skill, talent or interest; these can include sports, music, drama and theatre, debating, publishing, etc. Participation in an extra-curricular activity is on a voluntary basis.
- 3.3 Funding for curricular and extra-curricular activities can be supplemented through means other than the charging of fees to parents/guardians with the support of students, staff, parents and/or the school council.
- 3.4 During the spring planning process for the new school year, staff members will submit to the principal for consideration suggestions for curricular and extra-curricular activities with a plan for the funding of the activity.
- 3.5 In consultation with the school staff, the principal will identify those curricular and extra-curricular activities that will be scheduled for the coming school year. The schedule will include a plan for the funding of each activity.

References: *Board Policy:* *F/II/1 Curricular and Extra-curricular Fees*
 Admin Practice: *Administration 22 – Curricular and Extra-curricular Fees Collection*
 School Act: *Sections 30; 39*
 School Fees and Costs Regulations



EDUCATIONAL SERVICES 7 – Curricular and Extra-Curricular Fees

Date: June 30, 2004

Revised: June 28, 2017

Responsible Administrator: Secretary Treasurer

- 3.6 The principal will present the completed schedule of curricular and extra-curricular activities to the school council, indicating the means for funding the activities. The principal will take into consideration advice received from the school council subsequent to the presentation.
- 3.7 The schedule of curricular and extra-curricular activities, once complete with a clear indication as to fees to be levied to parents/guardians, shall be forwarded to the Superintendent for approval on or before April 30th which will then be forwarded to the Committee of the Whole Meeting in May.
 - 3.7.1 For any new fees or increased fees by an amount that exceeds 5% of the fee or cost set out in the Board’s current fee schedule, the Principal shall provide rationale to justify the proposed implementation of a new fee or a proposed increase to the existing fees
 - 3.7.1 does not apply to field trips and non-curricular travel.
- 3.8 The principal shall ensure that a student shall not be penalized because of an inability to meet the financial requirements of a given curricular or extra-curricular activity. (Excluding academies, extended student trips or tours not necessary to meet the learning expectations of a particular grade or course.)

References: *Board Policy: F/II/1 Curricular and Extra-curricular Fees*
Admin Practice: Administration 22 – Curricular and Extra-curricular Fees Collection
School Act: Sections 30; 39
School Fees and Costs Regulations



EDUCATIONAL SERVICES 7 – Curricular and Extra-Curricular Fees

Date: June 30, 2004

Revised: June 28, 2017

Responsible Administrator: Secretary Treasurer

NOT NEEDED – COVERED IN POLICY 410 corresponding policy numbers below

1.0 RATIONALE

Curricular and Extra-curricular Fees are established by the school within the context of each school and are based on students' interests and needs for programs and services that are classified as Curricular and Extra-curricular activities.

2.0 PROCESS

The principal, in consultation with school staff and with the advice of school council, will be responsible to establish a list of fees to be submitted to the Superintendent before they are provided to the Board of Trustees for their review. 3.2.2/3.2.4

3.0 GUIDELINES

3.1 A curricular activity is an activity which may require specialized materials or that is outside of the regular classroom activities and that complements or supplements regular instruction; this includes project work, field trips, dramatic productions, musical performances, etc. Participation in a curricular activity for which fees are levied is on a voluntary basis. 2.1

3.2 An extra-curricular activity is an activity that is normally outside of the regular school day, which may complement or supplement regular instruction or allow a student to explore a particular skill, talent or interest; these can include sports, music, drama and theatre, debating, publishing, etc. Participation in an extra-curricular activity is on a voluntary basis. 2.2

3.3 Funding for curricular and extra-curricular activities can be supplemented through means other than the charging of fees to parents/guardians with the support of students, staff, parents and/or the school council. 3.4

3.4 During the spring planning process for the new school year, staff members will submit to the principal for consideration suggestions for curricular and extra-curricular activities with a plan for the funding of the activity. 3.2.1

3.5 In consultation with the school staff, the principal will identify those curricular and extra-curricular activities that will be scheduled for the coming school year. The schedule will include a plan for the funding of each activity. 3.2.2/3.2.3

References: *Board Policy:* *F/II/1 Curricular and Extra-curricular Fees*
 Admin Practice: *Administration 22 – Curricular and Extra-curricular Fees Collection*
 School Act: *Sections 30; 39*
 School Fees and Costs Regulations



EDUCATIONAL SERVICES 7 – Curricular and Extra-Curricular Fees

Date: June 30, 2004

Revised: June 28, 2017

Responsible Administrator: Secretary Treasurer

- 3.6 The principal will present the completed schedule of curricular and extra-curricular activities to the school council, indicating the means for funding the activities. The principal will take into consideration advice received from the school council subsequent to the presentation.3.2.4
- 3.7 The schedule of curricular and extra-curricular activities, once complete with a clear indication as to fees to be levied to parents/guardians, shall be forwarded to the Superintendent for approval on or before April 30th which will then be forwarded to the Committee of the Whole Meeting in May.3.2.5
 - 3.7.1 For any new fees or increased fees by an amount that exceeds 5% of the fee or cost set out in the Board’s current fee schedule, the Principal shall provide rationale to justify the proposed implementation of a new fee or a proposed increase to the existing fees3.2.6
 - 3.7.1 does not apply to field trips and non-curricular travel.3.2.6
- 3.8 The principal shall ensure that a student shall not be penalized because of an inability to meet the financial requirements of a given curricular or extra-curricular activity. (Excluding academies, extended student trips or tours not necessary to meet the learning expectations of a particular grade or course.)3.2.7

References: Board Policy: F/II/1 Curricular and Extra-curricular Fees
 Admin Practice: Administration 22 – Curricular and Extra-curricular Fees Collection
 School Act: Sections 30, 39
 School Fees and Costs Regulations



EDUCATIONAL SERVICES 10 – Library Learning Commons

Date: June 30, 2004

Revised Date: January 9, 2017

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

This administrative practice outlines how the Library Learning Commons shall operate.

2.0 PROCESS

The Associate Superintendent, Education Services shall be responsible for maintaining this Administrative Practice and ensuring that it is followed.

3.0 GUIDELINES

- 3.1 Principals shall ensure that students have access to age appropriate quality print, digital, and interactive learning resources in multiple formats that are periodically reviewed to ensure resources address a diverse range of student learning and developmental needs.
- 3.2 Principals shall plan, with their staff and school council, for Library Learning Commons spaces that represent environments that are developmentally appropriate, inclusive, flexible, learner-centered and provide a physical space conducive to collaboration, inquiry and innovative teaching and learning.
- 3.3 Principals shall ensure that students have opportunities to explore, problem solve, engage in inquiry, design, create and share.
- 3.4 Principals shall allocate annually a budget to support the development and ongoing growth of the Library Learning Commons.
- 3.5 Resource selection shall be a cooperative process involving staff, administration, parents and where appropriate, students.
- 3.6 The learning commons shall provide exposure to a wide variety of Canadian resources (fiction and nonfiction).

References: Board Policy: D/1/8 Purchasing
F/1/9 Library Learning Commons
Guide to Education



EDUCATIONAL SERVICES 10 – Library Learning Commons

Date: June 30, 2004

Revised Date: January 9, 2017

Responsible Administrator:
Associate Superintendent, Education Services

- 3.7 Resources should reflect multiple perspectives, diversity, promote literacy and numeracy and develop students’ interests and competencies.
- 3.8 Resources should recognize indigenous knowledge and ways of knowing of the First Nations, Metis and Inuit people.
- 3.9 Opportunities for community partnerships with local or regional library services shall be encouraged.

References: Board Policy: D//8 Purchasing
F//9 Library Learning Commons
Guide to Education



AP875 - Library Learning Commons

Date: ~~June 30, 2004~~ Revised Date: ~~May 2019~~ September 2019

Responsible Administrator:

Deputy Superintendent

Met with Superintendent on June 11, 2019. Question was asked – “Do we actually need this as an Admin practice?” or is it now embedded and we could do away with it...

1.0 RATIONALE/PURPOSE

A Library Learning Commons is an interactive, collaborative, flexible and creative learning space. It is an integral component of quality education.

2.0 PROCESS

The Deputy Superintendent shall be responsible for maintaining this Administrative ~~Practice~~ Procedure.

3.0 GUIDELINES/PROCEDURES

- 3.1 Principals shall ensure that students have access to age appropriate quality print, digital, and interactive learning resources in multiple formats that are periodically reviewed to ensure resources address a diverse range of student learning and developmental needs.
- 3.2 Principals shall plan, with their staff and school council, for Library Learning Commons spaces that represent environments that are developmentally appropriate, inclusive, flexible, learner-centered and provide a physical space conducive to collaboration, inquiry and innovative teaching and learning.
- 3.3 Principals shall ensure that students have opportunities to explore, problem solve, engage in inquiry, design, create and share.
- 3.4 Principals shall allocate annually a budget to support the development and ongoing growth of the Library Learning Commons. (SW1)
- 3.5 Resource selection shall be a cooperative process involving staff, administration, parents and where appropriate, students.
- 3.6 The learning commons shall provide exposure to a wide variety of Canadian resources (fiction and nonfiction).

References: Admin ~~Practice~~ Procedure: 410 Purchasing Guide to Education



AP875 - Library Learning Commons

Date: ~~June 30, 2004~~ ~~Revised Date: May 2019~~ ~~September 2019~~

Responsible Administrator:

Deputy Superintendent

-
- 3.7 Resources should reflect multiple perspectives, diversity, promote literacy and numeracy and develop students' interests and competencies.
 - 3.8 Resources should recognize indigenous knowledge and ways of knowing of the First Nations, Metis and Inuit people.
 - 3.9 Opportunities for community partnerships with local or regional library services shall be encouraged.

References: Admin ~~Procedure~~ ~~Practice~~: 410 Purchasing
Guide to Education



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

The Fair Dealing provision in the *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. The following guidelines apply to Fair Dealing in K-12 schools and provide reasonable safeguards for the owners of the copyright-protected works in accordance with the *Copyright Act* and the Supreme Court decisions.

2.0 PROCESS

- 2.1 The school principal is responsible for ensuring that all staff and students are aware of the *Copyright Act* and the Fair Dealing Guidelines.

Information regarding digital copyright can be found at: www.cmec.ca, The Council of Ministers of Education, Canada (CMEC).

Teachers are to be familiar with the document “Copyright Matters” which is available at: www.cmec.ca.

To qualify for Fair Dealing, two tests must be passed:

- 2.1.1 First Test: the “dealing” must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody.
Educational use of a copyright-protected work passes the first test.
- 2.1.2 Second Test: the dealing must be “fair”. In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools.

References: *Board Policy: F/1/4 – Copyright*
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

3.0 FAIR DEALING GUIDELINES

- 3.1 Teachers and staff members may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.
- 3.2 Copying or communicating short excerpts from a copyright-protected work under these Fair Dealing Guidelines for the purpose of news reporting, criticism, or review are to mention the source and, if given in the source, the name of the author or creator of the work.
- 3.3 A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:
- 3.3.1 As a class handout;
 - 3.3.2 As a posting to a learning- or course-management system that is password protected or otherwise restricted to students;
 - 3.3.3 As part of a course pack.
- 4.0 A short excerpt means:
- 4.1 Up to ten percent (10%) of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);
- 4.1.1 One (1) chapter from a book;
 - 4.1.2 A single article from a periodical;
 - 4.1.3 An entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works;
 - 4.1.4 An entire newspaper article or page;

References: *Board Policy: F//4 – Copyright*
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

- 4.1.5 An entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
- 4.1.6 An entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.
- 5.0 Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work, is prohibited.
- 6.0 Staff may reproduce works that are in the "Public Domain". When the work is reprinted in a new edition, only the original text is in the "public domain".
- 7.0 Copying or communicating that exceeds the limits in these Fair Dealing Guidelines will be referred to a supervisor or other person designated by the Associate Superintendent, Education Services, for evaluation. An evaluation of whether the proposed copying or communication is permitted under Fair Dealing will be made based on all relevant circumstances.
- 8.0 Any fee charged by the Division for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the Division, including overhead costs.
- 9.0 The following applies to Video Resources - Public Performance Rights
 - 9.1.1 Video programs and feature film rentals with public performance rights may only be shown in schools or at Division functions if a site license that covers these titles has been obtained from the distributor.
 - 9.1.2 Site licenses can be obtained from Visual Education Center (VEC) and/or Audio Cine Films (ACF).

References: *Board Policy: F//4 – Copyright*
 Copyright Release Form
 Consent to Disclose Student's Personal Information
 Fair Dealing Guidelines
 Copyright Act
 Copyright Matters: Canadian Teachers Federation, 2016
 Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

- 10.0 The Fair Dealing Guidelines are to be posted above each multi-function or photocopying device.
- 11.0 Use of copyrighted materials that do not fall under the Fair Dealing Guidelines is not permitted without the approval of the Associate Superintendent, Education Services. Where school staff or students wish to use copyrighted materials, they must:
- 11.1 Obtain permission to copy from the copyright holder; and
- 11.2 Where requested, a royalty must be paid to the copyright holder.
- 12.0 **Employee Work**
- 12.1.1 The Superintendent or designate may enter into an agreement with others to produce, in part or in whole, a work for the Division. This agreement will specifically address copyright of the work produced.
- 12.1.2 The Division may enter into an agreement with a private publisher to publish Division material for sale and distribution.
- 12.1.3 The Division owns copyright of all works produced by employees as a part of their employment.
- 13.0 **Student Work**
- 13.1.1 Students own the copyright to everything they create. Parent/guardian permission to reproduce student work will be obtained if the student is under 16 years of age. Students 16 years of age and over may provide permission for their own work to be reproduced.
- 13.1.2 Permission is not required to display student work within the school.
- 13.1.3 Permission is not required to display student work outside the school at such sites as Teachers' Conventions, conferences, public libraries or Division Office, provided the student's name is not visible on the work. If the student's name is visible, FOIP considerations apply.

References: *Board Policy: F/1/4 – Copyright*
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

-
- 13.1.4 At the time of registration, the Principal will collect and file permission from parents/guardians/students to record and/or tape their children for possible performance.
 - 13.1.5 Photographs taken by students for school publications with equipment and supplies provided by the school will be deemed to be the property of the school.

References: *Board Policy: F/1/4 – Copyright*
 Copyright Release Form
 Consent to Disclose Student's Personal Information
 Fair Dealing Guidelines
 Copyright Act
 Copyright Matters: Canadian Teachers Federation, 2016
 Freedom of Information and Protection of Privacy Act

Fall Principals Campaign 2019/20
Cover note to principals

Dear School Principal:

Copyright rules for educators have changed significantly in recent years. While teachers have new opportunities to use copyright-protected materials in their lessons, they also have responsibilities. There are limits to what can be copied and communicated in the classroom. Teachers must know what they can and cannot do with the copyright-protected works of others. Failure to comply with copyright law can result in a teacher, school or school board being sued for copyright infringement. The fair dealing provision in Canada's copyright law permits teachers to copy and communicate short excerpts from copyright-protected works within certain guidelines.

Ministries/Departments of Education across Canada with responsibility for elementary-secondary education (with the exception of Quebec) strive to ensure that teachers have the latest information about fair dealing. The Copyright Consortium of the Council of Ministers of Education, Canada has developed a website to assist teachers in complying with the copyright law: www.fairdealingdecisiontool.ca. The website features a fair dealing decision tool that enables teachers to quickly determine whether they can use specific materials in their lessons. It also provides an overview of the *Fair Dealing Guidelines*, along with posters to remind teachers about the guidelines as well as the restrictions on copying consumables such as workbooks and materials meant for one-time use.

Principals are asked to:

- mention this website at a staff meeting and encourage all teachers to visit the site and view the related materials;
- ensure both the attached *Fair Dealing Guidelines* and consumables posters are placed near photocopiers and printers; and
- post the attached notice regarding available copyright reference resources in the staff room and/or main office.

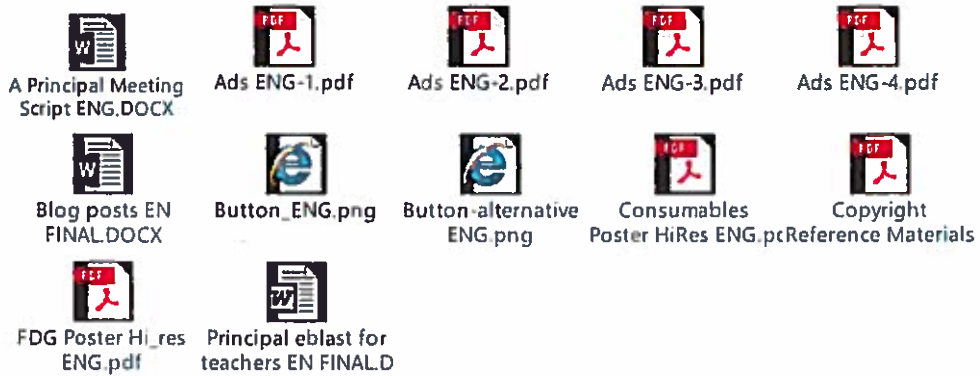
The following materials are attached to this message to assist you in carrying out the proposed actions:

- suggested speaking points for the copyright presentation to staff (for personal use);

- two copyright-related posters (mentioned above);
- bulletin board notice (mentioned above);
- postcard featuring www.FairDealingDecisionTool.ca; and
- template e-mail message to be forwarded to teachers.

Sincerely,

Curtis Clarke, PhD
Deputy Minister of Education





EDUCATIONAL SERVICES 20 – Religious Instruction/Exercises

Date: Mar. 23, 2011 Revised: January 16, 2017 Responsible Administrator: Superintendent

1.0 RATIONALE

The Board encourages and supports the moral and spiritual development of the children in its schools along with their emotional, intellectual, and physical development.

2.0 PROCESS

The Superintendent will be responsible for maintaining this Administrative Practice and its operation.

3.0 GUIDELINES

- 3.1 Whenever a number of parents request that the school be opened by the recitation of the Lord’s Prayer, the Principal shall undertake to obtain a consensus of parent opinion around such request through surveys, meetings or any other appropriate means of gathering information.
- 3.2 If the Principal determines that a majority of parents support a request for the Lord’s Prayer to be part of the school day opening exercises, he/she will inform the Board of the school’s intention to implement such practice.
- 3.3 As per the School Act, the Principal shall make provision to exclude any student(s) from participation in the school opening religious exercise.
- 3.4 Whenever a number of parents request that either Protestant or Roman Catholic religious instruction courses be offered at a school, the Principal shall undertake to determine through surveys, public meetings or any other appropriate means of obtaining information, if there is a sufficient number of parents desiring such instruction during the school day.
- 3.5 The Principal shall present information regarding parental numbers and subsequent recommendations and intentions as to religious course offerings as part of the school’s instructional program plan for the coming school year. Such information shall include:
 - 3.5.1 the grade(s) to which religious instruction courses shall be offered,
 - 3.5.2 the number of minutes of instruction per week, and
 - 3.5.3 the course(s) of instruction to be offered to any students whose parents indicate in writing that their child is not to participate in religious instruction.
- 3.6 Upon receiving a Principal’s plan for offering of religious instruction courses in a school, Senior Administration shall prepare a recommendation to the Board of Trustees for authorization of the courses.

References: *Board Policy: F/1/6 Religious Instruction/Exercises*
Board Regulation: Education 1 - Religious Instruction
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble



EDUCATIONAL SERVICES 20805 – CURRICULUM AND INSTRUCTION
805 – Religious Instruction/Exercises

Date: Mar. 23, 2011 Revised: January 16, 2017 Responsible Administrator:
Superintendent/CEO

1.0 RATIONALE OMIT THIS PRACTICE! NOT NEEDED. INCLUDED IN POLICY 315 AND 800

The Board encourages and supports the moral and spiritual development of the children in its schools along with their emotional, intellectual, and physical development. Policy 800 – 1.0

2.0 PROCESS

The Superintendent/CEO will be responsible for maintaining this Administrative Practice and its operation.

3.0 GUIDELINES

3.1 Whenever a number of parents request that the school be opened by the recitation of the Lord's Prayer, the Principal shall undertake to obtain a consensus of parent opinion around such request through surveys, meetings or any other appropriate means of gathering information. [SW1] Policy 315 – 2.2.3

3.2 If the Principal determines that a majority of parents support a request for the Lord's Prayer to be part of the school day opening exercises, he/she will inform the Board of the school's intention to implement such practice. Policy 315 – 2.2.3/2.2.4

3.3 As per the School Act, the Principal shall make provision to exclude any student(s) from participation in the school opening religious exercise. policy 800 – 2.4.2.2

[SW2]

3.4 Whenever a number of parents request that either Protestant or Roman Catholic religious instruction courses be offered at a school, the Principal shall undertake to determine through surveys, public meetings or any other appropriate means of obtaining information, if there is a sufficient number of parents desiring such instruction during the school day. Policy 800 – 2.2.2

References: Board Policy: ~~F/116-3~~ Religious Instruction/Exercises
Board Regulation: Education 1 – Religious Instruction
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble



~~EDUCATIONAL SERVICES 20~~CURRICULUM AND INSTRUCTION
805 – Religious Instruction/Exercises

Date: Mar. 23, 2011 Revised: January 16, 2017 Responsible Administrator:
Superintendent/CEO

- 3.5 The Principal shall present information regarding parental numbers and subsequent recommendations and intentions as to religious course offerings as part of the school's instructional program plan for the coming school year. Such information shall include:
- 3.5.1 the grade(s) to which religious instruction courses shall be offered,
 - 3.5.2 the number of minutes of instruction per week, and
 - 3.5.3 the course(s) of instruction to be offered to any students whose parents indicate in writing that their child is not to participate in religious instruction.
- [SW3] Policy 800 - 2.2.2.5
- 3.6 Upon receiving a Principal's plan for offering of religious instruction courses in a school, Senior Administration shall prepare a recommendation to the Board of Trustees for authorization of the courses. Policy 800 2.2.2.3

References: Board Policy: ~~F.11.6-2~~ Religious Instruction/Exercises
~~Board Regulation: Education 1 – Religious Instruction~~
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act Preamble



FINANCIAL MANAGEMENT 8 – Homebound Program - Teacher Remuneration

Date: March 4, 2003

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The Board acknowledges that system personnel may incur additional expenses in completing their assigned duties. Therefore, the Board is prepared to reimburse these individuals for authorized expense claims.

2.0 PROCESS

The principal is responsible to ensure that staff incurring expenses under this Administrative Practice are properly reimbursed according to normal procedures and rates set out in policy.

References: *Board Policy: E/II/1*



Date: March 4, 2003

Responsible Administrator: Secretary Treasurer

Rescind. Covered under other expense reimbursement APs

1.0 RATIONALE

The Board acknowledges that system personnel may incur additional expenses in completing their assigned duties. Therefore, the Board is prepared to reimburse these individuals for authorized expense claims.

2.0 PROCESS

The principal is responsible to ensure that staff incurring expenses under this Administrative Practice are properly reimbursed according to normal procedures and rates set out in policy.

References: Board Policy: **EAA?**



FINANCIAL MANAGEMENT 12 – Student Accident Insurance

Date: June 30, 2004

Revised: January 9, 2017

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

Student accident insurance should be provided for all students attending Division schools with the option for additional coverage.

2.0 PROCESS

The Secretary Treasurer will ensure Blanket Student Accident Insurance is available on an annual basis.

3.0 GUIDELINES

- 3.1 Information on coverage obtained shall be provided to all schools on or before September 15 as well as insurance coverage over and above the basic coverage paid by parents if selected. The appropriate enrolment forms, will be provided to all schools for release to parents/guardians on or before September 15.
- 3.2 Insurance coverage over and above the basic coverage provided by the Board shall be at the discretion of the student's parent/guardian.

References: *Board Policy: G/II/14 – Student Accident Insurance*



HUMAN RESOURCES MANAGEMENT 6 – Health Benefits and 90 Day Elimination Period

Date: January 16, 2002

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

An employee on long-term sick leave may use up their allowable sick days prior to reaching the end of the 90 day elimination period for Extended Disability eligibility under the Alberta School Employee Benefit Plan (ASEBP).

2.0 PROCESS

- 2.1 When an employee on long-term sick leave uses up their allowable sick days prior to reaching the end of the 90 day elimination period, and the employee wishes to continue their health care coverage, the employee becomes fully responsible for the payment of health care premiums (ie the Board's portion as well as the employee's portion) until Extended Disability has been approved.
- 2.2 Annually, principals/supervisors need to be reminded that an employee, who has been on medical leave for more than two weeks must present a medical note stating that they are fit to resume their regular duties. The medical note must be forwarded to Human Resources at Central Office for inclusion in the employee's personnel file.

References: *All Collective Agreements & General Pay Plan*



AP - BUSINESS ADMINISTRATION 450

AP450 – Health Benefits and 90 Day Elimination Period

Date: January 16, 2002

Responsible Administrator: Associate Superintendent; Human Services

This entire Admin practice is laid out clearly in the collective agreement. Not needed as a practice - Appendix A – Medical Assessment Form.

1.0 RATIONALE

An employee on long-term sick leave may use up their allowable sick days prior to reaching the end of the 90 day elimination period for Extended Disability eligibility under the Alberta School Employee Benefit Plan (ASEBP). [sw1] GEC 2.2.1 CUPE 18.2.1

2.0 PROCESS

- 2.1 When an employee on long-term sick leave uses up their allowable sick days prior to reaching the end of the 90 day elimination period, and the employee wishes to continue their health care coverage, the employee becomes fully responsible for the payment of health care premiums (ie the Board's portion as well as the employee's portion) until Extended Disability has been approved. GEC 2.2.1
- 2.2 Annually, principals/supervisors need to be reminded that an employee, who has been on medical leave for more than two weeks must present a medical note stating that they are fit to resume their regular duties. The medical note must be forwarded to Human Resources at Central Office for inclusion in the employee's personnel file. GEC 2.3

References: *All Collective Agreements & General Pay Plan*





HUMAN RESOURCES MANAGEMENT 7 – Hiring Personnel for Ad Hoc Positions

Date: November 30, 2001

Responsible Administrator: Associate Superintendent, Human Resources

1.0 RATIONALE

This Administrative Practice provides direction to administrative and finance staff to hire and pay personnel for specific short-term ad hoc tasks, eg. moving materials, cleaning equipment, babysitting, unpacking purchased materials, etc.

2.0 PROCESS

The Associate Superintendent, Human Resources will maintain the practice for the hiring of personnel for ad hoc positions and communicate same.

3.0 GUIDELINES

- 3.1 Provision will be made in the General Pay Plan to hire personnel for ad hoc positions. Remuneration will be \$10.00 per hour.
- 3.2 Employment application packages for ad hoc positions will be provided to principals through Human Resources. Such packages will contain an Application Form; a TD-1 Tax Form; and a Direct Deposit Form. The completed application package must be in Central Office before the person commences work.
- 3.3 Human Resources will receive and maintain files of personnel who have applied for ad hoc positions.
- 3.4 The principal will approve and submit a time sheet to the Finance Department at Central Office for personnel hired under this Administrative Practice. Payment for such services will be charged to a casual salary expense account. (Note that as per the Employment Standards Act, personnel hired under this Administrative Practice must be paid a minimum of two hours each time they are hired.)
- 3.5 Students hired under this Administrative Practice must be at least 15 years old.

References: *General Pay Plan*



RESCIND – COVERED UNDER OTHER HIRING PROCEDURES

PURPOSE

This Administrative Procedure provides direction to administrative and finance staff to hire and pay personnel for specific short-term ad hoc tasks

PROCESS

The Associate Superintendent, People Services will maintain the procedure for the hiring of personnel for ad hoc positions and communicate same.

PROCEDURE

1. Provision will be made in the General Pay Plan to hire personnel for ad hoc positions. Remuneration will be \$? per hour.
2. The hiring package must be completed with the People Services Department before the person commences work.
3. People Services will receive and maintain files of personnel who have applied for ad hoc positions
4. The Principal will approve and submit a time sheet to the Payroll Department at Central Office for personnel hired under this Administrative Practice. Payment for such services will be charged to a casual salary expense account. (Note that as per the Employment Standards Act, personnel hired under this Administrative Procedure must be paid wages that are at least equal to 3 hours at the Alberta minimum wage even if the shift is less than 3 hours.)
5. Students hired under this Administrative Procedure must be at least 15 years old.

References: General Pay Plan



TRANSPORTATION 5 – Student Transportation Services

Date: June 30, 2004 Revised: Jan. 9, 2013 Responsible Administrator: Director, Transportation Services

1.0 RATIONALE

The Division believes that transportation services provided for its resident students should be safe, economical and as convenient and time efficient as is practicable for the students using this service.

2.0 PROCESS

The Transportation Manager shall maintain this Administrative Practice.

3.0 GUIDELINES

3.1 Prior to commencement of each school year, the Transportation Manager shall establish bus routes for each school attendance area.

3.1.1 The school bus operator will contact each family on their route prior to the commencement of the school year to inform them of the pickup location and the time of the school bus pickup.

3.2 Students registering at Sturgeon School Division schools for the first time, who require school bus transportation, will be directed to contact the Transportation Department to arrange for school bus service.

3.3 Prior to October 15th of each year, the Transportation Manager shall provide each school with school bus route maps and passenger lists for all buses that service the attendance area of the school.

3.3.1 The principal of the school shall provide the Transportation Department with the name of each student who withdraws from the school or who is expelled or suspended from the school.

3.4 Alterations or extensions of school bus routes shall require the approval of the Transportation Manager with the exception of short-term alterations or extensions incurred in emergency situations.

References: *Board Policy: 1/1 – Student Transportation Services*



TRANSPORTATION 5 – Student Transportation Services

Date: June 30, 2004 Revised: Jan. 9, 2013 Responsible Administrator: Director, Transportation Services

- 3.4.1 Extra distances incurred by school bus operators because of a bus route extension or alteration are to be recorded on a Notice of Change Form and submitted to the Transportation Manager for approval and payment.
- 3.5 The principal of the school shall give advance notice to students, parents, and school bus operators of any planned activity that will change normal school operational hours and consequently reflect a change in school bus operating times.
- 3.6 Each school bus operator shall develop a schedule that indicates the pickup time and drop off time for each student who is a passenger on their bus.
- 3.7 Students may be required to walk up to 400 meters from their gateway to the bus stop. Gateway is the point of intersection of a private driveway and a municipal roadway as per The School Act Section 51 (4) c.

References: *Board Policy: 1/1 – Student Transportation Services*



TRANSPORTATION 5510 – Student Transportation

Date: June 30, 2004 Revised: Jan. 9, 2013 Responsible Administrator: Director, Transportation Services

This was not included in Mr. Steele's rewrite beginnings IT IS NOT NEEDED. THE ENTIRE PRACTICE IS IN POLICY 500. OMIT THIS PRACTICE

1.0 RATIONALE

The Division believes that transportation services provided for its resident students should be safe, economical and as convenient and time efficient as is practicable for the students using this service.

2.0 PROCESS

The Transportation Manager shall maintain this Administrative Practice.

3.0 GUIDELINES

3.1 Prior to commencement of each school year, the Transportation Manager shall establish bus routes for each school attendance area.

3.1.1 The school bus operator will contact each family on their route prior to the commencement of the school year to inform them of the pickup location and the time of the school bus pickup. [sw1]

3.2 Students registering at Sturgeon Public School Division schools for the first time, who require school bus transportation, will be directed to contact the Transportation Department to arrange for school bus service. [sw2]

3.3 Prior to October 15th of each year, the Transportation Manager shall provide each school with school bus route maps and passenger lists for all buses that service the attendance area of the school. **3.11.4**

3.3.1 The principal of the school shall provide the Transportation Department with the name of each student who withdraws from the school or who is expelled or suspended from the school. **3.11.5**

3.4 Alterations or extensions of school bus routes shall require the approval of the Transportation Manager with the exception of short-term alterations or extensions incurred in emergency situations. **3.11.6**



TRANSPORTATION 5510 – Student Transportation

Date: June 30, 2004 Revised: Jan. 9, 2013 Responsible Administrator: Director, Transportation Services

References: ~~Board Policy: 1/1 – Student Transportation Services~~



TRANSPORTATION-5510 – Student Transportation

Date: June 30, 2004 Revised: Jan. 9, 2013 Responsible Administrator: Director, Transportation Services

- 3.4.1 Extra distances incurred by school bus operators because of a bus route extension or alteration are to be recorded on a Notice of Change Form and submitted to the Transportation Manager for approval and payment.3.12
- 3.5 The principal of the school shall give advance notice to students, parents, and school bus operators of any planned activity that will change normal school operational hours and consequently reflect a change in school bus operating times.3.11.7
- 3.6 Each school bus operator shall develop a schedule that indicates the pickup time and drop off time for each student who is a passenger on their bus.
- 3.7 Students may be required to walk up to 400 meters from their gateway to the bus stop. Gateway is the point of intersection of a private driveway and a municipal roadway as per The School Act Section 51 (4) c.

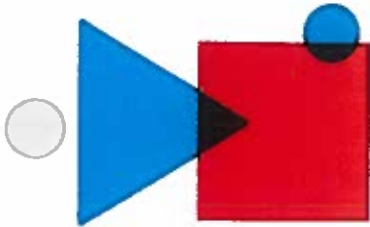


**TRANSPORTATION-
5510**

TRANSPORTATION 5510 – Student Transportation

Date: June 30, 2004 Revised: Jan. 9, 2013 Responsible Administrator: Director, Transportation Services

References: *Board Policy: 1/1 – Student Transportation Services*



B O A R D
MEMORANDUM



**Sturgeon
Public Schools**
Dare to reimagine learning

Date: November 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole Meeting
Subject: December 2019 Board Meeting

Background:

As per the motion at the Organizational Meeting of the Board of Trustees, a regular monthly Board meeting is to be held on the fourth Wednesday of each month.

At the November 13, 2019 Committee of the Whole Meeting, the Board of Trustees referred the December 25, 2019 Board Meeting to be forwarded to the Public Board Meeting to be cancelled.

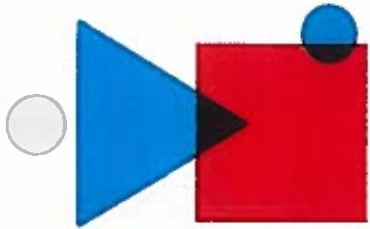
Recommendation:

That the Board of Trustees approve that the December 25, 2019 Public Board Meeting be cancelled.

Sincerely,

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





BOARD
MEMORANDUM

Date: November 27, 2019
 To: Board of Trustees
 From: Mary Lynne R. Campbell, Superintendent/CEO
 Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
 Subject: Sturgeon Public Schools Scholarships 2018-2019

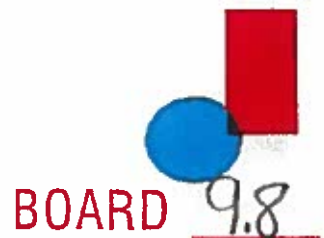


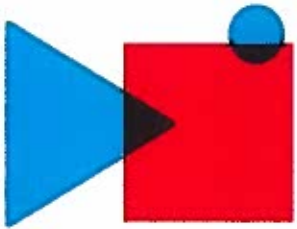
Background:

For the 2018-2019 school year, the following scholarships were awarded by Sturgeon Public School Division:

	<u>Redwater High School</u>	<u>Sturgeon Composite High School</u>
Sturgeon Public Schools (\$1,000 each)	7	31
Sturgeon Public Schools Bursary (\$500)	0	1
Gerry Schick Memorial) (\$400 each)	1	1
Lilian Schick Memorial (\$400 each)	1	1
Frank Robinson Memorial) (\$500 each)	1	1
Xerox Scholarship (\$250 each)	1	1

The total value of these scholarships is \$41,600.





B O A R D
MEMORANDUM

Additional information:

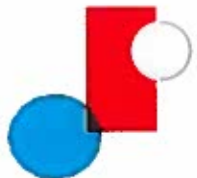
- 1 Redwater School student qualified for \$1,900 in scholarships, 1 student qualified for \$1,400 in scholarships, and another student qualified for \$1,250 in scholarships.
- 1 Sturgeon Composite High School student qualified for \$1,500 in scholarships, 1 student qualified for \$1,400 in scholarships, and another student qualified for \$1,250 in scholarships.

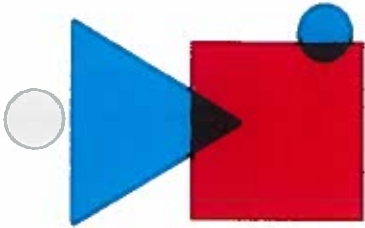
Recommendation:

This report is shared as information

Sincerely,

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





BOARD
MEMORANDUM



Date: November 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Lynne Chaston, Supervisor, Financial Services
Subject: Monthly Financial Report

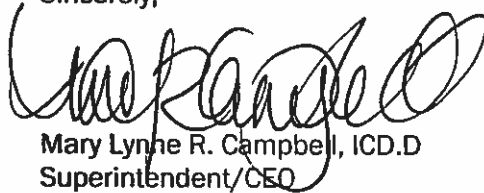
Background:

Attached you will find the Financial Report for 2019-2020 as of October 31, 2019.

Recommendation:

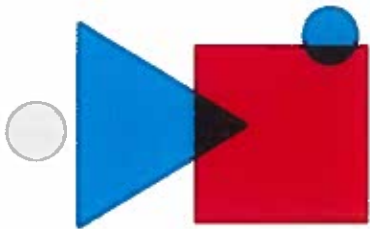
This report is shared as information.

Sincerely,



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

Attachment



BOARD
MEMORANDUM



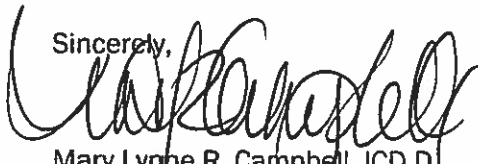
Date: November 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Denis Henderson, Director, Facilities
Subject: 2020-2021 Modular Classroom Program Submission Request

Background:

With the move of Four Winds students to the new school, the Division is now able to request demolition of old modulars and the replacement of 1 washroom module. These modulars were installed in 1991 and they were assessed by Golder and Associates (2017) as being in poor condition. The Division's Modular Classroom (MCP) request was submitted to Alberta Education on November 14, 2019.

Recommendation:

This report is shared as information.

Sincerely,

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