

AGENDA

BOARD

Wed. Apr. 22, 2020

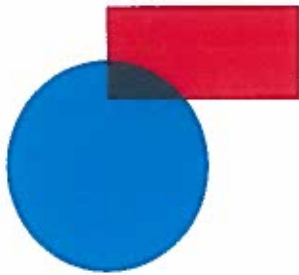


**Sturgeon
Public Schools**

Dare to reimagine learning

1. CALL TO ORDER
2. CONSIDERATION OF AGENDA
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. APPOINTMENTS
4. READING AND APPROVING OF MINUTES
 - 4.1 Approval of the Minutes of the Regular Meeting of March 25, 2020
5. PRESENTATIONS
6. REPORTS FROM SENIOR EXECUTIVE
 - 6.1 Capital Update
 - 6.2 Continuous Learning for Students
7. REPORTS FROM TRUSTEES AND STANDING COMMITTEES
 - 7.1 Chair's Report
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.4 Building and Maintenance Committee
 - 7.5 Education Committee
 - 7.6 Finance and People Services Committee
 - 7.7 Transportation Committee
8. REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS
 - 8.1 Alberta School Boards Association Representative
 - 8.2 Public School Boards Association of Alberta Representative





AGENDA

BOARD

9. NEW BUSINESS

9.1 Draft 2020/2021 Budget Assumptions

9.2 Monthly Financial Report

9.3 Policy 410 - Fees

9.4 Policy 500 - Transportation

10. UNFINISHED BUSINESS

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**

Dare to reimagine learning





Sturgeon
Public Schools

Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on March 25, 2020

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Sturgeon
Public Schools

Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on March 25, 2020

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
Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
(* *electronic attendance*)

REGRETS

Mrs. Ruth Kuik, Deputy Superintendent, Education Services
Mrs. Lisa Lacroix, Associate Superintendent, People Services
Ms. Shawna Walter, Director, Special Projects/Initiatives

CALL TO ORDER

The Chair called the meeting to order at 4:00 p.m.

APPROVAL OF AGENDA

9.8 Policy 200 - Attendance Areas moved to May 13, 2020 Committee of the Whole meeting.
9.10 Policy 310 - Non-Resident Students moved to May 13, 2020 Committee of the Whole meeting.

#022/2020 - Moved by Mrs. Murray-Elliott that the agenda be approved as amended.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#023/2020 - Moved by Mr. Dwyer that the minutes of the Regular Meeting of February 26, 2020 be approved.

CARRIED UNANIMOUSLY

PRESENTATIONS

Policy 235 - Conduct of Board Meetings

#024/2020 - Moved by Mr. Jewell that the Board of Trustees approve Policy 235 - Conduct of Board Meetings as amended.

CARRIED UNANIMOUSLY

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 SCHOOL BOARDS ASSOCIATION REPRESENTATIVE**

A verbal report was provided.

Edwin Parr Nomination

This report was received as information.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESS**Authorization of Junior High Locally Developed Optional Course - Academic Skills Building**

#025/2020 - Moved by Mrs. Oatway-McLay that the Board of Trustees approve the Authorization of the Junior High Locally Developed Optional Course - Academic Skill Building to be authorized as a course of study within Sturgeon Public Schools from September 1, 2020 to June 30, 2023.

CARRIED UNANIMOUSLY

Capital Plan Priorities

#026/2020 - Moved by Mrs. Kohle that the Board of Trustees approve the 2020-2023 Capital Plan Priorities, as presented, for submission to Alberta Education.

CARRIED UNANIMOUSLY

Division Fees 2020/2021

#027/2020 - Moved by Mr. Jewell that the Board of Trustees approve Policy 410 - Fees.

CARRIED UNANIMOUSLY

Early Childhood Education Non-Residency Agreement Form

This report was received as information.

GPS Enabled Technologies - Transportation

#028/2020 - Moved by Mrs. Kohle that the Board of Trustees approve the assignment of \$63,150 of the Transportation Capital Reserve to the purchase of GPS enabled technology.

CARRIED UNANIMOUSLY

Monthly Financial Report

This report was received as information.

Omnibus Motion for Board Policies

#029/2020 - Moved by Mrs. Pequin that the Board of Trustees approve the Omnibus Motion for Board Policies as presented.

CARRIED UNANIMOUSLY

UNAPPROVED DRAFT

Policy 900 – Student Conduct and Discipline

#030/2020 – Moved by Mrs. Featherley that the Board of Trustees approve Policy 900 – Student Conduct and Discipline as presented.

CARRIED UNANIMOUSLY

School Calendar: 2020-2021

#031/2020 – Moved by Mrs. Kohle that the Board of Trustees approve the final version of the 2020-2021 calendar package.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

Ameresco: Energy Project

#032/2020 – Moved by Mr. Dwyer that the Board of Trustees approve an Intent to Borrow, as per the statutory requirements, in support of the project.

CARRIED UNANIMOUSLY

NOTICES OF MOTION

There were no Notices of Motion.

INFORMATION

COMMENT & QUESTION PERIOD

ATA

No report was provided..

CUPE

No report was provided.

COMMUNITY MEMBERS

No report was provided.

MEDIA

No report was provided.

REQUESTS FOR INFORMATION

IN CAMERA

#033/2020 – 5:04 p.m. – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

Meeting recessed at 5:04 p.m. for break.

Meeting resumed at 5:13 p.m.

#034/2020 – 6:07 p.m. – Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

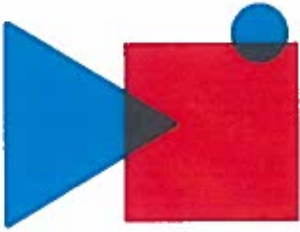
ADJOURNMENT

The Chair adjourned the meeting at 6:07 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



BOARD
MEMORANDUM

Date: April 22, 2020
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



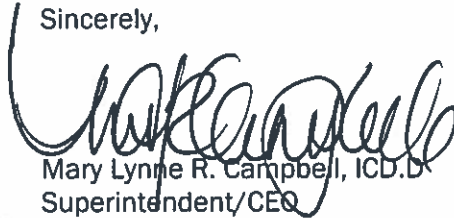
Background:

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

Recommendation:

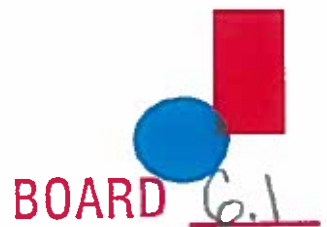
That the report be received as information.

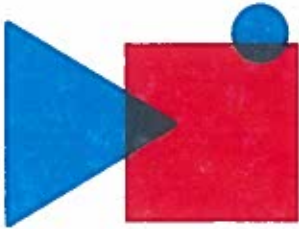
Sincerely,



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

Attachment





BOARD
MEMORANDUM

Date: April 22, 2020

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Ruth Kuik, Deputy Superintendent, Education Services
Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Steve Schick, Director, IT/Logistics
Education Services Team
Principals/Staff, Sturgeon Public Schools

Subject: Sturgeon Public Schools: Continuous Learning for Students



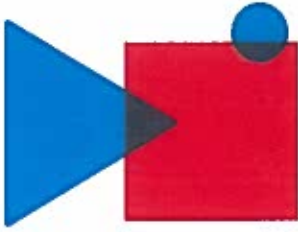
Background:

Sturgeon Public Schools was one of the first Public School Division to successfully launch education programming on-line. The Division's online platforms include Google Classroom and Seesaw and follows the content delivery parameters established by the Minister of Education:

- Grades K-3: focus on literacy and numeracy with teachers assigning an average of 5 hours of work per week.
- Grades 4-6: focus on literacy and numeracy with opportunities to incorporate science and social studies. Teachers will assign an average of 5 hours of work per week.
- Grades 7-9: focus on the core curriculum outcomes of math, language arts, science and social studies with teachers assigning an average of 10 hours of work per week.
- Grades 10-12: focus on specified and core courses required for high school graduation requirements with teacher assigning 3 hours of work per week for each course.

Over the past several weeks, we have delivered programming, monitored student engagement and task completion in the following ways:

1. Principals use Google Meet to connect with staff twice a day.
2. Engagement Logs have been created for each school and grade to log parent/student contact, and work assigned and completed. Principals can access all logs within their building.
3. Schools have established counselling plans and on-line spaces have been created to provide families with resources. These resources address topics such as establishing routines, supporting connection and lessons for social/emotional learning. Community links are included, and counsellors connect daily with students as appropriate.



B O A R D
MEMORANDUM

4. Principals have been provided updated information to ensure that student privacy is being maintained while engaging in on-line learning.
5. Consultants, therapists and support workers remain connected to families, develop and deliver learning packages and distribute specialized equipment.
6. PUF screenings are proceeding using an on-line delivery method, as approved by the respective professional associations.
7. Inclusive Learning Teams are in place to continue to design learning plans to assist teachers and students.
8. Guidelines for cycles for formative assessment and feedback have been provided to guide teaching practices.

The following statistics were collated as of 09 April 2020:

- ✓ Prior to the cancellation of classes, the Division had 247 Google meets;
- ✓ After the cancellation of classes, the Division had 38,996 Google meets and growing;
- ✓ Pre-COVID the Division averaged 249 Google Classroom connections/day;
- ✓ Post-COVID the Division is averaging 1195 Google Classroom connections/day.

The Division also provides print materials at the request of families.

Sturgeon Public Schools has also maintained its connection to each of our schools through weekly briefing meetings with Principals, hosted through Google Hangouts. At the 09 April 2020 briefing, the Executive shared a video snapshot of the many ways by which Sturgeon Public School staff dare to reimagine learning. The video will be shared at the 22 April 2020 Board Meeting.

I am pleased to respond to questions.

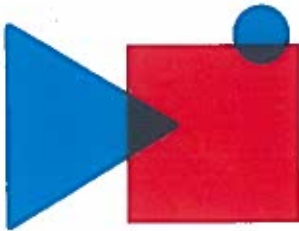
Recommendation:

That the report be received as information.

Sincerely,

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





B O A R D
MEMORANDUM

Date: April 22, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent,
Corporate Services
Lynne Chaston, Director, Financial Services
Subject: Draft 2020/2021 Budget Assumptions

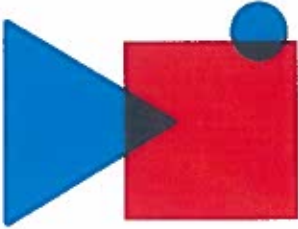
Background:

On 28 February 2020 Alberta Education the interim 2020/21 *Funding Manual for School Authorities* was released, and the Division received a Draft funding profile.

On 6 March 2020 the Superintendent/ CEO, Associate Superintendent, Corporate Services and Director of Financial Services met with representatives from Alberta Education to gain a more detailed understanding of the major grant allocations and the implications for Sturgeon Public Schools. The team left Alberta Education with a list of questions for which the Division continues to await a response.

Over the past several weeks, the Senior Executive and Department teams have undertaken a thorough analysis of the Interim Funding Manual. It is important to note, that although the profile includes temporary bridge funding, levels to support rural Public Education for Sturgeon Public Schools' students, have decreased.

The Draft Budget Assumptions provided, is based upon information received from Alberta Education, as of 06 April 2020, and is subject to change, upon receipt of the Division's confirmed funding allocations for the 2020 / 2021 Fiscal Year.



B O A R D
MEMORANDUM

The Executive is prepared to respond to questions.

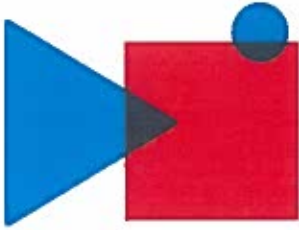
Recommendation:

That the Draft 2020/2021 Budget Assumptions be approved as presented at the 22 April 2020 Board Meeting.

Sincerely,

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





BOARD
MEMORANDUM



Date: April 22, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent, Corporate Services
Lynne Chaston, Director, Financial Services
Subject: Monthly Financial Report


Background:

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

Recommendation:

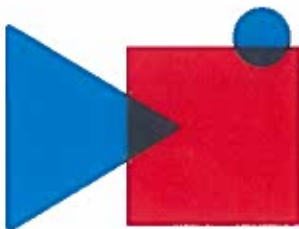
That the report be received as information.

Sincerely,



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

Attachment



B O A R D
MEMORANDUM

Date: April 22, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent,
Corporate Services
Amy Hebert, Coordinator, Transportation Services
Subject: Policy 410 - Fees

Background:

The proposed Complementary Learning Resource (CLR) and Transportation Fee schedules provided take in account the funding allocation outlined in the interim 2020/21 *Funding Manual for School Authorities*. While the CLR fee schedule remains unchanged from the 2019 – 2020 school year, the Transportation Fee schedule has been simplified and adjusted. In addition, a map (attached) will be posted on the Transportation Services website to assist parents in applying the fee schedule to their context. The Transportation Fee schedule reflects an increase in fees relative to funding received from Alberta Education and operational costs.

Recommendation:

That Policy 410 be approved in principle, as presented at the 22 April 2020 Board Meeting, and further, that the Policy be referred to the 27 May 2020 Board Meeting for approval.

Sincerely,

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

Attachment





Fees

EFFECTIVE: March 27, 2019

REVISED: April 2020

REVIEW: 2020-2021

1.0 POLICY

The Board ensures financial accountability annually through the development and oversight of the budget which includes the assessment, review and approval of administrative fees.

The Board enables, within the context of each school and based upon students' interests and needs, a variety of programs and services that are classified as curricular and extracurricular activities.

The Board recognizes the need for individual schools to levy fees at a reasonable rate for curricular and extra-curricular activities.

The Board assesses Complementary Learning Resources Fees to provide needed materials to students to enhance educational opportunities and Transportation Fees to provide service.

2.0 DEFINITIONS

- 2.1 A curricular activity is an activity which may require specialized materials or that is outside of the regular classroom activities and that supplements regular instruction; this includes project work, field trips, dramatic productions, musical performances, etc.
- 2.2 An extra-curricular activity is an activity that is normally outside of the regular school day, which allows a student to explore a particular skill, talent or interest; these can include sports, music, drama and theatre, debating, and publishing. Participation in an extra-curricular activity is on a voluntary basis.
- 2.3 Complementary Learning Resources include consumable supplies and resources that enhance and support learning.
- 2.4 Transportation Fees are applied to students accessing bus services.

3.0 GUIDELINES

- 3.1 Fees are reviewed by the Board.

References: *Policy 245 Appeals*
Exhibit 1: Complementary Learning Resources Fee Schedule
Exhibit 2: Transportation Fee Schedule
Fee Waiver Application Form
Education Act
School Fees Regulation 95/2019

Fees

EFFECTIVE: March 27, 2019

REVISED: April 2020

REVIEW: 2020-2021

3.2 Approval Process

3.2.1 School based curricular and extra-curricular fees

3.2.2 In consultation with the school staff, the Principal will identify those curricular and extracurricular activities that will be scheduled for the coming school year.

3.2.3 The schedule will include a plan for the funding of each activity.

3.2.4 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.

3.2.5 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/CEO on or before April 30th. The schedule will be presented at the Committee of the Whole Meeting in May.

3.2.6 For any new fees or fees increased 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. This does not apply to field trips and non-curricular travel.

3.2.7 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).

3.3 Parent Notification

In May and June of each school year, schools shall notify parents of the fee schedules for the subsequent school year and the processes for payment plans, refunds and waiving of fees if applicable.

References: *Policy 245 Appeals*
Exhibit 1: Complementary Learning Resources Fee Schedule
Exhibit 2: Transportation Fee Schedule
Fee Waiver Application Form
Education Act
School Fees Regulation 95/2019



Fees

EFFECTIVE: March 27, 2019

REVISED: April 2020

REVIEW: 2020-2021

3.4 Supplementing Funding

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.

3.5 Complementary Learning Resources Fees

3.5.1 At the start of the annual budget process the Board will determine the Complementary Learning Resource Fees for the following school year.

3.6 Transportation Fees

3.6.1 The Board will consider and approve the Transportation Fee schedule during the annual budget process.

3.6 Collection of Fees

3.6.1 The Associate Superintendent, Corporate Services will be responsible for ensuring the collection of fees is undertaken according to Policy 410.

3.6.2 If a student joins the Division mid-year, annual fees will be assessed accordingly.

3.6.3 Curricular and extra-curricular fees are due September 30th each year. School's shall send notice to parents who have not submitted payments and request such fees.

3.6.4 Complementary Learning Resource Fees are due September 30th each year.

3.6.5 Transportation Fees are due upon registration. Students will be provided with Bus Passes for the school year when the Transportation Fees are paid.

3.7 Delinquent Accounts

References: *Policy 245 Appeals*
Exhibit 1: Complementary Learning Resources Fee Schedule
Exhibit 2: Transportation Fee Schedule
Fee Waiver Application Form
Education Act
School Fees Regulation 95/2019

Fees

EFFECTIVE: March 27, 2019

REVISED: April 2020

REVIEW: 2020-2021

3.7.1 In December and March, a notice will be sent to parents with delinquent accounts.

3.7.2 Outstanding accounts, other than those on payment plans or approved request for waived fees, shall be placed with a collection agency.

3.8 Waiver of Fees

3.8.1 In cases of genuine hardships, parents may submit a fee waiver application to the Principal.

3.8.1.2 Fee waiver applications are not be considered for non-resident students or families with children attending Schools of Choice.

3.8.2 All fee waiver applications will be reviewed and approved by the Associate Superintendent, Corporate Services.

3.9 Refunds

3.9.1 Annual fees will be partially refunded only when a student leaves the Division within the first month of registration.

3.9.2 Requests for refunds from families transferring out of the Division during the school year will be assessed based on fee type, usage and time of year.

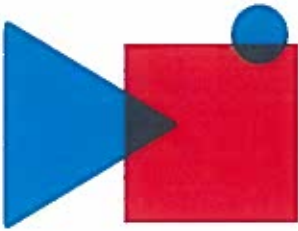
3.10 Fees for Damage

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.

3.11 Appeals

Any concerns and disputes of the school fees will follow the process as outlined in Policy 245.

References: *Policy 245 Appeals*
Exhibit 1: Complementary Learning Resources Fee Schedule
Exhibit 2: Transportation Fee Schedule
Fee Waiver Application Form
Education Act
School Fees Regulation 95/2019



B O A R D
MEMORANDUM

Date: April 22, 2020
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dr. Charmaine Brooks, Associate Superintendent,
Corporate Services
Amy Hebert, Coordinator, Transportation Services
Subject: Policy 500 - Transportation

Background:

To align with the draft Transportation Fee Schedule for the 2020 – 2021 school year, Policy 500 – Transportation has been updated to include definitions that align with the fee categories.

Recommendation:

That Policy 500 be approved in principle, as presented at the 22 April 2020 Board Meeting, and further, that the Policy be referred to the 27 May 2020 Board Meeting for approval.

Sincerely,

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

Attachment



Transportation

EFFECTIVE: March 27, 2019

REVISED: April 2020

REVIEW: 2020-2021

1.0 POLICY

The Board has established and operates a child and/or student transportation system to provide service to a child's or student's directed school. This service is available to all children and/or students within the Division who qualify for this service in accordance with criteria as outlined in this Policy, the Education Act and Regulations.

The Board believes that the responsibility for the provision of safe student transportation service is shared by employees of the Board, school bus contractors, school bus operators, parents/guardians and students.

The Board believes that its responsibility to provide safe and efficient transportation services can be accomplished by contracting with private firms and individuals

2.0 DEFINITIONS

- 2.1 Student – is an individual who is registered in Grades 1 – 12.
- 2.2 Child – is an individual who attends an Early Childhood program and is not registered in Grades 1 – 12.
- 2.3 Resident School Rider - any student who lives 2.4 kms or farther from their designated school and attends their designated school.
- 2.4 Choice Rider - any student who lives 2.4 kms or closer to their designated school, or who attends a school other than their designated school.
 - 2.4.1 This excludes French Immersion and Redwater students enrolled in CTS programming at Sturgeon Composite High School. These students will be assessed a Resident School Rider fee.
- 2.5 Supplemental Bus - any student who is accessing an additional bus to an alternate address.
- 2.6 Outside Boundary Rider - any student who lives outside of the Sturgeon Public Schools transportation boundary and attends a Sturgeon Public School.

References: *Policy 245 Appeals*
Policy 410 Fees
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019



Transportation

EFFECTIVE: March 27, 2019

REVISED: April 2020

REVIEW: 2020-2021

- 2.7 Noon Rider - any student who is utilizing noon transportation for ECE or K programming. Please note that not all ECE or K students will have access to this service, and no Government funding is received to support this service.

3.0 GUIDELINES

- 3.1 Subject to the regulations, a board shall provide for the transportation of a student on regular morning and afternoon school bus routes, to and from the site of the school in which the board has enrolled the student if

3.1.1 the student resides within the boundaries of the district or division, and

3.1.2 the student resides within the attendance area established by the Policy 200.

3.1.3 the criteria, if any, set out in the regulations are met.

- 3.2 Early Childhood Services (ECS) children enrolled in half day programs operated by the Board may be provided with transportation services at noon only if resources are available.

- 3.3 Children and students residing less than 2.4 km to the designated school site may be provided with transportation service only if space is available on an existing school bus route.

- 3.4 Transportation fees are reviewed annually to determine the need to assess fees, and are approved by the Board by April 30th of each year.

- 3.5 Bus Operator Contracts:

3.5.1 Contracts shall be awarded to the most qualified applicant and in compliance with Board Policy or Administrative Practice.

3.5.2 The Coordinator of Transportation Services, a People Services representative and one other administrator appointed by the Superintendent or designate shall administer the process for selection of a new contractor.

3.5.3 School buses will only be operated by operators who are properly licensed and who have been approved by the Coordinator of Transportation Services.

References: *Policy 245 Appeals*
Policy 410 Fees
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019

Transportation

EFFECTIVE: March 27, 2019

REVISED: April 2020

REVIEW: 2020-2021

- 3.5.4 School bus operators shall operate their school buses at all times in compliance with any legislation federal, provincial or municipal with respect to student transportation and school bus operation.
- 3.5.5 School bus operators shall operate their school buses at all times in compliance with division Policy and Administrative Practice.
- 3.6 Changes in Bus Fleet
- 3.6.1 Increases and decreases in School Bus Fleet - the sequence of events shall be:
- 3.6.1.1 The Coordinator of Transportation Services and Associate Superintendent of Corporate Services makes a recommendation to the Superintendent/CEO;
- 3.6.1.2 Once the Superintendent has accepted this recommendation, the Coordinator of Transportation Services shall communicate to the Transportation Committee of the Board.
- 3.7 Fees
- As per approved fee schedule (Policy 410 - Exhibit 1 and 2).
- A prorated fee will be assessed as per the *Education Act* regulations to all new students joining the Division during the school year.
- 3.7.1 The Associate Superintendent of Corporate Services or designate shall be responsible for ensuring the collection of transportation fees is undertaken according to division Policy and Administrative Procedures and for communicating the need for transportation fees to parents annually.
- 3.7.2 Fee Collection
- 3.7.2.1 Fees shall be due and payable at the time of registration. Bus passes will not be issued until June 30.
- 3.7.2.2 The Division reserves to right to remove service if payment is not received and no attempt is made to settle the overdue fees.

References: *Policy 245 Appeals*
Policy 410 Fees
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019

Transportation

EFFECTIVE: March 27, 2019

REVISED: April 2020

REVIEW: 2020-2021

3.7.3 Refunds

3.7.3.1 Refund requests will be reviewed by Transportation Services on a case-by-case basis.

3.7.4 Waivers

3.7.4.1 In cases of genuine hardships, the Associate Superintendent, Corporate Services, in consultation with the Principal, has the discretion to waive or make alternative payment arrangements. Any concerns and disputes of the transportation fees will follow the process as Policy 245 – Appeals.

3.8 Routes and Schedules

3.8.1 Prior to commencement of each school year, the Coordinator of Transportation Services shall establish bus routes for each school attendance area.

3.8.2 The school bus operator/contractor will confirm that each family on their route has been informed of the pickup location and the time of the school bus pickup prior to the commencement of the school year.

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

3.8.4 The Principal shall provide Transportation Services with the names of any students who withdraws from the school or who is expelled or suspended from the school.

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

References: *Policy 245 Appeals*
Policy 410 Fees
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019



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EFFECTIVE: March 27, 2019

REVISED: April 2020

REVIEW: 2020-2021

3.8.6 The Principal 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.

3.9 Extra Distance

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 Coordinator of Transportation Services for approval and payment.

References: *Policy 245 Appeals*
Policy 410 Fees
Education Act: Sections 7(1), 4(1)(8), 59(1)
School Transportation Regulation AR96/2019
