

AGENDA

BOARD

Wed. May 27, 2020

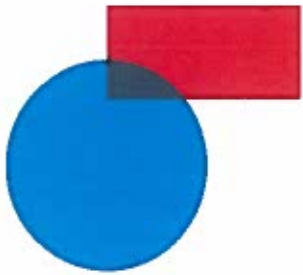


**Sturgeon
Public Schools**

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 April 22, 2020
5. **PRESENTATIONS**
6. **REPORTS FROM SENIOR EXECUTIVE**
 - 6.1 Capital Update
7. **REPORTS FROM TRUSTEES AND STANDING COMMITTEES**
 - 7.1 Chair's Report
 - 7.2 Trustees Report
 - 7.3 Advocacy Committee
 - 7.4 Building and Maintenance Committee
 - 7.5 Education Committee
 - 7.6 Finance and People Services Committee
 - 7.7 Transportation Committee
8. **REPORTS FROM SPECIAL COMMITTEES/TASK GROUPS**
 - 8.1 Alberta School Boards Association Representative
 - 8.2 Public School Boards Association of Alberta Representative





AGENDA

BOARD

Wed. May 27, 2020

9. NEW BUSINESS

- 9.1 Policy 410 - Fees
- 9.2 Non-Resident Fee Schedule
- 9.3 Policy 500 - Transportation
- 9.4 SIGIS Child Care Society Lease Agreement
- 9.5 Monthly Financial Report
- 9.6 Budget 2020/2021
- 9.7 Student Transportation Agreements

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



UNAPPROVED DRAFT



Sturgeon
Public Schools

Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on April 22, 2020

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Budget Development Strategy	042



Sturgeon
Public Schools

Minutes of the Meeting of
The Board of Trustees of
The Sturgeon Public School Division
Held at Morinville on April 22, 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
Ms. Shawna Walter, Director, Special Projects/Initiatives
Mrs. Lynne Chaston, Director, Financial Services
(* *electronic attendance*)

REGRETS

Mrs. Ruth Kuik, Deputy Superintendent, Education Services
Mrs. Lisa Lacroix, Associate Superintendent, People Services

CALL TO ORDER

The Chair called the meeting to order at 4:20 p.m.

APPROVAL OF AGENDA

#035/2020 – Moved by Mrs. Murray-Elliott that the agenda be approved as presented.

CARRIED UNANIMOUSLY

APPOINTMENTS

APPROVAL OF MINUTES

#036/2020 – Moved by Mrs. Oatway-McLay that the minutes of the Regular Meeting of March 25, 2020 be approved.

CARRIED UNANIMOUSLY

PRESENTATIONS

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 COMMITTEESALBERTA SCHOOL BOARDS ASSOCIATION REPRESENTATIVE

A verbal report was provided.

PUBLIC SCHOOL BOARDS ASSOCIATION OF ALBERTA REPRESENTATIVE

A verbal report was provided.

NEW BUSINESSDraft 2020/2021 Budget Assumptions

#037/2020 – Moved by Mr. Jewell that the Board of Trustees refer the Draft 2020/2021 Budget Assumptions to the May 13, 2020 Committee of the Whole Meeting.

CARRIED UNANIMOUSLY

Monthly Financial Report

This report was received as information.

Policy 410 - Fees

#038/2020 – Moved by Mr. Jewell that the Board of Trustees approve Policy 410 – Fees in principle as amended and further, that the policy be referred to the May 27, 2020 Public Board Meeting.

CARRIED UNANIMOUSLY

Policy 500 – Transportation

#039/2020 – Moved by Mrs. Kohle that the Board of Trustees approve Policy 500 – Transportation in principle and further, that the policy be referred to the May 27, 2020 Public Board Meeting.

CARRIED UNANIMOUSLY

UNFINISHED BUSINESSNOTICES OF MOTION

There were no Notices of Motion.

INFORMATIONCOMMENT & QUESTION PERIODATA

ATA Local President provided a verbal review.

CUPE

No report was provided.

COMMUNITY MEMBERS

No report was provided.

MEDIA

No report was provided.

REQUESTS FOR INFORMATION

IN CAMERA

#040/2020 - 5:10 p.m. - Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

#041/2020 - 6:24 p.m. - Moved by Mrs. Oatway-McLay that the Board revert to public.

CARRIED UNANIMOUSLY

#042/2020 - Moved by Mr. Jewell that the Board of Trustees approve the Budget Development Strategy, in principle, and refer to the May 13, 2020 Committee of the Whole Meeting.

CARRIED UNANIMOUSLY

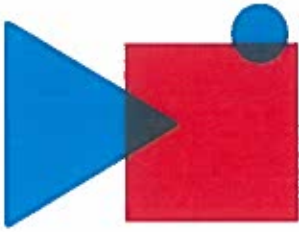
ADJOURNMENT

The Chair adjourned the meeting at 6:30 p.m.

Chair

Date

Associate Superintendent,
Corporate Services



BOARD
MEMORANDUM

Date: May 27, 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.

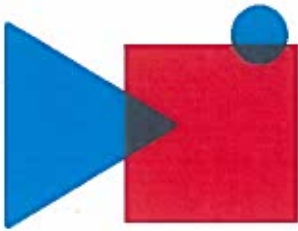
Recommendation:

That the report be received as information.

Sincerely,

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

Attachment



BOARD
MEMORANDUM

Date: May 27, 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: Policy 410 - Fees

Background:

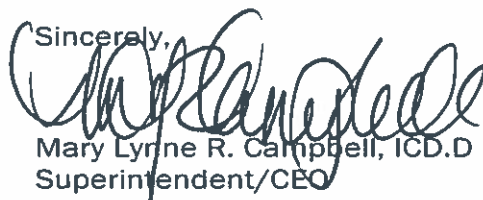
At the April 22, 2020 Public Board Meeting, Policy 410 – Fees was approved in principle and referred to the May 27, 2020 Board Meeting for approval. The proposed Complementary Learning Resource (CLR) and Transportation Fee schedules provided take in account the funding allocation outlined in the interim 2020/21 *Funding Manual for School Authorities*.

The CLR fee schedule remains unchanged from the 2019 – 2020 school year, however, at the direction of the Board, the Division is waiving the 2020 / 2021 CLR fees for all SPS families.

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.

Sincerely,

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

Attachment(s)



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

Complementary Learning Resources
Fee Schedule

	Fee
Kindergarten	\$44.00
Grade 1 - 6	\$66.00
Grade 7 - 9	\$77.00
Grade 10-12 (/semester)	\$60.50

Transportation Fee Schedule	
Resident School Rider	\$225.00
ECE & K Resident School	\$130.00
Choice Rider	\$300.00
ECE & K Choice Rider	\$165.00
Supplemental Bus	\$180.00
Outside Boundary Rider	\$425.00
Noon Rider	\$300.00
Replacement Bus Pass	\$20.00
Administration Fee – Payment Plan	\$25.00
Administration Fee - Refunds	\$25.00

Resident School Rider:

- Lives 2.4 km or farther from their designated school

Choice Rider:

- lives 2.4 km or less from their designated school
- attends a school other school than their designated school
 - o Excluding French Immersion and Redwater students enrolled in Career and Technology Studies programming – not offered at Redwater School - at Sturgeon Composite High School. These students will be assessed a Resident School Rider fee.

Supplemental Bus – any student who is accessing an additional bus to an alternate address.

Outside Boundary Rider – any student who lives outside of the Sturgeon Public Schools transportation boundary and attends a Sturgeon Public School.

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.



Are you a resident of Sturgeon Public Schools?

Yes, I am a resident.

What grade is your student in?

ECE or Kindergarten

Do you live farther than 2.4 kms from the school you are attending?

Yes

ECE & K Resident School Rider

No

ECE & K Choice Rider

Grades 1 - 12

Are you attending your designated school?

Yes

Do you live further than 2.4 kms from your designated school?

Yes

Resident School Rider

No

Choice Rider

No

Choice Rider

No, I am not a resident

What grade is your student in?

ECE or Kindergarten

No Transportation Provided

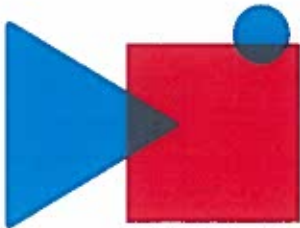
Grades 1 - 12

Out of Boundary Rider

Do you require transportation to more than one address?

Supplemental Bus





BOARD
MEMORANDUM

Date: May 27, 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: Non-Resident Fee Schedule 2020-2021

Background:

Attached is a schedule of the Alberta Education Funding Rates per pupil that would apply to a non-resident student for a basic regular student and for special education program costs. We are relying on the 2020-2021 Funding Manual.

Recommendation:

That the Board of Trustees approve the Non-Resident Fee Schedule for the 2020-2021 school year.

Sincerely,

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

Attachment

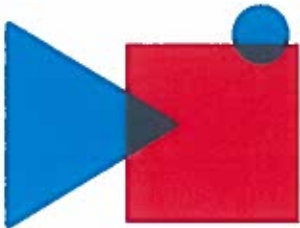


**STURGEON PUBLIC SCHOOL DIVISION
FEE SCHEDULE FOR NON RESIDENT STUDENTS-2020/2021**

<u>Program Rates</u>	<u>ALBERTA EDUCATION REGULAR PROGRAM</u>			
	<u>Grade 1-3</u>	<u>Grade 4-6</u>	<u>Grade 7-9</u>	<u>Grade 10-12</u>
Base Instruction	\$6,064.00	\$6,064.00	\$6,064.00	\$6,670.40
Specialized Learning Support	\$934.88	\$934.88	\$934.88	\$934.88
English as a Second Language	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
First Nation, Metis and Inuit Education	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00
Operations & Maintenance	\$962.92	\$962.92	\$962.92	\$962.92
Socio-Economic Status	\$147.74	\$147.74	\$147.74	\$147.74
Geographic	\$346.27	\$346.27	\$346.27	\$346.27
Total	\$10,855.81	\$10,855.81	\$10,855.81	\$11,462.21
ESL not applicable	\$9,655.81	\$9,655.81	\$9,655.81	\$10,262.21
Foreign Student (FNMI not applicable)	\$9,655.81	\$9,655.81	\$9,655.81	\$10,262.21
ESL AND FNMI not applicable	\$8,455.81	\$8,455.81	\$8,455.81	\$9,062.21

Note: These amounts reflect the average cost and do not include the cost of additional services that may be unique to individual student programming. The cost of these services (if required) will be added to the fees identified above.

Transportation costs incurred on behalf of a non resident student, as well as the transportation grant will also be taken into consideration where appropriate.



BOARD
MEMORANDUM

Date: May 27, 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:

At the April 22, 2020 Public Board Meeting, Policy 500 – Transportation was approved in principle and referred to the May 27, 2020 Public Board Meeting for approval.

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.

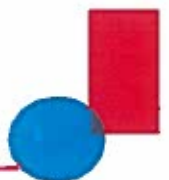
Recommendation:

That Policy 500 be approved.

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 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 be issued at time of payment.
- 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



Transportation

EFFECTIVE: March 27, 2019

REVISED: April 2020

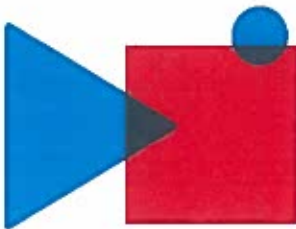
REVIEW: 2020-2021

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



B O A R D
MEMORANDUM

Date: May 27, 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: Lease Agreement: SIGIS Child Care Society –
Sturgeon Heights School

Background:

A Lease Agreement between the Board of Trustees and the SIGIS Child Care Society for a children centre at Sturgeon Heights School has been approved annually since the 2010 – 2011 school year.

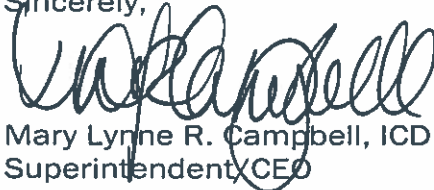
It is the intention of the SIGIS Child Care Society and Sturgeon Heights School Administration to continue to operate in Sturgeon Heights School. The current lease will expire 31 July 2020.

Attached is a draft Lease Agreement with the SIGIS Child Care Society with respect to rooms 107 and 108 at Sturgeon Heights School, for the 2020-2021 school year.

Recommendation:

That the Board of Trustees approve the draft Lease Agreement with SIGIS Child Care Society for a children centre at Sturgeon Heights School for the 2020-2021 school year.

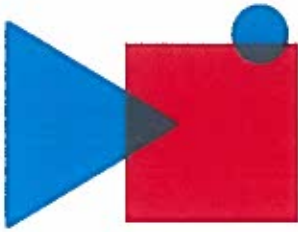
Sincerely,



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

Attachment





BOARD
MEMORANDUM

Date: May 27, 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 April 30, 2020.

Recommendation:

That the report be received as information.

Sincerely,

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

Attachment

Sturgeon School Division	Results as at April 30, 2020	Budget		8 Months of Year - 67%	Variance
		Spring Budget 2019-2020	Fall Budget 2019-2020		
REVENUES					
Alberta Education		66,863,876	65,203,742	42,603,422	65.34%
Other - Government of Alberta		1,631,862	1,631,194	782,213	47.95%
Federal Government & First Nations		340,000	300,000	246,132	82.04%
Fees		1,283,827	1,766,016	1,312,861	74.34%
Other - Sales and Services		301,320	286,077	151,001	52.78%
Investment Income		160,000	160,000	124,688	77.93%
Gifts and Donations		194,000	194,000	102,351	52.76%
Rental of Facilities		40,177	40,177	26,869	66.88%
Fundraising		87,000	87,000	76,744	88.21%
Amortization of Capital Contributions		3,066,465	3,066,465	1,841,421	60.05%
Other Revenues		64,000	67,000	42,122	62.87%
Total Revenues		74,032,527	72,801,671	47,309,824	64.98%
EXPENDITURES					
ECS to Grade 12 Instruction		56,035,684	55,322,508	35,006,600	63.28%
Facilities		9,027,185	9,221,618	7,432,592	80.60%
Transportation		5,610,329	5,591,540	4,020,945	71.91%
Board & System Administration		2,919,153	3,265,553	3,379,810	103.50%
External Services		766,924	629,238	440,389	69.99%
Total Expenditures		74,359,275	74,030,467	50,280,335	67.92%
TARGET %					
2019-2020 Surplus/(Deficit)		(326,748)	(1,228,786)	(2,970,511)	

Add back: Facilities Capital projects where revenue is in Deferred (Modular and FWS F&E)

Add Back: CO renovation costs with no budget, transfer from reserves

914,225.09

1,390,518.97

Adjusted 2019-2020 Surplus/(Deficit)

(665,767)

54.18%

Assumptions:

- During the course of the year, all expenditures are expensed. Expenses will be assessed at year-end and if they are capital in nature (over \$5K per unit), they will be capitalized.
This will consequently increase the actual and projected operating surplus and reduce reserves.

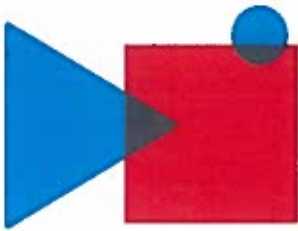
Variance Explanations

Revenues:

- (1) Other Government: Disability Services Contracts are not yet paid, invoices are sent out once per month after services received.
- (2) Fees: Credits for Apr - June not completed yet at school level
- (3) Gifts & Donations: some donations will be carried forward to be utilized next school year.
- (4) Fundraising: budget is based on previous years' trends.
- (5) Other Revenues: budget is based on previous years' trends.

Expenditures:

- (6) Facilities: Capital with no budget (deferred revenues for FWS & Mod projects) included in Facilities Expenses
Facilities at 70% of expenses when removed
- (7) Transportation: Bus contractors are paid over 10 months
- (8) Board and Admin: CO renovations included in expenses (at 61% expenses after removed)



BOARD
MEMORANDUM

Date: May 27, 2020

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Ruth Kuik, Deputy Superintendent,
Lisa Lacroix, Associate Superintendent, People Services
Dr. Charmaine Brooks, Corporate Services
Lynne Chaston, Director, Financial Services
Denis Henderson, Director, Facilities Services
Amy Hebert, Coordinator, Transportation Services
Claire Hyland, Director, Early Childhood Education
Sandra Brenneis, Director, Learning Services
Principals, Sturgeon Public Schools

Subject: 2020/2021 Budget



Background:

The Sturgeon Public School Division is required to prepare and submit the Budget Report in accordance with Sections 139, 140 and 143 of the *Education Act*.

The document reports on key budget assumptions as well as significant business and financial risks. The Budget is based upon the best available information with respect to the Alberta Education Funding Profile for Sturgeon Public Schools, student enrolment, staffing projections and the Alberta Education 2020/2021 Funding Manual.

Recommendation:

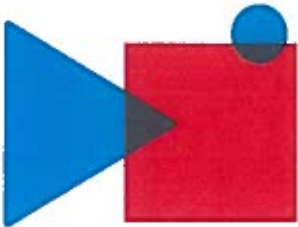
That the Board of Trustees approve the 2020/2021 Budget as presented at the May 27, 2020 Public Board Meeting.

Sincerely,



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

Attachment



B O A R D
MEMORANDUM

Date: May 27, 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: Student Transportation Agreements

Background:


Since receiving direction from the Board to harmonize the Student Transportation Agreements, Administration has consulted legal counsel, researched industry standards and gathered information from other Divisions. The new Student Transportation Agreement articulates clear roles and responsibilities for Administration and Contractors and is aligned with industry standards. The Agreement includes:

- a 3-year term, with an annual review of the distance rate;
- a payment for service model and
- parameters for the required GPS technology

To ensure the Agreements are in place for the 2020 – 2021 school year, the presentation of the new Agreements would occur in June 2020 with all Agreements executed by 01 July 2020. Meetings with the Contractors will be facilitated at Four Winds Public School in a manner that adheres to Alberta Health Services COVID regulations.

Recommendation:

That the Board approve the Student Transportation Agreement as presented and direct Administration to execute the Agreements prior to 30 June 2020.

Sincerely,

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

