



Board Meeting Agenda

August 29, 2018 – 4:30 p.m.
Frank Robinson Education Centre
9820 – 104 Street, Morinville, Alberta

1. Call to Order

2. Approval of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

3. Appointments

4. Reading and Approving of Minutes

4.1 Amendment/Correction of Minutes

4.2 Approval of the Minutes of the Regular Meeting of
June 27, 2018

5. Presentations

6. Reports from Senior Administration

6.1 Superintendent's Report:

- Capital Project Updates
- Education Services 23 – Equity, Diversity, Inclusion and Human Rights

7. Reports from Trustees and Standing Committees

- 7.1 Chair's Report
- 7.2 Trustees' Reports
- 7.3 Advocacy
- 7.4 Building & Maintenance
- 7.5 Finance & Human Resources
- 7.6 Education Policy
- 7.7 Transportation

8. Reports from Special Committees

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

9. New Business

- 9.1 Policy E/II/2 – Trustee Remuneration and Expense Reimbursement
- 9.2 Board Retreat/Year 'Start Up'
- 9.3 Monthly Financial Report

10. Unfinished Business

10.1 Central Office Modernization Design

11. Notices of Motion

12. Information

13. Comment & Question Period

13.1 ATA; CUPE

13.2 Community Members

13.3 Media

14. Requests for Information

15. In Camera

16. Adjournment



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon Public School Division No. 24
Held at Morinville on June 27, 2018**

Table of Contents

	<u>Resolution #</u>
Approval of Agenda.....	072
Approval of Minutes	073
New Business	
Sturgeon Composite High School exterior painting - Option 1.....	074
Policy D/I/6 - Appeals.....	075
Board Regulation, Administration 2 - Appeals	076
Locally Developed Courses Approval -	
Psychology - Abnormal 35 (3 credits).....	077
2018 - 2021 Educational Services Agreement - Alexander First Nation	078
2018 - 2019 Educational Services Agreement - Language Immersion	
Elk Island Public Schools	079
2018 - 2019 Educational Services Agreement - Language Immersion	
Greater St. Albert Catholic Schools.....	080
2018 - 2019 Educational Services Agreement - Language Immersion	
St. Alberta Public Schools	081
2018 - 2023 Lease Agreement	
Town of Gibbons - Bon Accord Community School	082
2018 - 2023 Lease Agreement	
Town of Gibbons - Gibbons School	083
Joint Use Agreement - Amendment	
Sturgeon School Division No. 24 - Town of Gibbons	084
Rivière Qui Barre Agricultural Society - Demolition Scope	087
Central Office Modernization	088
July/August Committee of the Whole and July Board Meetings ..	089
Organizational Meeting and August Board Meeting	090
ATA Memorandum of Agreement.....	095



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon Public School Division No. 24
Held at Morinville on June 27, 2018**

Roll Call

Present were Trustees: Mr. Joe Dwyer; Mrs. Misty Featherley; Mr. Terry Jewell; Mrs. Liz Kohle; Mrs. Oatway-McLay; Mrs. Pequin; Mr. Shane Sherwin; Dr. Michèle Dick (Superintendent); Mrs. Ruth Kuik (Associate Superintendent, Education Services); Mrs. Iva Paulik (Secretary Treasurer); Mr. Thomas Holmes (Associate Superintendent, Human Resources & Leadership Support)

Call to Order

The Chair called the meeting to order at 4:35 p.m.

Approval of Agenda

#072/2018 – Moved by Mrs. Oatway-McLay that the agenda be approved.

CARRIED 7/0

Appointments

Approval of Minutes

#073/2018 – Moved by Mrs. Kohle that the minutes of the Regular Meeting of May 23, 2018 be approved.

CARRIED 7/0

Presentations

Rotary Ottawa Trip, Mr. Graeme Gibson, provided a verbal report with respect to his Rotary Trip to Ottawa.

Reports from Senior Administration

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

Reports from Trustees and Standing Committees

Chair's Report

A verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Building

A verbal report was provided.

#074/2018 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve the Surgeon Composite High School exterior painting (south and west sides) – Option 1.

CARRIED 7/0

Finance & Human Resources

A verbal report was provided.

Education Policy

A verbal report was provided.

Advocacy

A verbal report was provided.

Transportation

A verbal report was provided.

Reports from Special Committees

Alberta School Boards Association Representative

A verbal report was provided.

Public School Boards Association of Alberta Representative

A verbal report was provided.

New Business

Policy D/1/6 – Appeals and Board Regulation, Administration 2 - Appeals

#075/2018 – Moved by Mrs. Featherley that the Board of Trustees approve Policy D/1/6 – Appeals.

CARRIED 7/0

#076/2018 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve Board Regulation, Administration 2 – Appeals.

CARRIED 7/0

Policy D/III/1 – Equity, Diversity, Inclusion and Human Rights

The Board of Trustees received Policy D/III/1 – Equity, Diversity, Inclusion and Human Rights as information.

Locally Developed Courses Approval – Psychology – Abnormal 35 (3 credits)

#077/2018 – Moved by Mrs. Pequin that the Board of Trustees approve the Locally Developed Course – Psychology – Abnormal 35 (3 credits).

CARRIED 7/0

2018 – 2021 Educational Services Agreement – Alexander First Nation

#078/2018 – Moved by Mrs. Kohle that the Board of Trustees approve the 2018 – 2021 Educational Services Agreement – Alexander First Nation.

CARRIED 7/0

2018 – 2019 Educational Services Agreement, Elk Island Public Schools – Language Immersion Sturgeon Public School Division Transported Students

#079/2018 – Moved by Mrs. Kohle that the Board of Trustees approve the 2018 – 2019 Educational Services Agreement, Elk Island Public Schools – Language Immersion Sturgeon Public School Division Transported Students.

CARRIED 7/0

2018 – 2019 Educational Services Agreement, Greater St. Albert Catholic Schools – Language Immersion Sturgeon Public School Division Transported Students

#080/2018 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve the 2018 – 2019 Educational Services Agreement, Greater St. Albert Catholic Schools – Language Immersion Sturgeon Public School Division Transported Students.

CARRIED 7/0

2018 – 2019 Educational Services Agreement, St. Albert Public Schools – Language Immersion Sturgeon Public School Division Transported Students

#081/2018 – Moved by Mrs. Featherley that the Board of Trustees approve the 2018 – 2019 Educational Services Agreement, St. Albert Public Schools – Language Immersion Sturgeon Public School Division Transported Students.

CARRIED 7/0

2018 – 2023 Lease Agreement – Town of Gibbons – Bon Accord Community School

#082/2018 – Moved by Mr. Shane Sherwin that the Board of Trustees approve the 2018 – 2023 Lease Agreement – Town of Gibbons – Bon Accord Community School.

CARRIED 7/0

2018 – 2023 Lease Agreement – Town of Gibbons – Gibbons School

#083/2018 – Moved by Mr. Jewell that the Board of Trustees approve the 2018 – 2023 Lease Agreement – Town of Gibbons – Gibbons School.

CARRIED 7/0

Joint Use Agreement – Sturgeon School Division No. 24 – Town of Gibbons - Amendment

#084/2018 – Moved by Mr. Jewell that the Board of Trustees approve the Joint Use Agreement – Sturgeon School Division No. 24 – Town of Gibbons – Amendment.

CARRIED 7/0

#085/2018 – 6:01 p.m. – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED 7/0

The meeting recessed for dinner at 6:08 p.m. during in camera.

The meeting resumed at 6:45 p.m. as in camera.

#086/2018 – 7:13 p.m. – Moved by Mrs. Oatway-McLay that the Board go out of camera.

CARRIED 7/0

Rivière Qui Barre Agricultural Society – Demolition Scope

#087/2018 – Moved by Mr. Dwyer that the Board of Trustees approve the Rivière Qui Barre Agricultural Society takes over the gym, ancillary space and 4 adjacent classrooms by providing the acceptance in writing and signing the Land Use Agreement between Sturgeon Public School Division and Rivière Qui Barre Agricultural Society.

CARRIED 6/1

Opposed: Mrs. Pequin

Central Office Modernization

#088/2018 – Moved by Mr. Jewell that the Board of Trustees table the Central Office Modernization Design to the August 29, 2018 Board Meeting.

CARRIED 7/0

July/August Committee of the Whole and July Board Meetings

#089/2018 – Moved by Mrs. Pequin that the Board of Trustees approve that the July and August Committee of the Whole Meeting be cancelled, and the July Board Meeting be cancelled.

CARRIED 7/0

August Board Meeting and Organizational Meeting

#090/2018 – Moved by Mrs. Featherley that the Board of Trustees approve that the Organizational Meeting and August Board Meeting be scheduled for August 29, 2018 from August 22, 2018.

CARRIED 7/0

Monthly Financial Report

#091/2018 – Moved by Mr. Jewell that the Board of Trustees receive the Monthly Financial Report as information.

CARRIED 7/0

Annual Report re: Off-Campus Education

#092/2018 – Moved by Mr. Jewell that the Board of Trustees receive the Annual Report re: Off-Campus Education as information.

CARRIED 7/0

Unfinished Business**Notices of Motion**

There were no Notices of Motion.

Information

Information was provided on the City of Edmonton Annexation (66 Street).

#093/2018 – 7:30 p.m. – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED 7/0

#094/2018 – 7:58 p.m. – Moved by Mrs. Oatway-McLay that the Board go out of camera.

CARRIED 7/0

Mr. Dwyer and Mr. Sherwin excused themselves from the meeting at 8:00 p.m.

#095/2018 – Moved by Mr. Jewell that the Board of Trustees approve the ATA Memorandum of Agreement for the period from September 1, 2016 to August 31, 2018.

CARRIED 5/0

Mr. Dwyer and Mr. Sherwin rejoined the meeting at 8:01 p.m.

Comment & Question Period

ATA; CUPE

No report was provided.

Community Members

Media

No report was provided.

Requests for Information

There were no requests for information.

Close of Meeting

The Chair adjourned the meeting at 8:02 p.m.

Chair

Date

Secretary-Treasurer



Memorandum

Date: August 29, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Subject: Capital Project Updates

I am pleased to provide the Board with the following summary regarding Capital Projects within Sturgeon Public School Division.

Sturgeon Composite High School (Modernization)

On 01 August 2018, Ruth Kuik, Associate Superintendent, Education Services, James Barnes, Acting Manager Operations / Maintenance and I attended a deficiency meeting with representatives from BR2, Alberta Infrastructure and Synergy. Attached to this Memo, are two reports arising from the meeting.

On 03 August 2018, exterior work on the school including power washing and painting commenced and will be completed on or before 24 August 2018.

One of the significant issues is ponding in the bus lane, thus on 09 August 2018 a meeting was held to discuss this matter further. Present at the meeting were representatives from Alberta Infrastructure; Arrow Engineering; Synergy and Sturgeon Public Schools. Sturgeon advised the parties that following the reconstruction of the bus lane, we have had to clean out each catch basin and pump the water out, three times since June (each time it has rained). We have sent a camera down the line from the discharge side and hit clay at approximately 70 feet. The Division has advised all parties that the issue must be addressed and that the responsibility rests with Alberta Infrastructure to fund / address. We await further information regarding this matter.

Four Winds Public School (New School)

On 02 August 2018 the Division received an email from Alberta Infrastructure (AI), describing a proposed solution to the CTS concern, as well as updated floor plans regarding same. James Barnes, Acting Manager, Operations / Maintenance, Paul Harnish, Principal and I discussed the proposal and provided detailed feedback to AI

BOARD

0.1

and the Architect. On 07 August 2018, I attended a site meeting with Mr. Barnes and Mr. Harnish, during which there was a discussion regarding the moveable solar panels. There will be a second meeting on 21 August 2018 to resolve one remaining question on the placement of the solar panels.

It is my understanding that the project remains on schedule, with a target date of 30 November 2019. I have requested the Division be provided with the FFE budget so that the Senior Executive team in concert with Mr. Harnish, can commence work on the educational / school site planning that needs to occur. Moving forward, Mr. Barnes, our Construction Coordinator and I will attend the bi-weekly site meetings.

Camilla School (Replacement School)

On 01 August 2018 I attended a design meeting with Ruth Kuik, Associate Superintendent, Education Services; Dave Webster, Manager, IT; Ahsan Ahmed, Project Manager, Alberta Infrastructure; and John Keating, Workun Garrick. One of two significant matters discussed was related to the ponding of water in front of the new school

The second matter was the need to re-locate the gas line prior to the commencement construction. The relocation was confirmed complete on 20 August 2018.

Alberta Infrastructure advised the Division that the cost to re-locate the gas line increased to \$14,881.02. The increase is due in part to the need for a deeper trench. The costs will be charged to the FFE budget, however AI has confirmed that they will refund the FFE budget.

On 20 August 2018 AI sent the 90% Design Drawings, Specification and responses from the Consultant on the 60% review comments.

I am happy to respond to questions.

Sincerely,



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

attachment

Site Review – Master Deficiency Review

Project: Sturgeon Composite High School Modernization **Date:** August 1, 2018

Time: 9:00 a.m.

File No: 214315

Place:

The following is a summary of subject discussed and decisions reached at the above noted meeting. Please advise of any errors or omissions to the author within 14 days.

		Action By	
1.0	<u>Present</u>		
	Tim Taitinger	Synergy Projects Ltd.	SP
	Jason Cordiero	Synergy Projects Ltd.	SP
	Mary Lynne Campbell	Sturgeon School Division	SSD
	Ruth Kuik	Sturgeon School Division	SSD
	Pankaj Batra	Alberta Infrastructure	AI
	James Barnes	Sturgeon School Division	SSD
	Doug Cargill	WSP Engineering	WSP
	Rod Colwell	BR2 Architecture	BR2
2.0	<u>Distribution</u>		
	Jonh Thompson	Alberta Infrastructure	AI
	Dolphin Dennis	Alberta Infrastructure	AI
	John Baldassarre	Sturgeon Composite High School	SCHS
	Andreas Loutas	Protostatix Engineering Consultants	PEC
	Paul Hardy	WSP Engineering	WSP
	Jim Carey	BR2 Architecture	BR2
	Joe Strakowicz	Montech Mechanical	MM
	Erik Nelson	Kamwin Electric	KE
3.0	<u>Areas Reviewed</u>		
	1105 South Gym		
	<ul style="list-style-type: none"> Upper rad cabinet closure along glass. Note to close off cabinet not run to glass. Vinyl Lettering to Door outside of South Gym and North Gym. 		
	1107 Men's Change Room		
	<ul style="list-style-type: none"> Sloped tops to northwest corner for lockers. Locker Numbers to be installed. 		
	1124 Vestibule		
	<ul style="list-style-type: none"> Replace Exterior Doors (Warranty), Paint new exterior doors and frames. 		

1202 Store

- Install exterior automatic sliding window (area cannot be occupied until completed).

1210 Storage

- ~~Formed corner at base near door jamb.~~

1218 Learning Commons

- ~~Formed outside corner bases at all outside corners.~~

1237 Men's Washroom

- Washbasins not operating (Warranty)

1249 Corridor

- Locker to door spacer to be installed east side to be secured at Door D1254.

1310 Corridor

- Trim along north side of locker bulkhead.

1316 Corridor

- Install Locker number plates.

Modulars Classrooms

- Install signage to classrooms.

Exterior Stair and Ramp from east end of Modulars (J)

- Remove compound from end of handrail and touch up paint.
- Install Cylinder to door.

Roof (J)

- ~~General—Remove construction debris from Roof, including but limiting to screws, jar of screws, additional loose materials (SBS), wood skids, gloves, equipment wood under platforms, scaffolding. Provide a thorough review and remove unwanted materials. Platform unit paint steel frame, bolts and rails for HVAC unit platform.~~
- ~~Repair scuffed SBS finish at corner of curb of existing exhaust fan near long clerestory.~~
- ~~Secure bolts at isolation spring supports at goosenecks near AHU #2. Loose causing gooseneck to move.~~
- ~~Disconnect Platform Access ladder at AHU #5 from patio stones. Provide new Patio Stone and Insulation corners. Do not reconnect.~~
- Confirmation required if Existing CU-3 is operational from Mechanical Contractor.
- "East / West Illuminated Panel Concern" SSD has expressed concern regarding the length of the lexan panels are heavy and given that the panels have "blown out" is a potential health hazard to students and teachers. It is recommended for consideration the panels be made smaller and that "T" framing be installed and fastened to inside box ribs. This would reduce size and weight. As the likelihood of illumination be added the bottom track be fixed in place.

Exterior – South

- ~~Remove existing old Sturgeon Composite letters signage.~~
- ~~Adjust the wood panels near the Composite metal panels to provide consistent joints widths.~~

Exterior – East (J)

- New doors to be painted and framed.
- East man doors frame paint on right leaf door at jamb. Bondo dimple to be sanded and repainted. Paint on hardware, damaged sweep.

Exterior – North (J)

- Paint exterior doors and frames.
- Gravel along north wall from third window from the west to the west corner. Synergy will provide additional layer of black earth to cover exposed stones and re-hydro seed.
- Septic tank fill with clear stone. SSD will provide new concrete cover and seal.
- Install sliding window.
- Fill in wall opening to the north of Corridor 1226 exit doors

Note: Synergy to provide photographs confirm completion of deficiencies.



Rod Colwell, Senior Technologist
BR2 Architecture



CONSTRUCTION REVIEW M-011

Project: Sturgeon High Modernization **WSP Ref.:** 141-18183-00

Date: August 1, 2018 **Client No.:** 6745

To: BR2 Architecture, Attn: Rod Colwell (rcolwell@br2architecture.com)

Distribution: BR2 Architecture, Attn: Rod Colwell (rcolwell@br2architecture.com)
BR2 Architecture, Attn: Jo Anne Papadopoulos (office@br2architecture.com)
Synergy Builders Attn: Tim Taitinger (TTaitinger@synergybuilds.com)
Montech Mechanical, Attn: Joe Strakowicz (joe@montechmechanical.com)
WSP Canada Inc., Attn: Lam Nguyen (lam.nguyen@wsp.com)
WSP Canada Inc., Attn: Doug Cargill (doug.cargill@wsp.com)

Notes:

1. Nothing in this report changes the Work or the Contract Price.
2. Bring deficiencies forward from previous reports as items listed on previous reports are not repeated in this report.
3. Contractor to keep a complete set of up-to-date Contract Documents on site at all times. Record Drawings to be updated by clear red-line mark-ups and made available for review by WSP at each site visit.
4. Coordinate all work with other trades prior to rough-in. Identify conflicts well in advance with the general trade and WSP.
5. Submit all Shop Drawings as soon as possible in the proper format as noted in the mechanical specifications.
6. The work listed in this report has been reviewed on a sampling basis. Our review does not relieve the contractors of their contractual responsibilities. Where defects and/or deficiencies have been found, or where clarification and interpretation of the contract documents have been requested, they have been listed. The Contractor is responsible for correcting defects and deficiencies so the work is done in accordance with the contract documents. In our opinion, information given does not alter the contract price or project schedule.

During our on-site construction review of the mechanical installations on August 1, 2018 the following items were noted:

SITE OBSERVATIONS / DISCUSSIONS

OLD BUSINESS

5.12. Science 1351/ 1352/ 1354: Gas shutoff valves serving fume hood were located in the cabinets beneath the fume hoods. Either remove locks on cabinet doors and label EMERGENCY GAS SHUTOFF LOCATED INSIDE or relocate. Action by Montech Mechanical

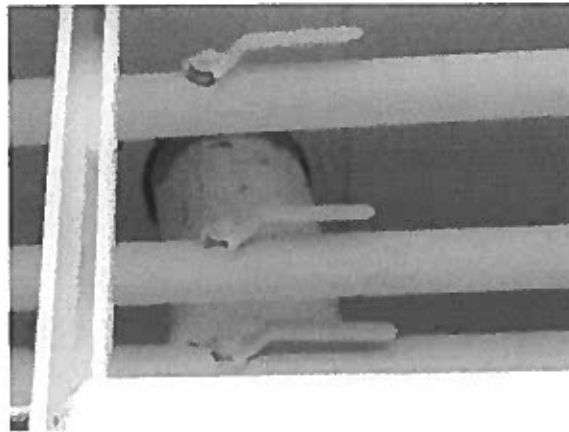
1200, 10909 Jasper Avenue
Edmonton, AB, Canada T5J 3L9

Tel.: +1 780-410-6740
Fax: +1 780-449-4050
wsp.com

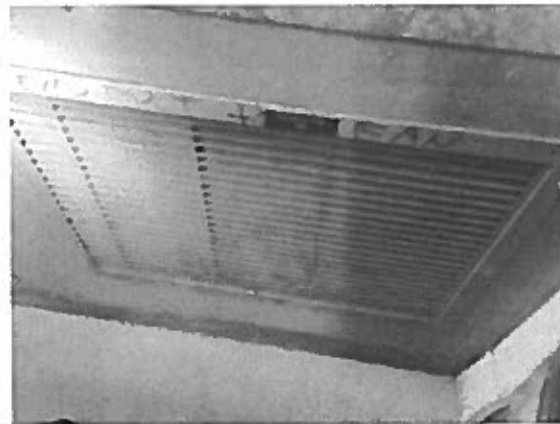


8.1. Instructional Area 1533 – Replace missing sprinkler escutcheon. *Action by Montech Mechanical.*

8.2. Welding 1532 – Remove paint from valve handles. *Action by Synergy Projects.*

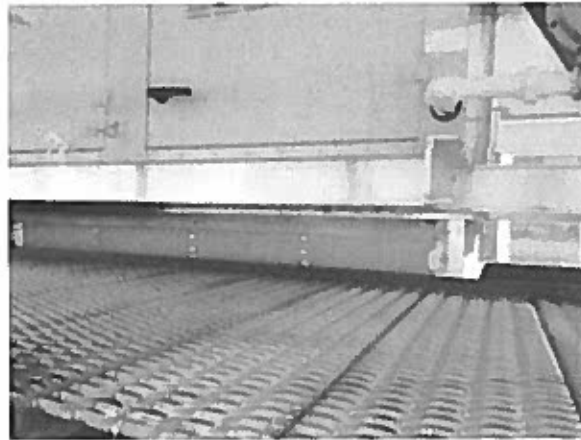


8.17. Autoshop 1422: Remove abandoned fan F-6. *Action by Synergy Projects.*





8.20. Roof – Protect wood at roof top air handlers. *Action by Synergy Projects.*



NEW BUSINESS

11.1. Roof top – Reinstall AHU that was removed to complete roof work. (AHU-12 (?)). *Action by Montech Mechanical.*

11.2. Roof top – Tighten bolts on spring vibration isolators on Fume Hood Exhaust Fans. *Action by Montech Mechanical.*

Issued by,

Doug Cargill, P.Eng. (Mech.)
Director, Mechanical
doug.cargill@wsp.com

: djc/DC



UPON RECEIPT PLEASE SIGN AND RETURN A COPY

Please return a signed copy to WSP Canada Inc., Buildings indicating that the above items have been corrected.

Contractor's Representative

SIGNATURE

PRINTED NAME

DATE



Memorandum

Date: August 29, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Subject: Administrative Practice Education Services 23 - Equity Diversity
Inclusion and Human Rights

Background

Alberta Education contacted SPSD during the summer months to request that Policy D/III/1 – Equity, Diversity, Inclusion and Human Rights and Administrative Practice Education Services 23 – Equity, Diversity, Inclusion and Human Rights be aligned with Bill 24 and the legislated requirements. After pursuing clarification from senior officials with Alberta Education, to confirm that the Division’s policies were in alignment, we were advised that three small additions were required to ensure that Administrative Practice ES 23 was in alignment.

Attached for Trustee information is a copy of Policy D/III/1 - Equity Diversity Inclusion and Human Rights, which remains unchanged; the revised draft copy of Administrative Practice Education Services 23 - Equity Diversity Inclusion and Human Rights, includes proposed revisions.

I am pleased to respond to questions.

Sincerely,

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

BOARD Co.1

1.0 POLICY

- 1.1 The Board believes in the importance of, and is committed to, establishing and maintaining a welcoming, caring, respectful and safe working and learning environment that respects diversity and fosters a sense of belonging.
- 1.2 The Board believes that each student and staff member has the right to learn and work in an environment that respects: equity, diversity, inclusion, and human rights.
- 1.3 The Board believes all members of the school community share in the responsibility to recognize and respect: equity, diversity, inclusion and human rights.

Definitions:

For the purposes of this policy equity, diversity, and inclusion are defined as:

Equity: A condition or state of fair, inclusive, and respectful treatment of all people. Equity means treating people in ways that take individual differences into consideration.

Diversity: The presence of a wide range of human qualities and attributes within a group, organization, or society. The dimensions of diversity include, but are not limited to, ancestry, culture, ethnicity, gender, gender identity, language, physical and intellectual ability, race, religion, sexual orientation, and socio-economic status.

Inclusion: is based on the principles of acceptance and welcoming of all students. Students see themselves reflected in their studies, their physical surroundings, and the broader environment, in which all individuals are honoured and diversity is respected.

References: *Policy D/III/2 - Sexual Orientation, Gender Identity and Gender Expression*
Policy E/IV/4 - Harassment Policy
Policy F/IV/4 - Student Conduct
Admin Practice ES23 - Equity, Diversity, Inclusion and Human Rights
The School Act: Section 4
Bill 10: An Act to Amend the Alberta Bill of Rights to Protect our Children
Bill 24: An Act to Support Gay Straight Alliances
Vision, Mission and Values Statement
Canadian Charter of Rights and Freedoms
Alberta Human Rights Act
Freedom of Information and Protection of Privacy Act
Guidelines for Best Practices: Alberta Government



EDUCATION SERVICES 23 – Equity, Diversity, Inclusion and Human Rights

Date: March 23, 2016 Revised Date: June 8, 2018

Responsible Administrator:
Associate Superintendent Education Services

1.0 RATIONALE

The Board believes in the importance of, and is committed to, establishing and maintaining a welcoming, caring, respectful and safe working and learning environment for all students and employees.

The Board believes that each student and staff member has the right to learn and work in an environment that respects diversity and promotes equity, inclusion and human rights.

The Board believes that all members of a school community share the responsibility to foster respect for diversity and promote equity, inclusion and human rights.

2.0 PROCESS

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

3.0 GUIDELINES

3.1 Definitions:

Bullying: repeated and hostile or demeaning behaviour by an individual in the school community where the behaviour is intended to cause harm, fear or distress to one or more individuals in the school community, including psychological harm or harm to an individual's reputation.

Discrimination: negative differential treatment of a person or group on the basis of race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry,

References: *Policy D/III/1 - Equity, Diversity, Inclusion and Human Rights*
Policy D/III/2 - Sexual Orientation, Gender Identity and Gender Expression
Policy E/II/4 - Harassment Policy
Policy F/IV/4 - Student Conduct
Admin Practice: SS 8 - Student Conduct
The School Act: Section 4
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EDUCATION SERVICES 23 – Equity, Diversity, Inclusion and Human Rights

Date: March 23, 2016 Revised Date: June 8, 2018

Responsible Administrator:
Associate Superintendent Education Services

place of origin, marital status, source of income, family status, sexual orientation, gender identity or gender expression.

Inclusion: is based on the principles of acceptance and welcoming of all students. Students see themselves reflected in their studies, their physical surroundings, and the broader environment, in which all individuals are honoured and diversity is respected.

Intimidation: intentional behaviour which knowingly or should be reasonably known to cause fear of injury or harm.

School Community: students enrolled in the school and their parents/guardians; children enrolled in an Early Childhood Services program at the school and their parents/guardians; the school staff; and other persons who have an interest in the school.

3.2 Principals shall:

- 3.2.1 ensure all staff members share responsibility for proactively creating and maintaining welcoming, caring, respectful, safe and inclusive learning environments that acknowledge and promote understanding, respect and the recognition of the diversity, equity, inclusion and human rights of all students and families within the school community;
- 3.2.2 ensure all members of the school community are aware of the expectation to model respectful conduct, inclusive behaviour and an understanding and appreciation for diversity, equity and human rights;
- 3.2.3 provide equity of opportunity, and access to programs, services, and resources to support all students in realizing their full potential;

References: *Policy D/III/1 - Equity, Diversity, Inclusion and Human Rights*
Policy D/III/2 - Sexual Orientation, Gender Identity and Gender Expression
Policy E/II/4 - Harassment Policy
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EDUCATION SERVICES 23 – Equity, Diversity, Inclusion and Human Rights

Date: March 23, 2016 Revised Date: June 8, 2018

Responsible Administrator:
Associate Superintendent Education Services

- 3.2.4 immediately grant permission for the establishment of a student organization or the holding of an activity at the school;
- 3.2.5 within a reasonable time from the date the principal receives the request, designate a staff member to serve as a staff liaison, to facilitate the establishment, and the ongoing operation, of the student organization or to assist in organizing the activity;
- 3.2.6 inform students of their right to select a respectful and inclusive name for the organization or activity, including the name Gay Straight Alliance or Queer Straight Alliance, after consulting with the principal;
- 3.2.6.1 for greater certainty, the principal shall not prohibit or discourage students from choosing a name that includes “gay-straight alliance” or “queer-straight alliance”.
- 3.2.7 be responsible for ensuring that any notification of a student organization or activity is limited to the fact of the establishment of the organization or holding of the activity;
- 3.2.8 immediately, inform the Associate Superintendent of Education Services if no staff member is available to serve as a staff liaison;
- 3.2.8.1 The Superintendent shall communicate with the Minister should a staff member not be available to serve as a staff liaison, referred to in subsection (3.2.5), and if so informed, the Minister shall appoint a responsible adult to work with the requesting students in organizing the activity or to facilitate the establishment, and the ongoing operation, of the student organization at the school.-

References: *Policy D/III/1 - Equity, Diversity, Inclusion and Human Rights*
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Freedom of Information and Protection of Privacy Act
Guidelines for Best Practices: Alberta Government



EDUCATION SERVICES 23 – Equity, Diversity, Inclusion and Human Rights

Date: March 23, 2016 Revised Date: June 8, 2018

Responsible Administrator:
Associate Superintendent Education Services

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- 3.2.9 receive, investigate, report on and respond to inappropriate behaviour and actions, such as discrimination, intimidation or bullying, whether they occur in person or in digital form, on or off school property;
 - 3.2.10 create a clear reporting and investigative process and a safe environment for students, parents/guardians, staff and members of the school community to bring concerns forward in a timely manner;
 - 3.2.11 provide information about these processes, including, if appropriate, supports and strategies to resolve complaints;
 - 3.2.12 establish and maintain a written student code of conduct;
 - 3.2.13 hold everyone under their authority accountable for their behaviour and actions such as discrimination, intimidation or bullying; and work with staff, students and families to provide supports and resolve issues and concerns in a timely fashion.
- 3.3 Teachers shall:
- 3.3.1 help all students work to their full potential and develop their sense of self-worth;
 - 3.3.2 assist students to be empathetic leaders in their classroom, school and community by building positive social, leadership and resiliency skills;
 - 3.3.3 maintain standards of behaviour for all students to contribute to a positive school climate;

References: *Policy D/III/1 - Equity, Diversity, Inclusion and Human Rights*
Policy D/III/2 - Sexual Orientation, Gender Identity and Gender Expression
Policy E/II/4 - Harassment Policy
Policy F/IV/4 - Student Conduct
Admin Practice: SS 8 - Student Conduct
The School Act: Section 4
Bill 10: An Act to Amend the Alberta Bill of Rights to Protect our Children
Bill 24: An Act to Support Gay Straight Alliances
Vision, Mission and Values Statement
Canadian Charter of Rights and Freedoms
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Guidelines for Best Practices: Alberta Government



EDUCATION SERVICES 23 – Equity, Diversity, Inclusion and Human Rights

Date: March 23, 2016

Revised Date: June 8, 2018

Responsible Administrator:
Associate Superintendent Education Services

-
- 3.3.4 communicate regularly and meaningfully with parents/guardians and report incidents of discrimination, intimidation and bullying, to administration and assist administration when conducting an investigation into such incidents.
 - 3.4 Students and families play an important role in creating and maintaining welcoming, caring, respectful, safe and inclusive learning environments.
 - 3.5 Students, parents and guardians have the responsibility to meet the expectations as outlined in Policy F/IV/7 - Student Conduct and Administrative Practice Student Services 8 - Student Conduct.

References: *Policy D/III/1 - Equity, Diversity, Inclusion and Human Rights*
Policy D/III/2 - Sexual Orientation, Gender Identity and Gender Expression
Policy E/II/4 - Harassment Policy
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Board Memorandum

Date: August 29, 2018
To: Board of Trustees
From: January 2018 Board Retreat
Subject: Policy E/II/2 – Trustee Renumeration and Expense Reimbursement

Background

Trustees reviewed Policy E/II/2 – Trustee Renumeration and Expense Reimbursement and forwarded it to this evening's Public Board Meeting. Changes to the Per Diem claims effective September 1, 2018 are reflected.

Associated Admin. Practice Financial Management 4 – Purchasing Authority and Procedure and Financial Management 7 – Employee Expense Reimbursement is attached for Trustee information.

Recommendation

That the Board of Trustees approve Policy E/II/2 – Trustee Renumeration and Expense Reimbursement.



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: October 28, 2015

REVIEW: 2020-2021

1.0 POLICY

- 1.1 The Board believes that trustees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.
- 1.2 The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations.
- 1.3 Trustee remuneration shall change at the same rate and at the same time as changes to the salary scales contained in the General Employment Conditions.

2.0 GUIDELINES

- 2.1 Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in travelling on personal business.
- 2.2 Approved expenses incurred by trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.
- 2.3 Advances will not be paid to cover any approved expenses.
- 2.4 Claims for reimbursement of expenses should be submitted promptly and within one (1) month of the expenses being incurred.
- 2.5 All expense reimbursement claims must be on an individual trustee basis other than expenses incurred pursuant to Guideline 2.6.
- 2.6 A Division credit card will be provided to the Board chair upon request.
 - 2.6.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.
- 2.7 Approved expenses will be reimbursed for the following activities:
 - 2.7.1 Attendance at conferences, workshops, seminars and meetings, when such attendance has been approved by the Board for trustee attendance.
 - 2.7.2 Other approved activities carried out by trustees in the performance of their duties, e.g. Board appointees to Ad Hoc Committees or other organizations.

References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: October 28, 2015

REVIEW: 2020-2021

2.8 Approved expenses will be reimbursed at the rates set out in an exhibit applicable to this policy.

3.0 PROCEDURES

3.1 Claims for the reimbursement of approved expenses are to be submitted for payment to the Superintendent or designate. Questions will be directed to the Board chair.

4.0 EXHIBIT

4.1 Approved expenses will be paid at the following rates:

4.1.1 Actual distance travelled in Alberta in the trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.

4.1.2 Actual voucher expenses for travel incurred by means other than the use of the trustee's vehicle – receipts required.

4.1.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.

4.1.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.

4.2 Standard per kilometre distances between schools, Central Office and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached to this policy.

4.3 A general expense allowance determined annually as part of the budget process.

References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: October 28, 2015

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EXHIBIT

Trustee Remuneration

Chairman		\$19,546
Vice Chair		\$18,783
Trustees	(5x 18,060)	\$90,300
Professional Development	(7 x 3,400)	\$23,800

GUIDELINES FOR TRUSTEE EXPENSE AND PER DIEM CLAIMS

The following expenses and per diems are payable by the Board. In the case of any uncertainty, the claim will be referred to the Chairman for decision. Claims for expenses other than below will be subject to prior Board approval.

1. Expenses

- Kilometre Allowances
- Committee Meetings
- School Council Meetings
- ASBA, PSBAA, Zone 2/3, Admin Council, Morinville Rotary, local Chamber of Commerce
- Board Retreats
- Conferences, Workshops, Seminars
- Joint Use Meetings
- Board Approved Business
- Graduation/Year End Exercises (tickets included)
- School Concerts, Plays, Music Events, etc.
- School Awards

Expenses – Meals, Accommodation, Telephone, Parking, Taxi

2. Per Diem

- Board Retreats
- Conferences, Workshops, Seminars, etc.
- ASBA, PSBAA, Zone 2/3, Admin Council
- Board Approved Business (Prior Approval)
- Discipline Hearings
- Community Services Advisory Board
- Negotiations – 7th Meeting Onward (including 7th meeting)
- NOTE: Does Not Include Task Group

Effective September 1, 2018

Per Diem – Full Day – \$150.00 – greater than four hours (home to home)
 – Half Day – \$75.00

References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

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Bon Accord	18	39	20	32	30	0	19	2	26	13	24	11	45	32	39	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	40	31	34	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43	53	41	48		14	32
*Edmonton Central	34	20	22	64	62	39	21	41	53	40	18	38	7	8		48	34	39
*Edmonton North	34	16	15	59	57	32	14	34	46	39	13	37	14		8	41	31	32
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Gibbons	27	47	26	27	25	11	27	10	32	2	31		46	37	38	43	45	11
Guthrie	26	20	5	56	54	24	5	26	38	35		31	24	13	18	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	63		33	2	49	39	40	45	47	13
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Namao	21	21	1	51	49	19		21	33	29	5	27	27	14	21	42	31	19
Oak Hill	18	39	20	32	30		19	2	26	13	24	11	45	32	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	54	27	54	25	70	57	62	67	66	30
Redwater	52	71	50		2	32	51	31	56	29	56	27	72	59	64	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	33	28	5	26	28	15	22	43	32	20
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* The address used for mileage: **Edmonton North - 9450 – 137 Avenue**
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References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement

School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

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E/II/2 – Trustee Remuneration and Expense Reimbursement **E/II/2**

EFFECTIVE: January 23, 2008

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- Community Services Advisory Board
- Negotiations – 7th Meeting Onward (including 7th meeting)
- NOTE: Does Not Include Task Group

Per Diem - Full Day - \$100 - greater than four hours (home to home)
 - Half Day - \$ 50

References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement
School Act:



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	CO/MLC/MPES	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Edmonton Central	Colony	Camilla	Bon Accord

* The address used for mileage: **Edmonton North - 9450 – 137 Avenue**
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References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
FM 7 – Employee Expense Reimbursement

School Act:



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

- 3.4 All purchases, other than purchases through petty cash accounts, must be made using the Division's authorized purchasing cards or by forwarding invoices to the Division's office for payment within a reasonable time.
- 3.5 Invoices and purchasing card statements must be authorized by an administrator or designate, appropriately coded for payment and accompanied by itemized receipts before submitting them to accounts payable at the Division office.
- 3.6 Large dollar and capital purchases must adhere to the following requirements:
 - 3.6.1 The purchase of goods and services with an estimated cost exceeding:
 - 3.6.1.1 \$5,000 but less than \$10,000, requires documented telephone or email solicitations from a minimum of two potential suppliers;
 - 3.6.1.2 \$10,000 but less than \$75,000, requires written quotations from a minimum of three potential suppliers;
 - 3.6.1.3 \$75,000 are to be formally tendered.
 - 3.6.2 Construction projects with an estimated cost exceeding:
 - 3.6.2.1 \$5,000 but less than \$10,000, requires documented telephone or email solicitations from a minimum of two potential suppliers.
 - 3.6.2.2 \$10,000 but less than \$200,000, requires written quotations from a minimum of three potential suppliers;
 - 3.6.2.3 \$200,000 are to be formally tendered.

References: Board Policy: D/I/8 – Purchasing
E/II/1 – Employee Expense Reimbursement
Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement
New West Partnership Trade Agreement



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

- 3.6.3 All large purchases of the types and amounts specified in 3.6.1.3 and 3.6.2.3 must comply with the New West Partnership Trade Agreement regulations.

- 3.7 Sole or single sourcing is approved by Secretary Treasurer or the Superintendent under the following conditions:
 - 3.7.1 Emergency;
 - 3.7.2 Confidential situation;
 - 3.7.3 Urgent purchases that would interrupt the normal business;
 - 3.7.4 Occasional instances where it may be in the best interest of the Division.

- 3.8 All purchases must be supported by an invoice or itemized receipt.
 - 3.8.1 Invoices or receipts should include:
 - 3.8.1.1 Name and address of the vendor;
 - 3.8.1.2 GST number and GST amount, if applicable;
 - 3.8.1.3 Quantity, cost and description of individual supplies and services purchased;
 - 3.8.1.4 Restaurant receipts should also include the description of the event and attendees;
 - 3.8.1.5 Terms of payment, if applicable.
 - 3.8.2 Documents that are considered insufficient for payment include:

References: *Board Policy: D//8 – Purchasing*
E//1 – Employee Expense Reimbursement
Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement
New West Partnership Trade Agreement



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

3.8.2.1 Vendor statements

3.8.2.2 Purchasing card, credit card or debit card slips that are not accompanied by an itemized receipt or invoice; and

3.8.2.3 Hotel invoices that contain room service charges that do not provide details of the charges.

3.9 In the event that an employee submits an expense claim form or a purchasing card statement without appropriate documentation, the employee will be required to fill out a lost receipt voucher.

The Division may accept the lost receipt voucher provided that:

3.9.1 The total amount is small (and is approved by the Secretary Treasurer);

3.9.2 The amount can be justified as school or divisional business;

3.9.3 The employee has the authority to make a purchase;

3.9.4 The employee's supervisor authorizes the voucher;

3.9.5 The submission of lost receipt vouchers is not re-occurring. If it is considered a re-occurring situation, the unsupported lost receipt voucher may be rejected, and therefore considered a personal purchase.

3.10 Repeated occurrences of lost receipts will result in a review of the employee's ability to make purchases on behalf of the Division.

3.11 Personal purchases do not qualify for reimbursement.

References: *Board Policy: D//8 – Purchasing
E//1 – Employee Expense Reimbursement
Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement
New West Partnership Trade Agreement*



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

- 3.12 All alcoholic beverages are considered personal purchases unless an exemption has been previously approved by the Chair on behalf of the Board of Trustees or in the case of staff, the Superintendent.
- 3.13 If the division purchasing card has been used for a personal purchase, the employee is required to reimburse the division immediately upon becoming aware of the error.
 - 3.13.1 The employee's purchasing card may be suspended if there are multiple instances of personal purchases on the division purchasing card. The employee card may be reissued when all outstanding personal purchases have been reimbursed to the Division and the employee's administrator requests that the card be reissued.
- 3.14 All Sturgeon School Division credit card holders are expected to read, sign and comply with the Agreement to Accept the Scotiabank Commercial Card. (Agreement attached.)
- 3.15 Employees should not purchase cash gift cards or awards and non-cash gifts or awards without prior approval of a supervisor.
 - 3.15.1 Cash and near cash gifts and awards are always a taxable benefit for the employee. Near cash gifts are gifts that can be easily converted into cash.
 - 3.15.2 Non cash gifts or awards previously approved by a supervisor for an employee cannot exceed a combined total value of \$500 annually. If the fair market value (not the cost) of the gifts and awards given to employees is greater than \$500, the amount over \$500 must be included in the employee's income.
 - 3.15.3 Items of small or trivial value are acceptable and may include:

References: *Board Policy: D//8 – Purchasing
E//1 – Employee Expense Reimbursement
Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement
New West Partnership Trade Agreement*



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

3.15.3.1 Coffee or tea

3.15.3.2 T-shirts with employer's logo

3.15.3.3 Mugs

3.15.3.4 Plaques or trophies

3.15.4 Gifts, entertainment, trips or other personal services (excepting meals or relatively inexpensive items of an advertising nature such as pens or books) are not to be accepted or solicited by divisional staff.

3.16 A violation ticket issued to any company vehicle driven by a Sturgeon School Division employee is considered a personal purchase and must be paid by the employee who was operating the vehicle at the time of the infraction.

3.17 Any suspected purchasing fraudulent activities may result in severe consequences up to and including termination.

References: *Board Policy: D/1/8 – Purchasing*
E/1/1 – Employee Expense Reimbursement
Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement
New West Partnership Trade Agreement

**FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement**

Date: Sept. 1, 2009

Revised: Sept. 19, 2016

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

School system personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved employee expense reimbursement form with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

3.0 GUIDELINES

- 3.1 Claims for reimbursement of expenses should be submitted promptly and within one month of the expenses being incurred.
- 3.2 Approved expenses will be reimbursement for the following activities:
 - 3.2.1 Supervision of both extra-curricular and co-curricular activities, when such attendance has been approved by the Principal, Superintendent or designate.
 - 3.2.2 Other activities carried out by employees in the performance of their duties, eg. travel to medical facilities, necessary pickups and deliveries and home visits, when such attendance has been approved by the Principal, Superintendent or designate.
- 3.3 Approved expenses will be paid at the following rates:
 - 3.3.1 Actual distance traveled in Alberta in the employee's vehicle, at the approved Canada Customs and Revenue Agency rate.
 - 3.3.2 Actual expenses for travel incurred by means other than the use of the employee's vehicle – receipts required.
 - 3.3.3 Actual accommodation and meal expenses with receipts.
 - 3.3.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where receipts are not available.
 - 3.3.5 Standard per kilometer distances between schools, Morinville locations and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached.

References: *Board Policy: D//8 - Purchasing
E//1 - Employee Expense Reimbursement
E//2 - Trustee Remuneration and Expense Reimbursement
Admin Practice(s): Financial Management 4 – Purchasing Authority and Procedure*



FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: Sept. 19, 2016

Responsible Administrator: Secretary Treasurer

Bon Accord	18	39	20	32	30	0	19	2	26	13	24	11	45	32	39	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	40	31	34	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43	53	41	48		14	32
*Edmonton Central	34	20	22	64	62	39	21	41	53	40	18	38	7	8		48	34	39
*Edmonton North	34	16	15	59	57	32	14	34	46	39	13	37	14		8	41	31	32
*Edmonton South	40	31	28	72	70	45	27	47	59	49	24	46		14	7	53	40	45
Gibbons	27	47	26	27	25	11	27	10	32	2	31		46	37	38	43	45	11
Guthrie	26	20	5	56	54	24	5	26	38	33		31	24	13	18	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	33		33	2	49	39	40	45	47	13
Legal	21	40	33	56	54	26	33	25		33	38	32	59	46	53	37	21	26
Lilian Schick	20	41	22	31	29	2	21		25	12	26	10	47	34	41	34	37	2
Namao	21	21	1	51	49	19		21	33	29	5	27	27	14	21	42	31	19
Oak Hill	18	39	20	32	30		19	2	26	13	24	11	45	32	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	54	27	54	25	70	57	62	67	66	30
Redwater	52	71	50		2	32	51	31	56	29	56	27	72	59	64	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	33	28	5	26	28	15	22	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	40	49	20	47	31	16	20	42	26	39
CO/MLC/MPES		21	22	52	50	18	21	20	21	29	26	27	40	34	34	23	18	18
	CO/MLC/MPES	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Edmonton Central	Colony	Camilla	Bon Accord

* The address used for mileage: Edmonton North -9450 – 137 Avenue
 Edmonton Central - 10088 – 108 Street
 Edmonton South – 5015 – 111 Street

References: Board Policy: D//8 - Purchasing
 E//1 – Employee Expense Reimbursement
 E//2 – Trustee Remuneration and Expense Reimbursement
 Admin Practice(s): Financial Management 4 – Purchasing Authority and Procedure



Board Memorandum

Date: August 29, 2018
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Monthly Financial Report

Background

Attached you will find the 11 Months Financial Report for 2017 – 2018 as of July 31, 2018.

Recommendation

That the Board of Trustees receive as information the 11 Months Financial Report for 2017 – 2018 as of July 31, 2018.

BOARD 9.3

Sturgeon School Division No. 24				Results as of July 31, 2018		Forecast	
	Budget		Actuals		Variance		
	Spring Budget 2017-2018	Fall Update 2017-2018	July 31, 2018		2017-2018	% of Forecast	
REVENUES							
Alberta Education	65,482,777	66,302,286	60,493,301	91.24%	66,398,334	100.14%	(1)
Other - Government of Alberta	908,280	852,545	775,733	90.99%	852,545	100.00%	(2)
Federal Government	290,000	290,000	315,803	108.90%	315,803	108.90%	(3)
Other - Alberta School Jurisdiction	21,677	21,677	21,677	100.00%	21,677	100.00%	(4)
Fees	1,316,271	1,299,531	1,268,799	97.64%	1,270,000	97.73%	(5)
Other - Sales and Services	345,552	347,687	341,141	98.12%	341,141	98.12%	(6)
Investment Income	68,000	105,000	131,513	125.25%	144,000	137.14%	(7)
Gifts and Donations	101,000	120,000	391,419	326.18%	235,648	196.37%	(8)
Rental of Facilities	35,677	38,577	37,541	97.31%	38,577	100.00%	(9)
Fundraising	87,200	76,000	115,904	152.50%	96,471	126.94%	(10)
Amortization of Capital Contributions	1,644,306	1,567,406	1,436,789	91.67%	1,567,406	100.00%	(11)
Other Revenues	-	214,666	229,251	106.79%	230,000	107.14%	(12)
Total Revenues	70,300,740	71,235,375	65,558,871	92.03%	71,511,602	100.39%	(13)
EXPENDITURES							
Instruction	53,454,484	54,360,953	50,793,649	93.44%	54,696,953	100.62%	(14)
Plant Operations and Maintenance	8,243,405	8,184,748	6,351,736	77.60%	8,044,748	98.29%	(15)
Transportation	5,494,853	5,595,044	5,760,429	102.96%	5,645,044	100.89%	(16)
Board Governance and Administration	2,681,099	2,689,484	2,349,828	87.37%	2,584,484	96.10%	(17)
External Services	426,899	549,226	492,079	89.59%	549,226	100.00%	(18)
Total Expenditures	70,300,740	71,379,455	65,747,721	92.11%	71,520,455	100.20%	(19)
TARGET %							
2017-2018 Surplus/(Deficit)	-	(144,080)	(188,850)	91.67%	(8,853)	Projected Surplus/(Deficit)	(20)

Less: Revenues Collected Upfront from SGF (Donations, Fundraising) - assumed to be spent/deferred (175,204)
Less: Revenues Collected Upfront from AB Ed Revenues (75,888)
Add: Transportation (adjustment to contractor expenses paid over 10 months) 307,130

Adjusted 2017-2018 Surplus/(Deficit)

(132,811)

Assumptions:

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

Variance Explanations

Revenues:

- ⁽¹⁾ Alberta Education: actual revenue shown is lower than budget due to deferral of revenues to match with expenses (IMR, PUF, CIF and Nutrition funding).
- ⁽²⁾ Federal Government: additional grant amount of \$25,000 received recently.
- ⁽³⁾ Other - Alberta School Jurisdiction: payment received upfront as one lump sum.
- ⁽⁴⁾ Fees: most collections of fees occurred in September/October and proration of budget is over 12 months.
- ⁽⁵⁾ Investment Income: chequing interest income is higher than anticipated.
- ⁽⁶⁾ Gifts & Donations: Lillian Schick school playground included in revenues, amount not spent by end of fiscal will be deferred, NWR donations for outdoor ed offsite classroom for Redwater school, gazebo at Namao school, and Crest donation for new science lab at Sturgeon Composite High School.
- ⁽⁷⁾ Rental of Facilities: tower rentals are collected upfront.
- ⁽⁸⁾ Fundraising: more fundraising revenue than anticipated.
- ⁽⁹⁾ Other Revenues: ALARIE insurance refund and WCB funding distribution credit received.

Expenditures:

- ⁽¹⁰⁾ Instruction: mainly due to overspending in modernization expenses at SCHS (coming from SCHS operating reserves). Classroom Improvement Fund (CIF) spending is at 94% and is anticipated to be spent by end of fiscal year. Nutrition program spending is at 70%. Unspent funding can be carried forward and utilized in 18-19 fiscal year.
- ⁽¹¹⁾ Plant Operations & Maintenance: when IMR is excluded, O&M variance is at 90%.
- ⁽¹²⁾ Transportation: variance of 103% mainly due to bus contractors' budget being prorated over 12 months and actual costs paid over 10 months. If actual costs paid over 12 months, the variance would be 95%. It is over budget due to higher than budgeted diesel prices and increased contracted services.
- ⁽¹³⁾ Board & Governance: savings mainly due to underspending in Business & Finance in supplies, professional & contractual services and travel & subsistence.



Memorandum

Date: August 29, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Subject: Central Office Renovation

Background

On Tuesday, 15 August 2018, I met with Steve Bushnell, Architect, BR2; Tim Marriott, Preconstruction Manager, Carlson Construction; and Rob Hink, Project Manager, Carlson Construction, to review and discuss the proposed renovations to the Central Office. As per the 26 June 2018 motion of the Board of Trustees, attached please find a copy of the Central Office Renovation for the consideration of and direction from the Board. Please note that all items that are not fixed, such as furnishings/work stations have been removed from the plans. There are a few minor modifications which I will speak to at the 29 August 2018 Board Meeting.

The Architect will be providing final recommendations regarding pricing (for each scope of work) and total pricing for the project, to the Division Office on Monday 27 August 2018. This information will be forwarded to Trustees immediately upon receipt, with apologies for any inconvenience caused by the delay.

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

Sincerely,

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

attachment

BOARD 10.1

