



Committee Meeting Agenda

December 12, 2018 – 4:30 p.m.
Frank Robinson Education Centre
9820 – 104 Street, Morinville, Alberta

1. Call to Order

2. Consideration of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

3. Appointments

3.1 Sturgeon Composite High School (3:00 p.m.)

4. Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes – November 14, 2018

5. Presentations

6. Reports from Senior Administration

6.1 Capital Update

6.2 Field Trip Report

6.3 Morinville Rotary Club Speaking Engagement

7. Reports from Trustees and Standing Committees

- 7.1 Chair's Report
- 7.2 Trustees Report
- 7.3 Advocacy Committee
 - 7.3.1 Advocacy Plan 2018 – 2021
- 7.4 Building and Maintenance
- 7.5 Finance and Human Resources
- 7.6 Policy
 - 7.6.1 Policy Review
- 7.7 Transportation
- 7.8 ATA Update
- 7.9 CUPE Update

8. Reports from Special Committees/Task Groups

- 8.1 Alberta School Boards' Association Zone 2/3
- 8.2 Public School Boards' Association of Alberta
- 8.3 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 8.4 Labour Management Committee (Policy Review – CUPE)
- 8.5 Community Services Advisory Board

9. New Business

- 9.1 Fall 2018 Update to the 2018/2019 Budget
- 9.2 1st Quarter Financial Results as of November 30, 2018
- 9.3 Curriculum Implementation

9.4 IT Report: Monthly Downtime

9.5 By-Election Information

10. Question Period

11. Unfinished Business

12. Information Items

12.1 2017 – 2018 School Council Annual Reports

13. Pending List

14. In Camera

15. Adjournment



Notes of the Meeting of The Committee of the Whole Held at Morinville on November 14, 2018

Present

Mr. Terry Jewell, Chair
Mrs. Tasha Oatway-McLay, Vice-Chair
Mr. Joe Dwyer, Trustee
Mrs. Misty Featherley, Trustee
Mrs. Liz Kohle, Trustee
Mrs. Janine Pequin, Trustee
Ms. Mary Lynne Campbell, Superintendent/CEO
Mrs. Ruth Kuik, Associate Superintendent, Education Services
Mr. Dave Johnson, Acting Associate Superintendent, HR & Leadership Support

Regrets: Mrs. Cam-Van Mackie, Acting Treasurer
Mr. Thomas Holmes, Associate Superintendent, HR & Leadership Support

Call to Order

The Chair called the meeting to order at 4:40 p.m.

Consideration of Agenda

2.1 Additions/Deletions to Agenda

9.14 ASBA: Fall General Meeting

2.2 Approval of Agenda

Moved by Mrs. Oatway-McLay that the agenda be approved, as amended.

CARRIED UNANIMOUSLY

COMMITTEE 4.2

Appointments

3.1 No appointments

Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mrs. Pequin that the notes of October 10, 2018 be approved, as presented.

CARRIED UNANIMOUSLY

Presentations

5.1 No Presentations

Reports from Senior Administration

6.1 Capital Update

The Superintendent presented a written and verbal report on behalf of the Senior Executive Committee on the Capital Update.

Reports from Trustees and Standing Committees

7.1 Chair's Report

Trustee Jewell presented a verbal update on the following:

- Finance and Human Resources Committee Meeting
- School Presentations: Results Reports
- Council of School Councils' Meeting
- PSBAA Presentation: Together for Students Campaign

7.2 Trustees' Reports

Trustee Dwyer (Alcomdale/Villeneuve Area)

Trustee Dwyer reported that he attended:

- Building and Maintenance Committee Meeting
- Policy Committee Meeting
- Camilla School Parent Council Meeting
- Camilla School Remembrance Day Ceremony
- A visit to Morinville Colony School
- School Presentations: Results Reports

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Morinville Public School Parent Council Meeting
- Morinville Public School Remembrance Day Ceremony
- Morinville Public School Community Event to support FNMI students
- School Presentations: Results Reports

Trustee Jewell (Gibbons/Lamoureux Area)

Trustee Jewell reported that he attended:

- Landing Trail School Parent Council Meeting
- Gibbons School Parent Council Meeting
- Sturgeon Composite High School Parent Council Meeting
- Council of School Councils' Meeting
- Building and Maintenance Committee Meeting
- Policy Committee Meeting

Trustee Kohle (Bon Accord/Legal Area)

Trustee Kohle reported that she attended:

- School Presentations: Results Reports
- Transportation Joint Committee Meeting with Contractors
- Transportation Committee Meeting
- Rotary Meeting

Trustee Oatway-McLay (Cardiff/Garrison Area)

Trustee Oatway-McLay reported that she attended:

- Sturgeon Composite High School's Football Team Game
- Finance and Human Resources Committee Meeting
- PSBAA: Fall Events

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Ochre Park School Remembrance Day Ceremony
- Redwater School Remembrance Day Ceremony
- Redwater School Awards Ceremony
- School Presentations: Results Reports
- Policy Committee Meeting

7.3 Advocacy

A verbal report was provided.

An Advocacy Committee Meeting is scheduled for December 5, 2018.

7.4 Building and Maintenance

A verbal report was provided.

A Building & Maintenance Committee Meeting is scheduled for December 4, 2018.

7.5 Finance and Human Resources

A verbal report was provided.

A Finance & Human Resources Committee Meeting is scheduled for December 3, 2018.

7.6 Policy

A verbal report was provided.

A Policy Committee Meeting is scheduled for December 5, 2018.

7.7 Transportation

A verbal report was provided.

A Transportation Joint Committee Meeting with Bus Contractors is scheduled for November 20, 2018.

A Transportation Committee Meeting is scheduled for November 20, 2018.

7.8 ATA Update

The ATA Local presented the Division with three signed copies of Innovator's Mindset.

7.9 CUPE Update

A verbal was provided.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards' Association Zone 2/3

A verbal report was provided.

Alberta School Boards' Association Zone 2/3 Meeting is scheduled for November 23, 2018.

8.2 Public School Boards' Association of Alberta

A verbal report was provided.

Public School Boards' Association of Alberta Council Meeting is scheduled for November 16 & 17, 2018.

8.3 Teacher Board Advisory Committee (ATA)

No report was provided.

8.4 Labour Management Committee (CUPE)

A verbal report was provided.

A Labour Management Committee Meeting is scheduled for December 5, 2018.

8.5 Community Services Advisory Board

No report was provided.

A Community Services Advisory Board Meeting is scheduled for December 2018.

New Business

9.1 Policy B/II/1 - Attendance at Meetings

Moved by Mrs. Pequin that the Board of Trustees refer Policy B/II/1 - Attendance at Meetings to the November 28, 2018 Board Meeting.

CARRIED UNANIMOUSLY

- 9.2 Policy B/II/7 – Trustee Remuneration and Expense Reimbursement**
Moved by Mr. Jewell that the Board of Trustees refer Policy B/II/7 – Trustee Remuneration and Expense Reimbursement to the November 28, 2018 Board Meeting.
- CARRIED UNANIMOUSLY
- 9.3 Policy D/I/5 – Reserve Funds**
Moved by Mrs. Kohle that the Board of Trustees refer Policy D/I/5 – Reserve Funds to the November 28, 2018 Board Meeting.
- CARRIED UNANIMOUSLY
- 9.4 Policy E/I/4 – Harassment Policy**
Moved by Mrs. Pequin that the Board of Trustees refer Policy E/I/4 – Harassment Policy to the November 28, 2018 Board Meeting.
- CARRIED UNANIMOUSLY
- 9.5 Policy E/I/7 – Healthy Interactions Model**
Moved by Mrs. Oatway-McLay that the Board of Trustees refer Policy E/I/7 – Healthy Interactions Model to the November 28, 2018 Board Meeting.
- CARRIED UNANIMOUSLY
- 9.6 Policy F/I/1 – Senior High Credit Load**
Moved by Featherley that the Board of Trustees refer Policy F/I/1 – Senior High Credit Load to the November 28, 2018 Board Meeting.
- CARRIED UNANIMOUSLY
- 9.7 Policy G/II/3 – Administering Medications and Medical Treatment to Students**
Moved by Tasha Oatway-McLay that the Board of Trustees refer Policy G/II/3 – Administering Medications and Medical Treatment to Students to the November 28, 2018 Board Meeting.
- CARRIED UNANIMOUSLY
- 9.8 Draft 2017 – 2018 Audited Financial Statements**
Moved by Mr. Jewell that the Board of Trustees refer the 2017 – 2018 Audited Financial Statements to the November 28, 2018 Board Meeting.
- CARRIED UNANIMOUSLY

9.9 Sturgeon Public School Division Draft Three Year Education Plan 2018/2019 & 2020/2021 and Annual Education Results Report (AERR) October 2018

Moved by Mrs. Kohle that the Board of Trustees refer the Sturgeon Public School Division DRAFT Three Education Plan 2018/2019 & 2020/2021 and Annual Education Results Report (AERR) – October 2018 to the November 28, 2018 Board Meeting.

CARRIED UNANIMOUSLY

9.10 Draft Annual Education Results Report Summary 2017 – 2018

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Sturgeon Public School Division Draft Annual Education Results Report (AERR) Summary 2017 – 2018 to the November 28, 2018 Board Meeting.

CARRIED UNANIMOUSLY

9.11 Assurance Reporting – Education Services

Moved by Mrs. Kohle that the Board of Trustees refer Assurance Reporting – Education Services to the November 28, 2018 Board Meeting.

CARRIED UNANIMOUSLY

9.12 December Board Meeting

Moved by Mrs. Pequin that the Board of Trustees cancel the December 2018 Board Meeting.

CARRIED UNANIMOUSLY

9.13 IT Report: Monthly Downtime

A written report was provided for information.

Meeting recessed at 5:52 p.m. for dinner.

Meeting resumed at 6:24 p.m.

Question Period

10.1 No questions

Unfinished Business

11.1 No unfinished business

Information Items

12.1 No request for information items

Pending List

13.1 No pending list

In Camera

6:40 p.m. – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

8:07 p.m. – Moved by Mrs. Pequin that the Board go out of camera.

CARRIED UNANIMOUSLY

Moved by Mrs. Oatway-McLay that the Board of Trustees refer the Together for Students Campaign to the November 28, 2018 Board Meeting.

CARRIED UNANIMOUSLY

Adjournment

The meeting adjourned 8:09 p.m.

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



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Barry Dahlberg, Construction Coordinator
Subject: Capital Update

Background:

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

Recommendation:

That the report be received as information.

Sincerely,

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

attachment



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent
Originator(s): Ruth Kulk, Associate Superintendent, Education Services
Subject: Field Trip Report

Background:

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

The following field trips have been approved:

➤ Redwater School

March 14 – 15, 2019

50 junior high school students to Jasper for a ski trip at Marmot Basin.

Recommendation:

This report is shared as information.

Sincerely,

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



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s):
Subject: Morinville Rotary Club Speaking Engagement

Background:

Sturgeon Public School Division has confirmed a presentation time on February 6, 2019 with the Rotary Club of Morinville.

Recommendation:

That the Board of Trustees provide direction to the Senior Executive Committee as to how to proceed regarding this presentation.

Sincerely,

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

COMMITTEE W.B.



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Advocacy Committee
Subject: Advocacy Plan 2018 – 2021

Background:

From the Advocacy Committee Meeting on December 5, 2018, please find attached, the proposed revisions to the Advocacy Plan 2018 – 2021.

Recommendation:

That the Board of Trustees approve the Advocacy Plan 2018 – 2021 revisions, as presented.

Sincerely,

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

Attachment

COMMITTEE 7.2.1



Advocacy Plan 2015-2017 2018 - 2021

Sturgeon School Division Board of Trustees

In their ongoing commitment to excellence in public education and student success in Sturgeon School Division, the Board of Trustees has developed an advocacy framework that establishes the priority areas of focus for the Board in the coming years. While specific strategies and measures will evolve in response to the needs of the division and the communities being served, the initial focus will be on the following **Key Priorities**:

1. **ENHANCE** student participation and involvement in decisions that affect their education and school experience.
2. **ENGAGE** people in their communities to build value for and facilitate their participation in the public education of our students.
3. **ESTABLISH** relationships with external organizations to broaden support for schools, facilitate new opportunities for funding, and enhance student and community well-being.
4. **ENCOURAGE** innovation in Division projects that are directly related to enhancing student achievement and success.

As the Board's Advocacy Plan continues to evolve, increased information and specificity will be added, along with updates relative to progress being made in the accomplishment of priority area goals and outcomes.



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Policy Committee
Subject: Policy Review

Background:

On October 10, 2018 Mr. David Steele met with the Board of Trustees for an initial discussion concerning a review of board policy and administrative practice and the Board's interest in developing a more succinct list of policies. He returned to meet with the Board on November 5, 2018 and at this time, Mr. Steele discussed the revised Policy Manual headings.

Attached for Trustee information is the revised Table of Contents that will guide the sequencing of policies.

Recommendation:

This report is shared as information.

Sincerely,

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

Attachment

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- 800 - Religious Education and Instruction
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Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Cam-Van Mackle, Acting Treasurer
Subject: Fall 2018 Update to the 2018 – 2019 Budget

Background:

School Jurisdictions in Alberta are required to prepare their Fall Budget Update to the 2018 – 2019 Budget and submit it to Alberta Education in prescribed format. Once the budget is revised, it is used internally for monitoring and reporting. However, it is the spring budget approved by the Board of Trustees that is reflected in the Audited Financial Statements a year later.

The budget update focuses on revising revenues that Sturgeon Public School Division receives based on September 30, 2018 enrollment count and any other negotiated contracts and grants. In addition, the fall budget reflects revised staffing, actual contracted services and any other changes since the spring budget.

The Fall Update to the 2018 – 2019 Budget will be presented to the Board of Trustees at this evening's meeting.

Recommendation:

This report is shared as information.

Sincerely,

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



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Cam-Van Mackle, Acting Treasurer
Subject: 1st Quarter Financial Results

Background:

Attached you will find the 1st Quarter Financial Results for 2018 – 2019 as of November 30, 2018.

Recommendation:

This report is shared as information.

Sincerely,



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

Sturgeon School Division No. 24					
Results as of November 30, 2018					
	Budget		Actuals		Variance
	Spring Budget 2018-2019	November 30, 2018	November 30, 2018	November 30, 2018	% of Spring Budget
REVENUES					
Alberta Education	66,279,903		16,634,861		25.10%
Other - Government of Alberta	777,339		177,545		22.84%
Federal Government	230,000		90,000		39.13%
Fees	1,328,087		570,484		42.96%
Other - Sales and Services	317,597		83,362		26.25%
Investment Income	80,000		53,806		67.26%
Gifts and Donations	180,000		57,836		32.13%
Rental of Facilities	35,177		17,617		50.08%
Fundraising	80,000		74,119		92.65%
Amortization of Capital Contributions	2,764,586		391,852		14.17%
Other Revenues	80,000		39,390		49.24%
Total Revenues	72,152,689		18,190,871		25.21%
EXPENDITURES					
Instruction	54,811,083		13,393,208		24.44%
Plant Operations and Maintenance	8,709,642		1,756,259		20.16%
Transportation	5,631,345		1,786,584		31.73%
Board Governance and Administration	2,654,794		634,656		23.91%
External Services	463,483		164,200		35.43%
Total Expenditures	72,270,349		17,734,908		24.54%
TARGET %					
2018-2019 Surplus/(Deficit)	(117,660)		455,963		25.00%

Less: Revenues Collected Upfront (mainly due to AB Ed, Fees & SGF) (428,693)
Add: Transportation (adjustment to contractor expenses paid over 10 months) 358,157

Adjusted 2018-2019 Surplus/(Deficit) 385,427

Assumptions:

- Preliminary Revenues and Expenses for 3 months.
 - Expense Accruals: utilities, phones, subs and casuals, etc.
 - AB Education grants received based on last year's revenues (September 30th count not reflected yet).
 - 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) Federal Government: Alexander tuition fees' invoicing is over 10 months.
- (2) Fees: most collections of fees occurred in September/October.
- (3) Investment Income: chequing interest income is higher than anticipated and GIC purchased earning higher interest than chequing account.
- (4) Gifts & Donations: various donations at start of school year and some are carried forward from prior year to be utilized this school year.
- (5) Rental of Facilities: tower rentals are collected upfront.
- (6) Fundraising: most fundraising events are done at start of school year.

Expenditures:

- (7) Plant Operations & Maintenance: when IMR is excluded, O&M variance is at 26%.
 - (8) Transportation: variance of 32% mainly due to bus contractors' budget being prorated over 12 months and actual occurs over 10 months.
- If actual costs paid over 12 months, the variance would be 27%.



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Subject: Curriculum Implementation

Background:

In June 2016, Alberta Education began work on developing new provincial curriculum in six subject areas: language arts (English and French), mathematics, social studies, sciences, arts, and wellness education.

Attached for Trustee information is a synopsis of the current implementation timeline for K-4 curriculum provided by Alberta Education.

Recommendation:

This report is shared as information.

Sincerely,

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

Attachment

COMMITTEE 9.3

K-12 Provincial Curriculum Implementation Plan
Last updated: November 8, 2018
Government of Alberta

January 2019 – August 2019: K-4 Preparatory Phase

- Alberta Education will release communications toolkits to school jurisdictions
- School authorities are to assess readiness of the next phase of implementation
- Alberta Education will determine questions, methods and participants for field testing
- Alberta Education will conduct an analysis of current resources to determine resource needs and will coordinate input from school authorities
- School authorities to participate in resource committees to collaborate in the selection and development of resources

September 2019 - August 2020: K-4 Early Implementation Phase

- Alberta Education will continue to develop readiness tool kits
- School authorities will begin leading learning in the new curriculum, providing professional learning opportunities and support for teachers to deliver the new curriculum in classrooms as they are ready
- Field testing will continue
- School authorities to provide feedback to Alberta Education on field testing
- Alberta Education will continue to support resource committees to select, develop and review resources for sharing with those who deliver Alberta Program of Studies

September 2020: K – 4 Full Provincial Implementation

- Full provincial implementation of K-4 curriculum
- School authorities are supported by Alberta Education to integrate improvements in curriculum resulting from field testing findings
- Continued resource development



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Dave Webster, Manager, Technology Services
Subject: IT Report: Monthly Downtime

Background:

Attached is the report for Technology Services indicating network outage for the month of November, 2018.

Recommendation:

This report is shared as information.

Sincerely,



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

Attachment

Sturgeon Public School Division Monthly Network Outage Report

Dec 3, 2018

Nov 1, 2018 – Nov 30, 2018

Monthly Uptime Report: Common SaaS Check

Report Time Span:	11/1/2018 12:00:00 AM - 12/1/2018 12:00:00 AM										
Report Hours:	24 / 7										
Sensor Type:	Common SaaS (15 m Interval)										
Probe, Group, Device:	Local probe > Local probe > Probe Device										
Uptime Stats:	Up:	99.792 %	[29d 23h 15m 14s]	Down:	0.208 %	[01h 30m 00s]					
Request Stats:	Good:	99.757 %	[2875]	Failed:	0.243 %	[7]					
Average (Available Services):	> 99 %										

Date Time	Available Services	Office 365	Bing	Google Apps	Dropbox	Salesforce	GitHub	Facebook	Twitter	Youtube	Downtime	Coverage
Averages (of 721 values)	> 99 %	202 msec	372 msec	173 msec	398 msec	337 msec	287 msec	206 msec	216 msec	143 msec	< 1 %	100 %

www.sturgeon.ab.ca (hosted)

Website monthly report: HTTP

Report Time Span:	11/1/2018 12:00:00 AM - 12/1/2018 12:00:00 AM										
Report Hours:	24 / 7										
Sensor Type:	HTTP (60 s Interval)										
Probe, Group, Device:	Local probe > Cloud Services > Sturgeon Website										
Uptime Stats:	Up:	99.75 %	[29d 21h 58m 36s]	Down:	0.25 %	[01h 47m 59s]					
Request Stats:	Good:	99.613 %	[43003]	Failed:	0.387 %	[167]					
Average (Loading time):	532 msec										

Outage Detail: November 1, 2018 – Supernet outage occurred lasting 1hr 47min.



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Cam-Van Mackle, Acting Treasurer
Subject: Filling Vacancies and Projected By-Election Expenses

Background:

The *School Act* states,

Filling vacancies

251(1) If a vacancy occurs on a board of 6 or more trustees, the board shall make provision to fill the vacancy by holding a by-election.

(2) Notwithstanding subsection (1),

(a) during the 3-year period immediately following a general election, a by-election need not be held if there is only one vacancy on the board, and

(b) during the 4th year following a general election, a by-election need not be held unless the number of vacancies on the board reduces the board to a number that is less than the quorum of the board plus one.

In the event that the Board of Trustees decide to hold a by-election, the projected expenses are \$5,420.00.

Recommendation:

That the Board of Trustees receive as information the Projected By-Election Expenses.

COMMITTEE 9.5

Subject: Filling Vacancies and Projected By-Election Expenses
Date: December 12, 2018
Page 2 of 2

Sincerely,

A handwritten signature in blue ink, appearing to read "Mary Lynne R. Campbell". The signature is fluid and cursive, with the first name "Mary" being the most prominent.

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

Attachment

STURGEON PUBLIC SCHOOL DIVISION

COMMITTEE OF THE WHOLE

December 12, 2018

By-Election PROJECTED Expenses

Description	Nomination Day	Advance Vote	Election Day	Other	TOTALS
1. Training				\$490.00	\$490.00
2. Newspaper Ads	\$200.00	\$200.00	\$200.00		\$600.00
3. Returning Officer		\$170.00	\$520.00		\$690.00
4. Deputy Returning Officers (2 persons)		\$280.00	\$940.00	\$40.00	\$1,260.00
5. Polling Clerks/ (4 persons)		\$220.00	\$1,380.00		\$1,600.00
6. Ballots				\$200.00	\$200.00
7. Local Authorities Election Act and School Act Materials				\$60.00	\$60.00
8. Polling Stations (2)-Supplies				\$120.00	\$120.00
9. Polling Stations (2)-Rental		\$100.00	\$300.00		\$400.00
TOTALS	\$200.00	\$970.00	\$3,340.00	\$910.00	\$5,420.00

Notes:

Based on 2 polling stations

1. Training
 - 6 workers (2 polling stations with 3 workers each) + 1 Returning Officer = 7 persons
 - 7 persons * \$50.00/person = \$350.00 + mileage
2. Newspaper Ads
3. Returning Officer
 - Pay + Mileage
4. Deputy Returning Officers (2 persons)
 - a) Advance Vote = 2 persons x (\$40.00/hour for 3 hours = \$120.00) = \$240.00 + mileage
 - b) Election Day = 2 persons x (\$450.00/day) = \$900.00 + mileage
 - c) Election Day (cell phone) = 2 persons x (\$20.00/day) = \$40.00
5. Polling Clerks/ (4 persons)
 - a) Advance Vote = 2 persons x (\$30.00/hour for 3 hours = \$90.00) = \$180.00 + mileage
 - b) Election Day = 4 persons x (\$325.00/day) = \$1,300.00 + mileage
6. Ballots
 - Minimum order of 1,000 ballots
7. Local Authorities Election Act and School Act Materials
 - Queen's Printer
 - a) Local Authorities Election Act (2 copies x \$15.00 each) = \$30.00
 - b) School Act (2 copies x \$15.00 each) = \$30.00
8. Polling Stations (2)-Supplies
 - Pens, notes pad, rulers, tape/tape guns, sticky tac, ballot boxes, electoral maps, etc.
9. Polling Stations (2)-Rental



Board Memorandum

Date: December 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Cam-Van Mackie, Acting Treasurer
Subject: School Council Annual Reports

Background:

School Councils are asked to provide an annual report to the Board of Trustees.

Attached, you will find the “Year in Review” reports for the 2017 – 2018 school year submitted by the following School Councils:

- Bon Accord Community School
- Gibbons School
- Guthrie School
- Landing Trail School
- Lillian Schick School
- Namao School
- Ochre Park School
- Sturgeon Composite High School
- Sturgeon Heights School

A reminder has been sent to the School Councils who have not yet provided their “Year in Review 2017 – 2018” (Camilla School, Morinville Public School, and Redwater School).

Recommendation:

This report is shared as information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mary Lynne R. Campbell". The signature is fluid and cursive, with the first name "Mary" being the most prominent.

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

Attachment

Bon Accord Community School

Year In Review 2017 – 2018

Written by

School Council Chair

Tyler Hanson

Bon Accord Community School YEAR IN REVIEW

2017 – 2018

September 2017

- Inquiries were made regarding the possibility of adding a PEP program at BACS. Principal to research.
- Vice-chair elected.

October 2017

- After research it was deemed that starting a new PEP program would not be feasible from a budgetary standpoint.
- AERR result distributed; Accountability pillar discussed in particular.
- Questions and discussion regarding the ongoing relevance of the Leader In Me program.
- Possibility of holding a 'Blanket Exercise' for interested parents discussed.

November 2017

- Discussion on before and after school care costs.
- Student enrollment and staffing reported upon.

December 2017

- No meeting.

January 2018

- Identity day for students reviewed and promoted with parents.
- Forming a plan to green our school yard was proposed and accepted. The first step will be to survey students, staff, parents and community members.

February 2018

- A report and presentation was given on the school's wellness plan.
- Makerspace program reported upon.
- An ASCA resolution regarding healthy food in schools was discussed with a response read from the resolution's author.

March 2018

- Chair & two others from the school participating in focus groups regarding the hiring of the new superintendent.
- Parent feedback on greening survey good. Now approaching teachers and students.
- Chair and vice-chair to attend ASCA conference.

April 2018

- Principal presented anticipated classes and fees for 2018/2019 school year.
- Discussion regarding the formation of Catholic school district being formed in Bon Accord and its effects upon the public schools.
- ASCA conference report received.

May 2018

- AGM held.
- Election of officers; all positions filled.

June 2018

- No meeting.

**Gibbons School Council
Year in Review 2017-2018**

**Written by
Jennifer Kobza
Council Chair**

**Gibbons School Council Year in Review
2017-2018**

September 2017

- AGM
- Playground update
- Parent email sent out on purpose of council and PAC
- Casino in August; went very well

October 2017

- School wide pancake breakfast Oct 6
- Hot Lunch-Taco in a Bag Oct 12
- Little Caesars Hot Lunch Oct 27
- Alberta Health Services Presentation on mental health and addiction
- Playground update

November 2017

- Junior Achievement seminars Nov 7
- Hot lunch fundraisers Nov 3 & 23
- Conversation on gender neutral washrooms
- PAT results discussion

December 2017

- Edo December 7
- Pancake breakfast December 21
- Presentation by school counsellor regarding wellness plan
- Playground update
- Conversation on teacher and parent involvement with parent council and fundraising

- Read write tool bar accessories review; great tools available to children

January 2018

- No meeting due to weather

February 2018

- Playground update; may do it in stages as money is slow to raise
- Discussed school calendar for 2019-20 year
- Discussion on school day; lit block and would it be better used on a different subject; lunch eating time moved to 30 minutes instead of 20
- Taco in a bag Feb 2
- Little Caesars Feb 23

March 2018

- Career Fair March 22 18 presenters
- Discussion on transportation, assurance review & superintendent
- Discussion on literacy block & changing to more math focus
- NWR gave \$9000; \$4000 for pancakes \$5000 for new basketball hoops in small gym
- Taco in a bag March 8
- Little Caesars March 22; feed career fair presenters

April 2018

- Discussion on division applying for heartland grants as a group
- Discussion on 2018 school council resolutions
- Taco in a bag April 12 Wok Box April 27
- \$115,000 grant approval for playground, construction to start this summer
- COBBS Bread and Alliance church to team together to supply breakfast for the students as walking into school Wednesday & Thursday mornings

May 2018

- Taco in a bag May 11 Sals Famous May 25
- Pancake Breakfast May 30 with NWR attending
- Update on division applying for heartland grants
- Playground update, equipment removal to start soon
- Trustee Update

June 2018

- Update on block schedule and teachers for 2018-19 year
- Update on division applying for heartland grants
- Discussion on goals for parent council next year
- Motion approved for parent council to pay for hot dogs for staff and students June 21

**Gibbons School Council
Financial Statement
REPORTING PERIOD: September 1, 2017 – August 31, 2018**

ASSETS	Cash-Bank Account	7973.75
	Common Shares	79.16
	TOTAL ASSETS	\$8052.91
LIABILITIES		0.00
	TOTAL LIABILITIES	\$0.00
INCOME	Fundraiser	16009.31
	Lunches	5995.25
	Donations (NWR)	9000.00
	Concession	1000.00
	Interest	0.60
	TOTAL INCOME	\$32005.16
DISBURSEMENTS	Pancake Breakfasts	2840.98
	Gibbons School	1325.00
	Lunches	3410.75
	Fundraiser Payment	12334.51
	Awards, Gr.9 Farewell	1500.00
	Bussing & Reimburements	1361.18
	Insurance	386.18
	Concession	1000.00
	Basketball Hoops	5000.00
	TOTAL DISBURSEMENTS	\$29158.60
PROFIT/LOSS	Bank Balance September 1, 2017	\$5127.19
	Deposits	\$32005.16
	Withdrawals	\$29158.60
	Bank Balance August 31, 2017	\$7973.75

THIS STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name Kathy Buechler

Position Treasurer

Guthrie School

Year In Review 2017 – 2018

Written by

School Council Chairperson

Kelly Thompson

Guthrie School YEAR IN REVIEW

2017 – 2018

September 2017

- Back to school BBQ
- Admazing Savings Book Fundraiser

October 2017

- Life Touch School Photos
- Little Caesars Fundraiser
- Monthly Cookie Day

November 2017

- Council of 12 Presentation
- Met with Life Touch Rep
- Monthly Cookie Day

December 2017

- Christmas Store Fundraiser
- Monthly Cookie Day

January 2018

- Nothing to Report for this month

February 2018

- Monthly Cookie Day
- Guthries' Principle School Wish List
- New Volleyball Uniforms Purchased
- Funding provided for Camp YoWoChas

- Money for Homeroom Classes

March 2018

- Monthly Cookie Day

April 2018

- Funding for the Band to attend Camp Nakamun
- Funding for Paul Isaak – Guest Speaker
- Monthly Cookie Day

May 2018

- Monthly Cookie Day
- Little Caesars Pizza Fundraiser

June 2018

- Camera Purchased for Guthrie School
- Kernals Popcorn Fundraiser
- Monthly Cookie Day

**Guthrie School Parents' Association
Financial Statement**

REPORTING PERIOD: September 1, 2017 – August 31, 2018

ASSETS	Cash-Bank Account	\$16,758.45
	Common Shares	
	List any other assets	
	TOTAL ASSETS	\$16,758.45
LIABILITIES	TOTAL LIABILITIES	\$0.00
INCOME	Christmas Store Fundraiser	\$3,531.60
	Cookie Day	\$1,257.05
	Kernals Popcorn	\$1,796.50
	Little Caesars	\$7,495.00
	Purdy's	\$ 217.44
	Admazing Savings	\$1,918.00
	Photo Day	\$ 386.00
	Interest	\$ 9.19
	TOTAL INCOME	\$16,610.78
DISBURSEMENTS:	Christmas Store	\$ 300.00
	Kernals Popcorn	\$ 884.10
	Little Caesars	\$5,399.00
	Back to School BBQ	\$ 924.38
	Cookie Day Expenses	\$ 26.20
	Admazing Savings	\$1,081.50
	Camera for School	\$ 487.59
	Paul Isaac Speaker	\$ 945.00
	Camp Nakamun	\$ 207.90
	Volleyball Uniforms	\$3,000.00
	Camp YoWoChas	\$2,300.00
	Homeroom Class Money	\$1,400.00
	TOTAL DISBURSEMENTS	\$16,955.67

Profit/Loss	Bank Balance Aug 31, 2017	\$17,103.34
	Withdrawals	\$16,955.67
	Deposits	<u>\$16,610.78</u>
	Bank Balance August 31, 2017	\$16,758.45

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name Roza Parlin _____

Position Vice Chair _____

Date 23 Sept 18 _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.

Landing Trail School
Year In Review 2017 – 2018

Written by
Virginia Denham
School Council Chair

Landing Trail School YEAR IN REVIEW

2017 – 2018

September 2017

- **Welcome Back BBQ**
- **ASCA Workshops**

October 2017

- **STEAM Lab Opening**
- **Hot Lunch**
- **Rooney Punyi**

November 2017

- **Hot Lunch**
- **WEM Waterpark Fundraiser**
- **Santa Shop**

December 2017

- **Hot Lunch**
- **Santa Visit**
- **Santa Shop**
- **Christmas Concert 50/50**

Staples Christmas Card Fundraiser

January 2018

- **Hot Lunch**

February 2018

- **Winter Walk**
- **Alberta Opera**
- **Hot Lunch**

March 2018

- **Hot Lunch**
- **Cash Calendars**
- **Nutrition Week**
- **Parent Teacher Interviews**

April 2018

- **Hot Lunch**
- **Casino**
- **Purchased outdoor equipment**
- **ASCA Conference**

May 2018

- **Family Dance**
- **Education Week Food Bank Drive**

June 2018

- **Online Safety Course with Alisha Taylor**
- **Grade 4 Celebration**
- **School Wide Fun Day and Lunch**
- **School Council Awards**

Enter name of School Council

Financial Statement

REPORTING PERIOD: September 1, 2017 – August 31, 2018

ASSETS	Cash-Bank Account	\$0	
	Common Shares		
	List any other assets		
	TOTAL ASSETS	\$0	
LIABILITIES	TOTAL LIABILITIES		\$0.00
INCOME	List income		\$0
	TOTAL INCOME		\$0
DISBURSEMENTS:	List disbursements		\$0
	TOTAL DISBURSEMENTS		\$0
Profit/Loss	Bank Balance Sept. 1, 2013	\$0	
	Withdrawals	\$0	
	Deposits		<u>\$ 0</u>
	Bank Balance August 31, 2017		\$0

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Virginia Denham

Position _____School Council Chair_____

Date _____Sept 10, 2018_____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.

Lilian Schick School Council

Year In Review 2017 – 2018

Written by

Council Chair

Jessica Rigney

Lilian Schick School Council YEAR IN REVIEW

2017 – 2018

September 2017

- School Act amendments.
- Diversity and Inclusion survey.
- Trustee nominations and election.
- Accountability Pillar results.
- Executive elections. All positions filled.

October 2017

- Derek Peterson event.
- PAT results.
- Student Leadership team.

November 2017

- Bill 28, Bill 24.
- SCHS Science Exploratorium.
- School Counselling and Wellness Plan.
- Commercial kitchen renovation.
- Representative of Student Leadership Team attended and provided a report.
- Hosting Blanket Exercise with BACS
- Parent/Teacher interview format

December 2017

- No meeting.

January 2018

- Administration changes.
- Kitchen renovation.
- School GSA.
- Alliance Church breakfast program.
- Blanket Exercise.
- COSC.
- ASCA Issue Resolutions.
- Superintendent recruitment.

February 2018

- Parent/Teacher interviews format change.
- ASCA Membership and Conference/AGM sponsored by SPSD
- 2019/20 calendar.
- Education Act.
- LOGOS review.

March 2018

- 2019/20 calendar.
- Superintendent interviews and hiring process.

April 2018

- Transportation survey.
- New Superintendent.
- Transportation fees.
- Catholic School Division in Bon Accord.
- COSC - Grant application as a division.
- ASCA Conference.

May 2018

- Alberta Education curriculum development.
- National Indigenous Persons day community event.
- Issues with dogs on school property.
- COSC meeting.

June 2018

- No meeting.

Enter name of School Council
Financial Statement

REPORTING PERIOD: September 1, 2017 – August 31, 2018

ASSETS	Cash-Bank Account	\$	
	Common Shares		
	List any other assets		
	TOTAL ASSETS	\$	
LIABILITIES	TOTAL LIABILITIES		\$0.00
INCOME	List income		\$
	TOTAL INCOME		\$
DISBURSEMENTS:	List disbursements		\$
	TOTAL DISBURSEMENTS		\$
Profit/Loss	Bank Balance Sept. 1, 2013	\$	
	Withdrawals	\$	
	Deposits		\$ _____
	Bank Balance August 31, 2017	\$	

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name _____

Position _____

Date _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.

Namao School Advisory Council

Year In Review 2017 – 2018

Written by

Secretary

Taryn Gerlinsky

(Namao School Advisory Council) YEAR IN REVIEW

2017 – 2018

September 2017

- **Lack of volunteerism was discussed and how to engage new volunteers**
- **Junior high CTS courses discussed with parents liking diversity offered**
- **Chair advised that she was stepping down to fill role of school trustee- elections were called for new Chair-Cherie, Vice- Chair-Jaclyn, Gr. 1-3 rep-Lara**
- **Upcoming events happening in the school discussed including important dates, upcoming fundraisers, music program and hot lunch**

October 2017

- **Chair discussed having teacher presence at meetings. Junior high bonding field trips discussed such as ski trips/birch bay**
- **Power school update regarding school issued passwords and proper procedure for students to change them-ie approval through school tech support**
- **Learning Commons project and new gazebo for outdoor classroom discussed including plans, grants, timelines**
- **Upcoming events happening in the school discussed including important dates, upcoming fundraisers, music program and hot lunch**

November 2017

- **Presentation by Namao teachers Barb Kleespies and Alex Cronshaw about their program BOKS (Build Our Kids Success)**
- **Presentation by Namao teacher Hadley Yadlowski on Namao school's Wellness Plan**
- **Presentation by Keith Pudwell on the Junior Achievement program**
- **Discussion of ideas to increase volunteerism in school, and important dates coming up in school**

December 2017

- **There was no meeting in December**

[Click here to enter text.](#)

January 2018

- **There was no meeting in January**

February 2018

- **Discussion on volunteerism and how some schools in division have combined NSFA and NSC-possibility to do that at Namao, LAC may also not run next year**

- **Watched video called Maker's Space and discussed how the library will be converted into a Learning Commons where maker stations will be available to the students**

March 2018

- **Discussion on pros and cons of current grading system for 1-6 and if it should be eventually implemented into junior high or if percentages should stay**
- **Trustee showed council proposed 2019-2020 calendar and if council was in favor of another survey going out to parents, which they were in favor of**
- **Initial planning meetings for staffing/financing occurring in early May this year**

April 2018

- **Chair attended Council of School Councils-exploring idea of parents from all divisional schools forming committee to approach larger companies for bigger donations given to division to divide amongst its schools**
- **Enrollment and classes should be similar to this year next year at Namao**

May 2018

- **Elections occurred for school council for the 2018/2019 year -Chair- Jaclyn Miller, Vice Chair- Cherie Speers, Secretary- Taryn Gerlinsky, Members at large- Marie Ouellette, Shauna Hudec, Shannyn Rus, Melody Manning, Patsy Kmita-Aumais**
- **Chair attended COSC-only got through 80% of meeting about pooling fundraising-consensus was that this would go ahead**
- **Vice principal leaving due to pregnancy therefore there will be a new vice principal in the fall, Mr. Krupa retiring**
- **Outdoor classroom discussed-teachers excited to use it more next year**
- **NSFA had elections for the 2-18/2019 year- will be combining meetings with NSC in the upcoming year**

June 2018

- **There was no meeting in June**

Enter name of School Council

Financial Statement

REPORTING PERIOD: September 1, 2017 – August 31, 2018

ASSETS	Cash-Bank Account	\$	
	Common Shares		
	List any other assets		
	TOTAL ASSETS	\$	
LIABILITIES	TOTAL LIABILITIES		\$0.00
INCOME	List income	\$	
	TOTAL INCOME	\$	
DISBURSEMENTS:	List disbursements	\$	
	TOTAL DISBURSEMENTS	\$	
Profit/Loss	Bank Balance Sept. 1, 2013	\$	
	Withdrawals	\$	
	Deposits	\$	_____
	Bank Balance August 31, 2017	\$	

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name _____

Position _____

Date _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.

Ochre Park School Council

Year In Review 2017 – 2018

Written by

Vicki Richardson

School Council Chair

and

Roxanne Filipchuk

Principal

Ochre Park School Council YEAR IN REVIEW

2017 – 2018

September 2017

- Attended Meet the Community and Staff information night
- Endorsed Ochre park School Welcome Back Breakfast
- Elected new Parent Council
- Discussed library enhancement fundraiser (Indigo – Adopt a School Campaign)
- Updated on water fountains
- Discussed physical literacy residency
- Supported continuation of subsidizing payment for babysitting during parent council meetings (including LACs)
- Discussed Fundraising – Christmas Store, Purdy's School Reading Program
- Discussed breakfast and hot lunch programs
- Discussed motion to cover costs for parent teacher interview dinners (November and March)
- Discussed upcoming events

October 2017

- Updates on library enhancement (Adopt a Reader Campaign)
- Physical Literacy Dates booked for November 20-22
- Purdy Fundraiser – November 20 – December 11
- Grant application sent to Agrium for Reading Program
- Discussed volunteers needed for breakfast and hot lunch program
- Christmas Store dates set
- Discussed upcoming events
- Reviewed accountability survey report

November 2017

- Invited Lifetouch for a presentation on school yearbooks. The layout, cost and minimum number was discussed.
- Library Enhancement – Adopt a School campaign complete
- iPad fundraising meeting with DRIFT rescheduled
- Update on Physical Literacy Residency - A real boost to Physical Education Program
- Fundraising – second order was placed to Purdy's
- Discussed Christmas Store (purchases, donations and volunteers)
- Sing for Santa Oil King Game – December 2 – Hats and tickets arrived
- Technology wish list was shared
- Discussed date and theme for Family Dance
- Infirmary renovation update

- Reviewed upcoming events

December 2017

- No meeting

January 2018

- Discussed Kindergarten grad photos
- Yearbook update – flyer and letter to be sent home
- Family dance discussion
- DRIFT iPad fundraiser – letter was revised
- Library donation from Agrium was received
- Discussed Alberta Opera
- Discussed DEAR Week – January 22-26
- Discussed carnival for Town Wide Garage Sale
- Discussed 10 Days of Giving
- Reviewed upcoming events

February 2018

- Request letter sent to Home Hardware for skate sharpening
- Family Dance Information Update
- Discussed Kids Carnival at Town Wide Garage Sale
- Discussed cancelling March meeting due to Spring Break and no alternate dates available
- Discussed Spring Photos (May 15 and 16)
- Discussion of Field Trip fees for 2018-2019 – agreed to pay \$10 per student and one bus per grade
- Agreed to pay deposit and cost for Alberta Opera performance

March 2018

- No Meeting

April 2018

- Family Dance date and time finalized (June 8, 6:00 – 8:00)
- Home hardware update on skate sharpening - 66 pairs of skates, parent council covered \$100
- Carnival volunteer sheet and request for donations for garage sale
- Discussed Council of School Council meeting – to send 2 reps
- Supported and endorsed Paska making with the Community Seniors
- Deposit payed on Alberta Opera for next year
- Cricut was purchased for Maker space
- Discussed breakfast program – posting menus in advance
- Reviewed upcoming events

May 2018

- Carnival Update – proceeds used to purchase 3D printer
- Volunteer Tea debrief
- STEAM Games debrief
- Reviewed student code of conduct
- Play Day discussed – volunteers needed
- Proud to Be Me Day discussed – classroom potlucks
- Agreed to pay for agendas for 2018-2019 school year

June 2018

- No meeting

**Ochre Park School Parent's Society
Financial Statement
September 1, 2017 – August 31, 2018**

ASSETS

<u>Cash – Bank Account</u>	<u>\$10,834.06</u>
TOTAL ASSETS	\$10,834.06

INCOME

Corporate contributions	\$1,500.00
Hot Lunch Revenue	\$7,066.55
Babysitting Revenue	\$46.00
<u>Fundraising Income</u>	<u>\$7,182.63</u>
TOTAL INCOME	\$15,795.18

DISBURSEMENTS

Fundraising expense	\$3,690.75
Babysitting expense	\$300.00
Bank fees	\$35.25
Miscellaneous	\$670.42
<u>Hot Lunch expense</u>	<u>\$6,909.37</u>
TOTAL EXPENSE	\$11,605.79

PROFIT/LOSS

Bank Balance Sept 1/2017	\$6,644.67
Deposits	\$15,795.18
<u>Withdrawals</u>	<u>-\$11,605.79</u>
Bank Balance August 31, 2017	\$10,834.06

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

NAME	Marci Mazurenko
POSITION	Treasurer - Ochre Park Parent's Society
DATE	19-Sep-18

**Sturgeon Composite High School Council
Year in Review 2017-2018**

**Written by
Jennifer Kobza
Council Chair**

**SCHS Council Year in Review
2017-2018**

September 2017

- Introductions
- AGM
- Discussion on school modernization & school fees

October 2017

- Rebranding proposal
- School modernization discussion
- Discussion on football team at school
- School store discussion

November 2017

- Healthy eating initiative conversation on school store; power announcement to go out asking for volunteer parents in school store
- Racial slur campaign presentation
- Science Exploratorium presentation
- Gender neutral petition presentation and discussion

January 2018

- Meeting cancelled due to weather

February 2018

- Update on general neutral washrooms
- Modernization update
- COSC next meeting and does SCHS want to host
- Proposal and discussion on sturgeon getting a football team

- Discussion on grants & fundraising
- Trustee Report

March 2018

- Discussion on COSC and grants as a whole
- Football team update
- Modernization update
- New cafeteria contractor menu handed out and discussion on do we want to replace existing contractor
- Superintendent position open
- Trustee Report

April 2018

- Modernization update
- Football team update
- COSC meeting update
- Discussion on council resolutions
- Discussion on September AGM
- Trustee Report

May 2018

- Modernization update
- Football team update
- Division grant update
- Conversation on school councils & fundraising societies
- Discussion on diploma prep classes with Diploma Max
- Trustee report

Sturgeon Heights School Council

Year in Review 2017 - 2018

Written by

Kirsten Hayes

Chair, School Council



Sturgeon Height School Council - YEAR IN REVIEW

2017 – 2018

September 2017

- Reviewed first couple of weeks (i.e. first fire drill), reviewed the feedback from the “Welcome Back Night BBQ” which was positive, and the start of prayer/non-prayer rooms for the school year.
- Reviewed new and changes to staffing – recognizing the growth in students caused some changes to class sizes and teacher changes to accommodate the changes.
- Revisited communication for the year (i.e. Coffee with the Principal and use of PowerSchool app) – importance to ensure that communication is consistent and visible to parents.
- Completed annual review of SC Operating Procedures and SC Roles & Responsibilities – signed off.
- Held annual elections for the School Council and Parent Fundraising Association.

October 2017

- Highlights of Division Three Year Plan include 3 goals: High Quality Teaching and Learning, Safe Caring and Inclusive learning Environments, and Culture of Mental, Emotional, Social and Physical Wellness.
- At the elementary and junior high teachers were asked to look into what would cause students anxiety as this was reported as average to higher than average on nation-wide scale.
- Alberta Health Services gave training on EpiPen usage for staff. Staff felt new level of comfort.
- Digital Citizenship Week - Focus is “digital footprint” and being responsible online.

November 2017

- Introductions: Welcome to new Board Trustee, Shane Sherwin, who has been busy meeting new people and familiarizing himself with the role.
- Athletics: Volleyball teams competed at finals at Sturgeon Comp. Congratulations went to the girls who finished first and boys who finished second.
- There have been some online discussion groups that a significant amount of children of various grade levels have been participating in, which featured unhealthy discussions and led to staff involvement and discussion. Parents are encouraged to talk with children and get involved in their digital lives.
- Reviewed PATs – in summary, we continue to do well in both grades and all subjects combined in comparison to provincial averages for acceptable standards and excellence standards. Some areas of concern are Grade 6 Math and Grade 9 LA, which have fallen in area of excellence.

- Social / Emotional Survey: answered by grades 4-9 students and then compared with Canadian Norms. Overall, we are above norms in positive behaviour, intellectual engagement, and interest and motivation categories. However, we are below norms in "Sense of Belonging" category: We are also higher than norms in "Anxiety" category.

December 2017

- **No meeting**

January 2018

- Reviewed the operating budget for the school and highlighted multiple revenue streams for the school, including basic program funding, school collected revenue, inclusion staffing funding, evergreening and more.
- Evergreening funds were used towards 10 more iPads as well as one new Chromebook cart. In the future this money would likely be used to address new tables in the library that will make a more usable, friendly space.
- Grade 4 and 7 parents would have received a letter in mail, from the Government of Alberta, with an online survey invite. Parents were encouraged to complete.
- Swimming Lessons: considering not doing swim lessons for Gr. 6 students next year due to feedback that many students skills are beyond the swimming levels offered.
- BOKS program: a free, Reebok-sponsored before school physical activity program will start tomorrow. Ms. Bruinsma and Ms. Deluca were organizers and registration was full (30 participants) - Gr 1-3 had a waitlist, and almost full for Gr 4-6. This program helps students get an active start to their day, contributing to their overall health and academic success.
- A proposal was brought to the board from Sturgeon Heights School, regarding Jr High and the Lord's Prayer. It was proposed that the Lord's Prayer be removed from the student's morning routine, due to a waning in observing the reverence of this moment.
- Question about busing and weather - Why isn't our policy to stop running buses at -40 with windchill, not -50? Very cold for children to be waiting at bus stop and other school divisions stop at -40. Shane says unofficially Sherry Davidson is in contact with bus drivers and Michelle will get calls if buses not working. Shane to bring this policy to next meeting.
- Split Classes: Wondered if there are any guidelines as to how students are decided for splits parent expressed concerns around having child in a split 3 out of the last 4 years. Not enough structure around that.
- Learning Garden: Parent was interested in the history and status of the learning garden as it looks somewhat untended and underutilized. Suggestions were offered for revitalizing.

February 2018

- Clubs: more clubs have been available for younger grades; new LEGO club has had a high response. STEAM club has also been well received. There is an upcoming STEAM competition on May 24 at Sturgeon Comp.
- Sports: Elementary intramurals are ongoing. Basketball teams are doing well, boys and girls are tied for second and there is one last league game. As basketball winds down, badminton

will soon start. An archery tournament just happened in the division, so the school is working on restringing the net, so they can be part of the next tournament.

- Musical theatre, choir and girls' circle are going well. Girls' circle is doing a choreographed dance for the talent show and the choreographer had such a good time that they are coming back a second time at no cost.
- BOKS just finished the 6-week program and was well received. It helped on the cold winter mornings and to off-set indoor recesses. This morning a CFL player came out and all grades participated together - it was great for all the kids.
- Running club (grades 4+) will be starting soon with the warmer weather.
- Concern brought forward about coyote sightings in school grounds. Senior staff will walk out to the playground to investigate but they do need to be informed of any coyote sightings. Some stories of aggressive or unafraid coyotes were shared. They may be building a den in the northern treed area, which is another reason why it will make a great parking lot. Staff will continue to encourage children to stay away from tree lines. Do make sure anyone mentions any sightings.
- Reported that 100th Day was a great success. Grade 1s dressed as 100-year old, which was fun for all. One class took photos of the kids and morphed them into looking 100 years old. Teachers did a great job and had a variety of fun activities and engagement from the children. It's a great milestone for the younger grades, especially grade 1.
- Brought up a program he had heard about (SOGI - an inclusive teaching model that possibly concerns transgendered peoples and other topics) and wondered if Sturgeon Heights is participating.

March 2018

- Discussed upcoming Open House to include Jr High Drama production - attended by prospective families but it is also a great opportunity for current families to look at the next grade level and Jr High options are showcased.
- School Council and PFA to consider switching time-slots on the Monday meetings (School Council going first, then PFA). Many other schools have their parent group meeting afterward, this may encourage meeting attendance.
- Succession Planning: School Council struggles to fill all roles. Ideas (currently being implemented) to encourage succession: Joint PFA and SC table at the open house on April 12/Joint communication plan between SC/PFA/Open Snack Shop at open house. Key - Communicate to new SH families about SC and PFA.

April 2018

- Discussed Open house - went well - one of the best. Greatly organized, interactive stations, great food from all the stations, drama production was really loved. Feedback was very positive. By moving earlier, had a lot of SIGIS parents also attend due to new time. One station included the Letter of Intent - for those who may not have signed up through the letter/digital link that went home. Have had 340 students respond - more than ½ of students have responded.
- Some policies have been updated at the Board. Student Conduct was updated. Policies are to be reviewed annually. All the information that was reviewed can be found on the

Sturgeon Public School Website. Interviews have been completed for the new Superintendent.

- Held a jersey day on April 12th in remembrance of the Humboldt players.
- Had guest speaker, Mr. Conroy, teacher and President of the Local, to talk about SOGI 123. This was a result of a question from a parent back in February. SOGI stands for Sexual Orientation and Gender Identity. This program was created to help educators make schools inclusive and safe for all sexual orientations and gender identities.

May 2018

- Track days were sunny and hot. The tents and gazebos helped, recommend more tents for next year (donated by someone). Sports: Mr. Perlinski is advertising a girls' basketball development group for next year to recruit next year's team.
- Next year's elections: Discussion indicated we do have good attendance compared to other schools, but need to get people out for September meeting, possibly touching base with younger grades (1-3). Jen Bruinsma suggested putting School Council/PFA info in registration package, others suggested adding info to the papers that come home at the beginning of the year to educate parents about SC/PFA.
- In discussion with PFA, it was decided to give Purdy's Christmas fundraiser to the School to run for their own fundraising efforts.
- CIF (Classroom Improvement Fund): will be ongoing for next year. This year it was used for literacy, pullouts, improving classroom connectedness, hands-on resources and staffing.

June 2018

- No formal meeting – School Council off-site parent night out instead.

While the Parent Fundraising Association is independent from the School Council, every meeting there is a PFA update and visibility on the financials in support of an overall goal. This year's goal is to finalize the permanent gazebo structures that were put in the school yard over the 2017 summer. This included putting in benches, picnic tables, and garbages. With all the hard effort of parent volunteers and PFA, this project is complete.

Note: There are no funds being managed by the Sturgeon Heights School Council, therefore, there is no Financial Statement attached.