



Committee Meeting Agenda

October 10, 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

4. Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes – August 29, 2018

4.3 Approval of Committee Notes – September 12, 2018

5. Presentations

6. Reports from Senior Administration

6.1 School Visits

6.2 Capital Update

- Pre-qualification Update

6.3 Christmas

6.4 Field Trip Report

7. Reports from Trustees and Standing Committees

7.1 Chair's Report

7.2 Trustees Report

7.3 Advocacy Committee

7.3.1 Work Plan

7.4 Building and Maintenance

7.4.1 Work Plan

7.5 Finance and Human Resources

7.5.1 Work Plan

7.6 Policy

7.6.1 Work Plan

7.7 Transportation

7.7.1 Work Plan

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 Policy D/II/4 – School Budget Allocation
- 9.2 Policy D/II/12 – Staff Use of School Facilities
- 9.3 Policy D/II/13 – Advertising or Canvassing in Schools
- 9.4 Policy E/IV/5 – Alcohol, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace
- 9.5 Policy F/I/1 – Senior High Credit Load
- 9.6 Policy F/IV/2 – Illicit, Prohibited and Restricted Substances
- 9.7 Provincial Achievement Tests and Diploma Examination Results
- 9.8 Board approved Contract/Joint Use Agreement Tracker
- 9.9 September 30th Enrollments
- 9.10 Modular Classroom Program Request
- 9.11 External Auditor Proposal
- 9.12 School Calendars
 - 9.12.1 2019/2020 (amended) for Division
 - 9.12.2 2019/2020 Morinville Public
- 9.13 Policy Review Proposal
- 9.14 Assurance Report Four: Education Services

9.15 IT Report: Monthly Downtime

9.16 Insurance Coverage for Volunteers in Schools

9.17 Communication Strategies

10. Question Period

11. Unfinished Business

12. Information Items

12.1 Smoking in Division owned vehicles

13. Pending List

14. In Camera

15. Adjournment



Notes of the Meeting of The Committee of the Whole Held at Morinville on August 29, 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
Mr. Shane Sherwin, Trustee

Call to Order

The Chair called the meeting to order at 2:00 p.m.

2:01 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED UNANIMOUSLY

2:59 p.m. – Moved by Mrs. Oatway-McLay that the Board go out of camera.

CARRIED UNANIMOUSLY

Adjournment

The meeting adjourned at 3:00 p.m.

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



Notes of the Meeting of The Committee of the Whole Held at Morinville on September 12, 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
Mr. Shane Sherwin, Trustee
Ms. Mary Lynne Campbell, Superintendent/CEO
Mrs. Ruth Kuik, Associate Superintendent, Education Services
Mr. Thomas Holmes, Associate Superintendent, HR & Leadership Support
Mrs. Cam-Van Mackie, Assistant Secretary Treasurer

Regrets: Mrs. Iva Paulik, Secretary Treasurer

Call to Order

The Chair called the meeting to order at 4:34 p.m.

Consideration of Agenda

- 2.1 Additions/Deletions to Agenda
- 2.2 Approval of Agenda

Moved by Mrs. Pequin that the agenda be approved, as presented.

CARRIED UNANIMOUSLY

COMMITTEE 4.3

Appointments

3.1

Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mrs. Featherley that the notes of June 13, 2018 be approved, as presented.

CARRIED UNANIMOUSLY

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 Division's Capital Projects.

6.2 School Tours

The Superintendent presented a written and verbal report on behalf of the Senior Executive Committee on the school tours for the 2018 – 2019 school year.

6.3 Reports to the Board – Assurance Reports

The Superintendent presented a written and verbal report on behalf of the Senior Executive Committee on the Assurance Reports that will include the following:

- Staffing
- Student Achievement
- Fiscal Responsibility

- Education Plan

6.4 Alexander First Nation – Meeting with Jody Kootenay, Director

The Superintendent presented a written and verbal report on behalf of the Senior Executive Committee on meeting with Jody Kootenay, Director of Kipohakaw Education Centre. The Board wishes to meet Alexander First Nation Chief and Council, thus asked that the Superintendent/CEO to bring back potential meeting dates.

Reports from Trustees and Standing Committees

7.1 Chair's Report

Trustee Jewell reported on the following:

- August 29, 2018 Committee of the Whole Meeting
- August 29, 2018 Organizational Meeting

7.2 Trustees' Reports

Trustee Dwyer (Alcomdale/Veilleneuve Area)

Trustee Dwyer reported that he attended:

- Camilla School 'Welcome Back'
- Colony School 'Meet the Teacher'
- Transportation Committee Meeting
- Building & Maintenance Committee Meeting

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Sturgeon Public School Division 'Welcome Back Breakfast'
- Education Policy Committee Meeting

Trustee Jewell (Gibbons/Lamoureux Area)

Trustee Jewell reported that he attended:

- Sturgeon Public School Division 'Welcome Back Breakfast'
- Finance & Human Resources Committee
- Transportation Committee Meeting
- Building & Maintenance Committee Meeting
- Court of Queen's Bench re: 4x4's

Trustee Kohle (Bon Accord/Legal Area)

Trustee Kohle reported that she attended:

- Morinville Rotary Meeting
- Finance & Human Resources Committee Meeting
- Transportation Committee Meeting
- Visit with new Principal of Lillian Schick school

Trustee Oatway-McLay (Cardiff/Garrison Area)

Trustee Oatway-McLay reported that she attended:

- Finance & Human Resources Committee Meeting

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Education Policy Committee Meeting

Trustee Sherwin (Sturgeon Valley/West St. Albert Area)

Trustee Sherwin reported that he attended:

- Sturgeon Heights School Open House
- Sturgeon Composite High School Parent Council Meeting
- Morinville Rotary Meeting

7.3 Advocacy

No report was provided.

7.4 Building and Maintenance

Written and verbal reports were provided to Trustees on the following:

- Central Office Modernization
- Central Office Modernization – Parking Lot (3 quotes were provided)
- Capital Updates
- Camilla Replacement School
- 2018 – 2019 IMR
- Request from the Town of Gibbons

Moved by Mr. Dwyer that the Board of Trustees approve that Sturgeon Public School Division submit a letter of support for the grant application related to the Town of Gibbons request.

CARRIED UNANIMOUSLY

7.4.1 Central Office Modernization

Moved by Mr. Dwyer that the Board of Trustees approve the Central Office Modernization budget of no greater than \$2,500,000.00.

CARRIED UNANIMOUSLY

A Building & Maintenance Committee Meeting is scheduled for October 2, 2018.

7.5 Finance and Human Resources

Written and verbal reports were provided to Trustees on the following:

- Discussion on formation of Audit Committee
- GEC grid
- 2017 – 2018 Audit Engagement Letter
- Request for Proposal for Auditors – January 2019
- Electronic devices and associated costs for Trustees

A Finance & Human Resources Committee Meeting is scheduled for October 17, 2018.

7.6 Education Policy

A verbal report was provided on the following:

- Work Plan for Education Policy Committee

7.7 Transportation

A verbal report was provided.

Moved by Mrs. Kohle that the Board of Trustees approve the development of a plan on how to deal with the transportation budget deficit and to balance the Transportation Department budget.

CARRIED UNANIMOUSLY

A Transportation Committee Meeting with Bus Contractors' is scheduled for September 25, 2018.

7.8 ATA Update

A verbal report was provided.

7.9 CUPE Update

A verbal report was provided.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards' Association Zone 2/3

A verbal report was provided.

8.2 Public School Boards' Association of Alberta

A verbal report was provided.

8.3 Teacher Board Advisory Committee (ATA)

A verbal report was provided.

8.4 Labour Management Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

No report was provided.

New Business

9.1 Policy Tracker

Moved by Mrs. Featherley that the Board of Trustees approve the 2018 – 2019 Policy Tracker, as presented.

CARRIED UNANIMOUSLY

9.2 Policy B/I/3 – Committees of the Board

Moved by Mr. Jewell that the word "Education" be deleted from "Education Policy Committee" (page 9) of Policy B/I/3 – Committees of the Board.

CARRIED UNANIMOUSLY

Moved by Mr. Jewell that the Board of Trustees refer Policy B/I/3 – Committees of the Board to the September 26, 2018 Board Meeting.

CARRIED UNANIMOUSLY

9.3 Policy D/II/2 – School Operation in Emergency

Moved by Mrs. Oatway-McLay that the Board of Trustees refer Policy D/II/2 – School Operation in Emergency to the September 26, 2018 Board Meeting.

CARRIED UNANIMOUSLY

9.4 Student Educational Services and Transportation Agreement – Greater St. Albert Roman Catholic Separate School District No. 734

Moved by Mrs. Kohle that the Board of Trustees refer the Student Educational Services and Transportation Agreement – Greater St. Albert Roman Catholic Separate School District No. 734 to the September 26, 2018 Board Meeting.

CARRIED UNANIMOUSLY

9.5 CIF (Classroom Improvement Fund) Update

A written and verbal report was provided as information.

9.6 Preliminary Enrolments

A verbal and written report as of September 7, 2018 was provided as information.

Meeting recessed at 6:09 p.m. for dinner.

Meeting resumed at 6:39 p.m.

9.7 Presentation Tracker 2018 – 2019

A verbal report and the Committee of the Whole/Public Board Presentation Tracker was provided for information.

The following additional items were discussed for consideration:

- Report from Director of Student Achievement & Results
- Reports/Updates from Construction Coordinator
- FNMI Update
- Outdoor Classroom Update
- Wellness Program Update

9.8 School Presentations to the Board: November 2018

A written report was provided.

The dates of November 12 and 13, 2018 and the time of 8:30 a.m. – 1:30 p.m. were agreed upon.

9.9 Staffing Updates (Certificated & Non-Certificated)

9.10 Council of School Councils' Meeting

The date of October 29, 2018 was agreed upon for the Council of School Councils' Meeting.

9.11 Joint Use Agreement Update - Town of Morinville**9.12 Letter to Mayor/Council of Morinville, re: Building Permit**

Moved by Mr. Jewell that the Board of Trustees send the Mayor of Morinville a letter as discussed.

CARRIED UNANIMOUSLY

Question Period

Unfinished Business

Information Items

Pending List

In Camera

6:49 p.m. - Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

8:27 p.m. - Moved by Mrs. Oatway-McLay that the Board go out of camera.

CARRIED UNANIMOUSLY

Adjournment

The meeting adjourned 8:27 p.m.

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



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Subject: The First 100 Days

Background:

The literature on leadership and governance, clearly states that the culture of any organization – whether public or private – begins with the tone at the top. For our corporate organization, we are most fortunate to have a Board of Trustees, whose commitment to Public Education and building positive relationships has resulted in an organizational culture that is inclusive, welcoming, anchored in good governance and establishes clear expectations regarding accountability and student achievement.

Within each school site, the tone at the top, cascades from the leadership team that is in place; if there is a demonstrable commitment to accountability, student achievement and authentic relationships, this in turn permeates the culture of the school. I have found that each of our schools has a unique school culture, that is readily apparent. I have a few observations regarding the Division's unique school cultures, which I will share with the Board, during the In Camera portion of the Meeting.

Attached to this Memo is a snapshot of the work undertaken in my first 100 days with Sturgeon Public School Division. I can say confidently and without exception that our staff speak with pride about and are proud to be part of, the Sturgeon Public family. At each school site, our teaching and support staff, as well as bus contractors, were welcoming and pleased to engage in conversations about their school; their work; their commitment to our students.

At the August Administrative Council Meeting and Welcome Back event I shared with staff that the Division's one audacious goal is: Student Achievement. All that we undertake within our respective sites should have a direct and positive impact on Student Achievement. Moving forward, meetings have been set for the Professional Growth Plan conversations with the Senior Executive Members, Principals and team goal conversations with each leadership team. I am pleased to see that many of the Professional Growth Plans from our instructional leaders, include a focus on Student Achievement.

I am also committed to being visible and accessible to staff throughout the schools within our Division, thus have sent out an invitation for each school to create a Key Communicators team. These are teams of 4 – 7 support and teaching staff, within each school site, with whom I will meet, twice each year. I am hoping to undertake the first set of meetings in November / December; the second set of meetings in the late spring. My hope is to hear directly from staff, their perspectives on the work they undertake in our schools; the stories of success from their school communities; and how the Superintendent and our team of instructional leaders can best support staff in their work on behalf of all students.

I am also looking forward to spending some time in classrooms across our Division and supporting our staff with student learning. My first volunteer appointments have been set for early November.

Finally, at the 21 September 2018 Board Retreat, I provided the Board with a verbal update regarding the six priority areas that the Board has set out including:

1. *Diversity and Inclusiveness;*
2. *Student Achievement, Teacher Excellence and Teacher Professional Growth;*
3. *Corporate Wellness;*
4. *Succession Planning;*
5. *Line Departments; and*
6. *Capital Construction.*

I am thankful for the invitations that I have received to attend Meet the Teacher events; the CUPE Annual General Meeting; School Council Meeting(s); and the Division's Institute Day. I am most thankful to the Board, for the opportunity to work with the many teams and colleagues within Sturgeon Public School Division.

I will have further comments at the Committee of the Whole Meeting and am pleased to respond to questions.

Recommendation

That this report be shared as information

Sincerely,



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

attachment



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Subject: Capital Update

Background:

Further to the direction by motion of the Board, at the 26 September 2018 Board Meeting, I am pleased to confirm that work on the Central Office Parking has commenced. In advance of the 10 October 2018 Committee of the Whole Meeting, the Board received a detailed written report from Mr. Barry Dahlberg, Construction Coordinator, regarding progress on the following Capital Projects:

Four Winds Public School;
Camilla School (Replacement); and
Central Office Renovation.

I was pleased to accept an invitation to attend the 01 October 2018 Meeting of the School Council at Morinville Public School. At the meeting I provided a verbal update regarding Four Winds Public School, and responded to questions. I have also met with representatives from the Town of Morinville, and Sturgeon County to review matters of mutual interest. I await confirmation of a meeting with my counterpart at the Town of Gibbons.

With respect to the pre-qualification process for Camilla School (replacement), immediately following the Board Meeting, the Division followed up in writing with Alberta Infrastructure; we will follow up again, as we continue to await a response.

I am happy to respond to questions at the 10 October 2018 Committee of the Whole meeting.

Recommendation

That the report be received as information

Sincerely,

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



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Sheryl McEachern, Executive Assistant to Superintendent/CEO
Subject: Christmas

Background:

Each year the Board of Trustees sends out Christmas Cards designed by students.

Each year the Board of Trustees host a Christmas Turkey Luncheon for Central Office Staff. The recommended dates to choose from are Thursday, December 6 or Thursday, December 13 from 12:00 noon – 1:00 pm at the Rendez Vous Centre in Morinville.

Recommendation:

That the Board of Trustees advise administration.

Sincerely,

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

COMMITTEE W.C.



Board Memorandum

Date: October 10, 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:

➤ Sturgeon Composite High School

October 14 - 16, 2018 70 Instrumental Music and Choral Music students to travel Camp Nakamun for Band/Choir Camp.

➤ Redwater School

October 16 - 18, 2018 30 high school students to travel to Alford Lake for activities related to Wildlife 10/20 class.

➤ Namao School

February 25 - 26, 2019 30 junior school students to travel to Camp Nakamun for Band Camp.

Recommendation:

This report is shared as information.

Sincerely,

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



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Iva Paullik, Secretary Treasurer
Subject: Policy D/I/4 – School Budget Allocations

Background:

Attached for Trustee review is Policy D/I/4 – School Budget Allocations with suggested revisions.

Associated Admin. Practice Financial Management 11 – School Budget Allocations is also attached for Trustee Information.

Recommendation:

That the Board of Trustees review Policy D/I/4 – School Budget Allocations and forward to the Public Board Meeting.

Sincerely,

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

Attachment



1.0 POLICY

- 1.1 The Board believes that information regarding school based allocations should be available for regular review and input by staff and School Councils.

Draft

References: *Admin Practice(s): Financial Management 11*
Board-Approved School Reporting Form



FINANCIAL MANAGEMENT 11 – School Budget Allocations

Date: January 14, 2013 Revised Date: February 1, 2016

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The school allocation of funds shall be administered through a consultative process.

2.0 PROCESS

The Principal, in consultation with the staff and School Council, shall allocate the school budget.

3.0 GUIDELINES

- 3.1 School budget allocations include student allocation, evergreening allocation and all school fees.
- 3.2 Information regarding the school budget allocations shall be available for review and regular input by staff and School Councils.
- 3.3 Principals shall report to staff and School Councils, a minimum of three times per year.

References: *Board Policy: D/I/1 – Fiscal Management*
Board Policy: D/I/4 – School Budget Allocations



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dave Johnson, Acting Associate Superintendent of Human Resource and Leadership Support
Subject: Policy D/II/12 – Staff Use of School Facilities and Equipment

Background:

Attached for Trustee review is a copy of Policy D/II/12 – Staff Use of School Facilities and Equipment.

Administration has attached the relevant Administrative Practices for Trustee information.

Recommendation:

That the Committee of the Whole review Policy D/II/12 – Staff Use of School Facilities and Equipment and forward to Public Board Meeting.

Sincerely,

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

attachment



1.0 POLICY

- 1.1 The Board believes that School Division facilities and equipment are constructed or purchased for the educational benefit of students.

2.0 GUIDELINES

- 2.1 The use of School Division facilities and equipment by staff is authorized when such use is directly related to the staff member's assignment.
- 2.2 The use of School Division facilities and equipment by staff on school days for fitness type activities is encouraged.
- 2.3 School Division facilities, equipment and vehicles are not to be used by staff for personal use.
- 2.4 The Superintendent is responsible for the administration of this policy.

References: *Admin Practice(s): Administration 10 – Staff Use of School Facilities and Equipment*
School Act:



ADMINISTRATION 10 – Staff Use of School Facilities and Equipment

Date: Apr. 14, 2003 Revised: Jan. 9, 2013 Responsible Administrator: Assoc. Superintendent, Human Resources

1.0 RATIONALE

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

2.0 PROCESS

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

3.0 GUIDELINES

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

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



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Iva Paullk, Secretary Treasurer
Subject: Policy D/II/13 – Advertising or Canvassing in Schools

Background:

Attached for Trustee review is Policy D/II/13 – Advertising or Canvassing in Schools with suggested revisions.

Associated Admin. Practice Administration 6 – Advertising or Canvassing in Schools with suggested revisions is also attached for Trustee Information.

Recommendation:

That the Board of Trustees review Policy D/II/13 – Advertising or Canvassing in Schools and forward to the Public Board Meeting.

Sincerely,

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

Attachment

COMMITTEE 9.3



1.0 POLICY

- 1.1 The Board believes that schools should not be used as a means of an economical or convenient avenue of approach to parents, students and staff or for distribution of materials, goods and services by non-school related agencies or individuals.
- 1.2 However, the Board recognizes that certain campaigns, distribution and advertising through schools without undue interference with the educational operation of the school, when they result in direct and specific benefit to students, are deemed to be appropriate **as long as they are compliant with legislation** ~~for school participation.~~
- 1.3 The Board expects administration to ensure that authorization of advertising or canvassing in any Division site occurs only when this is consistent with the Division's beliefs, mission and mandate, is in the best interests of students and staff, and is compatible with community values.

2.0 GUIDELINES

- 2.1 ~~The Superintendent of Schools shall maintain administrative practice to implement this policy.~~

References: *Admin Practice: Administration 6 – Advertising or Canvassing in Schools*
School Act: Section 27(2)



ADMINISTRATION 6 – Advertising or Canvassing in Schools

Date: June 30, 2004

Revised: September 28, 2018 Responsible Administrator: Superintendent

1.0 RATIONALE

It is recognized that certain campaigns, distribution and advertising through schools without undue interference with the educational operation of the school, when they are compatible with community values and result in direct and specific benefit to students, are deemed to be appropriate for school participation **as long as they are compliant with legislation.**

2.0 PROCESS

The distribution of materials relative to education, community organizations, school or school-related fund raising shall be left to the discretion of the school principal or Superintendent, as site appropriate, who shall be responsible for ensuring adherence to the following guidelines.

3.0 GUIDELINES

3.1 The following is prohibited in school:

- 3.1.1 Advertising, canvassing, sale or distribution of goods without the approval of the Principal.
- 3.1.2 Supply of lists of names and addresses of staff students, or parents to any outside individual, company or organization.
- 3.1.3 The sale or distribution for sale of tickets or goods, canvassing of, and the taking of collections from pupils within the schools or on Board property by or on behalf of any outside individual or organization during instructional hours.
- 3.1.4 Any promotion, advertising, distribution of materials, goods or services by which any individual staff member might accrue any financial gain.

3.2 The following is prohibited in Central Office:

- 3.2.1 Advertising, canvassing, sale or distribution of material without the prior approval of the Superintendent.

References: *Board Policy: D/II/13 – Advertising or Canvassing in Schools*
School Act: Section 27(2)



Board Memorandum

Date: October 10, 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Dave Johnson, Acting Associate Superintendent of Human Resource and Leadership Support

Subject: Policy E/IV/5 – Alcohol, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Background:

This is a new policy with a new Admin Practice first reviewed by the Policy Committee and the Board at Public Board on September 27, 2018. The new AP is attached hereto for information.

Recommendation:

That the Committee of the Whole refer this policy to Public Board with recommendation for approval.

Sincerely,

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

attachment

COMMITTEE 9.4



E/IV/5 - Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

E/IV/5

EFFECTIVE:

REVISED:

REVIEW :

1.0 POLICY

- 1.1 The Board recognizes its duty to ensure the creation and maintenance of a healthy and safe working and learning environment for all employees and students.
- 1.2 The Board prohibits the use of ~~consumption~~, impairment by, possession of, distribution of, offering or sale of illicit drugs, ~~illicit paraphernalia~~ while on assigned duties.
- 1.3 The Board prohibits, the ~~consumption use~~ of a substance in such a manner that impairment occurs during assigned duties, whether this be on or off division property.
- 1.4 The Board recognizes its duty to reasonably accommodate employees in the workplace who require the consumption of a substance, such as prescription medication.

References : *Admin Practice(s): HRM 37 – Alcohol, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace*
School Act: Section 60(3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date: November 21, 2018 Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

1.0 RATIONALE

This administrative practice provides direction to employees and contractors regarding the prohibited ~~consumption~~ **use**, possession and/or impairment **caused by use** of substances while on assigned duties or consumed in such a manner that impairment occurs during assigned duties. It also provides direction for employees regarding the disclosure and potential accommodation of prescribed medication that may impair an employee during assigned duties. ~~and/or the consumption of controlled medication that is prescribed by a physician.~~

2.0 PROCESS

The Associate Superintendent of Human Services and Leadership Support will be responsible for monitoring this administrative practice.

3.0 DEFINITIONS

- 3.1 Illicit drugs: all prohibited substances which include illegal drugs as defined in the Controlled Drugs and Substances Act. Examples include Methamphetamines, Cocaine, Ecstasy and Heroin.
- 3.2 Restricted drugs: controlled legal substances which have parameters for legal use under the Controlled Drugs and Substances Act. Examples include Tylenol 3, Benzodiazepines and Barbiturates **and cannabis**.
- 3.3 Prescribed medication: includes prescription medication for which a valid prescription is provided by a physician.

References: *Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace*
School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date: November 21, 2018 Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

3.4 ~~Tobacco: products which include cigarettes, pipes, hookah & shisha, loose tobacco, chewing tobacco and e-cigarettes/vaporizers.~~

4.0 GUIDELINES

~~Illicit Drugs Consumption~~

4.1 ~~No consumption use or impairment caused by use of , possession, distribution, offering or sale of illicit drugs, prescribed or unprescribed drugs other medication or alcohol, illicit drug paraphernalia while on assigned duties or consumed used in such a manner that impairment occurs during assigned duties. This includes division property, sponsored events and offsite travel while on assigned duties.~~

4.2 ~~No consumption, impairment, possession, distribution, offering or sale of unprescribed drugs while on assigned duties. This includes division property, sponsored events and offsite travel while on assigned duties.~~

~~Prescription Medication~~

4.3 ~~No misuse or impairment of prescribed medications, over the counter medications or other substances while on assigned duties or consumed in such a manner that impairment occurs during assigned duties is permitted. This includes division property, sponsored events and offsite travel while on assigned duties.~~

~~Alcohol~~

4.4 ~~No consumption, impairment, possession, distribution, offering for sale of alcoholic beverages on company premises. Employees/contractors are prohibited from consuming alcohol in such a manner that impairment occurs during assigned duties.~~

~~Tobacco~~

4.7 ~~Tobacco use is prohibited by all persons in all division facilities and vehicles at all times. Tobacco is also prohibited on division property and other property during the operational control of such facilities. This includes property of school/division sponsored events and off-site travel while on assigned duties.~~

References: *Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace*
School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date: November 21, 2018 Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

~~4.8 Tobacco use is prohibited in vehicles owned by the Division.~~

~~4.9 Employee/contractors who consume tobacco before/after scheduled duties or during breaks should be aware of the importance placed on setting a positive example for students. This includes not being seen consuming tobacco and/or smelling of tobacco while completing their assigned duties.~~

Disclosure

4.10 Employee/contractors have the duty to ensure the health and safety of the workplace. An employee who believes that his/her use of prescribed medication may have an adverse affect on his/her performance, including safety issues, shall report this in confidence to his/her principal/supervisor.

4.10.1 Prescribed medication of concern includes medication identified by a medical physician or licensed pharmacist ~~to reasonably~~ **which could** impair an individual creating a health and safety concern. Staff concerned with whether a prescription may cause impairment should consult their physician or pharmacist.

~~4.11 Employee/contractors shall disclose in advance the proposed consumption of controlled prescribed medication during assigned duties to a principal/supervisor.~~

~~4.12 Principals/supervisors shall respond to employee/contractor disclosure by contacting the Associate Superintendent of Human Resources and Leadership Support for accommodation consideration.~~

4.13 In support of those who misuse alcohol or drugs and may have developed, or are developing a chemical dependence, all ~~employers~~ **employees** and contractors are required to document and report any violations of this practice. Any employee, ~~co-worker~~, volunteer, contractor or supervisor not ~~complying with this reporting problematic~~ **behaviour** is enabling. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.

References: *Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace*
School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date: November 21, 2018 Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

~~4.14 An employee is required to disclose any criminal charges associated with alcohol and/or drugs during the hiring process. Disclosure of criminal charges should be made to the Associate Superintendent of Human Resources and Leadership Support.~~

~~4.14.1 Disclosure of criminal charges involving alcohol and/or drugs is also required for active employees already hired by the Division throughout their employment. Disclosure of criminal charges should be made to the Associate Superintendent of Human Resources and Leadership Support.~~

Impairment

4.15 If reasonable belief is established **by a supervisor** that an impaired employee/contractor's judgement makes for an unsafe and/or inappropriate situation in the workplace, the employee will **be ordered to** cease work immediately pending an investigation. The principal/supervisor will immediately contact the Associate Superintendent of Human Resources and Leadership Support **for appropriate investigation and response.**

~~4.15.1 If reasonable belief is established that an impaired employee/contractor's judgement makes for an unsafe and/or inappropriate situation in the workplace, and the employee does not volunteer to cease work immediately, a principal/supervisor will immediately contact the Associate Superintendent of Human Resources and Leadership Support to determine next steps including suspension or a leave of absence pending the outcome of an investigation.~~

~~4.15.2 The Superintendent determines whether a situation requires employee suspension or leave of absence pending the outcome of an investigation.~~

Accommodation

4.16 Employees/contractors are expected to consult with a physician or pharmacist to determine if prescription medication use will have any potential negative effect on job performance. They are required to report to their principal/supervisor if there is any potential risk,

References: *Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace*
School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date: November 21, 2018 Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

limitation or restriction for whatever reason that may require modification of duties or temporary reassignment.

4.17 Sturgeon Public School Division has a duty to accommodate the prescribed medication requirements and/or medical treatment of an employee to the point of causing undue hardship. The assessment of undue hardship will include the following considerations:

4.17.1 Impact on students and student learning;

4.17.2 financial costs;

4.17.3 flexibility of workforce and facilities;

4.17.4 employee and workplace safety;

~~4.17.5 possible disruption with a collective agreement or labour agreement, and~~

4.17.6 whether the accommodation required negatively impacts required duties.

~~4.18 Employees will be required to apply for a review regarding a proposed accommodation for prescribed medication and/or medical treatment during assigned duties. This confidential application should be sent to the Associate Superintendent of Human Resources and Leadership Support containing the following information:~~

~~4.18.1 Employee name, workplace and summary of assigned duties;~~

~~4.18.2 comprehensive list of duties requiring direct contact with students and duties that have safety implications;~~

~~4.18.3 description of the accommodation requested;~~

~~4.18.4 identification of any employer requested financial support for the accommodation;~~

References: *Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace*
School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date: November 21, 2018 Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

~~4.18.5 name of the controlled medication that has been prescribed;~~

~~4.18.6 description of the proposed regime for administration include dose, frequency and consumption method (inhalation, ingestion, tincture, capsule or topical);~~

~~4.18.7 medical prescription signed by a medical physician in good standing with the Alberta Medical Association;~~

~~4.18.8 disclosure of whether controlled prescription must be stored on division property. If yes, propose a plan for safely and securely storing the controlled prescription, and~~

~~4.18.9 a plan to self-administer prescribed medication discreetly and safely according to the prescription and direction of a medical physician.~~

~~4.19 The Associate Superintendent of Human Resources and Leadership Support will respond to accommodation requests in this Administrative Practice through writing within 10 operational days.~~

Support

~~4.20 If negative changes in work performance are observed employees will be encouraged to seek confidential help through the Employee and Family Assistance Program (EFAP).~~

~~4.21 This practice recognizes the reality that a certain percentage of any population may develop the disease of chemical dependence. This disease is characterized most notably by denial of the disease by those who suffer from it. It is a requirement of this practice to assess any employee found in violation of this practice for a chemical dependence.~~

~~4.22 Any individual who has a developing alcohol and/or drug problem is expected to assume ownership of that problem. The individual is expected to use the supports such as counselling and treatment services that are available through the EFAP and/or community services.~~

References: *Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace*
School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date: November 21, 2018 Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

Violation

- 4.23 ~~Alleged~~ **Suspected** violations of this practice will result in a full investigation by a principal/supervisor with support from the Associate Superintendent of Human Resources and Leadership Support.
- 4.24 No employee with an alcohol, ~~tobacco~~, drug or prescription medication problem will be disciplined for coming forward and requesting help or because of involvement in a rehabilitation effort. However, if an employee violates the provisions of this practice, or as a result of substance use, does not meet satisfactory standards of professionalism, safety and/or work performance, appropriate disciplinary action ~~will~~ **may** be taken, up to and including termination of employment.
- 4.25 Any violation of this practice by an employee, contractor or volunteer ~~will~~**may** be grounds for disciplinary action up to and including termination, unless there are mitigating circumstances that may reduce the degree of discipline. ~~Any~~ Contravention of this practice by a contractor ~~will~~ **could** be considered a breach of contract. This may result in penalties, suspension or expulsion of the individual involved, or termination of the contract.
- 4.26 ~~In addition to the above, for all employees/contractors, the Associate Superintendent of Human Resources and Leadership Support will investigate any situation where off-duty actions involving alcohol or drugs (e.g. impaired driving convictions, charge/conviction for trafficking, bootlegging etc) negatively affect the workplace, reputation or the ability of an employee to successfully fulfill their duties.~~

Return to Duties

- 4.27 In situations where an employee has been away from work resulting from a violation of this practice, they will be permitted to return to their assigned duties after the following steps have been taken:
- 4.27.1 Meeting with their principal/supervisor to review the supports available to the employee.

References: *Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace*
School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date: November 21, 2018 Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

~~4.27.2 Meeting with the Associate Superintendent of Human Resources and Leadership Support to review this practice and the expectations of the employee to maintain their fitness to work and to discuss relevant and appropriate accommodations.~~

~~4.27.3 Assessment by a medical physician or a psychologist and completion of the *Fitness for Work* document certifying the employee is fit to return to assigned duties.~~

Communication

- 4.28 Principals/supervisors will communicate this practice to all employees before September 30 of each school year.
- 4.29 Contractors will be advised of the applicable provisions of this practice upon contract signature, and in particular, the rules around fitness for duty, and prohibition of alcohol and drug consumption and possession. Contractors will be expected to enforce these requirements for their employees, sub-contractors and agents.

References: *Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace*
School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Subject: Policy F/I/1 – Senior High Credit Load

Background:

Policy F/I/1 – Senior High Credit Load is currently planned for Board of Trustee review at the October Committee of the Whole. This policy and its administrative practice require additional time for review.

Recommendation:

That the Board of Trustees defer Policy F/I/1 – Senior High Credit Load to the November 14, 2018 Committee of the Whole Agenda.

Sincerely,

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



Board Memorandum

Date: October 10, 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Policy Committee
Ruth Kulk, Associate Superintendent, Education Services

Subject: Policy F/IV/2 – Illicit, Prohibited and Restricted Substances

Background:

Attached for Trustee review is Policy F/IV/2 – Illicit, Prohibited and Restricted Substances. At the September 26, 2018 Policy Committee meeting, it was recommended that the policy be referred to the October 10, 2018 Committee of the Whole meeting with suggested revisions.

Recommendation:

That the Board of Trustees review Policy F/IV/2 – Illicit, Prohibited and Restricted Substances and forward to the Public Board Meeting.

Sincerely,

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



EFFECTIVE: June 27, 2012

REVISED: Sept. 28, 2016

REVIEW: 2021-2022

1.0 POLICY

- 1.1 The possession, distribution and/or use of illicit, prohibited and restricted substances is forbidden.
- 1.2 The Board believes that the Division, in co-operation with families, community and law enforcement agencies, has a responsibility to:
 - 1.2.1 Educate students regarding illicit, prohibited and restricted substance abuse.
 - 1.2.2 Ensure that students who are under the influence of illicit, prohibited or restricted substances or possess drug paraphernalia while under school supervision receive appropriate consequences, which may include recommendation for expulsion.
 - 1.2.3 Ensure that students who possess illicit, prohibited or restricted substances and/or distribute illicit, prohibited or restricted substances while under school supervision are recommended for an expulsion.

2.0 GUIDELINES

- 2.1 Further to Policy F/IV/4 – Student Conduct, Principals shall take disciplinary action with a student found at school or at a school sanctioned activity, who has consumed, is under the influence of, is in possession of, or is distributing illicit, prohibited or restricted substances.
- 2.2 Students will be held responsible and accountable to Sturgeon School Division and its agents for their behaviour and conduct beyond the hours of school operation, if that behaviour or conduct has a connection back to the school and demonstrated detrimental impact on the welfare of individual students.

Definitions:

Illicit: ~~not permitted; unlawful~~
 all prohibited substances, which include but are not limited to, illegal drugs as defined in the Controlled Drugs and Substances Act. Examples include: Methamphetamines, Cocaine, Ecstasy and Heroin.

References:	Policy:	B/1/3 – Committees of the Board (B/1/3b Discipline Committee)
	Policy	F/IV/3 – Student Suspensions and Expulsions
	Policy	F/IV/4 – Student Conduct
	Board Regulation:	Education 2 – Student Suspensions and Expulsions
	Admin Practice(s):	Student Services 8
	School Act:	Sections 24 and 25
		Controlled Drugs and Substances Act



F/IV/2 – Illicit, Prohibited and Restricted Substances

F/IV/2

EFFECTIVE: June 27, 2012

REVISED: Sept. 28, 2016

REVIEW: 2021-2022

~~Prohibited: — to forbid by authority~~

~~Restricted/Prohibited: not intended for general circulation or release~~

controlled legal substances which have parameters for legal use under the Controlled Drugs and Substances Act. Examples include, but are not limited to, Tylenol 3, Benzodiazepines, Barbiturates and Cannabis.

DRAFT

References: Policy: B/1/3 – Committees of the Board (B/1/3b Discipline Committee)
Policy F/IV/3 – Student Suspensions and Expulsions
Policy F/IV/4 – Student Conduct
Board Regulation: Education 2 – Student Suspensions and Expulsions
Admin Practice(s): Student Services 8
School Act: Sections 24 and 25
Controlled Drugs and Substances Act



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Subject: Reporting of Provincial Achievement Test and Diploma Examination Results

Background:

School authority multiyear reports are scheduled to be available by Alberta Education on September 28, 2018. In accordance with the schedule for the release of Provincial Achievement Test and Diploma Examination Results, Superintendents are to hold closed meetings to inform their board of the school authority's results by October 17, 2018. The Minister of Education will officially release the Provincial Achievement and Diploma Examination results on October 18, 2018. Given that there is no meeting scheduled within this timeframe, the Associate Superintendent of Education Services will provide the confidential information by a password protected email to the Board of Trustees on October 17th, 2018.

An initial email will be sent to trustees containing the password to open the protected information which will follow in a separate email

Recommendation:

This report is shared as information.

Sincerely,

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



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Iva Paullk, Secretary Treasurer
Nisha Patel, Executive Assistant, Secretary Treasurer
Subject: Board approved Contract/Joint Use Agreement Tracker

Background:

Please find attached, a copy of the Board approved Contract Tracker and the Joint Use Agreement Tracker for the 2018 – 2019 school year.

Recommendation:

This report is shared as information.

Sincerely,

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

Attachment



BOARD APPROVED CONTRACT TRACKER (School Year 2018-2019)

Agreement	Area	Current	Date of Agreement
Her Majesty the Queen	Guthrie School Site	25 Year Term - expires August 31, 2025 Terminate on Mutual Agreement	Agreement signed December, 2000
Hutterite Colony Education Agreement	Morinville Colony	Notice of 150 Working Days Prior to School Year End	Approved May 2008
Alexander First Nations Education Agreement	Camilla and SCHS	July 1, 2018 to June 30, 2021	Board Approved June 2018
Guthrie Before and After School Care	Guthrie School	Included under Guthrie School Joint Use Letter of Understanding without charge	Board Approved May 2009
SIGIS Child Care Society	Sturgeon Heights	One Year: August 1, 2018 - July 31, 2019	Board Approved May 2018
Town of Gibbons	BACS - Out of School Care Program	Five Years: Sept. 1, 2018 - June 30, 2023	Board Approved June 2018
Town of Gibbons	Gibbons - Out of School Care Program	Five Years: September 1, 2018 - June 30, 2023	Board Approved June 2018
Town of Morinville	Frank Robinson Center Grounds	One Year: September 1, 2018 - August 31, 2019	Board Approved March 2018
Sturgeon County	Sewer Disposal SCHS	One Year: January 10, 2017 - December 31, 2017	Agreement signed January 2017
Oak Hill Boys Ranch		July 3, 2018 - June 30, 2019	Agreement signed July 2018
Town of Morinville - School Resource Officer	SCHS	September 1, 2016 - August 31, 2019	Agreement signed November 2016
Town of Redwater	MSR Agreement	Ongoing	Awaiting Meeting with the Town
County of Sturgeon	MSR Agreement	Ongoing	Awaiting Meeting with the County



JOINT-USE AGREEMENT TRACKER (School Year 2018-2019)

Agreement	Area	Current	Date of Agreement
Town of Bon Accord	BACS/LS	Expires June 28, 2021 Optional 5 year extension.	Board Approved May 25, 2016
Riviere Qui Barre Agricultural Society	Camilla	Expires upon 1 year notice.	Board Approved October 25, 2011
Town of Gibbons	Gibbons School/LT	Expires July 18, 2023	Board Approved June 27, 2018
Joint Use Understanding With DND	Guthrie	Expires August 31, 2025	Agreement signed December 2000
Namao Community Agricultural Society	Namao School Ochre Park/	Expires April 22, 2020	Board Approved April 2015
Town of Redwater	Redwater School	Expires September 1, 2027 Renews automatically from year to year.	Board Approved March 22, 2017
Town of Morinville	Morinville Public School		Board Approved November 2012



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Iva Paullik, Secretary Treasurer
Nisha Patel, Executive Assistant, Secretary Treasurer
SIS Operators, Sturgeon Public School Division Schools
Subject: September 30, 2018 Enrollments

Background:

Please find attached, a copy of the Student Enrollments as of September 30, 2018.

Recommendation:

This report is shared as information.

Sincerely,

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

Attachment

2018 - 2019 STUDENT ENROLMENT - BY SCHOOLS

SCHOOL	HSKS	ECS	I	II	III	IV	V	VI	7th	VIII	IX	Total %	X	XI	XII	Total Sr High	Total ECS's	Home School	AFN	Grand Total	Funded %
BACS	19	38	39	31	44	43			214				0				214	0		214	1
Legal	16								16				0				16	0		16	
Camilla	33	44	51	51	55	46	37	368	41	36	40	117					485	0		485	1
AFN			1	6	1	3	1	13	4	3	4	11							24	24	
Gibbons							64	63	127	58	49	158					285	5		290	
Guthrie	104	38	32	17	29	34	25	28	307	21	23	57					364	2		366	2
L. Trail	51	71	75	58	56	73			384			0					384	0		384	
L. Schick							48	61	109	64	56	165					274	0		274	
MPS	118	97	113	93	94	97	84	73	769	45	54	130					899	3		902	1
Namao	53	41	46	35	38	41	44	50	348	51	44	135					483	2		485	2
O. Park	19	30	31	30	28	29			167			0					167	0		167	
Redwater							35	37	72	35	33	27	95	20	25	26	238	5		243	1
SCHS													0	252	226	226	732			732	3
AFN													5	0	2	7			7	7	
St Heights	137	57	68	44	50	44	52	36	488	17	25	70					558	0		558	5
SUB TOTAL	550	416	456	365	391	417	401	386	3,382	336	323	279	938	277	279	254	5099	17	31	5147	16
Oak Hill					1	0	1	5	7	6	6	2	14				21			21	
Colony		5	5	5	6	5	4	3	33	2	3	4	9				42			42	
SUB TOTAL	0	5	5	5	7	5	8	40	23	9	6	23					63			63	
MLC													4	6	37	47	47			47	11
SLC													4	13	43	60	60			60	12
SUB TOTAL													8	19	80	107	107			107	23
TOTAL	550	421	461	370	398	422	406	394	3,422	344	332	285	961	285	298	334	5,269	17	31	5,317	39
FTE's																	4,784	17	31	4,832	
Sept. 2017	528	451	407	416	416	421	383	355	3,377	344	293	319	956	289	265	311	865			29	5,240
CHANGE #S	22	-30	54	-46	-18	1	23	39	45	0	39	-34	5	-4	33	23	52			1	76
CHANGE %	4%	-7%	13%	-11%	-4%	0%	6%	11%	1%	0%	13%	-11%	1%	-1%	12%	7%	6%			3%	1.45%

*Community students not submitted to AB ED = 12 *Adult Students = 20



Board Memorandum

Date: October 10, 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Building and Maintenance Committee
Iva Paulik, Secretary Treasurer
James Barnes, Acting Operations and Maintenance Manager

Subject: 2019-2020 Draft Modular Classroom Program Request

Background:

Alberta Education, Capital Planning advised school jurisdictions about the upcoming 2019-2020 Modular Classroom Program Request submissions anticipated occurring in October 2018. At this time, there are no specific timelines.

Subject to the finalized September 30th student enrolment count information, Sturgeon Public School Division's needs have been reviewed and the following modular classroom requests are proposed at this time:

Sturgeon Heights	2 modulars (enrolment pressures)
Namao School	2 modulars (enrolment pressures)
Landing Trail School	4 modulars (evergreening needs)

Recommendation:

It is the recommendation that the Board of Trustees review/discuss the 2018-2019 modular classroom program request and advise Senior Executive Committee accordingly.

Sincerely,

COMMITTEE 9.10

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

Attachment

Government of Alberta ■ NEW MODULAR CLASSROOM REQUESTS FOR 2019-2020

Education

Jurisdiction:

Sturgeon School Division No. 24

Facility Name	City	Grade Configuration	Is this a P3 school?	Number of Type A Units Required	Number of Type B Units Required	Number of Washroom Units	Category Code	Required Documents Attached?	Site Ready Date	Site Layout Attached?	Detailed Explanation for Category Code / Modular Request
Namao School	Namao, Alberta	K-9	No	1	1	0	2	Yes		Yes	2 Units required due to capacity concerns. Higher enrolment - The 2017-2018 Utilization = 108%; The estimated 2019-2020 utilization is 107%.
Sturgeon Heights	St. Albert	K-9	No	1	1	0	2	Yes		Yes	The 2017-2018 utilization = 102%. The estimated 2018-2019 utilization rate is 109%. Present portables were constructed in 1977. They have poor ventilation from underneath, as well as water and critters getting under the portables. Mouse infestation has been an ongoing problem. This concern meets the health and safety category for students and staff. Roof repairs are required. Windows are original. Outdated electrical (panels, breakers) with a few receptacles making it difficult to keep up with technology demands. Lighting is also outdated. The 2017-2018 utilization was at 95%. The estimated 2018-2019 utilization is 98%.
Landing Trail School	Gibbons, Alberta	K-4	No	2	2		4	Yes		Yes	
Total of New Units Requested						4	4	0			

Category Codes:
 1 = Health and Safety (Please explain)
 2 = Enrolment Pressures (Please explain)
 3 = Program Delivery (Please explain)
 4 = Evergreening (Please Explain)

Government of Alberta ■ NEW MODULAR CLASSROOM REQUESTS FOR 2019-2020
Education

Jurisdiction: _____

Sturgeon School Division No. 24

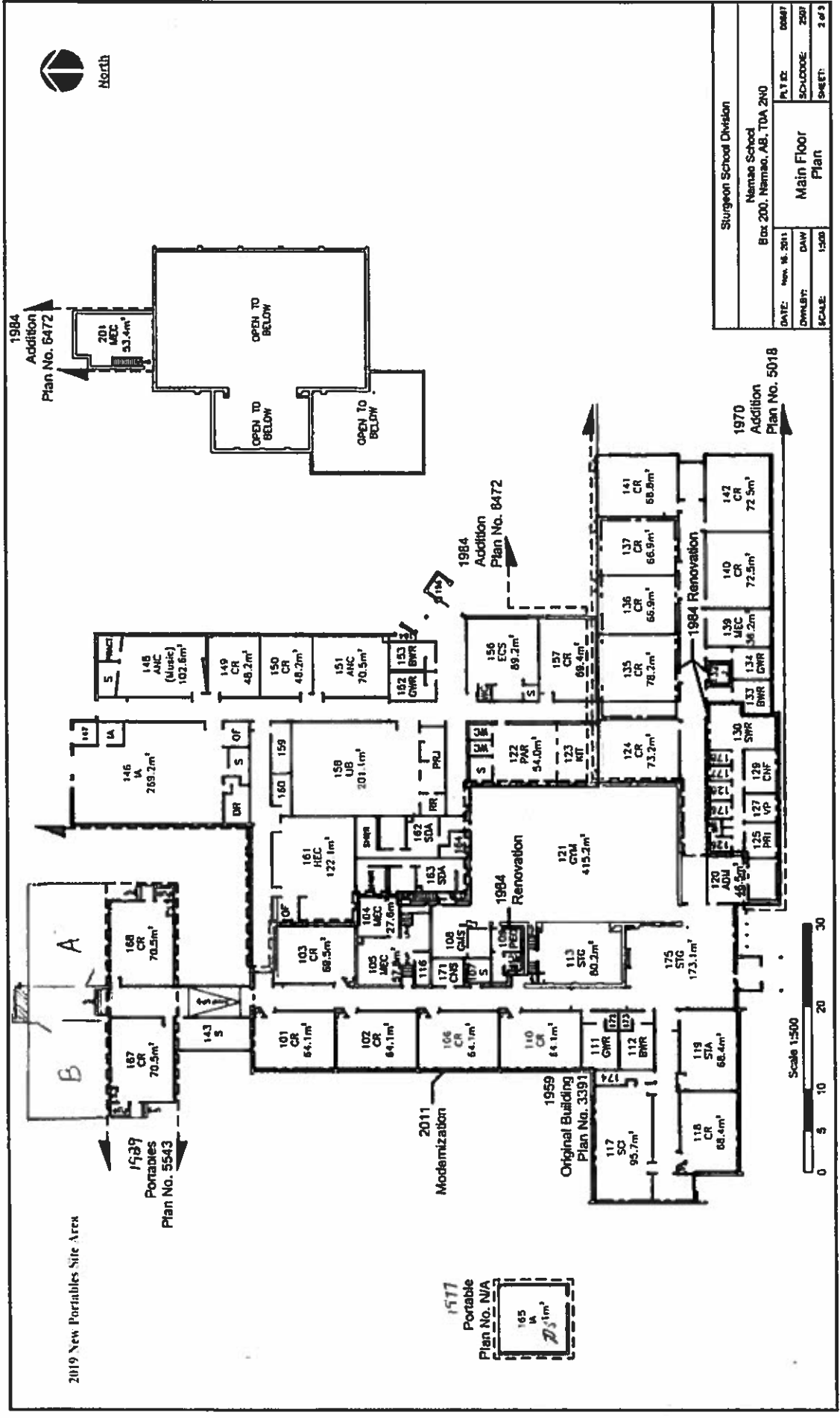
Facility Name	City	Grade Configuration	Is this a P3 school?	Number of Type A Units Required	Number of Type B Units Required	Number of Washroom Units	Category Code	Required Documents Attached?	Site Ready Date	Site Layout Attached?	Detailed Explanation for Category Code / Modular Request

Superintendent or Designate
 (Signature req'd on last sheet only)

Please e-mail the original Excel document to edc.cpdata@gov.ab.ca

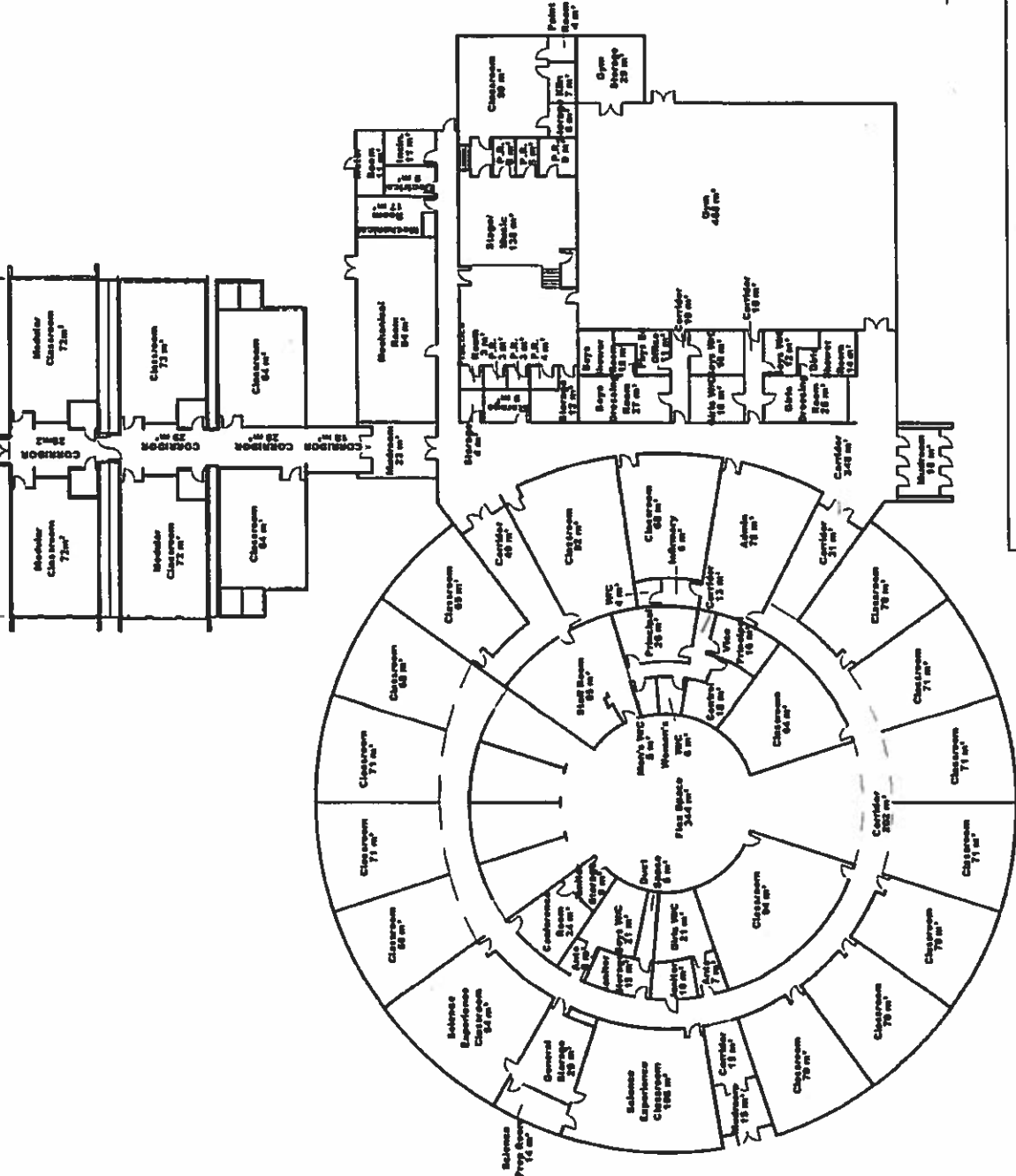


North



Sturgeon School Division		PLAN NO.	0867
Nemac School		DATE	Nov. 16, 2011
Box 200, Nemac, AB, T0A 2N0		DATE	Nov. 16, 2011
		DRAWN BY	DAW
		CHECKED BY	DAW
		SCALE	1:500
		TITLE	Main Floor Plan
		SHEET	2 of 3

Additional 2 Portables



Sturgeon Heights School

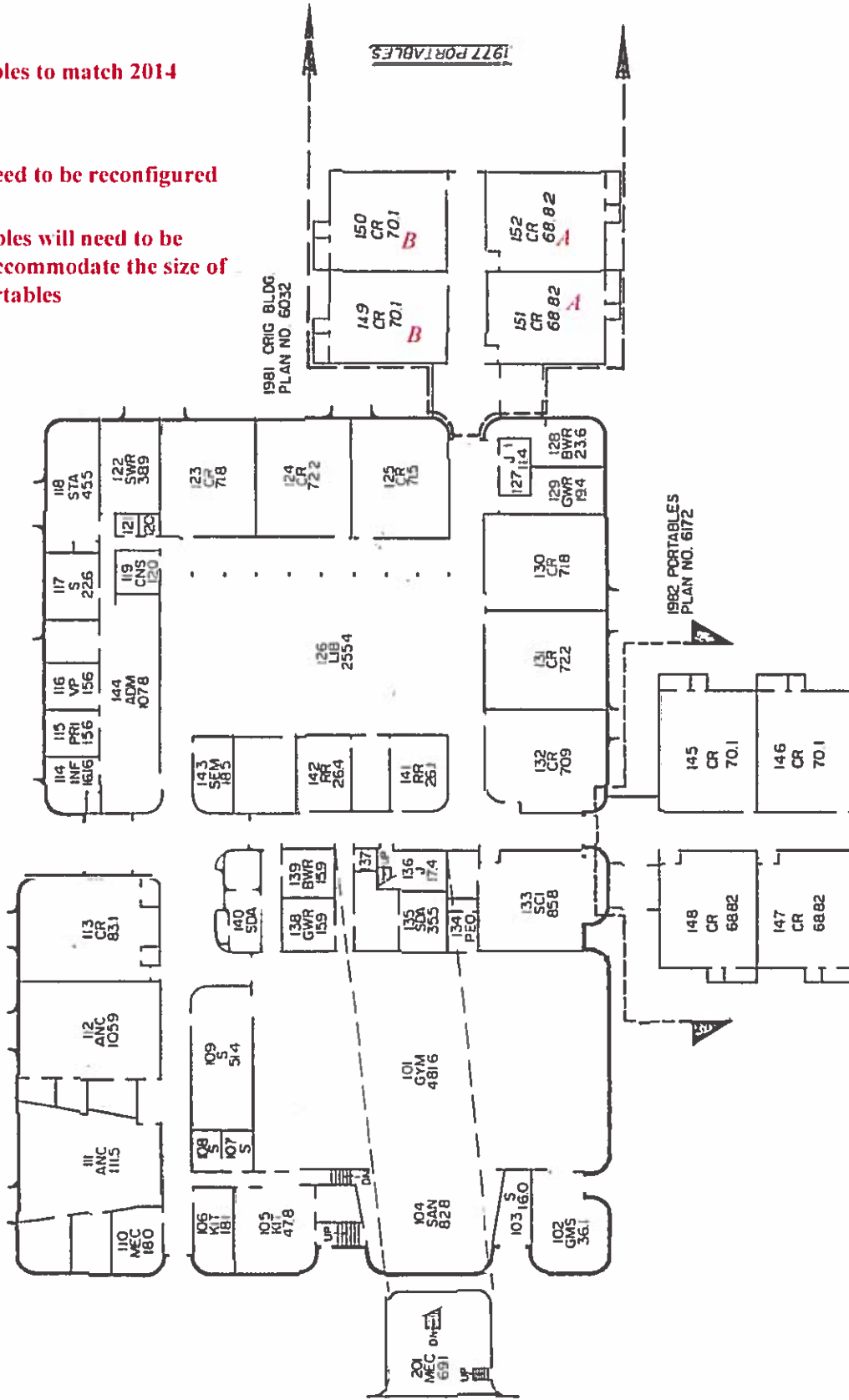
Sturgeon School Division	
9820-104 Street, St. Albert, AB	
DATE: 07/04/17	BID:
DWN BY: SD	Small Scale Plan
SCALE: 1 : 500	A100
REV. 1	UPDATED DRAWINGS
CONSTRUCTION	DATE
SHEET: 1 of 2	FAC CODE:



New Portables to match 2014 Portables

Link will need to be reconfigured

2014 Portables will need to be moved to accommodate the size of the new portables



REVISED 85-08-08
REVISED MARCH 4, 1983

STURGEON SCHOOL DIVISION NO 24	
GIBBONS SCHOOL DISTRICT NO 4299	
LANDING TRAIL SCHOOL	
SCHOOL BUILDINGS BRANCH	
date: JULY 15, 1982	drawn by: J.W.W.
scale: 1:250	
FLOOR PLAN	CODE 252
	sheet 2 OF 3





Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Iva Paullk, Secretary Treasurer
Subject: External Auditor Proposal

Background:

The Board of Trustees approved Metrix Group (formerly known as Hawking Epp Dumont) as external auditors for the year ended August 31, 2018. Administration was tasked to bring forward a request for proposal for external auditor.

Please find attached the draft Request for Proposal for Professional Auditing Services. We would like to invite the following accounting firms who have been providing auditing services to our neighbouring school jurisdictions: PWC, Metrix Group, MNP.

Recommendation:

It is the recommendation that the Board of Trustees review the request for proposal and advise Senior Executive Committee accordingly.

Sincerely,

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

Attachment



p 780.939.4341 tf 1.888.459.4062
9820 - 104 Street, Morinville AB T8R 1L8

f 780.939.5520
sturgeon.ab.ca

Date

Business Name
Street Address
City, Province
Postal Code

Re: Request for Proposal for Professional Auditing Services

On behalf of Sturgeon School Division No. 24, I would like to invite you to submit a proposal for independent auditing services in accordance with the requirements of *the School Act*. In addition, we would be requesting accounting services for the mandatory annual Local Authorities Pension Plan Compliance Report.

Audit proposals will be delivered to the Division's office not later than 4 p.m. on _____. The lowest fee proposal will not necessarily be accepted. The Board of Trustees reserves the right to request additional information from invited companies and to decline any or all submitted proposals. The Board of Trustees has made no decision as to the date of the award of the audit. All participating firms will be notified as soon as the decision has been made. The anticipated discussion by the Board of Trustees will be held in the month of _____.

The envelopes should be sealed and clearly marked "Proposal for External Auditing Services" and should be addressed to:

Iva Paullk, Secretary Treasurer

1. Audit period will be from September 1 through to August 31 for a minimum of 3 years (starting with the 2018-2019 year end).
2. The proposal should include the following information:
 - a. Firm name, address and contact person.
 - b. School Board experience, including strengths relevant to the external audit.
 - c. Proposed audit fees for all 3 years as well as detailed expenses to be incurred (i.e. mileage, telephone, postage, copying).
 - d. An estimate of the anticipated hours broken down by staff positions.
 - e. A profile of senior staff who would be assigned to the Audit, including assigned partner.
 - f. Any other information you may wish to present in support of your proposal.
3. Professional Services associated with the audit should, as a minimum, cover the following items:
 - a. Audit Plan,
 - b. Interim financial audit - June,
 - c. Year end audit - 3rd week in October,
 - d. School audits - 2 sites - early October,
 - e. Audited Financial Statements and Schedules,
 - f. Independent Auditor's Report,

- g. Notes to the Financial Statements,
- h. Management Letter,
- i. Significant Findings,
- j. Uncorrected Material Misstatements,
- k. Statement of Auditors Independence.

4. Report Review Timing and Number of Copies:

- a. Prior to the submission of the completed auditor's report, the audit/accounting firm will be required to deliver and review the draft and the proposed management letter with the Secretary Treasurer.
- b. Copies required:
 - i. Auditor's Report - 13 copies
 - ii. Bound AFS - 13 copies
 - iii. Management Letter - 13 copies
 - iv. Working papers (such as g/l mapping, adjusted and unadjusted journal entries) - 1 copy.

5. Presentation of AFS to the Board - November Public Board Meeting

6. Annual Auditor's Report on Compliance with LAPP E-Guide - June of each year

Enclosed is a copy of the Alberta Education Guidelines for AFS. Please note that our Division prepares only one set of financial statements following the Alberta Education prescribed format.

Thank you in advance for participating in this request for proposal. All questions and correspondence should be directed to Iva Paulik, Secretary Treasurer, in writing, at the above address or by emailing at iva.paulik@sturgeon.ab.ca or contacting me at (780) 939-4341 ext. 1231.

Yours Truly,

Iva Paulik, CPA, CA, CSBO, MBA
Secretary Treasurer



Board Memorandum

Date: October 10, 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Dave Johnson, Acting Associate Superintendent, Human Resources and Leadership Support

Subject: School Calendar: 2019 – 2020 (Amended) Division

Background:

Attached for Trustee information is the School Calendar package for 2019-2020 that was approved in principle April 25, 2018.

It is necessary to amend this calendar due to scheduling of Diploma Exams. Attached for Trustee information is an Amended School Calendar package (Draft Operational Calendar, Draft Operational Year Day Count, Draft Operational Year Details) for 2019-2020 with the following amendments:

- November 1, 2019 "Division/School PD/Collaboration; Staff meeting" moved to November 22, 2019.
- November 12, 2019 - Non-Operational Day is eliminated from the calendar.
- November 13, 2019 "In Lieu of Parent/Teacher Interviews" moved to November 12, 2019.
- April 6 – 19, 2020 Spring Recess is moved to March 23 – 27, 2020.
- March 20, 2020 "Division/School PD/Collaboration; Staff meeting" moved to March 13, 2020.
- March 27, 2020 "In Lieu of Parent/Teacher Interviews" moved to March 20, 2020.

It is the intention that once this calendar is approved in principle by the Board, it will be provided to Administrator's Council, Teacher-Board Advisory Committee, School Staff and Parent Councils for their review. It will then be brought to the Board of Trustees for final approval at the February, 2019 Board Meeting.

Recommendation:

That the Board of Trustees review the amended 2019-2020 School Calendar package and forward to the October Public Board Meeting for approval in principle.

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

attachments

2019-2020

**APPROVED IN PRINCIPLE
SUBJECT TO CHANGE
DRAFT April 25, 2018**

School offices open	August 26
Div. Prof. Dev. Day – No classes	August 28
Div. Prof. Dev. Day – No classes	August 29
Operational Non-Instructional (K-12)	August 30
Labour Day – No classes	September 2
All classes (full day)	September 3
Division/School PD/Collaboration; Staff Meeting	September 13
Division/School PD/Collaboration; Staff Meeting	October 11
Thanksgiving Day – No classes	October 14
Division/School PD/Collaboration; Staff Meeting	November 1
Remembrance Day	November 11
Non-Operational Day	November 12
In lieu of Parent/Teacher Interviews	November 13
Division/School PD/Collaboration; Staff Meeting	December 13
Christmas Vacation	Dec. 21 – Jan. 5
Classes Resume	January 6
Division/School PD/Collaboration; Staff Meeting	January 31
First day of classes - Semester Two	February 3
Teachers' Convention – No classes	February 6-7
Family Day – No classes	February 17
Division/School PD/Collaboration; Staff Meeting	February 21
Division/School PD/Collaboration; Staff Meeting	March 20
In lieu of Parent/Teacher Interviews	March 27
Spring Recess begins	April 4 - 12
Good Friday - No classes	April 10
Easter Monday – No classes	April 13
Classes Resume	April 14
Division/School PD/Collaboration; Staff Meeting	April 17
Division/School PD/Collaboration; Staff Meeting	May 15
Victoria Day - No classes	May 18
Division/School PD/Collaboration; Staff Meeting	June 5
Last day of classes	June 29
Operational Non-Instructional (K-12)	June 30
Summer Vacation begins	July 1

OCTOBER, 2019

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SEPTEMBER, 2019

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JANUARY, 2020

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DECEMBER, 2019

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NOVEMBER, 2019

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APRIL, 2020

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MARCH, 2020

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FEBRUARY, 2020

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JULY, 2020

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JUNE, 2020

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MAY, 2020

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Operational Day - No Classes

Non-Operational Day

Division/School P D; Collaboration; Staff Meeting

STURGEON PUBLIC SCHOOL DIVISION

9820-104 Street
Morinville, AB T8R 1L8
Phone: (780) 939-4341





School Year 2019-2020

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	19.0	19.0	20.0	20.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	2.0	2.0	17.0	17.0	19.0	19.0
DECEMBER	1.0	1.0	14.0	14.0	15.0	15.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL – SEMESTER I	9.0	9.0	90.0	90.0	99.0	99.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	20.0	20.0	22.0	22.0
APRIL	1.0	1.0	15.0	15.0	16.0	16.0
MAY	1.0	1.0	19.0	19.0	20.0	20.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	9.0	9.0	90.0	90.0	99.0	99.0
OPERATIONAL YEAR TOTAL	18.0	18.0	180.0	180.0	198.0	198.0

References: Policy: *D/II/1 Operational School Year*
 Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
 School Act: 56



School Year 2019-2020

(All dates are inclusive unless otherwise specified)

AUGUST

Mon.	26	School offices open
Wed.	28	Division/School PD/Collaboration; Staff meeting – No classes
Thurs.	29	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	30	Operational Non-Instructional Day

SEPTEMBER

Mon.	2	LABOUR DAY - No classes
Tues.	3	All classes (full day)
Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes

OCTOBER

Fri.	11	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	14	THANKSGIVING DAY - No classes

NOVEMBER

Fri.	1	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	11	Remembrance Day – No classes
Tues.	12	Non-Operational Day
Wed.	13	Non-instructional day in lieu of Parent-Teacher Interviews

DECEMBER

Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes
Sat.	21	Christmas recess begins

JANUARY

Mon.	6	Classes resume
Fri.	31	Division/School PD/Collaboration; Staff meeting – No classes

Approved in Principle Subject to Change April 25/18

References: Policy: *D/III/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
School Act: 56



FEBRUARY

Mon.. 3 First day of Semester Two
Thurs./Fri. 6/7 Teachers' Convention - No classes
Mon. 17 FAMILY DAY - No classes
Fri. 21 Division/School PD/Collaboration; Staff meeting – No classes

MARCH

Fri. 20 Division/School PD/Collaboration; Staff meeting – No classes
Fri. 27 Non-instructional day in lieu of Parent-Teacher Interviews

APRIL

Sat. 4 Spring recess begins
Fri. 10 GOOD FRIDAY – No classes
Mon. 13 EASTER MONDAY – No classes
Tues. 14 Classes resume
Fri. 17 Division/School PD/Collaboration; Staff meeting – No classes

MAY

Fri. 15 Division/School PD/Collaboration; Staff meeting – No classes
Mon. 18 VICTORIA DAY - No classes

JUNE

Fri. 5 Division/School PD/Collaboration; Staff meeting – No classes
Mon. 29 Last day of classes
Tues. 30 Operational Non-Instructional Day

JULY

Wed. 1 Summer recess begins

References: Policy: *D/III/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
School Act: 56

2019-2020

DRAFT

September 28, 2018

School offices open August 26
 Div. Prof. Dev. Day – No classes August 28
 Div. Prof. Dev. Day – No classes August 29
 Operational Non-Instructional (K-12) August 30
 Labour Day – No classes September 2
 All classes (full day) September 3
 Division/School PD/Collaboration; Staff Meeting September 13
 Division/School PD/Collaboration; Staff Meeting October 11
 Thanksgiving Day – No classes October 14
 Remembrance Day November 11
 In lieu of Parent/Teacher Interviews November 12
 Division/School PD/Collaboration; Staff Meeting November 22
 Division/School PD/Collaboration; Staff Meeting December 13
 Christmas Vacation Dec. 21 – Jan. 5
 Classes Resume January 6
 Division/School PD/Collaboration; Staff Meeting January 31
 First day of classes - Semester Two February 3
 Teachers' Convention – No classes February 6-7
 Family Day – No classes February 17
 Division/School PD/Collaboration; Staff Meeting February 21
 Division/School PD/Collaboration; Staff Meeting March 13
 In lieu of Parent/Teacher Interviews March 20
 Spring Recess begins March 21 - 29
 Classes Resume March 30
 Good Friday - No classes April 10
 Easter Monday – No classes April 13
 Division/School PD/Collaboration; Staff Meeting April 17
 Division/School PD/Collaboration; Staff Meeting May 15
 Victoria Day - No classes May 18
 Division/School PD/Collaboration; Staff Meeting June 5
 Last day of classes June 29
 Operational Non-Instructional (K-12) June 30
 Summer Vacation begins July 1

OCTOBER, 2019

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JANUARY, 2020

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APRIL, 2020

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JULY, 2020

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SEPTEMBER, 2019

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DECEMBER, 2019

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MARCH, 2020

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JUNE, 2020

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AUGUST, 2019

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NOVEMBER, 2019

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FEBRUARY, 2020

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MAY, 2020

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24	25	26	27	28	29	30
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Operational Day - No Classes

Non-Operational Day

Division/School P D; Collaboration; Staff Meeting

STURGEON PUBLIC SCHOOL DIVISION
 9820-104 Street
 Morinville, AB T8R 1L8
 Phone: (780) 939-4341





School Year 2019-2020

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	19.0	19.0	20.0	20.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	2.0	2.0	18.0	18.0	20.0	20.0
DECEMBER	1.0	1.0	14.0	14.0	15.0	15.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL - SEMESTER I	9.0	9.0	91.0	91.0	100.0	100.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	15.0	15.0	17.0	17.0
APRIL	1.0	1.0	19.0	19.0	20.0	20.0
MAY	1.0	1.0	19.0	19.0	20.0	20.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	9.0	9.0	89.0	89.0	98.0	98.0
OPERATIONAL YEAR TOTAL	18.0	18.0	180.0	180.0	198.0	198.0

References: Policy: *D/II/1 Operational School Year*
 Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
 School Act: 56



School Year 2019-2020

(All dates are inclusive unless otherwise specified)

AUGUST

Mon.	26	School offices open
Wed.	28	Division/School PD/Collaboration; Staff meeting – No classes
Thurs.	29	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	30	Operational Non-Instructional Day

SEPTEMBER

Mon.	2	LABOUR DAY - No classes
Tues.	3	All classes (full day)
Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes

OCTOBER

Fri.	11	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	14	THANKSGIVING DAY - No classes

NOVEMBER

Mon.	11	Remembrance Day – No classes
Tues.	12	Non-instructional day in lieu of Parent-Teacher Interviews
Fri.	22	Division/School PD/Collaboration; Staff meeting – No classes

DECEMBER

Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes
Sat.	21	Christmas recess begins

JANUARY

Mon.	6	Classes resume
Fri.	31	Division/School PD/Collaboration; Staff meeting – No classes

References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
School Act: 56



FEBRUARY

Mon..	3	First day of Semester Two
Thurs./Fri.	6/7	Teachers' Convention - No classes
Mon.	17	FAMILY DAY - No classes
Fri.	21	Division/School PD/Collaboration; Staff meeting – No classes

MARCH

Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	20	Non-instructional day in lieu of Parent-Teacher Interviews
Sat.	21	Spring recess begins
Mon.	30	Classes resume

APRIL

Fri.	10	GOOD FRIDAY – No classes
Mon.	13	EASTER MONDAY – No classes
Fri.	17	Division/School PD/Collaboration; Staff meeting – No classes

MAY

Fri.	15	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	18	VICTORIA DAY - No classes

JUNE

Fri.	5	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	29	Last day of classes
Tues.	30	Operational Non-Instructional Day

JULY

Wed.	1	Summer recess begins
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References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
School Act: 56



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Dave Johnson, Acting Associate Superintendent, Human Resources and Leadership Support
Subject: School Calendar: 2019 – 2020 Morinville Public School

Background:

Attached for Trustee information is the School Calendar package (Draft Operational Calendar, Draft Operational Year Day Count, Draft Operational Year Details) 2019 – 2020 with amendments to allow for time for the move from Morinville Public School to Four Winds School the week of December 16 - 20, 2019.

It is the intention that once this calendar is approved in principle by the Board, it will be provided to Administrator's Council, Teacher-Board Advisory Committee, School Staff and Parent Councils for their review. It will then be brought to the Board of Trustees for final approval at the February, 2019 Board Meeting.

Recommendation:

That the Board of Trustees review the School Calendar: 2019 – 2020 Morinville Public School and forward it to the October Public Board Meeting for approval in principle.

Sincerely,

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

attachments

COMMITTEE 9.12.2

2019-2020

MORINVILLE PUBLIC SCHOOL/ FOUR WINDS SCHOOL DRAFT - September 28, 2018

School offices open	August 26
Div. Prof. Dev. Day - No classes	August 28
Div. Prof. Dev. Day - No classes	August 29
Operational Non-Instructional (K-12)	August 30
Labour Day - No classes	September 2
All classes (full day)	September 3
Division/School PD/Collaboration; Staff Meeting	September 13
Division/School PD/Collaboration; Staff Meeting	October 11
Thanksgiving Day - No classes	October 14
Remembrance Day	November 11
In lieu of Parent/Teacher Interviews	November 12
Division/School PD/Collaboration; Staff Meeting	November 22
Division/School PD/Collaboration; Staff Meeting	December 13
Operational Day - No students - Moving of Four Winds School	Dec. 16 - 20
Christmas Vacation	Dec. 21 - Jan. 5
Classes Resume	January 6
Division/School PD/Collaboration; Staff Meeting	January 31
First day of classes - Semester Two	February 3
Teachers' Convention - No classes	February 6-7
Family Day - No classes	February 17
Division/School PD/Collaboration; Staff Meeting	February 21
Division/School PD/Collaboration; Staff Meeting	March 13
In lieu of Parent/Teacher Interviews	March 20
Spring Recess begins	March 21-29
Classes Resume	March 30
Good Friday - No classes	April 10
Easter Monday - No classes	April 13
Division/School PD/Collaboration; Staff Meeting	April 17
Division/School PD/Collaboration; Staff Meeting	May 15
Victoria Day - No classes	May 18
Division/School PD/Collaboration; Staff Meeting	June 5
Last day of classes	June 29
Operational Non-Instructional (K-12)	June 30
Summer Vacation begins	July 1

OCTOBER, 2019

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JANUARY, 2020

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APRIL, 2020

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JULY, 2020

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26	27	28	29	30	31	

SEPTEMBER, 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER, 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MARCH, 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE, 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

AUGUST, 2019

S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER, 2019

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

FEBRUARY, 2020

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

MAY, 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MORINVILLE PUBLIC SCHOOL/FOUR WINDS SCHOOL

	Operational Day - No Classes
	Non-Operational Day
	Division/School P D; Collaboration; Staff Meeting



STURGEON PUBLIC SCHOOL DIVISION
 9820-104 Street
 Morinville, AB T8R 1L8
 Phone: (780) 939-4341



DRAFT MORINVILLE PUBLIC SCHOOL/FOUR WINDS SCHOOL**

School Year 2019-2020

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	19.0	19.0	20.0	20.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	2.0	2.0	18.0	18.0	20.0	20.0
DECEMBER	6.0	1.0	9.0	14.0	15.0	15.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL – SEMESTER I	14.0	9.0	86.0	91.0	100.0	100.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	15.0	15.0	17.0	17.0
APRIL	1.0	1.0	19.0	19.0	20.0	20.0
MAY	1.0	1.0	19.0	19.0	20.0	20.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL – SEMESTER II	9.0	9.0	89.0	89.0	98.0	98.0
OPERATIONAL YEAR TOTAL	23.0	18.0	175.00	180.0	198.0	198.0

References: Policy: *D/II/1 Operational School Year*
 Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
 School Act: 56



MORINVILLE PUBLIC SCHOOL/FOUR WINDS SCHOOL

School Year 2019-2020

(All dates are inclusive unless otherwise specified)

AUGUST

Mon.	26	School offices open
Wed.	28	Division/School PD/Collaboration; Staff meeting – No classes
Thurs.	29	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	30	Operational Non-Instructional Day

SEPTEMBER

Mon.	2	LABOUR DAY - No classes
Tues.	3	All classes (full day)
Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes

OCTOBER

Fri.	11	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	14	THANKSGIVING DAY - No classes

NOVEMBER

Mon.	11	Remembrance Day – No classes
Tues.	12	Non-instructional day in lieu of Parent-Teacher Interviews
Fri.	22	Division/School PD/Collaboration; Staff meeting – No classes

DECEMBER

Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	16 – 20	No students – moving of Four Winds School
Sat.	21	Christmas recess begins

JANUARY

Mon.	6	Classes resume
Fri.	31	Division/School PD/Collaboration; Staff meeting – No classes

References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
School Act: 56



FEBRUARY

Mon..	3	First day of Semester Two
Thurs./Fri.	6/7	Teachers' Convention - No classes
Mon.	17	FAMILY DAY - No classes
Fri.	21	Division/School PD/Collaboration; Staff meeting – No classes

MARCH

Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	20	Non-instructional day in lieu of Parent-Teacher Interviews
Sat.	21	Spring recess begins
Mon.	30	Classes resume

APRIL

Fri.	10	GOOD FRIDAY – No classes
Mon.	13	EASTER MONDAY – No classes
Fri.	17	Division/School PD/Collaboration; Staff meeting – No classes

MAY

Fri.	15	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	18	VICTORIA DAY - No classes

JUNE

Fri.	5	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	29	Last day of classes
Tues.	30	Operational Non-Instructional Day

JULY

Wed.	1	Summer recess begins
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References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2019-2020
School Operational Year Calendar Day Count 2019-2020
School Act: 56



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Subject: Policy Review Proposal

Background:

Mr. David Steele, consultant, met with Trustees on October 10, 2018 for discussions regarding a Policy Review process. During this meeting Mr. Steele ascertained the scope of the work, and was provided clarity on the Board of Trustees' objective in undertaking this work.

Recommendation:

The information from Mr. Steele is provided to the Board of Trustees for further discussion and direction.

Sincerely,

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

COMMITTEE 9.12



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kulk, Associate Superintendent, Education Services
Subject: Assurance Report Four: Education Services

Background:

To report on Goal One of the Three Year Education Plan, High Quality Teaching and Learning for All Students, administration has provided the attached reporting template for consideration.

Recommendation:

The information regarding the Assurance Report Four: Education Services is shared with the Board for further discussion and direction.

Sincerely,

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

attachment

COMMITTEE 9.14



ASSURANCE REPORT FOUR

EDUCATION SERVICES

THREE YEAR ACTION PLAN REPORT

2018/19

GOAL 1

High Quality Teaching and Learning for All Students

Priority:

Continue to strive for improvement on provincial assessment measures; ie. Annual Education Results Report (AERR), Provincial Achievement Tests (PAT), and Diploma Exams (DIP).

Strategies:

1. Analysis of 5 year trends and implications of achievement.
2. Analysis and response to the Division's AERR, including student achievement on the PAT's and DIP's.
3. School will address areas of concern through collaborative meetings, follow up and professional development with administrators and teachers and report to the Associate Superintendent, Education Services.
4. Implementation of evidence based decision making in all schools to guide programming in key and critical areas.
5. Develop and implement Year One of professional learning for administrators concentrated on building school leadership and utilizing school based teams to ensure cohesion between division and school goals and priorities.

1.

Supporting documents:

REPORTING DATE: Committee of the Whole Meeting – January 16, 2019

GOAL 1

**High Quality Teaching and Learning for
All Students**

Priority:

Continue a **culture of inquiry and a targeted professional growth plan**, focused on the Division's Three Year Education Plan priorities as it relates to instructional and assessment practices.

Strategies:

1. Facilitate and support for Beginning Teachers' Cohort, Reggio- Inspired Cohort, Call to Action Cohort, Music Cohort, and Fine Arts Cohort.
2. Facilitate and support workshops and sessions in Assessment For/Of Learning, Power Teacher Pro, Guided Reading, French Immersion, Differentiated Instruction, Inquiry/Project-based Learning.
3. Continue to communicate to teachers research informed practices to support teaching and learning.
4. Facilitate the introduction and examination of the new Teaching Quality Standard and the new Leadership Quality Standard (implementation September 2019).

1.

Supporting documents:

REPORTING DATE: Public Board Meeting – January 30, 2019

GOAL 1

**High Quality Teaching and Learning for
All Students**

Priority:

Continue to support, program and fund **effective early learning programs** and interventions for students enrolled in our Early Childhood Education (ECE) programs.

Strategies:

1. Facilitate summer and parent programs.
2. Fund and support Pre-school Enrichment Program (PEP), Kindergarten Enrichment Program (KEP), and Headstart programs.
3. Division-wide implementation of the Early Childhood Education Strategies for Teaching Based on Autism Research (ECE STAR) program to support students diagnosed with autism or social communication difficulties.

1.

Supporting documents:

REPORTING DATE: Committee of the Whole Meeting – February 13, 2019

GOAL 1:
High Quality Teaching and Learning for
All Students

Priority:

Continue to research, support and monitor high quality instructional strategies that improve students' literacy and numeracy skills across the Division.

Strategies:

1. Review and align instructional minutes assigned to Math in Grades 1 – 9.
2. Develop and report a literacy and numeracy plan in each school.
3. The division will develop a two year numeracy and literacy plan to support professional learning.

1.

Supporting documents:

REPORTING DATE: Committee of the Whole Meeting – March 13, 2019

GOAL 1

High Quality Teaching and Learning for All Students

Priority:

Continue to research, support and monitor the most **effective use of technology** to support students and staff with their learning.

Strategies:

1. Develop and plan for technology infrastructure for all schools through the Centralized Technology Services department.
2. Facilitate the Education Technology Teacher Advisory Cohort to explore and advise on teacher practice pertaining to technology in education.
3. Through Education Services, coordinate and collaborate with schools on the most appropriate assistive technologies for students who require supports.
4. Expand the role of a Coordinator of Instructional Technology and Innovation to assist teachers with applying technologies effectively for instruction and learning.

1.

Supporting documents:

REPORTING DATE: Committee of the Whole Meeting – March 13, 2019

GOAL 1:
High Quality Teaching and Learning for
All Students

Priority:

Communicate effectively with parents about their child's achievement.

Strategies:

1. Implement Power Teacher Pro.
2. Require scheduled Parent-Teacher conferences twice a year at all of our schools.
3. Monitor and support the use of the Power School Parent Portal as per Administrative Practice Education Services 21.

1.

Supporting documents:

REPORTING DATE: Public Board Meeting – April 24, 2019

GOAL 1:

**High Quality Teaching and Learning for
All Students**

Priority:

Provide our staff with professional development opportunities that promote an awareness and understanding of First Nations, Métis and Inuit culture.

Strategies:

1. Facilitate teacher and principal professional development relative to the new Teaching Quality Standard and the new Leadership Quality Standard (Competency 5).
2. Develop and coordinate a division wide strategy to ensure all students experience blanket exercises at grades 5, 7 and 10.
3. Work with Human Resources to develop a strategy to ensure all staff new to the division are provided with the opportunity to participate in a Blanket Exercise.

1.

Supporting documents:

REPORTING DATE: Public Board Meeting – April 24, 2019

GOAL 1:
High Quality Teaching and Learning for
All Students

Priority:

Collaborate with our First Nations, Métis and Inuit families and community for the benefit of our students and staff.

Strategies:

1. Explore the formation of a consultative group of Elders and school leaders to twice yearly provide feedback on division and school initiatives.
2. Invite elders and other members of the First Nations, Métis and Inuit community to share cultural understandings with students and staff.

1.

Supporting documents:

REPORTING DATE: Public Board Meeting – April 24, 2019

GOAL 1:
High Quality Teaching and Learning for
All Students

Priority:

Have schools identify a “most responsible person” (MRP) to monitor First Nations, Métis and Inuit student academic achievement.

Strategies:

1. All schools use data to identify two practices to determine effectiveness relative to success for students.

1.

Supporting documents:



Board Memorandum

Date: October 10, 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: Monthly Network Outage Report

Background:

Attached is the report for Technology Services indicating network outage.

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

Sept 27, 2018

Sept 1, 2018 – Sept 27, 2018

PRTG NETWORK MONITOR

Report for Common SaaS Check

Report Time Span: 9/1/2018 12:00:00 AM - 9/27/2018 12:01:00 AM
 Sensor Type: Common SaaS (15 m Interval)
 Probe, Group, Device: Local probe > Cloud Services > Internet Status
 Uptime Stats: Up: 100 % [25d23h57m29s] Down: 0 % [0s]
 Request Stats: Good: 100 % [2497] Failed: 0 % [0]
 Average (Available Services): >99 %

■ Downtime (%)

Date Time	Available Services	Office 365	Bing	Google Apps	GitHub	Facebook	Twitter	Youtube	Downtime	Coverage
Averages (of 624 values)	>99 %	184 msec	386 msec	327 msec	338 msec	221 msec	msec	315 msec	0 %	100 %

www.sturgeon.ab.ca (hosted)

Website monthly report: HTTP

Report Time Span: 9/1/2018 12:00:00 AM - 9/27/2018 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: 99.992 % [25d23h16m7s] Down: 0.008 % [3m0s]
 Request Stats: Good: 99.832 % [37363] Failed: 0.168 % [63]
 Average (Loading time): 539 msec



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Iva Paulik, Secretary Treasurer
Subject: Insurance Coverage for Volunteers in Schools

Background:

Sturgeon Public School Division carries a blanket insurance coverage for volunteers in schools. The blanket volunteer insurance is not first responding coverage, meaning any benefits or coverage that a volunteer has would respond first and our policy could respond for anything else not covered by their other benefits.

As per 2.3 of Policy D/II/18 – Volunteer Policy, the school principal shall ensure, as a minimum, that volunteers taking part in overnight field trips and in coaching and other responsibilities requiring independent supervision of students will provide the school with a valid criminal check, including the 'vulnerable sector' component, before the volunteer can be assigned to such activities.

Further to the enquiry regarding the student mentorship program established at Morinville Public School, volunteers are assigned to a participating school through the mentorship program offered by the Morinville Rotary Club in partnership with Big Brothers and Big Sisters. All associated forms (Child and Welfare Intervention Check, Criminal Records Check including a Vulnerable Sector check) come from Boys and Girls Club/Big Brothers and Big Sisters. All volunteers go through their training program. Principals contact parents, select students and monitor progress.

The Morinville Rotary Club has been working with the Camilla school on introducing a mentorship program in their school. They have applied for a grant and would like to find 3 to 4 volunteers to work with grade 3 students. In this

COMMITTEE 9.160

case, Sturgeon Public School Division insurance would be in effect as Big Brothers and Big Sisters will only provide initial assistance (via training).

Recommendation:

This report is shared as information.

Sincerely,



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



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Subject: Communication Strategies

Background:

In response to the legislated changes addressing the possession and use of cannabis, the attached letter was provided to all parents/guardians of students in Grades 4-12 via Power School announcement. Principals and vice principals in all schools received the letter as information.

Principals were requested to arrange an assembly to provide clear information to students, as well as use health or CALM classes to address questions and provide clarification.

Recommendation:

This report is shared as Information.

Sincerely,

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

attachment

COMMITTEE 9.17



p 780.939.4341 tf 1.888.459.4062
9820 - 104 Street, Morinville AB T8R 1L8

f 780.939.5520
sturgeon.ab.ca

September 28, 2018

Dear Parents and Guardians,

On October 17th, 2018 cannabis will be legalized across Canada and continue to be legal for anyone over the age of 18. Additionally, cannabis may be prescribed by a physician for medical use. Where cannabis is prescribed for a student, the usual procedure for Administering Medications and Medical Treatment to Students would be followed. (as per Board Policy G/II/3).

It is important to note that, for students under the age of 18, cannabis will be treated as a prohibited substance. Cannabis use or possession for anyone under the age of 18 is covered under Board Policy F/IV/2- Illicit, Prohibited and Restricted Substances. Moreover, Alberta has strict regulations concerning smoking in public buildings thus school buildings and events are covered under this legislation.

As this change in legislation occurs, it is important that we continue to help our children to make healthy and well-informed choices. Included in this correspondence are links to websites to assist parents and guardians in gathering information to use in open conversation with their child/children.

At Sturgeon Public Schools we will continue to work with parents/guardians to assist our students as they grow as healthy and successful individuals.

Sincerely,

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

c. Board of Trustees

Cannabis legalization in Alberta: Know the Rules

<https://www.alberta.ca/cannabis-legalization.aspx>

How to Talk to Your Teen About Drugs

<https://www.canada.ca/en/health-canada/services/health-concerns/reports-publications/alcohol-drug-prevention/talk-your-teen-about-drugs-communication-tips-parents.html#a1>

Talking With Teenagers About Drugs

<https://www.canada.ca/en/health-canada/services/substance-use/talking-about-drugs/talking-with-teenagers-about-drugs.html#a1>



Board Memorandum

Date: October 10, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kulk, Associate Superintendent, Education Services
Subject: Information Request: Smoking in division owned vehicles

Background:

At the Public Board meeting of September 26, 2018, an information request was made regarding smoking in division vehicles.

Section 1(k) of the Tobacco and Reduction Act (2018) identifies company owned vehicles as a workplace.

As a follow up action, non-smoking signage will be placed in all division owned vehicles.

Recommendation:

This report is shared as information.

Sincerely,

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