



Committee Meeting Agenda

September 12, 2018 – 4:30 p.m. – 6:00 p.m.

6:00 p.m. – 6:30 p.m. Meeting Recess

6:30 p.m. – Meeting Resumes

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 – June 13, 2018

5. Presentations

6. Reports from Senior Administration

6.1 Capital Update – Central Office Modernization

6.2 School Tours – schedule attached

6.3 Reports to the Board – Assurance Reports

- 6.4 Alexander First Nation – Meeting with Jody Kootenay, Director

7. Reports from Trustees and Standing Committees

- 7.1 Chair’s Report
- 7.2 Trustees Report
- 7.3 Advocacy Committee
- 7.4 Building and Maintenance
 - 7.4.1 Central Office Modernization
- 7.5 Finance and Human Resources
- 7.6 Education Policy
- 7.7 Transportation
- 7.8 ATA Update
- 7.9 CUPE Update

8. Reports from Special Committees/Task Groups

- 8.1 Alberta School Boards’ Association Zone 2/3
- 8.2 Public School Boards’ Association of Alberta
- 8.3 Teacher Board Advisory Committee (Policy Advisory – ATA)

8.4 Labour Management Committee (Policy Review – CUPE)

8.5 Community Services Advisory Board

9. **New Business**

9.1 Policy Tracker

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

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

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

9.5 CIF Update

9.6 Preliminary Enrolments

9.7 Presentation Tracker 2018 – 2019

9.8 School Presentations to the Board: November 2018

9.9 Staffing Updates (Certificated & Non-Certificated)

9.10 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

10. **Question Period**

11. **Unfinished Business**

12. **Information Items**

13. **Pending List**

14. **In Camera**

15. **Adjournment**



Notes of the Meeting of The Committee of the Whole Held at Morinville on June 13, 2018

Roll Call

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

Mrs. Tasha Oatway-McLay (Vice Chair - arrived at 5:36 p.m.)

Absent: Mr. Joe Dwyer

Call to Order

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

Consideration of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Moved by Mrs. Kohle that the agenda be approved.

CARRIED 5/0

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 May 9, 2018 be approved.

CARRIED 5/0

Presentations

Reports from Senior Administration

6.0 Senior Admin Report

Administration presented a written and verbal report on behalf of Senior Admin on the following:

- Morinville Public School Affirmation
- STEAM Games
- Field Trips

6.1 Staffing Updates

- 6.1.1 Certificated
A written report was provided and received as information.
- 6.1.2 Non-certificated
A written report was provided and received as information.

6.2 Educational Services Agreement – Alexander First Nation

Moved by Mrs. Pequin that the Board of Trustees refer the Educational Services Agreement – Alexander First Nation to the June 27, 2018 Board Meeting.

CARRIED 5/0

6.3 Educational Services Agreement – Language Immersion Sturgeon Public School Division Transported Students

Moved by Mrs. Featherley that the Board of Trustees refer the 2018 – 2019 Educational Services Agreement – Language Immersion Sturgeon Public School Division Transported Students – Elk Island Public Schools to the June 27, 2018 Board Meeting.

CARRIED 5/0

Moved by Mrs. Kohle that the Board of Trustees refer the 2018 – 2019 Educational Services Agreement – Language Immersion Sturgeon Public School Division Transported Students – Greater St. Albert Catholic Schools to the June 27, 2018 Board Meeting.

CARRIED 5/0

Moved by Mrs. Pequin that the Board of Trustees refer the 2018 – 2019 Educational Services Agreement – Language Immersion Sturgeon Public School Division Transported Students – St. Albert Public Schools to the June 27, 2018 Board Meeting.

CARRIED 5/0

Reports from Trustees and Standing Committees

7.1 Chair's Report

Trustee Jewell reported on the following:

- Public School Boards' Association of Alberta Spring General Meeting

- Alberta School Boards' Association Spring General Meeting

Tasha Oatway-McLay arrived at 5:36 p.m.

- 7.1.1 Lease Agreement – Town of Gibbons – Gibbons School for the Before and After School Care Program will be brought to the June 27, 2018 Board Meeting.
- 7.1.2 Lease Agreement – Town of Gibbons – Bon Accord Community School for the Before and After School Care Program will be brought to the June 27, 2018 Board Meeting.

7.2 Trustees' Reports

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Redwater High School Graduation Ceremony
- Edwin Parr Award Dinner
- Pride Parade in Morinville

Trustee Jewell (Gibbons/Lamoureux Area)

Trustee Jewell reported that he attended:

- Learning Centre Graduation Ceremony
- Public School Boards' Association of Alberta Spring General Meeting and Conference
- Alberta School Boards' Association Spring General Meeting and Conference

Trustee Kohle (Bon Accord/Legal Area)

Trustee Kohle reported that she attended:

- STEAM Games

Trustee Oatway-McLay (Cardiff/Garrison Area)

Trustee Oatway-McLay reported that she attended:

- STEAM Games
- Namao School Grade 9 Farewell Ceremony
- Namao School Spring Band Concert
- Learning Centre Graduation Ceremony
- Public School Boards' Association of Alberta Spring General Meeting and Conference
- Alberta School Boards' Association Spring General Meeting and Conference

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Redwater High School Graduation Ceremony
- Redwater School Awards Ceremony
- STEAM Games
- Ochre Park Council Meeting
- Redwater High School Year End Concert
- Alberta School Boards' Association Spring General Meeting and Conference

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

Trustee Sherwin reported that he attended:

- Sturgeon Heights School Council Meeting
- Morinville Rotary Meeting
- Public Schools Boards' Association of Alberta Spring General Meeting and Conference
- Alberta School Boards' Association Spring General Meeting and Conference

7.3 Building

Verbal reports were provided on the following:

- Update on the meeting with Rivière Qui Barre Agricultural Society.

5:59 p.m. – Moved by Mrs. Kohle that the Board go in camera.

CARRIED 6/0

6:03 p.m. – Moved by Mrs. Featherley that the Board go out of camera.

CARRIED 6/0

Meeting recessed at 6:04 p.m. for dinner.

Meeting resumed at 6:39 p.m.

- Sturgeon Composite High School exterior painting

Moved by Mrs. Oatway-McLay that the Board of Trustees refer Option 1 for the painting of the exterior of Sturgeon Composite High School to the June 27, 2018 Board Meeting.

CARRIED 6/0

- Four Winds Public School occupancy date of December 1, 2019.

7.3.1 Camilla Replacement School: Scope of Demolition

Discussed in camera.

7.4 Finance & Human Resources

A verbal report was provided.

7.5 Education Policy

A verbal report was provided on the Trustee Code of Conduct Survey that is due June 22, 2018.

Moved by Mrs. Kohle that the Education Policy Committee forward the Trustee Code of Conduct Survey along with Policy B/II/5 – Trusteeship Code of Conduct to Alberta School Boards’ Association.

CARRIED 6/0

7.6 Advocacy

No report was provided.

7.7 Transportation

A verbal report was provided.

Transportation Contractors’ Meeting is scheduled for June 18, 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)

No report was provided.

8.4 Labour Management Committee (CUPE)

A verbal report was provided.

8.5 Community Services Advisory Board

A verbal report was provided.

New Business

9.1 Policy Tracker

The Policy Tracker was received as information.

9.2 Policy D/1/6 – Appeals

Moved by Mrs. Oatway-McLay that the Board of Trustees refer Policy D/1/6 – Appeals and Board Regulation, Administration 2 – Appeals to the June 27, 2018 Board Meeting.

CARRIED 6/0

9.3 Administrative Practice – Educational Services 2 – Conditions Governing Awards of Grade 12 Scholarships

Moved by Mr. Jewell that the Board of Trustees receive as information Administrative Practice – Educational Services 2 – Conditions.

CARRIED 6/0

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

Moved by Mrs. Oatway-McLay that the Board of Trustees refer Locally Developed Courses Approval – Psychology – Abnormal 35 (3 credits) to the June 27, 2018 Board Meeting.

CARRIED 6/0

9.5 Alberta School Trustee Codes of Conduct

Discussed under Education Policy Committee update.

9.6 Central Office Modernization

Central Office Modernization is to be placed on the June 27, 2018 Board Meeting Agenda.

9.7 July/August Committee of the Whole and Board Meetings

Moved by Mr. Jewell that the following recommendation be referred to the June 27, 2018 Board Meeting for approval:

That the July and August Committee of the Whole meeting be cancelled; and the July Board Meeting be cancelled,

CARRIED 6/0

Moved by Mrs. Featherley that the following recommendation be referred to the June 27, 2018 Board Meeting for approval:

That the Organizational Meeting and August Board Meeting be scheduled for August 29, 2018 from August 22, 2018.

CARRIED 6/0

9.8 Transportation Information

A verbal report was provided.

Question Period**Unfinished Business****Information Items****Pending List**

Adjournment

The meeting adjourned 7:25 p.m.

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



Board Memorandum

Date: September 12, 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent

Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Thomas Holmes, Associate Superintendent, HR/Leadership
Iva Paulik, Secretary Treasurer

Subject: Capital Update

Background:

The Building and Maintenance Committee met on Friday 07 September 2018 and will provide an update regarding the Division's Capital Projects including:

- Four Winds Public School (new school);
- Camilla School (replacement);
- Sturgeon Composite High School Modernization (deficiencies);
- Central Office Renovation.
-

The Senior Executive has discussed and created a plan for each of the essential components as the Division prepares for the opening of Four Winds Public School. Conversations included extensive planning for Education, Human Resources and Business / Finance. The Senior Executive team will be meeting with Mr. Paul Harnish, Principal, Four Winds / Namao, in mid-September 2018, to set out the planning requirements, deliverables and deadlines for the next fourteen months.

It is very exciting to open a new middle school, however it will take thoughtful planning. The Board will be apprised of progress on this matter, through updates to the Board.

Recommendation:

This report is shared as information.

Sincerely,

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

BOARD 0.1



Board Memorandum

Date: September 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent
Originator(s): Principals
Subject: School Tours

Background:

Over the month of September, I and a member of the Senior Executive team will be touring each of the Division's Schools. Attached you will find a schedule of the tours. I have asked that where possible the tour include bus supervision. I want to thank the Associate Superintendents and Secretary Treasurer for joining me on these tours.

I look forward to meeting with Principals / school staff over the next several weeks.

Recommendation:

This report is shared as information.

Sincerely,

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

attachment

September 2018 Fall School Visits

<u>Dates</u>	<u>Time</u>	<u>Schools</u>	<u>Attending</u>	<u>Confirmed with Principal</u>	<u>Extras</u>
Sep 6-18	9:00 AM	Namao	Mary Lynne/Ruth	Paul Harnish	
Sep 6-18	10:00 AM	SCHS	Mary Lynne/Ruth	John Baldassarre	
Sep 6-18	11:00 AM	Guthrie	Mary Lynne/Ruth	Vernice Pollmann	
Sep 11-18	8:30 AM	Ochre Park	Mary Lynne/Iva	Roxanne Filipchuk	Bus Supervision/Breakfast Program
Sep 11-18	10:00 AM	Redwater	Mary Lynne/Iva	Iain Jamieson	
Sep 11-18	11:15 AM	Landing Trail	Mary Lynne/Iva	Darryl Propp	
LUNCH					
Sep 11-18	1:00 PM	Gibbons	Mary Lynne/Iva	Kristine Wilkenson	
Sep 11-18	2:00 PM	Sturgeon LC	Mary Lynne/Iva	Greg Gibson	
Sep 17-18	8:30 AM	Camilla/Colony	Mary Lynne/Ruth	Kari Morgan	Bus Supervision Camilla/Lunch Colony
Sep 18-18	8:30 AM	BACS	Mary Lynne/Thomas	Jackie Warmington	Bus Supervision/Breakfast Program
Sep 18-18	10:00 AM	Lilian Schick	Mary Lynne/Thomas	Steve Ionedis	
Sep 18-18	11:00 AM	MPS	Mary Lynne/Thomas	Shawna Walter	
Sep 20-18	8:30 AM	Sturgeon Heights	Mary Lynne/Thomas	Shannon Requa	Bus Supervision
Sep 20-18	10:00 AM	Morinville LC	Mary Lynne/Thomas	Greg Gibson	



Board Memorandum

Date: September 12, 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent / CEO

Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Thomas Holmes, Associate Superintendent, HR/Leadership
Iva Paulik, Secretary Treasurer

Subject: Assurance Reports

Background:

Over the 2017 / 2018 school year, Alberta Education engaged in work with stakeholder organizations to begin the work on a shift from an Accountability Framework to an Assurance Framework. The work included pilot jurisdictions that tested the components, to ensure alignment with Business Plan outcomes and the interests / uniqueness of the communities served by Alberta's publicly funded Education system.

Although the timeframe by which the Assurance Framework will be fully implemented in school jurisdictions has yet to be confirmed, I respectfully recommend that it would be prudent for the reports provided to the Board, by the Senior Executive begin to align with the province's Assurance framework.

This proposed shift, also supports the Board's interest in succession planning. One of the pillars of succession planning, is the opportunity for the Board to see the work of leaders from within and across the jurisdiction. Some may be invited to make presentations to the Board of Trustees and / or have their contributions to the work of the learning organization recognized through acknowledgement in the reports to the Board.

The Senior Executive team have also discussed the provision of Assurance Reports to the Board of Trustees. The Assurance Reports will include the following:

Staffing (September): this report will provide the Board with an overview of the jurisdiction including but not limited to changes in F.T.Es for all staff, number of leaves, Excellence in Teaching nominations, Edwin Parr nominations, opportunities / challenges, as well as a Human Resources Action Plan for the respective school year.

BOARD

W.B.

Provincial Achievement Tests / Diploma Results (October): this report will provide the Board with information regarding the student achievement results. This report will precede the individual School Presentations to the Board which are proposed for November.

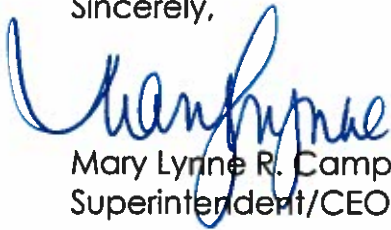
Audited Financial Statements (November / December): the presentation of the Division's audited financial statements are in addition to the monthly financial reports that will continue to be presented to the Board.

Education Plan Reports (throughout the school year): The Senior Executive will create a reporting schedule regarding the twenty-one strategies which support the three goals, within the 2018 – 2021 Education Plan. Each report will highlight the Goal / Strategies from the Education Plan.

Recommendation:

The information regarding the changes to format and reports to the Board is shared with the Board for further discussion and direction.

Sincerely,



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

attachment



ASSURANCE REPORT TWO

STAFFING

NOVEMBER 2018 – Committee of the Whole

ASSURANCE REPORT TWO: STAFFING

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Highlights

Staffing Changes from Previous Year

Based on 30 September 2018 number count of staff working for SPSPD ↑/↓ by FTE over 2017/2018 for a total of ____ FTE:

- Certificated _____
- Non-Certificated _____
- Central Office Certificated _____
- Central Office Non-Certificated _____

Excellence in Teaching

Number of Teachers nominated for Excellence in Teaching _____

Edwin Parr

Number of Teachers nominated for Edwin Parr _____

Student Enrollment

2013/2014
2014/2015
2015/2016
2016/2018
2018/2019

Previous Year Staffing Comparison

Comparison (2017-2018 to 2018-2019) changes in FTE for:

- School Certificated Staff
- School Support Staff
- Central Office Certificated Staff
- Central Office GEC Staff
- Transportation staff
- IT staff
- O&M staff
- Custodial staff

Certificated Staff

- Total Certificated FTE
- Percentage of 4+ years of education
- Percentage of 5+ years of education
- Percentage of 6+ years of education
- Percentage of 10+ years of experience
- Percentage of 20+ years of experience
- Number of Teachers nominated for Excellence in Teaching
- Number of new teachers hired
- Number of Teacher nominated for Edwin Parr

Support Staff

- Total Support Staff FTE
- Percentage of staff as EA 1
- Percentage of staff as EA 2
- Percentage of staff as EA 3
- Percentage of staff as EA 4

GEC

- Total Number of GEC staff

Leaves

- Number of staff on secondment
- Number of staff on EDB
- Number of staff on maternity/parental leave
- Compassionate leaves

Health Spending Account

Utilization rate of HSA

Sick Leave

- Average sick days in 2018/2019 were:
 - Teachers
 - Support staff
 - GEC
 - Central Office staff
 - Other
- Average family sick days in 2018/2019
 - Teachers
 - Support staff
 - GEC
 - Central Office staff
 - Other
- Average medical days in 2018/2019
 - Teachers
 - Support staff
 - GEC
 - Central Office staff
 - Other
- Number of staff on EDB

Injury

- Number of staff who have accessed Occupational Injury Services (OIS)

- Number of staff injury reports
- Most common injuries
- Number WCB reports

Future Challenges

1. Recruitment and retention of French Immersion teachers
2. Succession planning for Central Office
3. Recruitment and retention of substitute teachers

Action Plan

Sturgeon's HR Management Plan includes the following strategies for 2018-19:

Appendices

Number of Staff

Staff	15/16	16/17	17/18	18/19
School Based				
Certificated				
Support				
Custodial				
Janitorial				
Central Office				
Sr. Admin Certificated				
Certificated				
Support				
IT				
O&M				
Custodial				

Teacher Education/Experience

	4 yrs of Education	5 yrs of Education	6 yrs of Education	Total
Years of Service				
0 years				
1 year				
2 years				
3 years				
4 years				
5 years				
6 years				
7 years				
8 years				
9 years				
10 years				
11 years or more				
Total				

Certificated Staff Data

	2015/2016	2016/2017	2017/2018	2018/2019
Demographics				
Number of Teaching Staff				
Teaching Staff FTE				
Full Day Sub Cost				
Sub Days				
Total Sub Days				
Personal Days				
Personal Days Available				
Personal Days Taken				
Personal Days Utilization Rate				
Total Cost to Personal Leaves				
Health Spending Account				
HSA Utilization Rate				
Compassionate Leave				
Critical Illness Leave Days Taken				
Bereavement Leave Days Taken and Travel				
Total Compassionate Leave Taken				
Total Cost to Compassionate Leave				
Sick Time				
Sick Days Taken				
Family Medical Days Available				
Family Medical Days Taken				
Family Medical Days Utilization Rate				
Total Average # of Sick Days per Employee				
Cost to Sick Time				
Administration				
Paid Leave Days Available				
Paid Leave Days Taken				
Paid Leave Day Utilization Rate				
Other				

Other Days Taken (PD, DD, SB, Third Party Days, IPP, Case Conference, Convocation Family, Covocation, Cost of Sub, Jury Duty, Paternal leave) Cost to Other Days Assuming Replacement Total Other Days Away per Teacher				
Total Total # of Days Absent Cost to Absence Assuming Replacement Total # of Days Absent per Teacher				

Support Staff Data

	2015/2016	2016/2017	2017/2018	2018/2019
Demographics Number of CUPE Staff CUPE Staff total hours per week Full Day Sub Cost				
Sub Days Total Sub Days				
Personal Days Personal Days Available* Personal Days Taken Personal Days Utilization Rate Total Cost to Personal Leaves				
Health Spending Account HSA Utilization Rate				
Compassionate Leave Critical Illness Leave Hours Taken Bereavement Leave Hours Taken Total Compassionate Leave Taken Total Cost to Compassionate Leave				

Sick Time				
Sick Hours Taken				
Family Medical Hours Available				
Family Medical Hours Taken				
Family Medical Days Utilization Rate				
Cost to Sick Time				
CUPE				
CUPE Leave Hours Taken (Bill outside)				
Other				
Other Hours Taken (PD, DD, SB, LWOP, Lieu time, Convocation Family, Convocation, Jury Duty, ChildcareHours Taken, Inclement Weather, IPP, Discretionary, Paternal, Case confernce, WCB)				

GEC Staff Data

	2015/2016	2016/2017	2017/2018	2018/2019
Demographics				
Number of GEC Staff				
GEC Staff FTE				
Full Day Sub Cost				
Sub Days				
Total Sub Days				
Personal Days				
Personal Days Available				
Personal Days Taken				
Personal Days Utilization Rate				
Total Cost to Personal Leaves	\$ -	\$ -	\$ -	\$ -
Health Spending Account				
HSA Utilization Rate				
Compassionate Leave				

Critical Illness Leave Days Taken				
Bereavement Leave Days Taken				
Total Compassionate Leave Taken				
Total Cost to Compassionate Leave	\$ -	\$ -	\$ -	\$ -
Sick Time				
Sick Days Taken				
Family Medical Days Available				
Family Medical Days Taken				
Family Medical Days Utilization Rate				
Cost to Sick Time	\$ -	\$ -	\$ -	\$ -
Other				
Other Days Taken (PD, DD, SB, Third Party Days etc)				



Board Memorandum

Date: September 12, 2018
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Subject: Meeting with Jody Kootenay, Director of Education

Background:

On 23 August 2018 I was pleased to share lunch and conversation with Jody Kootenay, Director of Education, Alexander First Nation Education. Ms. Kootenay spoke at length about the positive and productive working relationship that the Nation has with Sturgeon Public Schools. She noted that we share 40+ years of connections and creating learning opportunities for Alexander First Nation students.

I reviewed some of the Division's Education Plan strategies with Ms. Kootenay and queried whether there would be interest in building upon our shared history of success. Ms. Kootenay expressed a keen interest in continuing the conversation and finding ways by which we can continue to collaborate on planning, student achievement and professional development.

On a related note, we were privileged to begin our August 2018 Administrative Council Meeting with a pipe ceremony. My sincere thanks to Elders, Roy and Hazel Arcand for helping our instructional leaders to begin the school year in a good way.

Recommendation:

This report is shared as information.

Sincerely,

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



Board Memorandum

Date: September 12, 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Thomas Holmes, Associate Superintendent, HR/Leadership
Iva Paulik, Secretary Treasurer

Subject: Policy Tracker

Background:

Attached please find a copy of the DRAFT policy tracker for the 2018 / 2019 Board meetings. The tracker is based upon Board's direction received regarding Policies to be brought to the Board for review, discussion and approval.

The Senior Executive have reviewed the tracker and made a few suggested changes which are included in the document.

Recommendation:

It is the recommendation of the Senior Executive that the Policy Tracker be reviewed and approved by the Board of Trustees.

Sincerely,

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

attachment

BOARD 9.1



POLICY TRACKER (School Year 2018-2019)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Recommendation to Approve
August-18					
E//02 B//07	Trustee Renumeration and Expense Reimbursement	2017-Nov-8 2018-Aug-29 2018-Nov-28 2018-Aug-29	Forwarded to Brd Retreat Jan 2018		Approved 2018 August 29
September-18					
E//03	Committees of the Board	2018-Jan-17			
D//02	School Operation in Emergency	2018-Jan-17 2018-Sept-12	Ref. from Mar 22/17 PB		
October-18					
D//04	School Budget Allocation	2018-Oct-10			
D//12	Staff Use of School Facilities	2018-Oct-10			
D//13	Advertising or Canvassing in Schools	2018-Oct-10			
E//05	Alcohol and Substances in the Workplace	2018-May-9 2018-Sept-12	Next Ed. Policy Committee Mtg		
F//01	Senior High School Credit Load	2018-Oct-10			
November-18					
E//01	Attendance at Meetings	2018-Nov-14			
D//05	Reserve Funds	2018-Nov-14			
E//04	Harassment Policy	2018-Nov-14			



POLICY TRACKER (School Year 2018-2019)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Recommendation to Approve
			COW	Education Bldg HR Transportation O & M		
November-18 cont'd						
B/II/7	Trustee Renumeration and Expense Reimbursement	2017-Nov-8 2018-Aug-29 2018-Nov-28 2018-Aug-29 2018-Nov-14				
E/II/7	Healthy Interactions Model	2018-Nov-14				
G/III/3	Administering Medications and Medical Treatments to Students	2018-Nov-14				
December-18						
January-19						
B/IV/01	Board Roles and Responsibilities	2019-Jan-17				
D/III/6	The Lord's Prayer	2019-Jan-17				
D/III/16	Religious Theme/Content in School Activities	2019-Jan-17				
E/II/05	Employee Conflict of Interest	2019-Jan-17				
February-19						
F/IV/04	Student Conduct	2019-Feb-13				
G/II/02	Health and Safety	2019-Feb-13				
H/02	Hazardous Materials	2019-Feb-13				



Board Memorandum

Date: September 12, 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent

Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Thomas Holmes, Associate Superintendent, HR / Leadership
Iva Paulik, Secretary Treasurer

Subject: Policy B / 1 / 3: Committees of the Board

Background:

Attached please find a copy of proposed revisions to Policy B / 1 / 3 Committees of the Board. No changes are proposed for the Student Discipline, Transportation and Advocacy Committee policies.

Several Terms of Reference include a change to the phrase 'Administrative Support'. This proposed change reflects the support that members of the Senior Executive may provide to each Board Committee.

I am happy to speak to the proposed revisions at the 12 September 2018 Committee of the Whole meeting.

Recommendation:

It is the recommendation that the proposed revisions be reviewed / discussed by the Board; and

That each of the Board Committees review, discuss and propose revisions to each Committee's respective policy; and

Further that any revisions be brought to the 26 September 2018 Public Regular Meeting of the Board for approval.

Sincerely,

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

attachment

BOARD 9.2



1.0 POLICY

- 1.1 The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.
- 1.2 The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

- 2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.
- 2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.
- 2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.
- 2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.
- 2.5 Each committee will develop an annual work plan and report same to the Board for review and approval.
- 2.52.6 The committee shall report to the Board on a regular basis at Committee of the Whole and/or Public Board meetings.
- 2.62.7 All other committee procedures are to be included in the specific description for each committee.

References: *School Act: 60 (2) (i)*



B/I/3 – Committees of the Board

B/I/3

EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: **COMMITTEE OF THE WHOLE** **B/I/3a**

Committee Powers: To make recommendations to the Board regarding revisions to existing Board policy and regulation and the development of new policy and regulations.

To review any matters relating to the operation of the Board.

Committee Terms of Reference

1. **Membership:** All trustees with a quorum of four. Chair of the Board or designate chairs the meeting.
2. **Voting Privileges:** All Committee members may vote.
3. **Administrator Assigned:** Superintendent ~~of Schools~~/CEO
4. **Record of Proceedings of Committee Meetings:** Kept by Secretary Treasurer and reviewed by the Committee at its next meeting. Proceedings circulated to all trustees.
5. **Meetings:** Second Wednesday of each month:
 - ~~4:30 p.m. closed to the public~~
 - ~~6:00~~4:30 p.m. open to the public

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 66 (1)*



Committee Name: STUDENT DISCIPLINE COMMITTEE

B/I/3b

Committee Powers: To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Section 24 (6-9) and 25 (1-4) of the School Act.

Committee Terms of Reference

1. Membership: Three trustees excluding the Trustee from the student’s designated ward. The local trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee. Quorum of two Trustees.
2. Voting Privileges: All members of the Committee may have the right to vote except in the case of a trustee acting as an observer.
3. Administrator Assigned: Associate Superintendent, Education Services.
4. Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held “in camera”.
6. Reporting: The Board shall be provided with a yearly report.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

A.T.A. Collective Agreement: Article 3

Committee Name: C.U.P.E. NEGOTIATIONS COMMITTEE B/I/3d

Committee Powers: To negotiate on the Board’s behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

To sign and recommend to the Board a Memorandum of Agreement between the parties.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned Administrative Support: Associate Superintendent, ~~Human Resources Leadership Support~~Education Services: Manager, Human Resources.
4. Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The ~~Associate Superintendent, Human Resources and Leadership Support~~Manager, Human Resources records matters on which agreement has been reached.
5. Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

Committee Authority

1. The Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: *School Act: Section 119*
Labor Relations Code: Section 21
Employment Standards Code: Sections 3 and 4



EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: **LABOUR MANAGEMENT COMMITTEE** **B/I/3f**

Committee Powers: To meet with representatives of Sturgeon staff included in the C.U.P.E. contract.

To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.

To refer to the Board or other Board committee matters requiring Board or Committee attention.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two. The Chair is one of the Board representatives.
2. Voting Privileges: Only Committee members may vote.
3. ~~Administrator Assigned~~Administrative Support: Associate Superintendent, Human Resources and Leadership Support.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources and Leadership Support. Minutes circulated to all Committee members, all trustees, the President of C.U.P.E. and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to the provisions of the Collective Agreement between the Board and C.U.P.E

References: *Policy B/IV/2 Board Staff Communication*
 School Act: Section 119
 C.U.P.E. Agreement: Article 23



EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: BUILDINGS AND MAINTENANCE COMMITTEE B/I/3g

- Committee Powers:**
1. To set the agenda for the Committee.
 2. To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make recommendation to the Board on the division's Capital Plan and Modular requests
 3. To participate in final inspections of facilities constructed for the Board.
 4. In division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
 5. In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
 6. To recommend policies affecting buildings to the Board.
 7. To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned Administrative Support: Secretary-Treasurer ~~or designate~~ and Superintendent/CEO.
4. Record of Proceedings of Committee Meetings: Kept by the Secretary-Treasurer or designate and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



B/I/3 – Committees of the Board

B/I/3

EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: EDUCATION POLICY COMMITTEE B/I/3h

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. ~~Administrator Assigned~~ Administrative Support: Associate Superintendent, Education Services or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Education Services and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



B/I/3 – Committees of the Board

B/I/3

EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: FINANCE & HUMAN RESOURCES COMMITTEE B/I/3i

Committee Powers: To set the agenda for the Committee.

To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to division and trustee priorities.

To make recommendations to the Superintendent regarding matters related to the division budget.

To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.

To make recommendations to the Board regarding matters related to the division budget.

To make recommendations to Human Resources regarding matters related to the division budget.

To review quarterly and annual financial statements prior to presentation to the Board

Committee Terms of Reference

1. **Membership:** Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board. The Board may wish to appoint two (2) members of the public, with appropriate accounting designations to attend meetings when the quarterly and annual financial statements are reviewed by the committee.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Secretary Treasurer and/or Associate Superintendent Human Resources and Leadership Support.
4. **Record of Proceedings of Committee Meetings:** Kept by the assigned administrator and approved at its next meeting. Minutes circulated to all Committee members, all trustees, Associate Superintendent and the Superintendent.
5. **Meetings:** Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. **Reporting:** The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: **TRANSPORTATION COMMITTEE**

B/I/3j

Committee Powers: To set the agenda for the Committee.

To review and make recommendations to the Board on matters related to the transportation of Sturgeon School Division students.

To recommend and review policies dealing with transportation.

To liaise with bus contractors on governance matters.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. ~~Administrator Assigned~~Administrative Support: Superintendent ~~or designate~~/CEO.
4. Record of Proceedings of Committee Meetings: Kept by the Secretary-Treasurer or designate and approved at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



B/I/3 – Committees of the Board

B/I/3

EFFECTIVE: September 7, 1983

REVISED: April 26, 2017

REVIEW: 2022-2023

Committee Name: ADVOCACY COMMITTEE

B/I/3k

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees

To recommend and review policies related to advocacy.

To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board’s work Plan.

To undertake Ad hoc Committee work relative to ASBA and PSBAA.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: All Committee members may vote.
3. Administrator Assigned Administrative Support: Superintendent ~~of Schools~~/CEO.
4. Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Board Memorandum

Date: September / 12 / 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent

Originator(s): Thomas Holmes, Associate Superintendent of Human Resources and Leadership Support

Subject: Policy D/II/2 – School Operation in Emergency

Background:

Attached for Trustee review is a copy of Policy D/II/2 – School Operation in Emergency. Policy recommendations were brought forward last year for consideration and approval. Administration is recommending some reference changes to Policy D/II/2.

Administration has attached the relevant Administrative Practices for Trustee information.

Recommendation:

That the Committee of the Whole review Policy D/II/2 – School Operation in Emergency and forward to Public Board Meeting.

BOARD 9.3



1.0 POLICY

- 1.1 The Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the event of emergency circumstances.
- 1.2 The Board believes that its schools should be kept open to receive students during the regular school year, regardless of emergency circumstances.
 - 1.2.1 The Board also recognizes that under certain emergency circumstances it may be necessary to close a school or schools.
- 1.3 The Board believes that the final decision on whether or not a student attends school during emergency circumstances should be made by the parent or guardian.
- 1.4 The Superintendent or designate shall be responsible for the maintenance and review of a division Crisis and Critical Incident Response Plan to provide schools with appropriate interventions for emergency circumstances.

References: *Board Policy(s):* *G/II/8 – Crisis and Critical Incidents*
G/II/2 – Health and Safety
~~*D/II/09 – School Inclement Weather Policy*~~
I/3 – Inclement Weather
I/2 – School Bus Safety

Admin Practice(s): *Administration 7 – School Operation in Emergency*
Administration 13 – Inclement Weather Decisions for Schools
Transportation 2 – Inclement Weather Decisions for Transportation
Student Services 1 – Crisis and Critical Incidents
Sturgeon Crisis and Critical Incident Response Plan



ADMINISTRATION 7 – School Operation in Emergency

Date: April 14, 2003

Revised: January 31, 2018

Responsible Administrator: Superintendent

- 3.1.6 Absences by students for transportation challenges that include bus failure, , decision of a contractor not to operate, or suspension of transportation services by the Superintendent or designate, shall be deemed excusable, and shall also not affect the granting of credit in high school courses.

School Closure

- 3.3 Under certain emergency circumstances, a Principal can be authorized to close a school following consultation with the Superintendent or designate.

Duty to Notify

- 3.4 Principals shall include a copy of this policy in their school newsletter no later than November 1st of each school year.

References: Board Policy: *D/II/2 – School Operation in Emergency*
G/II/8 – Crisis and Critical Incidents
G/II/2 – Health and Safety
I/3 – Inclement Weather



ADMINISTRATION 13 – Inclement Weather Decisions for Schools

Original Date: Oct. 9, 2007 Revised: December 11, 2017

Responsible Administrator: Associate Superintendent of Education Services

- 3.4 The principal of each school shall ensure that staff, students and parents are familiar with the provisions for keeping students safe during inclement weather.
- 3.5 The principal shall include a copy of the provisions for keeping students safe during inclement weather in their school newsletter no later than November first of each school year.

References: *Board Policy:* *I/3 - Inclement Weather*
 D/II/2 - School Operation in Emergency
 G/II/8 – Crisis and Critical Incidents
 G/II/2 – Health and Safety

Admin Practice(s): *Administration 7 – School Operation in Emergency*
 Administration 13 – Inclement Weather Decisions for Schools
 Transportation 2 – Inclement Weather Decisions for Transportation
 Student Services 1 – Crisis and Critical Incidents
 Sturgeon Crisis and Critical Incident Response Plan



TRANSPORTATION 2 – Inclement Weather Decisions for Transportation

Original Date: Oct. 9, 2007

Revised: December 11, 2017

Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

A formalize process is necessary to ensure the safety and well-being of all students during inclement weather.

2.0 PROCESS

The Superintendent or designate shall be responsible for determining the need for a suspension of school bus service.

3.0 GUIDELINES

- 3.1 School bus service shall be suspended at a temperature of minus forty (40) degrees Celsius as measured at the weather stations located in Morinville at Sturgeon Public School Division Central Office. The temperature used to determine suspension of bus service shall not take into account wind-chill.
- 3.2 The Manager of Transportation shall provide feedback to the Superintendent regarding the decision to suspend school bus services.
- 3.3 The Superintendent or designate shall direct a system wide suspension of school bus service in every instance where in their opinion, climatic and/or road conditions constitute a significant hazard to the safety and well-being of school bus passengers. Attempts should be made to contact neighboring school jurisdictions regarding their plans to suspend school bus service.
- 3.4 Suspension of school bus services may be limited to a specific region of Sturgeon School Division. When this occurs, only buses that serve those schools will be affected.
- 3.5 The Superintendent or designate may suspend school bus services on a route-by-route basis. Regardless of the routes affected by suspension of school bus service, all schools will remain open. Should weather conditions be extreme or deteriorate during the day in a

References: Board Policy: I/3 - Inclement Weather
D/II/2 – School Operation in Emergency



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003

Revised: October 11, 2016

Responsible Administrator: Associate Superintendent,
Human Resources and
Leadership Support

1.0 RATIONALE

The Board recognizes its responsibility in taking reasonable measures to ensure the safety and welfare of students and employees in the event of emergency situations.

2.0 PROCESS

The Superintendent or designate will be responsible for coordinating all communications with the media during emergency situations.

3.0 GUIDELINES

3.1 The most responsible person in emergency circumstances for a school is the principal and for Central Service is the Superintendent or designate.

3.2 Central Service will maintain a division Crisis and Critical Incident Response Plan, which schools will use to respond appropriately to emergency circumstances.

3.2.1 Central Service will maintain a division Crisis and Critical Incident Response Team and schools will maintain a site-based Crisis and Critical Incident Support Team.

3.2.2 The division Crisis and Critical Incident Response Team is to provide support to individual schools during emergency situations under the supervision of the Director of Learning Support.

3.2.3 The site-based Crisis and Critical Incident Response Team is to respond to emergency situations according to the protocols as developed in the division and school Crisis and Critical Incident Response Plans.

3.3 All employee members are to be knowledgeable of the division Crisis and Critical Incident Response Plan and shall fulfill their duties accordingly.

References: *Board Policy:* D/II/2 – School Operations in an Emergency
G/II/2 – Health and Safety
G/II/8 - Crisis and Critical Incidents
I/2 – School Bus Safety
Admin Practice: Administration 7 – School Operation in an Emergency
Administration 17 – Health and Safety
Alberta Fire Code
Sturgeon Crisis and Critical Incident Response Plan



STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003

Revised: October 11, 2016

Responsible Administrator: Associate Superintendent,
Human Resources and
Leadership Support

-
- 3.4 The Principal and Superintendent or designate is responsible for reviewing division and school Crisis and Critical Incident Response Plans with all employees each school year.
- 3.5 For Crisis and Critical Incident response, the Principal and Superintendent or designate shall follow the procedures as outlined in the Sturgeon School Division Crisis and Critical Incident Plan.
- 3.6 The Principal and Superintendent or designate shall:
- 3.6.1 Coordinate professional development activities to support the Crisis and Critical Response Plan.
 - 3.6.2 Establish procedures for the proper documentation of incidents.
 - 3.6.3 Establish procedures and contact lists for coordinating municipal services in the event of an emergency.
 - 3.6.4 Establish an employee fan-out list.
 - 3.6.5 Establish a communication plan for employees, media, parents, students and the public.
 - 3.6.6 Ensure that the emergency supply list is maintained as outlined in Appendix D of the division Crisis and Critical Response Plan.
 - 3.6.7 Share a copy of this administrative practice with employees each school year before September 30th.

References: *Board Policy: D/II/2 – School Operations in an Emergency
G/II/2 – Health and Safety
G/III/8 - Crisis and Critical Incidents
I/2 – School Bus Safety*

*Admin Practice: Administration 7 – School Operation in an Emergency
Administration 17 – Health and Safety*

*Alberta Fire Code
Sturgeon Crisis and Critical Incident Response Plan*



Committee of the Whole Memorandum

Date: September 12, 2018

To: Committee of the Whole

From: Iva Paulik, Secretary Treasurer

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

Background:

The attached Student Educational Services and Transportation Agreement from Greater St. Albert Catholic Schools is a combination of two agreements that Sturgeon School Division and Greater St. Albert Catholics Schools have entered into in past years.

Previously a Student Transportation Agreement was in place for Student 'A', a resident student of Sturgeon School Division. For several years, the parents have elected to have their special education child educated in Greater St. Albert Roman Catholic Separate School District No. 734. Greater St. Albert is willing to transport this wheel chair bound student to their school. A Transportation Agreement has been in place since 2013 – 2014.

A Transportation Services Agreement has been in place for the family of Students 'B', who reside west of Morinville for their children to attend French Immersion programming at Morinville Schools since the 2000 – 2001 school year. Student 'C' was added to the Transportation Services Agreement for the 2014 – 2015 school year. Student 'D' was added to this Transportation Services Agreement for the 2014 – 2015 school year and is attending French Immersion program in grade nine.

Recommendation:

That the Board of Trustees review the Student Educational Services and Transportation Agreement with Greater St. Albert Roman Catholic Separate School District No. 734 for the 2018 – 2019 school year and advise the Senior Executive Committee accordingly.

BOARD 9.4



STUDENT EDUCATIONAL SERVICES AND TRANSPORTATION AGREEMENT

This agreement made in duplicate this _____ DAY
OF _____, 2018.

BETWEEN:

**THE BOARD OF TRUSTEES OF THE
STURGEON SCHOOL DIVISION No.24**

OF THE FIRST PART,

- and -

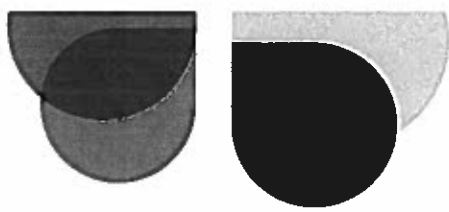
**THE BOARD OF TRUSTEES OF THE
GREATER ST. ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT No. 734**

OF THE SECOND PART.

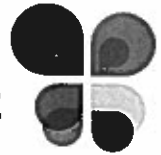
WHEREAS the parties are required to provide transportation to students enrolled in schools within their jurisdiction in accordance with the provisions of the School Act, S.A. 2000, c S-3 as amended from time to time;

AND WHEREAS the parties are desirous of entering into an agreement which will permit the fulfillment of these obligations along with the provision of educational services,





Greater St. Albert Catholic Schools



AND WHEREAS the parties are in agreement that all transportation funding claims can be made by the party providing the educational services for students identified in Appendix A;

NOW THEREFORE the parties hereto agree as follows:

1. Definitions

- 1.1 "School Act" where used in this agreement means the School Act, S.A. 2000, c. S-3 as amended from time to time.
- 1.2 "Students" where used in this agreement means individuals who are enrolled in a school or are required to attend school under Section 8 of the School Act and who have parents or guardians, as the case may be, who are residents of the Sturgeon School Division No.24, and shall include independent students as defined within the School Act all of whom attend schools operated by the Greater St. Albert Roman Catholic Separate School District No.734 and are in grades one to twelve inclusive.

2. Obligation to Transport

- 2.1 Greater St. Albert Roman Catholic Separate School District No. 734 shall provide transportation for only those students listed on Appendix "A", by the parties to this agreement, to and from schools located within the jurisdiction of Greater St. Albert Roman Catholic Separate School District No. 734 in compliance with the applicable provisions of the School Act and any Regulations passed there under.
- 2.2 Greater St. Albert Roman Catholic Separate School District No. 734 shall provide transportation for students on all days when the schools of the Greater St. Albert Roman Catholic Separate School District No. 734 are operational, except if such service is rendered impossible due to acts of God, strikes, wars, floods, fires or other such incidents which cannot reasonably be foreseen or provided against. In the event of any such incident occurring, the parties acknowledge and agree that neither party shall be held responsible for any damages, delay or failure to perform caused by the Greater St. Albert Roman Catholic Separate School District No. 734 inability to fulfill its obligations under this agreement.

- 2.3 Greater St. Albert Roman Catholic Separate School District No. 734 shall provide transportation facilities reasonably adequate for the purpose of safely conveying the students to and from the schools as required.
- 2.4 Greater St. Albert Roman Catholic Separate School District No. 734 shall provide adequate supervision for students using its transportation facilities.

3. Miscellaneous

The parties acknowledge and agree that transportation services shall continue to be provided by the Greater St. Albert Roman Catholic Separate School District No. 734 for each of the students identified within Appendix "A", to and from schools of the Greater St. Albert Roman Catholic Separate School District No. 734 as set out in Appendix 'A'. In the event that any student included within Appendix "A" ceased to reside at the location described with the said Appendix, said student will no longer be eligible for transportation in accordance with the terms and conditions of this clause.

4. Indemnification

- 4.1 The transporting party shall at all times well and sufficiently indemnify and keep indemnified the Sturgeon School Division No.24 from and against all actions, proceedings, claims, costs, expenses, and demands of any nature in consequence of
- 4.1.1 bodily injury, sickness, disease or death sustained by students while riding in, boarding or alighting from any vehicle provided by Greater St. Albert Roman Catholic Separate School District No. 734 and



4.1.2 Damage to, destruction or loss of property where such property was damaged, destroyed or lost while situate in any vehicle provided by Greater St. Albert Roman Catholic Separate School District No. 734 after having been brought upon such vehicle by students.

5. Amendments

5.1 This agreement may be amended from time to time by the mutual written consent of both parties. In the event of a dispute, the parties may request a review of the agreement pursuant to Section 125(1) of the School Act.

6. Term

6.1 This agreement shall continue in force from August 31st, 2018 hereof until termination by either party in accordance with the terms and conditions herein, or upon the mutual consent of both parties, which consent shall be evidenced in writing.

7. Termination

7.1 Notice of intention by either party to terminate this agreement for a subsequent school year must be given in writing to the other party prior to March 31st in any year. Such notice shall be effective August 30th of the same year if given in accordance with this provision.

8. Binding Agreement

8.1 This agreement shall enure to the benefit of and be binding upon the parties hereto together with their respective successors and assigns.

9. Notice

- 9.1 Any notice required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party for whom it is intended if delivered and forwarded by registered, prepaid post at the following address:

Sturgeon School Division No. 24
9820 - 104 Street
Morinville, Alberta
T8R 1L8

Greater St. Albert Roman Catholic Separate School District No. 734
6 St. Vital Avenue
St. Albert, AB
T8N 1K2

Or to such other address as either party may furnish to the other from time to time. Such notice shall be deemed to have been received within five (5) days after the date of such mailing.

IN WITNESS WHEREOF the parties hereto have executed these presents on the day and year first above written.

STURGEON SCHOOL DIVISION No.24

Per: _____

Per: _____

GREATER ST. ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DISTRICT
No. 734

Per:  _____

Per:  _____

APPENDIX 'A'

2018-2019 School Year

The transportation by Greater St. Albert Roman Catholic Separate School District No 734 of the following Sturgeon School Division No. 24 resident students during the 2018-2019 School Year is mutually agreed to by the parties to this agreement.

NAME	ADDRESS	SCHOOL	GRADE
Student 'A'		St. Albert Catholic High	10
Student 'B'		G.H. Primeau	8
Student 'C'		G.H. Primeau	5
Student 'D'		Morinville Community High	9



Board Memorandum

Date: September / 12 / 2018

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent

Originator(s): Thomas Holmes, Associate Superintendent of Human Resources and Leadership Support

Subject: Classroom Improvement Fund

Background:

Sturgeon Public School Division received approval from Alberta Education for its 2018/2019 CIF Proposal on June 22, 2018. On May 30, 2018, the Sturgeon CIF Committee (Chair Jewell, Dr. Dick and Mr. Holmes) met with Sturgeon ATA Local to consult on plans for CIF in the 2018/2019 operational school year. A summary of our CIF plan for 2018/2019 is included for Trustee review:

- Approved total CIF budget of \$676,000
- Centrally Administrated Grant maintains a budget of \$307,700
 - Divisional Superintendent discretionary funds for school staffing facilitated through HR. This represents 2.0 of teacher FTE (full-time equivalency) to be distributed to schools with a budget of \$202,700.
 - Mental health supports will be maintained by providing additional addiction support and time for a family support worker to help students and their families in need with a budget of \$105,000.

Mental health supports include a 0.4 FTE increase to addiction counselling and 1.0 FTE of family support worker.

- School Administered Grant maintains a budget of \$368,300
 - These funds will be allocated to our schools based on student FTE and distributed for staffing to support numeracy and literacy priorities maintained in our Education Plan.
 - Education Services has developed a template for school administrators to complete a numeracy and literacy plan focusing on student support and achievement.
- CIF focuses on the following items of our Education Plan:
 - Goal 1: High Quality Teaching and Learning for all Students
 - Goal 2: Safe, Caring and Inclusive Learning Environments

Recommendation:

Provided for information. No recommendations required for the Board of Trustees.



Committee of the Whole Memorandum

Date: September 12, 2018
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: 2018 – 2019 Preliminary Enrolments

Background:

Preliminary enrolments as of September 7, 2018 will be provided at the September 12, 2018 Committee of the Whole Meeting.

BOARD 9.10



Committee of the Whole Memorandum

Date: September 12, 2018
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Presentation Tracker 2018 – 2019

Background:

Attached for Trustee information is the DRAFT 2018 – 2019 Committee of the Whole/Board Presentation Tracker. At this time, the Senior Executive Committee is seeking input from the Board for additional presentation topics to be placed on the tracker.

BOARD 9.7

2018/2019 CoW/Public Board Presentation Tracker

	Alignment to Three Year Education Plan	Presentation/Report	Key Contact
September Committee of the Whole			
September Public Board		IT Report	Dave Webster
October Committee of the Whole			
October Public Board		VTRA (Violent Threat Risk Assessment) Training	Sandra Brenneis
November Committee of the Whole			
November Public Board		2017 - 2018 Financial Statements 3 Year Education Plan/Annual Education Results Report	Phil Dirks, CA, Hawkings Epp Dumont LLP Ruth Kuik
December Committee of the Whole			
December Public Board			
January Committee of the Whole			
January Public Board		RAP (Registered Apprenticeship Program)	Teresa Ferri
February Committee of the Whole			
February Public Board			
March Committee of the Whole			
March Public Board			
April Committee of the Whole			
April Public Board			
May Committee of the Whole			
May Public Board			
June Committee of the Whole			
June Public Board			
August 21, 2018	* Public Committee of the Whole - meeting starts @ 4:30 p.m.		
	* Public Board - meeting starts @ 4:30 p.m.		



Committee of the Whole Memorandum

Date: September 12, 2018
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: School Presentations to the Board: November 2018

Background:

Student learning and achievement are foundational to the work of a school jurisdiction. Achieving success for all students is dependent on common agreement and understanding around shared responsibility and transparency in accountability. To this end it would benefit the Board of Trustees and school leadership to be provided the opportunity to enter into conversations relative to student achievement, success and programming.

Administration requests that the Board of Trustees allocate two days in November to allow for scheduled presentations from each school. Principals would be provided 30 - 40 minutes to present their school's results, discuss programming responses and highlight areas of interest and significance specific to their school. The benefit of this format is twofold: Trustees would gain a greater understanding of each of the division's schools and they would be provided the opportunity to engage in dialogue with school leaders.

Please see the attached proposed draft schedule for the day's format should the Board of Trustees wish to take this recommendation under advisement.

Recommendation:

That the Committee of the Whole review the proposal with respect to School Presentations to the Board: November 2018 and advise Senior Administration accordingly.

BOARD 9.9

SCHOOL PRESENTATIONS TO THE BOARD OF TRUSTEES

Day 1	
8:30 – 9:00	Bon Accord Community School
9:00 – 9:30	Sturgeon Heights
9:30 – 10:00	Lilian Schick
10:00 – 10:30	<i>Wellness Break</i>
10:30 – 11:00	Namao
11:00 – 11:30	MLC/SLC
11:30 – 12:15	Morinville Public School
12:15 – 12:45	<i>Lunch</i>
12:45 – 1:15	Oakhill

Day 2	
8:30 – 9:00	Ochre Park
9:00 – 9:30	Gibbons School
9:30 – 10:00	Redwater School
10:00 – 10:30	<i>Wellness Break</i>
10:30 – 11:00	Guthrie School
11:00 – 11:30	Landing Trail
11:30 – 12:15	Sturgeon Composite
12:15 – 12:45	<i>Lunch</i>
12:45 – 1:30	Camilla School/ Colony



Committee of the Whole Memorandum

Date: September 12, 2018
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Council of School Councils' Meeting

Background

Each year the Board of Trustees has hosted the first meeting of the Sturgeon Council of School Councils at Central Office. The meeting is usually held in late October/early November in order to give schools the opportunity to have parent meetings to elect their chair and vice chair persons.

Recommendation

That the Committee of the Whole provide direction to Administration regarding the possible date for a meeting of the Council of School Councils.

BOARD 9.10



Committee of the Whole Memorandum

Date: September 12, 2018
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Joint Use Agreement Update – Town of Morniville

Background:

The Assistant Secretary Treasurer will provide a verbal report at the September 12, 2018 Committee of the Whole Meeting.

BOARD 9.11