



# **Committee Meeting Agenda**

**February 13, 2019 – 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 – January 16, 2019

## **5. Presentations**

## **6. Reports from Senior Administration**

6.1 Capital Update

- Alberta Education: Modular Approval

6.2 Field Trip Report

## **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
- 7.5 Finance and Human Resources
- 7.6 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 G/11/2 - Health and Safety  
Admin. Practice, Administration 17 - Health and Safety
- 9.2 Policy H/2 - Hazardous Materials Policy  
Admin. Practice, Equipment & Facilities Management 3 - Hazardous Materials
- 9.3 Transportation Fees 2019 - 2020
- 9.4 Update on Four Winds Public School - Communication Plan for Parents
- 9.5 By-Election Date - Ward 4 Sturgeon Valley/West St. Albert Area

9.6 Assurance Reporting – Education Services

9.7 IT Report: Monthly Downtime

**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 January 16, 2019

---

## Present

Mr. Terry Jewell, Chair  
Mrs. Tasha Oatway-McLay, Vice-Chair  
Mr. Joe Dwyer, Trustee  
Mrs. Misty Featherley, Trustee  
Mrs. Liz Kohle, Trustee  
Mrs. Janine Pequin, Trustee  
Ms. Mary Lynne Campbell, Superintendent/CEO  
Mrs. Cam-Van Mackie, Acting Treasurer  
Mrs. Ruth Kulk, Associate Superintendent, Education Services  
Mrs. Lisa Lacroix, Acting Associate Superintendent, HR & Leadership Support

## Call to Order

The Chair called the meeting to order at 4:50 p.m.

## Consideration of Agenda

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

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

CARRIED UNANIMOUSLY

## Appointments

3.1

COMMITTEE 4.2

## Approval of Committee Notes

### 4.1 Amendment/Correction of Notes

### 4.2 Approval of Committee Notes

Moved by Mrs. Kohle that the notes of December 12, 2018 be approved, as presented.

CARRIED UNANIMOUSLY

## Presentations

### 5.1 VTRA (Violence Threat Risk Assessment)

Mrs. Sandra Brenneis, Director, Learning Support, Sturgeon Public School Division, provided a report with respect to VTRA.

## Reports from Senior Administration

### 6.1 Capital Update

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

### 6.2 Field Trip Report

The Superintendent/CEO presented a written report on behalf of the Senior Executive Committee on the Field Trip Report.

### 6.3 Four Winds Public School Progress Report

The Associate Superintendent, Education Services presented a written and verbal report on behalf of the Senior Executive Committee on the Four Winds Public School Progress Report.

### 6.4 Board Strategic Oversight Session

The Superintendent/CEO presented a written and verbal report on the Board Strategic Oversight Session.

# Reports from Trustees and Standing Committees

## 7.1 Chair's Report

Trustee Jewell presented a verbal report on the following:

- Rotary Meeting
- ATA Luncheon

### 7.1.1 Trustee Development

A verbal report was provided.

## 7.2 Trustees' Reports

### Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Morinville Public School Christmas Fringe

### Trustee Jewell (Gibbons/Lamoureux Area)

Trustee Jewell reported that he attended:

- Landing Trail School Christmas Concert
- Gibbons School Parent Council Pancake Breakfast

### Trustee Kohle (Bon Accord/Legal Area)

Trustee Kohle reported that she attended:

- Bon Accord School Christmas Concert

### Trustee Oatway-McLay (Cardiff/Garrison Area)

Trustee Oatway-McLay reported that she attended:

- Guthrie School Parent Council Meeting

### Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Ochre Park School Christmas Concert

## 7.3 Advocacy

A verbal report was provided on the following:

- Meeting with NDP Nominee Shawna Gawreluk

An Advocacy Committee Meeting is scheduled for February 22, 2019.

### **7.3.1 PSBAA Special Awards**

A verbal report was provided.

### **7.4 Building and Maintenance**

A verbal report was provided on the following:

- Central Office Modernization

A Building & Maintenance Committee Meeting is scheduled for January 22, 2019.

Mrs. Kuik left the meeting at 5:50 p.m.

Mrs. Kuik returned to the meeting at 5:51 p.m.

### **7.5 Finance and Human Resources**

No report was provided.

A Finance & Human Resources Committee Meeting is scheduled for January 23, 2019.

### **7.6 Policy**

No report was provided.

A Policy Committee Meeting is scheduled for February 6, 2019.

### **7.7 Transportation**

No report was provided.

A Transportation Committee Meeting is scheduled for January 25, 2019.

### **7.8 ATA Update**

A written and verbal report was provided.

### **7.9 CUPE Update**

No report was provided.

Meeting recessed at 6:01 p.m. for dinner.

Meeting resumed at 6:27 p.m.

## **Reports from Special Committees/Task Groups**

### **8.1 Alberta School Boards' Association Zone 2/3**

A verbal report was provided.

#### **8.1.1 Alberta School Boards' Association Spring Assembly**

A verbal report was provided.

### **8.2 Public School Boards' Association of Alberta**

No report was provided.

#### **8.2.1 Public School Boards' Association of Alberta Spring Assembly**

No report was provided.

### **8.3 Teacher Board Advisory Committee (ATA)**

No 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 D/II/6 – The Lord's Prayer**

Moved by Mrs. Kohle that the Board of Trustees refer Policy D/II/6 – The Lord's Prayer to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY



Moved by Mrs. Oatway-McLay that the Board of Trustees refer Board Regulation, Administration 3 – The Lord’s Prayer to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY

**9.2 Policy D/II/16 – Religious Theme/Content in School Activities**

Moved by Mrs. Oatway-McLay that the Board of Trustees refer Policy D/II/16 – Religious Theme/Content in School Activities to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY

Moved by Mr. Dwyer that the Board of Trustees refer Board Regulation, Administration 4 – Religious Theme/Content in School Activities to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY

**9.3 Policy E/I/5 – Employee Conflict of Interest**

Moved by Mrs. Kohle that the Board of Trustees refer Policy E/I/5 – Employee Conflict of Interest to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY

Moved by Mrs. Kohle that the Board of Trustees refer Governance 3 – Conflict of Interest to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY

**9.4 Policy 220 – Trustee Responsibility and Conduct**

Moved by Mrs. Featherley that the Board of Trustees refer Policy 220 – Trustee Responsibility and Conduct to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY

**9.5 Policy 225 – Board Responsibility and Conduct**

Moved by Mr. Dwyer that the Board of Trustees refer Policy 225 – Board Responsibility and Conduct to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY

**9.6 Policy 230 – Board Committees and Appointed Representation**

Moved by Mrs. Oatway-McLay that the Board of Trustees refer Policy 230 – Board Committees and Appointed Representation to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY

**9.7 Policy 405 – Budget Development and Transparency**

Moved by Mrs. Pequin that the Board of Trustees refer Policy 405 – Budget Development and Transparency to the January 30, 2019 Board Meeting with amendments to the following:

- Guideline 2.2
- Guideline 2.3
- Guideline 2.4

CARRIED UNANIMOUSLY

**9.8 Policy Tracker 2018 – 2019**

Moved by Mr. Jewell that the Board of Trustees suspend the Policy Tracker 2018/2019 for the remainder of the school year, with the provision that a status report will be provided on June 26, 2019.

CARRIED UNANIMOUSLY

**9.9 By-Election Information**

Moved by Mrs. Pequin that the Board of Trustees refer the By-Election Information to the January 30, 2019 Board Meeting.

CARRIED UNANIMOUSLY

**9.10 Board Approved Contract Tracker/Joint Use Tracker**

A written report was provided for information.

CARRIED UNANIMOUSLY

**9.11 2018 – 2019 Class Size Information System**

A written and verbal report was provided for information.

**9.12 Assurance Reporting – Education Services**

A written report was provided for information.

**9.13 IT Report: Monthly Downtime**

A written report was provided for information.

## **Question Period**

10.1 No questions

## **Unfinished Business**

11.1 No unfinished business

## **Information Items**

12.1 No Information Items

## **Pending List**

13.1 No pending list

## **In Camera**

7:13 p.m. – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED UNANIMOUSLY

8:55 p.m. – Moved by Mrs. Oatway-McLay that the Board go out of camera.

CARRIED UNANIMOUSLY

Moved by Mr. Jewell that Administration pursue negotiations with Sturgeon County regarding Namao Lagoon.

CARRIED UNANIMOUSLY

## **Adjournment**

The meeting adjourned 8:56 p.m.

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



# Board Memorandum

**Date:** February 13, 2019  
**To:** Committee of the Whole  
**From:** Mary Lynne R. Campbell, Superintendent / CEO  
**Originator(s):** Cam-Van Mackle, Acting Treasurer  
**Subject:** Sturgeon Public School Division's Submission under Alberta Education's 2019 / 2020 Modular Classroom Program

---

## Background:

In October 2018, Sturgeon Public School Division identified their needs concerning the Alberta Education's 2019 / 2020 Modular Classroom Program and the Board of Trustees approved the request.

Attached please find correspondence from Alberta Education, approving portables for Namao School and Sturgeon Heights School.

## Recommendation:

This is shared as information.

Sincerely,

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

Attachments

COMMITTEE 0.1

January 31, 2019

Ms. Mary Lynne R. Campbell  
Superintendent of Schools  
Sturgeon School Division No. 24  
9820 - 104 Street  
Morinville AB T8R 1L8

Dear Ms. Campbell:

The Deputy Minister of Education has recently reviewed your school jurisdiction's submission under Alberta Education's 2019/2020 Modular Classroom Program. On behalf of the Deputy Minister and in accordance with Section 200(2) of the *School Act*, I am pleased to inform you that the following request has been approved:

- demolition and site reclamation of one modular/portable classroom at Namao School.

In disposing of this property, your school jurisdiction must comply with the *Disposition of Property Regulation* AR 181/2010.

Approval of this request was based on your jurisdiction's identification of an urgent need to dispose of this unit.

Prior to the commencement of any tendering or use of own forces, it is required that the project's prep sheet be submitted in order to secure funding and ensure completion of the modular/portable classroom project. Please advise your jurisdiction staff to access the necessary prep sheet at <https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/resources/>. Failure to submit a prep sheet may impact funding availability for this project. Please be advised that if the demolition projects are not complete by the end of 2019, the approval for the units affected may be rescinded.

Upon receipt of the signed construction contract and approval of a Payment Request Form, your jurisdiction will receive 80 per cent of the total funding for your modular classroom project. Once your Statement of Final Costs has been submitted, the provincial portion of the actual expenditures up to the remaining 20 per cent will be forwarded to your jurisdiction.

Ms. Mary Lynne R. Campbell  
Page Two

The Statement of Final Costs must be submitted by February 28, 2020 in order to ensure final payment is available. The Payment Request Form can be obtained online at <https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/planning-school-projects/>.

Should your jurisdiction staff have any questions regarding this approval or the approval process, please have them contact Travis Hovland, Director, Capital Planning North, at [travis.hovland@gov.ab.ca](mailto:travis.hovland@gov.ab.ca) or 780-643-0736. Any questions regarding the procurement, transportation or set-up of the project approved, please send to [INFRAS.MCP@gov.ab.ca](mailto:INFRAS.MCP@gov.ab.ca) or contact Bibi Kersten, Specials Projects Engineer, Learning Facilities at 403-592-2750. For toll-free access please dial 310-0000 first.

Sincerely,



Jeff Willan, BComm, CPA, CMA  
Executive Director  
Capital Planning

cc: Vince Farmer  
Executive Director, Learning Facilities, Infrastructure

AR104399

January 31, 2019

Ms. Mary Lynne R. Campbell  
Superintendent of Schools  
Sturgeon School Division No. 24  
9820 - 104 Street  
Morinville AB T8R 1L8

Dear Ms. Campbell:

The Deputy Minister of Education has recently reviewed your school jurisdiction's submission under Alberta Education's 2019/2020 Modular Classroom Program. I am pleased to inform you that the following modular classroom requests have been approved for your jurisdiction:

- two modular classrooms for Namao School; and
- two modular classrooms for Sturgeon Heights School.

Approval of these requests was based on your jurisdiction's identification of an urgent need regarding student accommodation for the coming year. Please be advised that if the new and relocated modular classroom projects are not complete by the commencement of the 2019/2020 school year, the approval for the units affected may be rescinded.

Your jurisdiction will receive the fully funded modular classrooms, and the province will pay for 100 per cent of the reasonable costs to deliver and set up each classroom. The construction of any link, if required, will be the responsibility of your school jurisdiction.

Prior to the commencement of any tendering or use of own forces, it is required that each project's prep sheets be submitted in order to secure funding and ensure completion of the modular/portable classroom projects on or before the start of the 2019/2020 school year.

.../2



Ms. Mary Lynne R. Campbell  
Page Two

Please advise your jurisdiction staff to access the necessary prep sheets at <https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/resources/>. Failure to submit a prep sheet may impact funding availability for this project.

Upon receipt of the signed construction contract and approval of a Payment Request Form, your jurisdiction will receive 80 per cent of the total funding for your modular classroom projects. Once your Statement of Final Costs has been submitted, the provincial portion of the actual expenditures up to the remaining 20 per cent will be forwarded to your jurisdiction. The Statement of Final Costs must be submitted by February 28, 2020 in order to ensure final payment is available and to ensure your jurisdiction remains eligible for future modular requests. The Payment Request Form can be obtained online at <https://education.alberta.ca/school-infrastructure/planning-school-projects/everyone/planning-school-projects/>.

Jurisdictions are reminded that they have an obligation to maintain and insure all approved modular classrooms.

Should your jurisdiction staff have any questions regarding this approval or the approval process, please have them contact Travis Hovland, Director, Capital Planning North, at [travis.hovland@gov.ab.ca](mailto:travis.hovland@gov.ab.ca) or 780-643-0736. Any questions regarding the procurement, transportation or set-up of the projects approved, please send to [INFRAS.MCP@gov.ab.ca](mailto:INFRAS.MCP@gov.ab.ca) or contact Bibi Kersten, Specials Projects Engineer, Learning Facilities at 403-592-2750. For toll-free access please dial 310-0000 first.

Sincerely,



Jeff Willan, BComm, CPA, CMA  
Executive Director  
Capital Planning

cc: Vince Farmer  
Executive Director, Learning Facilities, Infrastructure



# Board Memorandum

**Date:** February 13, 2019  
**To:** Board of Trustees  
**From:** Mary Lynne R. Campbell, Superintendent  
**Originator(s):** Ruth Kuik, Deputy 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:

- Camilla School  
February 20 - 23, 2019      5 grade 9 students to Calgary for the Soaring Indigenous Youth Empowerment Gathering.
  
- February 23 - 24, 2019      38 grades 4 - 9 students to Morinville Public School for set building/costume making and rehearsal for play.
  
- Morinville Public School  
February 25 - 26, 2019      11 Junior high students to Camp Nakamun for Band Camp.
  
- Namao School  
May 13 - 15, 2019      30 Junior high students to Red Deer for a Band Trip.
  
- Redwater School  
March 6 - 7, 2019      30 junior high outdoor education students to Sir Winston Churchill at Lac La Biche Lake for junior high winter activities - overnight ice fishing.

COMMITTEE 0.2

- Sturgeon Heights School  
February 25 – 26, 2019      12 Junior high students to Camp Nakamun for Band Camp.

**Recommendation:**

This report is shared as information.

Sincerely,

A handwritten signature in blue ink, appearing to read "Mary Lynne R. Campbell".

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



# Board Memorandum

**Date:** February 13, 2019  
**To:** Board of Trustees  
**From:** Mary Lynne R. Campbell, Superintendent/CEO  
**Originator(s):** Lisa Lacroix, Acting Associate Superintendent Human Services  
**Subject:** Policy G/II/2 – Health and Safety

---

## Background:

Attached for Trustee review Policy G/II/2 – Health and Safety with suggested revisions.

Associated Admin. Practice Administration 17 – Health and Safety and Appendix 1 – Joint Worksite Health and Safety Committee is also attached for Trustee information with suggested revisions.

## Recommendation:

That the Board of Trustees review Policy G/II/2 – Health and Safety and forward to the Public Board Meeting.

Sincerely,

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

attachment

COMMITTEE 9.1



**1.0 POLICY**

1.1 The Board recognizes its responsibility for [1] providing such services and facilities that will maintain, if not enhance, the physical well-being of students and staff; and [2] awareness of and compliance with the Alberta Occupational Health and Safety Act, Code, and Regulations.

1.2 The Board further recognizes that this responsibility requires that it ensure that its staff, through the Superintendent, maintains Administrative Practices that:

1.2.1 are aware of and understand health, safety and medical needs of students, and be prepared to treat these within the scope of first aid and other training provided;

1.2.2 are aware of, trained and able to operate safety equipment in schools;

1.2.3 are able to promptly contact emergency service providers when students or other staff require such attention;

1.2.4 are aware of and observe recommendations and requirements of applicable government safety agencies;

~~1.2.4~~ 1.2.4.1 as a result the Associate Superintendent, Human Services will establish a division wide Joint Worksite Health and Safety Committee

1.2.5 develop and maintain co-operative relationships with police, fire, hospital, and emergency service providers;

1.2.6 establish and administer fire safety programs in each school and building;

1.2.7 recognize and address the unique hazards and safety requirements in science labs;

1.2.8 provide for and operate a safety-conscious student transportation system.

1.2.9 provide an Emergency Preparedness Plan.





# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible  
Administrator:  
Associate  
Superintendent,  
Human Resources and  
Leadership  
Support Services

## 1.0 RATIONALE

Each school/facility operated by Sturgeon Public Schools the Division must have administrative practices in place to provide for the safety of students, employees and guests.

## 2.0 PROCESS

The principal/site manager is responsible to administer in a reasonable manner this Administrative Practice.

## 3.0 GUIDELINES

### Joint Worksite Health and Safety Committee (JWHSC)

3.1 A divisionwide Joint Worksite Health and Safety Committee (JWHSC) will be established for the division as per the terms of reference attached as Appendix A

### Training

3.2 3.1—Principals shall develop and implement an information and training program capable of achieving the following objectives:

3.2.1 3.1.1—All school staff will become aware of the health, safety and medical needs of those students with whom they interact.

3.2.2 3.1.2—School administrators will become aware of the health, safety and medical needs of teachers and other staff under their supervision.

3.2.3 3.1.3—All school staff will be able to utilize, in a proper manner, the safety equipment in their workstations.

---

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*

---



# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible  
Administrator:  
Associate  
Superintendent,  
Human Resources and  
Leadership  
Support Services

~~3.2.4~~ ~~3.1.4~~ All school administrators and staff will be aware of their rights and obligations under the Alberta Occupational Health and Safety Act, its Code and Regulations.

~~3.3~~ ~~3.2~~ The information and training program shall be conducted annually, with new employees being oriented prior to commencement of duty.

~~3.4~~ ~~3.3~~ The information program shall, in addition to such other matters as the principal deems necessary, identify:

~~3.4.1~~ ~~3.3.1~~ Sites and staff members within the school from whom medical attention can be obtained.

~~3.4.2~~ ~~3.3.2~~ Acceptable procedures for securing medical assistance in emergency situations.

### Response to Safety Concerns

~~3.5~~ ~~3.4~~ Areas within a worksite, which have high accident rates ~~and~~ shall, in particular, direct the attention of staff members to the following policies, regulations and recommendations:

~~3.5.1~~ ~~3.4.1~~ Recommendations of Alberta Education and the Occupational Health and Safety Council regarding safety equipment and procedures to be utilized in Science and Industrial Education classrooms and work sites.

~~3.7.1~~ ~~3.4.2~~ Policies and regulations of the Board related to:

- enrolment of disabled and medication-dependent students.
- administration of medication to students.
- transportation of ill or injured students.
- extra-curricular and co-curricular activities conducted off school premises or outside the normal operating day.

---

References: *Board Policies G/11/02 – Health and Safety*  
*G/11/8 – Crisis and Critical Incidents*  
*I/02 – School Bus Safety*  
*Alberta Occupational Health and Safety Act, Code, and Regulations*  
*Alberta Workers Compensation Board Regulations*

---





# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible Administrator:  
Associate Superintendent,  
Human Resources and Leadership Support  
Human Services

- reporting accidents of students and staff.

### Medical Safety

~~3.6~~ ~~3.5~~ — The Principal shall ensure the appropriate number of employees have been trained in First Aid according to Alberta Occupational Health and Safety requirements.

~~3.7~~ ~~3.6~~ — An effective means of providing for health and safety is achieved through a well informed staff and student body.

~~3.7.1~~ ~~3.6.1~~ — The principal and teachers shall co-operate with the local health authority assigned to Sturgeon School Public the Division in providing a health program that will:

~~3.6.1.1~~ ~~3.7.1.1~~ Provide for student immunization and examination at appropriate — levels as indicated by the local health authority.

~~3.6.1.2~~ ~~3.7.1.2~~ Provide for student dental care and education at appropriate grade levels as indicated by the dental health representative of the local health authority.

~~3.6.1.3~~ ~~3.7.1.3~~ Provide for student educational programs, in addition to those specified by various statements in programs of studies, which are deemed beneficial to students by the local health authority and the administration of the various schools in Sturgeon School the Division.

~~3.6.2~~ ~~3.7.2~~ The principal shall also ensure that:

~~3.6.2.1~~ ~~3.7.2.1~~ A "medical room" is provided for the use of a health nurse assigned to the school and also for use by ill or injured students.

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible  
Administrator:  
Associate  
Superintendent,  
Human Resources and  
Leadership  
Support Human Services

~~3.6.2.23.7.2.2~~ The staff co-operates with the ~~health-health~~ nurse and dental health representatives in obtaining Parent Consent Forms and in supplying class lists of students on request.

~~3.6.2.33.7.2.3~~ The principal and staff shall co-operate with local disaster services agencies. The principal shall ensure that employees are familiar with local government disaster services plans and procedures and that First Aid equipment as supplied by the Board is available and accessible to everyone.

~~3.6.2.43.7.2.4~~ Proper evacuation procedures are established and implemented in accordance with provincial fire regulations and Board policies.

- References:
- Board Policies G/11/02 – Health and Safety*
  - G/11/8 – Crisis and Critical Incidents*
  - I/02 – School Bus Safety*
  - Alberta Occupational Health and Safety Act, Code, and Regulations*
  - Alberta Workers Compensation Board Regulations*



# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible  
Administrator:  
Associate  
Superintendent,  
Human Resources and  
Leadership  
Support Services

## Lockdown

~~3.7.3.8~~ Each school shall perform a lockdown at least two (2) times each year.

## Fire Safety

### ~~3.8.3.9~~ Site Evacuation and Relocation

~~3.8.3.9.1~~ Each site shall perform a drill to evacuate the site population to an alternate facility once every two (2) years. The alternate facility shall be a community facility within walking distance of the site.

~~3.9.3.10~~ To comply with fire safety regulations, the Principal and Superintendent or designate shall:

~~3.9.3.10.1~~ Discuss evacuation and fire safety procedures with staff including all provincial regulations pertaining to fire safety.

~~3.9.23.10.2~~ Ensure procedures for the elimination of fire hazards.

~~3.9.33.10.3~~ Ensure provision for the application of fire safety drills at least six (6) times each year in schools and two (2) times each year at Central Services.

~~3.9.43.10.4~~ Ensure that all staff adhere to fire safety regulations.

~~3.9.53.10.5~~ Maintain a record of all fire drills, which shall include the date, evacuation time and comments relating to the drill.

~~3.10.3.11~~ Teachers are responsible for:

~~3.10.3.11.1~~ Discussing evacuation and fire safety procedures with their students.

~~3.10.23.11.2~~ Participating in fire drills along with their students.

---

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*

---



# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible  
Administrator:  
Associate  
Superintendent,  
Human Resources and  
Leadership  
Support Human Services

~~3.10.33.11.3~~ Maintaining “good housekeeping” standards within their classroom to minimize potential fire hazards.

~~3.10.43.11.4~~ Ensuring that all potentially hazardous materials are properly stored and handled.

~~3.11.3.12~~ Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, Services, and in cooperation with the principal and teachers shall:

~~3.11.13.12.1~~ Ensure that all storage, mechanical and service rooms are clean and orderly.

~~3.11.23.12.2~~ Ensure that all potentially hazardous materials are properly stored and handled.

~~3.11.33.12.3~~ Ensure that all exit and emergency lights in the school are operable.

~~3.11.43.12.4~~ Ensure that doors are not propped open, obstructed, or secured by unapproved means.

~~3.11.53.12.5~~ Ensure that corridors are free of obstructions (i.e. boxes, tables, etc.)

~~3.11.63.12.6~~ Inspect the school as provided in the School Fire Safety Checklist, included as an Exhibit to these guidelines and to report immediately to the principal who shall immediately take steps to have the deficiencies remedied.

~~3.123.13~~ Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human

---

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*

---



# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible Administrator:  
Associate Superintendent,  
Human Resources and Leadership Support  
Human Services

Services Resources Services, and in cooperation with the Principal shall ensure the following items are evaluated for fire safety. The frequency of these items are to be checked using the following schedule: Daily-D; Weekly-W; Monthly-M; Yearly-Y.

~~3.13.1~~ ~~3.12.1~~ Fire Protection Equipment (M)

- Fire Extinguishers
  - Are they fully charged
  - Are they date-tagged
  - Are they in their proper locations
- Fire Hoses (M)
  - Are all hoses in good repair
  - Are nozzles and wrenches located at each hose station
- Fire Alarm System (M)
  - Is the alarm operative
  - When was the alarm last tested
- Emergency Lighting (M)
  - Is it operative
  - When was it last maintained

~~3.12.23.13.2~~ General Maintenance

- Are corridors free from obstruction (D)
- Are fire exits clear (D)
  - Do doors operate freely
  - Does panic hardware operate freely
- Are all rooms free from litter (D)

~~3.12.33.13.3~~ Electrical

- Are all electrical wires, conduit and lighting fixtures properly supported and connected (M)
- Are any motors, fuse boxes, or control equipment overheating (D)
- Are covers missing from fuse boxes, junction boxes, etc. (W)

---

References: *Board Policies G/11/02 – Health and Safety*  
*G/11/8 – Crisis and Critical Incidents*  
*I/02 – School Bus Safety*  
*Alberta Occupational Health and Safety Act, Code, and Regulations*  
*Alberta Workers Compensation Board Regulations*

---



# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible  
Administrator:  
Associate  
Superintendent,  
Human Resources and  
Leadership  
Support Services

- Are all circuit breakers operational (M)
- Are all emergency lights operational (M)

3.12.43.13.4 Heating Units

- Are all heating units in good condition and operating properly (W)
- Are all combustible materials removed from these areas (D)
- Are furnace room doors closed and locked (D)

3.12.53.13.5 Doors

- Do fire doors close automatically (M)
- Are manual fire doors kept closed (D)

3.13.6

---

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
I/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*

---





# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible  
Administrator:  
Associate  
Superintendent,  
Human Resources and  
Leadership  
Support Services

### 3-12.6 Laboratories

- Do gas shut-off valves work properly (D)  
Is a fire extinguisher available (W) Is the ventilation system operating properly (M) Are dangerous chemicals and flammable liquids properly stored (D)

### 3-12.7.13.7 Career and Technology Studies / Art Room

- Are welding areas free of combustible or flammable liquids (D)
- Are proper refuse containers supplied (D)
- Is equipment free of excessive accumulations of oil, grease, and other debris (D)
- Are paints and solvents properly stored (D)
- Are flammable liquids properly stored (D)
- Is kiln area free from combustibles (D)
- Are flammable materials safely stored away from heat sources (D)
- Is a dry chemical extinguisher supplied (W)
- Is the ventilation system operating properly (M)

### Laboratory Safety

3-13.14 Teachers shall wear and require students to wear safety and protective equipment recommended by Alberta Education and the Occupational Health and Safety Council for use in their instructional programs and other school approved activities.

3-13.23.14.1 Teachers shall ensure that all students are adequately informed of proper operating techniques for any equipment that students are required to operate as part of their educational program.

---

References: *Board Policies G/11/02 – Health and Safety  
G/11/8 – Crisis and Critical Incidents  
1/02 – School Bus Safety  
Alberta Occupational Health and Safety Act, Code, and Regulations  
Alberta Workers Compensation Board Regulations*

---



# ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: ~~Jan. 31, 2018~~ February 6, 2019

Responsible Administrator:  
Associate Superintendent,  
Human HR and Leadership Support  
Human Services

---

3.13.33.14.2 Teachers shall stress the importance of safety in handling dangerous chemicals and apparatus.

3.13.43.14.3 Teachers shall provide adequate, safe storage of all potentially hazardous chemicals or failing this, notify the principal of their inability to provide such storage.

3.13.53.14.4 The Principal, upon notification of inadequate storage facilities, shall make recommendation to the ~~Deputy~~ Associate Superintendent Human Services with the view to rectifying the existing situation.

3.13.63.14.5 Teachers shall ensure that all equipment in these areas is properly inspected and maintained to ensure their proper operation.

3.13.73.14.6 Teachers shall ensure that all supplies and materials are stored, handled and disposed of, in accordance with procedures outlined by Workplace Hazardous Materials Information System (WHMIS).

3.13.83.14.7 Only chemicals approved by Alberta Education shall be used for instructional purposes.

- 
- References:
- Board Policies G/11/02 – Health and Safety*
  - G/11/8 – Crisis and Critical Incidents*
  - I/02 – School Bus Safety*
  - Alberta Occupational Health and Safety Act, Code, and Regulations*
  - Alberta Workers Compensation Board Regulations*
-





# Joint Worksite Health and Safety Committee (JWHSC)

## Terms of Reference

### 1.0 Committee Mandate

The division *Joint Worksite Health and Safety Committee (JWHSC)* is a group of employees and management working together to address worksite health and safety matters that affect division staff. The mandate of the committee is to reduce losses from work related incidents and injuries and continuously improve workplace health and safety across the division by working with site occupational health and safety (OHS) representatives.

### 2.0 Duties of the Committee

Duties include but are not limited to the following:

- Assist the employer in the implementation of the division health and safety program.
- Receive/address concerns about worksite health and safety that have a division wide impact and maintain a record of these concerns.
- Recommend effective action to prevent serious injuries and incidents.
- Liaise and communicate with the OHS representatives at each school or worksite.
- Develop/promote/review division wide health and safety education and training.
- Assist in the development/review and recommendation of health and safety practices and procedures including violence and harassment prevention plans.
- Support/participate in identification of potential health and safety hazards (Hazard Assessments).
- Support/participate in worksite inspections, incident investigations and serious incident investigations.
- Develop/promote measures to protect the health and safety of staff and students and monitor the effectiveness of measures.
- Monitor new/existing OHS legislation, and the impact on division operations.
- Review of incident/injury records and support work accommodation programs for injured/ill staff.
- Maintain accurate records of meetings and action items.

### 3.0 Guiding Principles of Committee Operation

- The Committee reports to and makes recommendations to the Superintendent/CEO and Executive Team.
- The Committee has an *advisory role* and is not directly responsible for carrying out recommendations.
- Policy/procedure decisions, implementation of recommendations and monitoring for compliance remains the overall responsibility Executive Team working with trustees and school/department management.

- The Committee does not replace the legal and job related health and safety responsibilities of the employer and worker such as the duty of workers to report hazards and the duty of the employer to address unsafe conditions at worksites in a timely manner.
- Committee members have the authority to participate in workplace inspections, incident investigations and work refusal investigations as required.
- The Committee structure and process will allow for meaningful involvement of front line staff (e.g. through posting of minutes, monthly safety moments and links to site OHS reps).

#### **4.0 Quorum, Decision Making and Follow up on Recommendations:**

The committee will make every effort to reach decisions through consensus. Where issues cannot be resolved through consensus, they will be noted in the minutes recommendations. For decision making, regularly scheduled meetings must have at least 50% attendance of members with both worker and employer (management) members represented and at least of those present represent workers. A dispute resolution process will be implemented where consensus is not reached.

When recommendations or action items are identified by the committee, the employer (e.g. Supt/Exec team) will either resolve the issue within 30 days, or respond in writing within the 30-day timeframe and state how the concern will be addressed and when. The response must include a timetable, and if any interim control measures will be used. If Executive Team does not agree to the recommendation(s), they must give reasons why in writing.

#### **5.0 Committee Membership and Term**

The JWHSC committee shall consist of at least 4 members but no more than 14 at least half of which must represent employees or non-supervisory staff. Employee representatives reflecting a broad spectrum of division operations will be included. They will be recruited on a volunteer basis or appointed by their supervisor. Recommendations by the Alberta Teachers Association (ATA), CUPE Local and General Employee Group will be considered. Management representatives will be chosen by the Superintendent/CEO and Executive Team.

Members are appointed to a term of not less than one-year. Members may continue to serve on the committee for no more than 3 years unless re-appointed.

The Committee must have two co-chairpersons selected. The employer or management co-chair is chosen by the employer members and employee/worker co-chair chosen by the employee members.

Committee members are expected to inform the co-chair at least 1 week in advance if they are unable to attend a scheduled meeting. Committee members liaise with front line staff and bring forward agenda items to committee. Names of committee members must be posted at the worksite with contact information.

## **6.0 Committee Co-Chairs:**

The co-chairs will schedule/facilitate meetings, participate in decision making and ensure meeting minutes are recorded and distributed. Co- chairs alternate in serving as chair of the committee. Duties of the Co-Chairs include:

- Scheduling meetings and notifying members
- Preparing the agenda
- Inviting specialists or resource people, as needed
- Chairing and leading the meetings
- Reviewing and signing the minutes
- Acting on behalf of the committee between meetings
- Accompany OHS officer on inspections

## **7.0 Secretary:**

The committee will appoint a secretary from the membership to prepare agendas, take minutes of the meeting. And assist with committee correspondence. Committee members will submit agenda items to the secretary or chairperson at least 3 days prior to the next scheduled meeting.

## **8.0 OHS Representatives**

Each school/worksite with over 20 staff, shall select a minimum of two OHS representatives. One must represent certificated staff and the other support staff. OHS representatives are selected by their peers. Each representative will have an equal voice at the table. Sites with less than 20 staff shall have at least one non-management representative selected by the majority of staff. Representatives shall receive a general orientation on the duties and function of the occupational health and safety (OHS) representative.

*Duties of the OHS Representatives include:*

- To promote health and safety information and education at the worksite.
- Assist the principal/department director with OHS implementation at the site level.
- Make recommendations to the principal/director for OHS improvements at the site and/or division level. Issues impacting division wide health and safety will be brought forward to the JWHSC by the site administrator.
- Ensure the Central Health and Safety Committee (JWHSC) minutes and communications are posted at the worksite.
- Receive concerns about health and safety and forward to site administration for follow up
- Participate in and help site administration coordinate hazard assessments, planned inspections and incident investigations at the worksite.

## **9.0 Training**

The employer will provide JOHSC co-chairs and site OHS reps with orientation and training on the duties and functions of the committee and their respective roles and responsibilities. The costs are covered by the employer.

Administrators shall permit the JOHSC members and OHS representatives to take the greater of 16 hours or the number of hours the worker normally worked during two shifts, to complete online orientation and/or attend work site health and safety training programs, seminars or courses of instruction.

## **10.0 Committee Minutes/Communication:**

Accurate minutes including meeting dates and members present at each meeting will be kept by the secretary and distributed to Executive Team within 7 business days following the meeting. Minutes will identify topics discussed, recommendations and assigned actions. Copies of minutes are distributed to the site OHS reps electronically within seven days after meeting is held for posting on the staff bulletin board. Copies of minutes will be maintained by the JOHSC for a minimum of 2 years and be readily available for inspection by an auditor or OHS Officer. The JOHSC may also communicate with staff through Staff meetings, and email.

## **11.0 Meetings and Frequency**

The Committee will meet at least quarterly. Meetings will occur during normal working hours.

JWHSC members are deemed to be working while performing committee work and entitled to take the time away from their regular duties for meeting preparation, meeting attendance, and associated training and to carry out assigned committee duties. OHS reps may attend committee meetings as observers or to present topics of interest. All costs associated with the committee are borne by the division.

## **12.0 Inspections**

Planned inspections of the worksite at regular intervals are coordinated and implemented by site administrators working with the OHS representatives.

## **13.0 Incident Investigations and Work Refusals**

JWHSC members may participate with the employer in the investigation of work refusals and incident investigations as reported in the Public School Works (PSW) <http://www.theworks-intl-ca.com/Pages/frameset.asp?di=50031&dia=orc1z> and accompany OHS officers during investigations. Written reports must be provided to committee Co-chairs for review.

As the designated representative for the identified employee group, my signature on this page demonstrates support for this Terms of Reference.

---

Signature

Name: \_\_\_\_\_ (please print)  
CUPE President

---

Signature

Name: \_\_\_\_\_ (please print)  
ATA President

---

Signature

Name: \_\_\_\_\_ (please print)  
GEC Representative

## **Appendix A: Sample Agenda**

### **Joint Worksite Health and Safety Committee Agenda**

**Date:**

**Location:**

1. Roll Call
2. Introduction of visitors
3. Review of previous minutes and action items
4. Approval of previous minutes
5. Reports
6. Worker Concerns
7. New Business
8. Time, date and location of next meeting
9. Adjournment

**Appendix B: Sample Minutes**

Joint Worksite Health and Safety Committee Meeting Minutes

**Date:**

**Present:**

**Absent:**

**1. Review of minutes**

Minute from last meeting were approved

**2. Review of action items.**

Example: All action items were completed as planned.

**3. Injuries/Incidents:**

Example: An injury which occurred on *date*, was discussed: Individual slipped and fell in the warehouse. The incident was reviewed and the incident investigation results were discussed. Recommendations for addressing the unsafe condition in the warehouse have already been implemented. The floors will be washed on a regular basis and inspected once per shift.

**4. Work Site Inspections Reports**

Example: Inspection report from the past month was discussed, Follow up steps were recorded and tracked on the health and safety committee follow up log. Overall the area was in good shape.

**5. Worker concerns:**

Example: A worker reported a smell, probably due to poor air circulation in the west end of the office complex. The health and safety committee has recommended air testing in that part of the building.

**6. New Business:**

Example: The issue of ongoing WHMIS training for workers was discussed.

**7. Recommendations for action**

- a. Air testing be conducted in that area to identify any potential cause of smell.
- b. An outside firm be used to conduct the air monitoring
- c. The committee would appreciate a written reply to this recommendation and planned action.

**8. Next meeting:** date, time, location

**9. Adjournment:** Meeting adjourned at *time*

**SIGNED:** \_\_\_\_\_ / \_\_\_\_\_

Worker Co-Chair

Employer Co-Chair

**Appendix C Sample Incident report (report on-line at [www.sturgeon.ab.ca](http://www.sturgeon.ab.ca))**

**EMPLOYEE ACCIDENT / EXPOSURE  
INCIDENT REPORT**

Please complete this form accurately and completely. If you need more space, attach an additional sheet, clearly noting the item(s) you are continuing.

Completing this form will not initiate a claim for workers' compensation insurance.

Injured employee name:

Position:

Work location:

Home telephone no.:

Work tel. no.:

Date of birth:

Date incident occurred:

Time occurred:

Date/time began work:

Date first reported:

Time reported:

To whom reported?

Date last worked:

Date returned to work:

Location and address of incident:

1. Describe in full how the incident happened (including what employee was doing before and at the time of the incident, and any tools, equipment or materials being used):

2. Describe the injury or illness and the parts of the body affected:

3. Type of injury or an illness

4. Did an object or substance cause injury? Yes No

If yes, describe object/substance:

If object, did it penetrate the body? Yes No

If yes, was it removed from the body? Yes No If yes, who has the object?

5. Was personal protective equipment being used at the time of incident? Yes No

If yes, describe equipment:

Did the equipment fail? Yes No If yes, describe the failure:

6. Classify incident (choose only one)

- Slip, trip or fall



- o Assault, fight or violent act
- o Harmful substance
- o Vehicle accident
- o Collision with object
- o Human, animal, or insect bite
- o Muscle strain or back injury
- o Collision with human
- o Other

**IN ADDITION, FILL OUT THIS SECTION IF THE INCIDENT INVOLVED AN EXPOSURE TO SOMEBODY ELSE'S BLOOD OR BODY FLUIDS**

To what body fluid was employee exposed?

Due to a bite? Yes No

What part(s) of the body became exposed?

For how long?

Name of source individual(s):

Name of guardian of source individual(s):

Was first aid given in the field? Yes No If yes, describe first aid given:

By whom: Title:

Did employee seek medical attention? Yes No If yes, date of medical attention:

Hospitalized overnight as in-patient? Yes No

If yes, doctor & location of treatment: Treated in an emergency room? Yes No

Employee current on Hepatitis B immunization? Yes No

Employee current on Tetanus immunization? Yes No

Witnesses to the incident:

Signature of injured employee:

Date signed:

Supervisor Name:

Completed by (if not employee):

Title:

Date Completed:



# Board Memorandum

**Date:** February 13, 2019  
**To:** Board of Trustees  
**From:** Mary Lynne R. Campbell, Superintendent/CEO  
**Originator(s):** Lisa Lacroix, Acting Associate Superintendent Human Services  
**Subject:** Policy H/02 – Hazardous Materials Policy

---

## Background:

Attached for Trustee review is a copy of Policy H/02 – Hazardous Materials. This policy has been reviewed and there are no modifications recommended.

Associated Admin. Practice EFM 3 – Hazardous Materials is also attached for Trustee information with suggested revisions.

## Recommendation:

That the Board of Trustees review Policy H/02 – Hazardous Materials 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 it has a responsibility to ensure that hazardous materials are safely used and stored by its employees.
- 1.2 The Board also believes that the use of hazardous materials by its employees shall be in accordance with the provincial guidelines and regulations.

## **2.0 GUIDELINES**

- 2.1 The Superintendent shall be responsible for the process of establishing guidelines for the use and storage of hazardous materials.

---

References: *Admin Practice(s): EFM 3 – Hazardous Materials  
School Act:*



## EQUIPMENT & FACILITIES MANAGEMENT 3 – Hazardous Materials

Date: June 3, 2005    Revised: ~~Apr. 10, 2013~~ February 6, 2019    Responsible Administrator:  
~~Superintendent~~ Associate Superintendent, Human Services

---

### 1.0 RATIONALE

All employees who are required to handle hazardous materials as part of their duties need to be provided with the necessary education about these materials.

### 2.0 PROCESS

The Superintendent is responsible for ensuring the necessary guidelines for hazardous materials are established and adhered to.

### 3.0 GUIDELINES

- 3.1 All employees handling chemicals shall be familiar with the use of the chemical and thoroughly read the label on the container.
- 3.2 All employees shall follow recommended procedures in handling chemicals.
- 3.3 All employees handling chemicals shall be familiar with the first aid treatment of an accident as explained on the ~~Material~~ Safety Data Sheet (~~MSDS~~).
- 3.4 All employees handling chemicals shall be familiar with their responsibility regarding the reporting of a chemical related accident.
- 3.5 All chemicals not purchased “across the counter” and so called “controlled products” must have a label which shows brand name, code name or chemical name, appropriate hazard symbols, risk phrases and precautionary measures. The label must also be contained within a distinctive rectangular border.
- 3.6 A chemical transferred from one container to another container, must be labeled with a workplace label that is in accordance with 3.1.

---

References:    *Board Policy: H/2 – Hazardous Materials Policy*  
*Workplace Hazardous Materials Information System (WHMIS) 2015*



## EQUIPMENT & FACILITIES MANAGEMENT 3 – Hazardous Materials

Date: June 3, 2005 Revised: ~~Apr. 10, 2013~~ February 6, 2019 Responsible Administrator:  
~~Superintendent~~ Associate Superintendent, Human Services

- 
- 3.7 Containers with damaged labels or labels that are accidentally removed or rendered illegible must be re-labeled with a workplace label.
- 3.8 ~~Material~~ Safety Data Sheets (MSDS) must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
- 3.9 The ~~Material~~ Safety Data Sheet (MSDS) must match the chemical being used and contain the following information:
- 3.9.1 ~~Product identification~~ ity [name of chemical(s)]: The product identifier, supplier's name, address, phone number including emergency phone number. The chemical recommended use and restrictions on its use
  - 3.9.2 ~~Product Hazard(s) ingredients identification~~ [hazardous]: Hazard classification, statements, signal word, pictograms and precautionary statements.
  - 3.9.3 ~~Toxicity data~~ Composition/Information on ingredients: Includes chemical ingredients, impurities and stabilizers added.
  - 3.9.4 ~~Physical data~~ First Aid Measures: Lists important symptoms/effects, describes the initial care an untrained responder should administer.
    - 3.9.4.1 Boiling/melting point
    - 3.9.4.2 Vapor pressure/density
    - 3.9.4.3 Solubility in water
  - 3.9.5 ~~Fire and explosion data~~ fighting measures: Explains what type of extinguisher and protective equipment to use when fighting a fire caused by the chemical.
    - 3.9.5.1 Flash point
    - 3.9.5.2 Flammable limits in air
    - 3.9.5.3 Fire extinguisher substances
    - 3.9.5.4 Special firefighting procedures
  - 3.9.6 ~~Reactivity data~~ Accidental release measures: Details how to respond to spills, leaks, or releases to minimize exposure to people, property and the environment.

---

References: *Board Policy: H/2 – Hazardous Materials Policy*  
*Workplace Hazardous Materials Information System (WHMIS) 2015*



## EQUIPMENT & FACILITIES MANAGEMENT 3 – Hazardous Materials

Date: June 3, 2005 Revised: ~~Apr. 10, 2013~~ February 6, 2019 Responsible Administrator:  
~~Superintendent~~ Associate Superintendent, Human Services

- 
- 3.9.7 ~~Health hazard data~~ Handling and storage: Guidance for handling and storage including which chemicals should not be stored together.
- 3.9.8 ~~Spill or leak procedures~~ Exposure controls/personal protection: Lists the control parameters, including exposure guidelines or limits and personal protective measures that should be used to minimize chemical exposure.
- 3.9.9 ~~Special protection information~~ Physical and chemical properties: Lists the physical and chemical properties associated with the substance or mixture, including the chemical's appearance, odor, melting and freezing point and flammability.
- 3.9.10 Stability and reactivity: Describes the reactivity hazards and states whether the chemical is stable when being handled or stored under normal circumstances.
- 3.9.9.3.9.11 ~~Toxicological information: Identifies likely paths of exposure and associated symptoms and describes the immediate, delayed or chronic impact of short or long term exposure.~~
- 3.10 ~~Material~~ Safety Data Sheets (MSDS) must be kept at each employer's workplace in easily identified binders which are visible to all employees and available to the Joint Work Site Health and Safety Committee and Safety Representatives.
- 3.11 All ~~Material~~ Safety Data Sheets (MSDS) are to be updated at least every three (3) years or as soon as but not more than 90 days after new information related to the hazardous material becomes available to the employer.
- 3.12 At least once a year, all obsolete chemicals must be disposed of through a company registered by the Alberta Special Waste Services Association. Associated costs are the responsibility of the school.
- 3.13 All employees must be provided with instruction that should include a description of all the mandatory and performance-oriented aspects of the Workplace Hazardous Materials Information System (WHMIS) and the employer and employee responsibilities.
- 3.14 Principals shall be responsible for the safe handling of hazardous chemicals by all employees in the schools.

---

References: *Board Policy: H/2 – Hazardous Materials Policy*  
*Workplace Hazardous Materials Information System (WHMIS) 2015*



## EQUIPMENT & FACILITIES MANAGEMENT 3 – Hazardous Materials

Date: June 3, 2005 Revised: ~~Apr. 10, 2013~~ February 6, 2019 Responsible Administrator:  
~~Superintendent~~ Associate Superintendent, Human Services

- 3.14.1 Custodians shall be responsible for the safe handling of hazardous chemicals by caretakers.
- 3.14.2 Teachers shall be responsible for the safe handling of hazardous chemicals by aides or students.

---

References: *Board Policy: H/2 – Hazardous Materials Policy*  
*Workplace Hazardous Materials Information System (WHMIS) 2015*





# Board Memorandum

**Date:** February 13, 2019

**To:** Board of Trustees

**From:** Mary Lynne R. Campbell, Superintendent/CEO

**Originator(s):** Transportation Committee  
Dr. Charmaine Brooks, Associate Superintendent,  
Business and Corporate Services  
Cam-Van Mackie, Acting Treasurer  
Sherri Davidson, Manager, Transportation

**Subject:** Proposed 2019 – 2020 Transportation Fees

---

## Background:

At the January 25, 2019 Transportation Committee Meeting the Committee motioned to forward the proposed 2019 – 2020 Transportation Fees to this evening's Committee of the Whole Meeting.

## Recommendation:

That the Board of Trustees review the proposed 2019 – 2020 Transportation Fees and forward to the Public Board meeting.

Sincerely,

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

Attachment

COMMITTEE 9.3



Sturgeon Public School Division  
 Committee of the Whole  
 February 13, 2019

Proposed Transportation Fees  
 2019-2020

Fee Description	18-19 Rates	5% increase	Proposed 19-20 Rates
Headstart and PEP (Pre-School Enrichment Program)	\$150.00	\$7.50	\$157.50
Headstart and PEP - Noon Transportation	\$225.00	\$11.25	\$236.25
Kindergarten Full Day	\$175.00	\$8.75	\$183.75
Kindergarten Half Day - Noon Transportation	\$275.00	\$13.75	\$288.75
Eligible	n/a	n/a	n/a
Ineligible	\$275.00	\$13.75	\$288.75
School of Choice	\$275.00	\$13.75	\$288.75
Non-Resident	\$350.00	\$17.50	\$367.50
Division-Directed Program of Choice (LOGOS) - Shuttle Service	\$100.00	\$5.00	\$105.00
Ineligible Family Rate	\$825.00	\$41.25	\$866.25
School of Choice Family Rate	\$825.00	\$41.25	\$866.25
Non-Resident - ECS			\$225.00
Second Bus			\$165.00

Notes:

- New Fee: indicates charging non-resident ECS students that are meeting bus in division
- New Fee. (GSCRAD charges these categories - \$330 for ineligible; \$165 for second bus)

Bill 1 limits annual percentage of increase a board can charge for fees (maximum 5% increase per year)



# Board Memorandum

**Date:** February 13, 2019  
**To:** Committee of the Whole  
**From:** Mary Lynne R. Campbell, Superintendent/CEO  
**Originator(s):** Barb Smith, Communications officer  
**Subject:** Communications Plan – Four Winds Public School

---

## Background:

The Four Winds Public School Committee met on Wednesday, January 30 to discuss the overall progress to date, including the communications initiatives, as well as to identify the communications activities required going forward.

An extensive communications plan will be brought forward to the Committee of the Whole for the March 13, 2019 meeting.

## Recommendation:

This is shared as information.

Sincerely,

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



# Board Memorandum

**Date:** February 13, 2019

**To:** Board of Trustees

**From:** Mary Lynne R. Campbell, Superintendent/CEO

**Originator(s):** Dr. Charmaine Brooks, Associate Superintendent,  
Business and Corporate Services  
Cam-Van Mackie, Acting Treasurer

**Subject:** By-Election Ward 4 – Sturgeon Valley/West St. Albert Area –  
Date of By-Election and Location of Polling Stations

---

## Background:

At the January 30, 2019 Board of Trustees meeting, a motion was passed unanimously that a by-election for the vacant position of school board trustee Ward 4 – Sturgeon Valley/West St. Albert Area be held. The Board of Trustees requested that the Senior Executive Committee set a date for this by-election.

The following dates are proposed for Trustee consideration:

- As per the *Local Authorities Election Act, 1(25)*, nomination day shall be 4 weeks before election day. Therefore, Nomination Day would be held on Tuesday, April 2, 2019. This would set Election Day for the Ward 4 by-election to be held on Tuesday, April 30, 2019.
- As per the *Local Authorities Election Act, 73(2)* No advance vote shall be held within 24 hours of election day. Therefore, Advance Vote Day would be held on Thursday, April 25, 2019.

The following polling station locations are proposed for Trustee consideration:

- In the event an election is required for Ward 4, a polling station is to be held at Sturgeon Heights School on Tuesday, April 30, 2019.
- In the event an election is required for Ward 4, an advance vote polling station is to be held at Central Office on Thursday, April 25, 2019.

COMMITTEE

9.5

The Business Operations and Stakeholder Support Branch of Alberta Education have advised that resolutions that were in place for the October 2017 School Trustee Election, apply to the by-election.

*As per the Local Authorities Election Act, 1(26)(1), notice of nomination day shall be published at least once a week in each of the two weeks before nomination day. Advertisements will then run in the March 20<sup>th</sup> and 27<sup>th</sup> editions of the St. Albert Gazette. With advertisements set to run on April 17<sup>th</sup> and 24<sup>th</sup> editions of the St. Albert Gazette for the Notice of By-Election Day, and April 17<sup>th</sup> edition of the St. Albert Gazette for the Notice of Advance Poll.*

**Recommendation:**

That the Board of Trustees approve the proposed dates and locations for polling stations, with respect to the by-election for Ward 4 – Sturgeon Valley/West St. Albert Area and forward to the Public Board Meeting.

Sincerely,



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



# Board Memorandum

**Date:** February 13, 2019

**To:** Board of Trustees

**From:** Mary Lynne R. Campbell, Superintendent/CEO

**Originator(s):** Ruth Kulk, Deputy Superintendent, Education Services  
Jonathan Konrad, Director, Student Achievement & Results  
Kerri Trombley, Literacy Lead Teacher

**Subject:** Assurance Report Four: Education Services

---

## Background:

Goal One of the Three Year Education Plan identifies High Quality Teaching and Learning for All Students as a priority. Attached is the fourth summary of Assurance Report Four which addresses the priority: continue to research, support and monitor high quality instructional strategies that improve students' literacy and numeracy skills across the Division.

## Recommendation:

The information regarding priority four in the Assurance Report from Education Services is shared with the Board for information and further discussion.

Sincerely,

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

Attachments

COMMITTEE 9.6



# **ASSURANCE REPORT**

## **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. Provincial and diploma exam results presented to the Board of Trustees on October 10<sup>th</sup>, 2018.
2. AERR summary and analysis presented to the Board of Trustees on November 14<sup>th</sup>, 2018.
3. School administrators will present and discuss school results with the Board of Trustees on November 12<sup>th</sup> and 13<sup>th</sup>, 2018. Areas of strength and areas of challenge will be discussed, and response strategies will be presented.
4. Professional Development Plan for administrators has been developed.
5. School are using 3 points of data to determine programming: Provincial Achievement Exam results, Our School survey results, Fountas and Pinnell, Mathletics and MIPI (Math Intervention Programming Instrument) results.
6. The Associate Superintendent of Education Services will visit with each school and review results and responses with principals.
7. A summary of the report provided by the University of Portland (Grade 6 PAT Results Research) will be shared with all principals and directors to assist in determining professional development and planning needs.

**Supporting documents:**

1. Provincial Achievement Test and Diploma Examination Summary Report
2. AERR Summary and Analysis
3. Schedule: School Presentations to the Board of Trustees
4. Professional Development Plan for Administrators
5. Schedule: Associate Superintendent, Education Services School Visit
6. Report from University of Portland: School of Education

## 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. Learning Plans provided for each professional development cohort.
2. Professional Development plan for the division has been developed, as well as plans for each school.
3. Informed and effective practice is presented in cohort professional learning.
4. The Director of Student Achievement and Results has provided a Fall update relative to the focus on improving student achievement.

#### Supporting documents:

1. Fall Update: Student Achievement
2. Professional Learning Plan for SPSD Administrators 2018/19
3. Professional Development Plan: school based
4. Centrally Coordinated Calendar of Professional Development 2018/19
5. Power Teacher Pro Transition Plan
6. Fall Updates and learning plans for cohorts: Numeracy, Literacy, Art, Call to Action, CTF, Ed Tech, Health Champions, Kindergarten, Music, Nature Based Teaching, Safe Contact



## 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. 2<sup>nd</sup> Annual Parent Conference October 12-13, 2018-2019
2. Webinar Series to be launched in the Winter of 2019 – 1<sup>st</sup> session filmed – Mealtime Battles
3. Circle of Security Parenting Program – more opportunities offered to parents
4. Triple P offered (Positive Parenting Program)
5. Increased use of robotics for coding in all Early Childhood Education programs - PEP/KEP, HS and Kindergarten
6. Additional Coaches being trained in the STAR program across the division
7. Full day parent/staff workshop on April 15<sup>th</sup> with Kim Barthel, OTR - Becoming a Behavioural Detective: Understanding, Surviving and Supporting Complex Behaviours
8. Parent Support Group – 8 Pilot Project @ MPS

#### **Supporting documents:**

1. Parent Programs 2018-2019
2. 2<sup>nd</sup> Annual Parent Conference October 12 – 13, 2018

**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. Instructional Minutes have been reviewed for all schools.  
The Guide to Education indicates that instructional minutes per week for math should be:
  - a. Grades 1 – 6: 240 mins
  - b. Grades 7-9: 150 mins
  - c. High School: 5 credits equals 125 hours of instruction
2. All Headstart programs have literacy backpacks for students to take home to encourage home reading.
3. In Early Childhood Services, Speech and Language therapists monitor and program for phonemic awareness which is a necessary pre-literacy skill.
4. Schools program for Guided Reading, Balanced Literacy, Guided Writing and Moving Up with Literacy.
5. Literacy plans have been developed by each school
6. CIF funding has supported either numeracy or literacy planning at the school level.

**Supporting documents:**

1. Division Literacy Plan
2. Division Numeracy Plan
3. Sample blank Literacy Plan for schools
4. Sample blank Numeracy Plan for Schools

## SPSD Plan for Improving Student Achievement in Literacy

### Background information:

Literacy has traditionally been thought of as reading and writing. Although these are essential components of literacy, today our understanding of literacy encompasses much more. Alberta Education defines literacy as the ability, confidence and willingness to engage with language to acquire, construct and communicate meaning in all aspects of daily living. Language is explained as a socially and culturally constructed system of communication.

Literacy development does not take place in just the Language Arts classroom. It is a shared responsibility among all educators. Although specific knowledge and skills are taught primarily in Language Arts, every subject area teacher is responsible for further developing, strengthening and enhancing literacy.

In Sturgeon Public School Division, the Three Year Education Plan speaks to:

**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:**

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.

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

**Strategies:**

4. Expand the role of a Coordinator of Instructional Technology and Innovation to assist teachers with applying technologies effectively for instruction and learning.

**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.

### Current Context

- SPSP consistently scores higher than the province for acceptable standard on grade 6 and grade 9 LA Provincial achievement tests.
- Over the past few years, students in grade 6 and grade 9 LA have been slightly below the provincial average in reaching the excellent standard on provincial achievement tests.
- English 30-1 results have recently dropped below the provincial average for numbers of students reaching the acceptable standard.
- For the past three years, the number of students in English 30-1 have been slightly below the provincial average for reaching the standard of excellence.
- English 30-2 results continue to be above the provincial average in reaching both the acceptable standard and the standard of excellence.

### Goals

- To increase high-quality teaching practices in literacy across the division.
- To improve collaboration and communication among literacy teachers.
- To increase teacher proficiency in teaching literacy in early grades.
- To create a culture of evidence-based teaching and learning to improve literacy in our students.
- To establish a literacy lead in each school to promote research-based teaching practices.
- To increase student achievement in LA as measured by provincial achievement exams in grade 6 and 9.
- To increase student achievement in LA as measured by provincial diploma exams.

### Delivery Models

- Teacher and Administration professional development.
- Cohort Model for Lead Teachers.
- Use of division PD days.
- Collaboration with outside agencies to access expertise.

### Program and Plan Overview

- Review of school practice, resources, and supplemental support programming for literacy.
- Develop and update a targeted literacy plan in each school site with school administration in discussion with school literacy leads and teachers.
- Establish a division supported Literacy Cohort.
- Identify and promote a literacy lead at each school site.
- Build consistency on the collection and reporting of individual student growth in reading comprehension levels.
- Establish a close partnership with ERLC and their literacy expert to guide cohort understanding of comprehensive literacy planning.
- Deepen teachers understanding of comprehensive literacy instruction and promoting its use in all our classrooms.

### Annual Plan Summaries

Year 1	<b>Focus</b> In year one, we will provide opportunity for growth in the area of literacy practices of representatives and leaders from each division. We will promote the use of Guided Reading and Guided Writing and use Fountas and Pinnell for benchmark assessment and diagnostic remediation. We will support professional development in foundational literacy practice and comprehensive literacy in the early years, and reading strategies and best practices in older grades.
Year 2	<b>Focus</b> In year two, we will improve communication and analysis of Fountas and Pinnell among teachers and with administration to allow for data informed practice in teaching literacy. We will extend our comprehensive literacy strategies to include upper elementary, and continue to develop stronger reading strategies and textual analysis tools for older grades.

### Target Groups

- **Focus for Administrators**
  - Understand the current achievement of students in their schools and within our division on provincial exams in Language Arts.
  - Understand the current achievement of students in reading and writing assessments, and be proficient in determining growth for students across grade levels.
  - Understand best practices in leading improvement in teaching literacy.
  
- **Focus for School Literacy Leads**
  - The idea of Literacy Leads for our schools is fairly new to the division, so building that common language and expectations has been important. We have asked our Literacy Leads to attend PD and facilitate professional learning within their schools.
  - Susan Woo from ERLC facilitates the professional development and discussions. The goal is for teachers of literacy to collaborate and communicate, build PLC's and share resources.
  
- **Focus for all teachers of literacy**
  - Understand and use best teaching and learning practices when working with students in literacy.
  - Use division promoted supports or programs to gather data about their student's literacy skills and understanding and use this to differentiate instruction.

Annual Updates

<p>Year 1 2018/19 Updates</p>	<p>In school year 2018/19 the following actions occurred to deepen our understanding of provincial results, broaden the responsibility, and support our teachers to improve student achievement in literacy:</p> <ol style="list-style-type: none"> <li>1. Each school designed their school literacy plan to improve student reading and writing.</li> <li>2. Each school met the Director of Student Achievement and Results to discuss their use of Fountas and Pinnell in supporting all students with reading comprehension.</li> <li>3. Each school reported their PAT and Diploma results to the Board of Trustees and discussed their plan to improve or maintain achievement levels in LA 6, LA 9, and English 30-1 and 30-2.</li> <li>4. Developed the practice of having literacy leads in each school.</li> <li>5. Fountas and Pinnell, Guided Reading and several other literacy focused PD sessions were offered at Institute Day.</li> <li>6. Literacy Leads from each school attended PD with Susan Woo.</li> <li>7. Our Comprehensive Literacy team (K-4), who are attending the 3 Days with ERLC, have created a shared Google document to host insights from this PD and access all of the presenter's slides. This resource will be shared with all of the Literacy Leads, and they will be encouraged to use them at their schools.</li> <li>8. Concept Based Literacy Instruction introduction in March with Literacy Leads in Division 2, 3 and 4.</li> </ol>
<p>Year 2 2019/20 Updates</p>	<p>The following actions or strategies will occur during the 2019/20 school year to support excellence in teaching literacy and improve student achievement as measured by provincial assessments.</p> <ol style="list-style-type: none"> <li>1. Each school will develop and update their literacy plan.</li> <li>2. Literacy leads will continue to meet twice a year to discuss areas of growth and to network and support each school site.</li> <li>3. A literacy partnership with ERLC which promotes comprehensive literacy will be developed.</li> <li>4. Alignment of best teaching practice with the new curriculum will be conducted by literacy leads for each school.</li> <li>5. A common method for reporting, analyzing and sharing of Fountas and Pinnell data will be created by the Central Office IT team.</li> </ol>

SPSD Education Services: Literacy Planning 2018-2020

	<ol style="list-style-type: none"><li data-bbox="509 195 1357 262">6. Concept based Inquiry will be supported and explored in all K-4 schools.</li><li data-bbox="509 294 1357 361">7. Development PD for administrators focused on recognizing and promoting literacy rich classrooms in schools.</li></ol>
--	--

## SPSD Plan for Improving Student Achievement in Numeracy

### Background information:

To respond to the provincial and jurisdictional challenge in Math Provincial Assessment scores at Grades 6, 9, and in Math 30-1, Math 30-2, Education Services has developed a two-year plan to positively impact student achievement in numeracy. This plan recognizes that student achievement and success is a shared responsibility and one which involves teachers, parents/guardians, students and central office services. Furthermore, recognition is given to the time which will be needed to indicate a positive trend in results which is equal to or exceeds provincial averages in the acceptable and excellence standards.

In Sturgeon Public School Division, the Three Year Education Plan speaks to:

**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:

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.

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

Strategies:

4. Expand the role of a Coordinator of Instructional Technology and Innovation to assist teachers with applying technologies effectively for instruction and learning.

**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.



## Current Context

- According to the University of Portland, Sturgeon Public School division results in grade 6 mathematics PAT scores have had more students in the below acceptable category than the rest of the provincial average for 2016 and 2017.
- Pat results for grade 9 have continued to be just above the provincial average in both acceptable and excellent standards, however, there is great variation across our schools.
- Diploma results for Math 30-1 have been below the provincial average for 2015, 2016, and 2017 for both Acceptable and Excellence standards.
- Diploma results for Math 30-2 have been below the provincial average for 2015, 2016, and 2017 for both Acceptable and Excellence standards.

## Goals

- To increase high-quality teaching practices in numeracy across the division.
- To improve collaboration and communication among numeracy teachers.
- To reduce teacher anxiety in teaching numeracy in early grades.
- To create a culture of evidence-based teaching and learning to improve numeracy understanding in our students.
- To establish a numeracy lead in each school to promote research-based teaching practices.
- To increase student achievement in numeracy as measured by provincial achievement exams in grade 6 and 9.
- To increase student achievement in numeracy as measure by provincial diploma exams in Math 30-1 and 30-2.

## Delivery Models

- Teacher and Administration professional development.
- Cohort Model for Lead Teachers and for PAT teachers.
- Use of division PD days.
- A two-year relationship with ERLC or provincial experts.

## Program and Plan Overview

- Review of school practice, resources, and supplemental support programming for numeracy.
- Detailed review and analysis of achievement results on PAT scores in grade 6 and 9 Mathematics.
- Detailed review and analysis of diploma results for Math 30-1 and Math 30-2.
- PD for the school administration to understand their school results on provincial exams.
- PD for teachers to understand their school results on provincial exams.
- PD for teachers on excellent numeracy teaching and learning practices aligned with the Alberta curriculum and provincial exams.
- Creation of division supported Numeracy Lead Cohort.
- Creation of division level sharing and collaboration among numeracy teachers.
- Establish a partnership with ERLC and Alberta Assessment for ongoing professional development throughout this plan.
- Explore the possibility of professional collaboration with one specialist per academic school division to work in schools and on key professional development days to improve classroom instruction in numeracy.

### Annual Plan Summaries

Year 1	<b>Focus</b> In year one, we will focus on building our understanding of PAT and Diploma results, creating plans to address deficiencies, and beginning the discussion of numeracy improvement in the division.
Year 2	<b>Focus</b> In year two, we will focus on deepening our understanding of provincial achievement, broadening responsibility to all school leaders, equipping teachers to understand data and beginning the division-wide development work on best teaching practices in numeracy classrooms.
Year 3	<b>Focus</b> In year three we will focus on securing an external partnership and using researched based pedagogy, creating change in the daily practice of all numeracy teachers, and building a culture of continued collaboration.

### Target Groups

- Focus for Administrators
  - Understand the current achievement of students in their schools and within our division on provincial exams in mathematics.
  - Understand best practices in leading improvement in teaching numeracy.
  - Enable data-based conversations with math teachers at all levels to improve student achievement in math.
  
- Focus for School Numeracy Leads
  - Understand current teaching and learning strategies for teaching mathematics.
  - Understand the scope and sequence of the Program of Studies.
  - Facilitate programming and support for teachers at their schools.
  
- Focus for teachers of PAT or Diploma exams
  - Understand the current achievement of students within their classes on provincial assessments.
  - Build strategies for improving student achievement in numeracy as measured by provincial assessments.

- Focus for all teachers of numeracy
  - Understand and use best teaching and learning practices when working with students in numeracy.
  - Use division promoted supports or programs to gather data about their student’s numeracy skills and understanding and use this to differentiate instruction.
  - Connect and share classroom teaching strategies with other teachers within the division.

Annual Updates

<p>Year 1 2017/18 Updates</p>	<p>In school year 2017/18 the following actions occurred to respond to the trend in declining math scores:</p> <ol style="list-style-type: none"> <li>1. A review was completed of all Grade 1-9 math instructional minutes. All schools were meeting the requirements outlined in the Guide to Education and in year 2018/19 particular school increased instructional minutes.</li> <li>2. The Director of Curriculum and Instruction met with all K -9 principals to discuss the areas of greatest need in Grade 6 and 9 math.</li> <li>3. Schools identified as requiring improvement in scores were provided with professional development opportunities.                     <ol style="list-style-type: none"> <li>a. All Grade 6 math teachers were either required to or invited to attend a session with a representative of the Assessment Branch to review test development and assessment.</li> <li>b. All Grade 6 and 9 math teachers were provided with the opportunity to attend professional development provided by ERLC. (Making Multiplicative Thinking Accessible to all Grades) This was a component of Alberta Education’s response to declining math scores.</li> <li>c. January Institute Day: sessions to address results improvement were offered for elementary, junior high and high school math teachers.</li> </ol> </li> <li>4. All schools were requested to field test math Diploma and PAT exams.</li> <li>5. SPSP entered into a collaborative research partnership to review Grade 6 Math scores.</li> </ol>
---------------------------------------	---

<p>Year 2 2018/19 Updates</p>	<p>In school year 2018/19 the following actions occurred to deepen understanding of provincial results, broaden responsibility, and position teachers to improve student achievement in numeracy:</p> <ol style="list-style-type: none"> <li>1. All division schools have developed a numeracy plan to address improving math skills in all grades. (September)</li> <li>2. Principals attended a session with the Director and a representative from the Assessment Branch to unpack division results and develop skill in results analysis. (November)</li> <li>3. Principals met with the Associate Superintendent to discuss school numeracy plans.</li> <li>4. Principals presented provincial achievement results from PAT and Diploma courses to the Board of Trustees. (November)</li> <li>5. All schools administered the MIPI at the beginning of the year screen to determine lagging skills. (September/October)</li> <li>6. All schools acquired access to Mathletics. This program will track student learning and provide another data source to measure student understanding and skill. (all year)</li> <li>7. Professional development offered in Numeracy skills focused on both primary and secondary, as well as Mathletics at our Institute Day. (November)</li> <li>8. Professional development at the division level was conducted on             <ol style="list-style-type: none"> <li>a. November 7: Mathletics: how to use the tool for formative assessment</li> <li>b. November 21: PAT analysis and goal setting with administrators</li> <li>c. December 10: Math cohort to work with K. Rota from the Assessment Branch, Alberta Education. (PAT Analysis)</li> </ol> </li> <li>9. A second Professional Development session with our Math cohort is planned for March. Leadership will be provided by ERLC or AAC to build on the concepts started with Alberta Assessment Branch.</li> <li>10. All schools will field test math Diploma and PAT exams.</li> <li>11. Teachers have been encouraged to participate in one of the following: test development and item writing or marking.</li> </ol>
---------------------------------------	---

	<ol style="list-style-type: none"> <li>12. STEAM games will be held in May, with many challenges geared toward computational thinking to encourage practical math skills.</li> <li>13. A division wide Math PD is planned for March 1st. All math teachers will meet in their academic division cohorts with a provincial expert in teaching numeracy. This will introduce the plan for growing our teaching skills in 2019/2020.</li> <li>14. Discussion with John Waterhouse (ERLC) to create a school administrator PD with ERLC expertise on how to assess math teaching in the classroom during principal on going supervision.</li> <li>15. The following priorities will continue to be supported across the division with inter-school visits and CO funding for PD offered by outside agencies such as ERLC:             <ol style="list-style-type: none"> <li>a. Guided Math for Grades 1-6</li> <li>b. Inquiry and Project-Based Math for 7-12</li> <li>c. Use of Individual Assessment Tools, such as MIPI, Mathletics, or IXL, to understand current levels of understanding and skill and to demonstrate growth</li> </ol> </li> </ol>
<p>Year 3 2019/20 Proposal</p>	<p>The following actions or strategies have been planned for the 2019/20 school year to support excellence in teaching numeracy and improve student achievement as measured by provincial assessments.</p> <ol style="list-style-type: none"> <li>1. All schools will administer the MIPI at the beginning of the year screen to determine lagging skills. (September/October)</li> <li>2. All division schools will update their numeracy plans to address improving math skills in all grades.</li> <li>3. Principals will meet with the Deputy Superintendent to discuss their plans.</li> <li>4. Principals will present their provincial achievement results from PAT and Diploma courses to the Board of Trustees.</li> <li>5. The following priorities will continue to be supported across the division with inter-school visits and CO funding for PD offered by outside agencies like ERLC:             <ol style="list-style-type: none"> <li>a. Guided Math for Grades 1-6</li> <li>b. Inquiry and Project-Based Math for 7-12</li> <li>c. Use of Individual Assessment Tools, such as MIPI, Mathletics, or IXL, to understand current levels of understanding and skill and to demonstrate growth</li> </ol> </li> </ol>

	<ol style="list-style-type: none"><li>6. Grade 6,9 and 12 math teachers will continue to participate in Field Testing for achievement tests and diploma exams.</li><li>7. Teachers will be encouraged to participate in test development, item writing or marking for provincial Math assessments.</li><li>8. STEAM games will be held in May, with many challenges geared toward computational thinking to encourage practical math skills.</li><li>9. Three division PD days will be set aside for division wide Math PD. There are several options currently being discussed with school administration to best meet our needs on these days. They are:<ol style="list-style-type: none"><li>a. Option A<ol style="list-style-type: none"><li>i. Teachers will meet with a provincial expert in teaching mathematics in their academic division early in the year to establish the plan for the year</li><li>ii. Three times in the year a provincial expert will spend one week in schools and in classrooms working directly with math teachers. Then, at the PD that month the teachers will gather with that expert learn about best practices and tie this to the experiences they have had in schools during the week.</li></ol></li><li>b. Option B<ol style="list-style-type: none"><li>i. Instructional Coaches or Math leads will meet with a provincial expert in teaching mathematics early in the year.</li><li>ii. Three times in the year, instructional coaches or leads will spend a one week in schools working alongside all math teachers. Then, during the PD day that month all teachers will meet in their division groups with their coaches or leads to discuss best practices.</li></ol></li><li>c. Option C<ol style="list-style-type: none"><li>i. Math teachers will meet three times in the year with a provincial expert for Math PD on the division PD days.</li></ol></li></ol></li><li>10. School administrators will debrief about the targeted PD and expert training carried out during the year and decide how to continue the work in 2020/2021.</li></ol>
--	--



## Reporting Document 2018 - 2019

School:

### LITERACY PLAN

<b>1. Goal(s):</b>	
<b>2. Timeline:</b>	
<b>3. Strategies/Actions (<i>What will you do?</i>):</b>	
<b>4. Resources and Professional Development (<i>What will the staff need?</i>):</b>	
<b>5. Indicators of Success (<i>What will you accept as evidence of success?</i>):</b>	
<b>6. Evidence to be gathered (<i>Data and timeline of collection</i>):</b>	
<b>7. Evaluation of Impact (<i>Interpretation of data</i>):</b>	
<b>8. Response and Reflection (<i>Programming response</i>):</b>	



## Reporting Document 2018 - 2019

School:

### NUMERACY PLAN

<b>1. Goal(s):</b>	
<b>2. Timeline:</b>	
<b>3. Strategies/Actions (<i>What will you do?</i>):</b>	
<b>4. Resources and Professional Development (<i>What will the staff need?</i>):</b>	
<b>5. Indicators of Success (<i>What will you accept as evidence of success?</i>):</b>	
<b>6. Evidence to be gathered (<i>Data and timeline of collection</i>):</b>	
<b>7. Evaluation of Impact (<i>Interpretation of data</i>):</b>	
<b>8. Response and Reflection (<i>Programming response</i>):</b>	





# Board Memorandum

**Date:** February 13, 2019  
**To:** Board of Trustees  
**From:** Mary Lynne R. Campbell, Superintendent/CEO  
**Originator(s):** Dr. Charmaine Brooks, Associate Superintendent,  
Business and Corporate Services  
Cam-Van Mackie, Acting Treasurer  
Dave Webster, Manager, Technology Services  
**Subject:** IT Report: Monthly Downtime

---

## Background:

Attached is the report for Technology Services indicating network outage for the month of January 2019.

## Recommendation:

This report regarding Monthly Downtime is shared with the Board for information.

Sincerely,

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

Attachment

# Sturgeon Public School Division

## Monthly Network Outage Report

Feb 01, 2019

Jan 1, 2019 – Jan 31, 2019  
[SaaS Report: Common SaaS Check](#)

Report Time Span:	1/1/2019 12:00:00 AM - 2/1/2019 12:00:00 AM										
Report Hours:	24 / 7										
Sensor Type:	Common SaaS (15 m Interval)										
Probe, Group, Device:	Local probe > Local probe > Probe Device										
Uptime Stats:	Up:	100 %	[30d 23h 50m 27s]	Down:	0 %						
Request Stats:	Good:	100 %	[2981]	Failed:	0 %						
Average (Available Services):	>99 %										

Date Time	Available Services	Office	Bing	Google Apps	Dropbox	Salesforce	GitHub	Facebook	Twitter	Youtube	Downtime	Coverage
Averages (of 31 values)	>99 %	365	191 msec	472 msec	170 msec	240 msec	341 msec	360 msec	198 msec	229 msec	131 msec	100 %

[www.sturgeon.ab.ca](http://www.sturgeon.ab.ca) (hosted)

### Monthly Uptime Report: Common SaaS Check

Report Time Span:	1/1/2019 12:00:00 AM - 2/1/2019 12:00:00 AM										
Report Hours:	24 / 7										
Sensor Type:	Common SaaS (15 m Interval)										
Probe, Group, Device:	Local probe > Cloud Services > Internet Status										
Uptime Stats:	Up:	100 %	[30d 23h 45m 43s]	Down:	0 %						
Request Stats:	Good:	100 %	[2977]	Failed:	0 %						
Average (Available Services):	>99 %										

### Outage Detail: