



Board Meeting Agenda

February 27, 2019 – 4:30 p.m.
Frank Robinson Education Centre
9820 – 104 Street, Morinville, Alberta

1. Call to Order

2. Approval of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

3. Appointments

4. Reading and Approving of Minutes

4.1 Amendment/Correction of Minutes

4.2 Approval of the Minutes of the Regular Meeting of January 30, 2019

5. Presentations

5.1 Outdoor Classroom

Mr. Jonathan Konrad, Director, Student Achievement & Results
Sturgeon Public School Division

6. Reports from Senior Administration

6.1 Superintendent's Report:

- Capital Update

6.2 Field Trip Report

7. Reports from Trustees and Standing Committees

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

8. Reports from Special Committees

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

9. New Business

- 9.1 Policy G/II/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 Policy I/1 – Transportation Services
Board Regulation, Transportation 2 – Transportation Services & Fees
Admin. Practice, Transportation 11 – Transportation Fees
- 9.4 School Calendar: 2019 – 2020
School Calendar: 2019 – 2020 Morinville Public School
- 9.5 By-Election – Ward 4 Sturgeon Valley/West St. Albert Area
 - 9.5.1 Nomination Day
 - 9.5.2 Polling Station and Advance Vote: Date/Time/Location
 - 9.5.3 Appointment of Returning Officer
- 9.6 Assurance Report: Education Services

9.7 RFP External Auditor

9.8 Monthly Financial Report

10. Unfinished Business

11. Notices of Motion

12. Information

13. Comment & Question Period

13.1 ATA; CUPE

13.2 Community Members

13.3 Media

14. Requests for Information

15. In Camera

16. Adjournment



Minutes of the Meeting of The Board of Trustees of Sturgeon Public School Division No. 24 Held at Morinville on January 30, 2019

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Minutes of the Meeting of The Board of Trustees of Sturgeon Public School Division No. 24 Held at Morinville on January 30, 2019

Present

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

Regrets: Mrs. Janine Pequin, Trustee

Call to Order

The Chair called the meeting to order at 4:38 p.m.

Approval of Agenda

#001/2019 – Moved by Mrs. Oatway-McLay that the agenda be approved.

CARRIED UNANIMOUSLY

Appointments

Approval of Minutes

#002/2019 – Moved by Mrs. Kohle that the minutes of the Regular Meeting of November 28, 2018 be approved.

CARRIED UNANIMOUSLY

#003/2019 – Moved by Mrs. Oatway-McLay that the minutes of the Special Meeting of December 12, 2018 be approved.

CARRIED UNANIMOUSLY

Presentations

Reports from Senior Administration

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

#004/2019 – Moved by Mrs. Kohle that the new format for the Committee of the Whole, Summary of Motions be approved.

CARRIED UNANIMOUSLY

Reports from Trustees and Standing Committees

Chair's Report

A written and verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Advocacy

A written and verbal report was provided.

#005/2019 – Moved by Mrs. Oatway-McLay that Sturgeon Public School Division nominate Terry Jewell, Chair for the *Dick Baker Legacy Award* and Liz Kohle, Trustee for the *Advancing Association Award*, of the Public School Boards' Association of Alberta; and
Further that these nominations be put forward during the 2019 – 2020 school year.

CARRIED UNANIMOUSLY

Building and Maintenance

A verbal report was provided.

Finance & Human Resources

No report was provided.

Policy

A verbal report was provided.

Transportation

A verbal report was provided.

Reports from Special Committees

Alberta School Boards Association Representative

A verbal report was provided.

Public School Boards Association of Alberta Representative

A verbal report was provided.

New Business**Policy D/II/6 - The Lord's Prayer**

#006/2019 - Moved by Mrs. Kohle that the Board of Trustees affirm Policy D/II/6 - The Lord's Prayer.

CARRIED UNANIMOUSLY

Board Regulation, Administration 3 - The Lord's Prayer

#007/2019 - Moved by Mrs. Kohle that the Board of Trustees affirm Board Regulation, Administration 3 - The Lord's Prayer.

CARRIED UNANIMOUSLY

Policy D/II/16 - Religious Theme/Content in School Activities

#008/2019 - Moved by Mrs. Oatway-McLay that the Board of Trustees affirm Policy D/II/16 - Religious Theme/Content in School Activities.

CARRIED UNANIMOUSLY

Board Regulation, Administration 4 - Religious Theme/Content in School Activities

#009/2019 - Moved by Mrs. Featherley that the Board of Trustees affirm Board Regulation, Administration 4 - Religious Theme/Content in School Activities.

CARRIED UNANIMOUSLY

Policy E/I/5 - Employee Conflict of Interest

#010/2019 - Moved by Mrs. Oatway-McLay that the Board of Trustees approve Policy E/I/5 - Employee Conflict of Interest.

CARRIED UNANIMOUSLY

Governance 3 - Conflict of Interest

#011/2019 - Moved by Mrs. Featherley that the Board of Trustees approve Governance 3 - Conflict of Interest.

CARRIED UNANIMOUSLY

Policy 220 - Trustee Responsibility and Conduct

#012/2019 - Moved by Mrs. Oatway-McLay that the Board of Trustees approve Policy 220 - Trustee Responsibility and Conduct.

CARRIED UNANIMOUSLY

Policy B/I/1 – Trustee Functions, Trusteeship & Policy

#013/2019 – Moved by Mrs. Featherley that the Board of Trustees rescind Policy B/I/1 – Trustee Functions, Trusteeship & Policy.

CARRIED UNANIMOUSLY

Policy B/II/1 – Attendance at Meetings

#014/2019 – Moved by Mr. Dwyer that the Board of Trustees rescind Policy B/II/1 – Attendance at Meetings.

CARRIED UNANIMOUSLY

Policy B/II/2 – Code of Ethics

#015/2019 – Moved by Mr. Jewell that the Board of Trustees rescind Policy B/II/2 – Code of Ethics.

CARRIED UNANIMOUSLY

Policy B/II/3 – Requirement to Declare Conflict of Interest

#016/2019 – Moved by Mrs. Oatway-McLay that the Board of Trustees rescind Policy B/II/3 – Requirement to Declare Conflict of Interest.

CARRIED UNANIMOUSLY

Policy B/II/4 – Requirement to take Oath of Office

#017/2019 – Moved by Mrs. Kohle that the Board of Trustees rescind Policy B/II/4 – Requirement to take Oath of Office.

CARRIED UNANIMOUSLY

Policy B/II/5 – Trustee Code of Conduct

#018/2019 – Moved by Mrs. Featherley that the Board of Trustees rescind Policy B/II/5 – Trustee Code of Conduct.

CARRIED UNANIMOUSLY

Policy B/II/6 – Meetings by Electronic Means

#019/2019 – Moved by Mr. Dwyer that the Board of Trustees rescind Policy B/II/6 – Meetings by Electronic Means.

CARRIED UNANIMOUSLY

Policy 225 – Board Responsibility and Conduct

020/2019 – Moved by Mrs. Featherley that the Board of Trustees approve Policy 225 – Board Responsibility and Conduct.

CARRIED UNANIMOUSLY

Policy B/IV/1 – Board Roles and Responsibilities

021/2019 – Moved by Mrs. Oatway-McLay that the Board of Trustees rescind Policy B/IV/1 – Board Roles and Responsibilities.

CARRIED UNANIMOUSLY

Policy 230 – Board Committees and Appointed Representation

022/2019 – Moved by Mrs. Featherley that the Board of Trustees approve Policy 230 – Board Committees and Appointed Representation.

CARRIED UNANIMOUSLY

Policy B/I/3 - Committees of the Board

023/2019 – Moved by Mr. Dwyer that the Board of Trustees rescind Policy B/I/3 – Committees of the Board.

CARRIED UNANIMOUSLY

Policy B/I/4 – Board Representation to Other Organizations

024/2019 – Moved by Mr. Jewell that the Board of Trustees rescind Policy B/I/4 – Board Representation to Other Organizations.

CARRIED UNANIMOUSLY

Board Regulation, Administration 7 – Board Staff Communication

025/2019 – Moved by Mrs. Oatway-McLay that the Board of Trustees rescind Board Regulation, Administration 7 – Board Staff Communication.

CARRIED UNANIMOUSLY

Board Regulation, Education 2 – Student Suspensions and Expulsions

026/2019 – Moved by Mrs. Kohle that the Board of Trustees rescind Board Regulation, Education 2 – Student Suspensions and Expulsions.

CARRIED UNANIMOUSLY

Policy 405 – Budget Development and Transparency

027/2019 – Moved by Mrs. Featherley that the Board of Trustees approve Policy 405 – Budget Development and Transparency.

CARRIED UNANIMOUSLY

Policy D/1/1 – Fiscal Management

028/2019 – Moved by Mr. Dwyer that the Board of Trustees rescind Policy D/1/1 – Fiscal Management.

CARRIED UNANIMOUSLY

Policy D/1/2 – System Budget Development

029/2019 – Moved by Mr. Jewell that the Board of Trustees rescind Policy D/1/2 – System Budget Development.

CARRIED UNANIMOUSLY

Policy D/1/4 – School Budget Allocations

030/2019 – Moved by Mrs. Oatway-McLay that the Board of Trustees rescind Policy D/1/4 – School Budget Allocations.

CARRIED UNANIMOUSLY

Policy D/1/5 – Reserve Funds

031/2019 – Moved by Mrs. Oatway-McLay that the Board of Trustees rescind Policy D/1/5 – Reserve Funds.

CARRIED UNANIMOUSLY

Policy 705 – Associate Superintendent, Business and Corporate Services

032/2019 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve Policy 705 – Associate Superintendent, Business and Corporate Services.

CARRIED UNANIMOUSLY

Four Winds Public School: One-Time Start-up Costs

033/2019 – Moved by Mrs. Featherley that the Board of Trustees approve a one-time start-up funding of \$125,00.00 for Four Winds Public School to be coming from the Sturgeon Public School Division's operating reserves.

CARRIED UNANIMOUSLY

By-Election Information

#034/2019 – Moved by Mrs. Kohle that the Board of Trustees hold a By-Election for Ward 4 – Sturgeon Valley/West St. Alberta Area and Further that Administration to provide a date for the election.

CARRIED UNANIMOUSLY

Assurance Reporting – Education Services, Second Summary

The Assurance Reporting – Education Services, Second Summary was received as information.

Assurance Reporting – Education Services, Third Summary

The Assurance Reporting – Education Services, Third Summary was received as information.

Monthly Financial Report

The Monthly Financial Report was received as information.

Unfinished Business**Notices of Motion**

There were no Notices of Motion.

Information**Comment & Question Period****ATA: CUPE**

No report was provided.

Community Members

No report was provided.

Media

No report was provided.

Requests for Information

Meeting recessed at 5:51 p.m. for dinner.

Meeting resumed at 6:26 p.m.

In Camera

#035/2019 – 6:26 p.m. – Moved by Mrs. Featherley that the Board go in camera.

CARRIED UNANIMOUSLY

#036/2019 - 7:03 p.m. - Moved by Mrs. Oatway-McLay that the Board go out of camera.

CARRIED UNANIMOUSLY

#037/2019 - Moved by Mrs. Kohle that the Board of Trustees approve the Director Grid for the GEC (General Employment Conditions) group as presented.

CARRIED UNANIMOUSLY

Close of Meeting

The Chair adjourned the meeting at 7:04 p.m.

Chair

Date

Secretary-Treasurer



Board Memorandum

Date: February 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Barry Dahlberg, Construction Coordinator
Subject: Capital Update

Background:

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

Recommendation:

That the report be received as information.

Sincerely,

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

attachment

BOARD 6.1



Board Memorandum

Date: February 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent
Originator(s): Ruth Kuik, Associate Superintendent, Education Services
Subject: Field Trip Report

Background:

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

The following field trips have been approved:

- Guthrie School
March 14 - 15, 2019 12 junior high school students to Jasper for a ski trip at Marmot Basin.

- Gibbons School
May 13 - 15, 2019 12 junior high students to Red Deer for a Band Trip to perform music in a concert band setting.

- Lillian Schick School
May 13 - 15, 2019 20 junior high students to Red Deer for a Band Trip to perform music in a concert band setting.

Recommendation:

This report is shared as information.

Sincerely,

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

BOARD 0.2



Board Memorandum

Date: February 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Subject: Policy G/II/2 – Health and Safety

Background:

Attached for Trustee review is Policy G/II/2 – Health and Safety with no changes.

Associated Administrative Practice Administration 17 – Health and Safety and Appendix 1 – Joint Worksite Health and Safety Committee Terms of Reference is also attached for Trustee Information with suggested revisions.

Recommendation:

That the Board of Trustees approve Administrative Practice 17 – Health and Safety and Appendix 1 – Joint Worksite Health and Safety Committee Terms of Reference.

Sincerely,

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



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;

1.2.5 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.

ORIGINAL



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: February 27, 2019 Responsible Administrator: Associate Superintendent, Human Services

1.0 RATIONALE

Each school/facility operated by 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 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 Principals shall develop and implement an information and training program capable of achieving the following objectives:

- 3.2.1 All school staff will become aware of the health, safety and medical needs of those students with whom they interact.
3.2.2 School administrators will become aware of the health, safety and medical needs of teachers and other staff under their supervision.
3.2.3 All school staff will be able to utilize, in a proper manner, the safety equipment in their workstations.
3.2.4 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 The information and training program shall be conducted annually, with new employees being oriented prior to commencement of duty.

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
Hour Zero Emergency Response Plan



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: February 27, 2019 Responsible Administrator: Associate Superintendent, Human Services

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

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

3.4.2 Acceptable procedures for securing medical assistance in emergency situations.

Response to Safety Concerns

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

3.5.1 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 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.
- reporting accidents of students and staff.

Medical Safety

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

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

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
 Hour Zero Emergency Response Plan*



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: February 27, 2019 Responsible Administrator: Associate Superintendent, Human Services

- 3.7.1.1 Provide for student immunization and examination at appropriate levels as indicated by the local health authority.
- 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.
- 3.7.1.3 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 the Division.

3.7.2 The principal shall also ensure that:

- 3.7.2.1 A "medical room" is provided for the use by ill or injured students.
- 3.7.2.2 The staff co-operates with the health nurse and dental health representatives in obtaining Parent Consent Forms and in supplying class lists of students on request.
- 3.7.2.3 The principal and staff shall co-operate with local disaster services agencies. The principal shall ensure that employees are familiar with the Hour Zero protocol, local government disaster services plans and procedures and that First Aid equipment as supplied by the Board is available and accessible to everyone.
- 3.7.2.4 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
Hour Zero Emergency Response Plan*



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: February 27, 2019 Responsible Administrator: Associate Superintendent,
Human Services

Lockdown

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

Fire Safety

3.9 Site Evacuation and Relocation

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.

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

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

3.10.2 Ensure procedures for the elimination of fire hazards.

3.10.3 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.

3.10.4 Ensure that all staff adhere to fire safety regulations.

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

3.11 Teachers are responsible for:

3.11.1 Discussing evacuation and fire safety procedures with their students.

3.11.2 Participating in fire drills along with their students.

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

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
Hour Zero Emergency Response Plan



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: February 27, 2019 Responsible Administrator: Associate Superintendent, Human Services

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

3.12 Custodians, under the supervision of the Director of Facilities through the Associate Superintendent of Human Services, and in cooperation with the principal and teachers shall:

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

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

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

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

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

3.12.6 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.

3.13 Custodians, under the supervision of the Director of Facilities through the Associate Superintendent of Human 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 Fire Protection Equipment (M)

- Fire Extinguishers
 - Are they fully charged
 - Are they date-tagged
 - Are they in their proper locations

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
 Hour Zero Emergency Response Plan



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: February 27, 2019 Responsible Administrator: Associate Superintendent,
Human Services

- 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

3.13.2 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)

3.13.3 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)
- Are all circuit breakers operational (M)
- Are all emergency lights operational (M)

3.13.4 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)

3.13.5 Doors

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

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
 Hour Zero Emergency Response Plan



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: February 27, 2019 Responsible Administrator: Associate Superintendent, Human Services

3.13.6 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)

3.13.7 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

3.14 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.

3.14.1 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.

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

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
Hour Zero Emergency Response Plan*



ADMINISTRATION 17 – Health and Safety

Date: June 17, 2009 Revised: February 27, 2019 Responsible Administrator: Associate Superintendent, Human Services

- 3.14.3 Teachers shall provide adequate, safe storage of all potentially hazardous chemicals or failing this, notify the principal of their inability to provide such storage.
- 3.14.4 The Principal, upon notification of inadequate storage facilities, shall make recommendation to the Associate Superintendent Human Services with the view to rectifying the existing situation.
- 3.14.5 Teachers shall ensure that all equipment in these areas is properly inspected and maintained to ensure their proper operation.
- 3.14.6 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).
- 3.14.7 Only chemicals approved by Alberta Education shall be used for instructional purposes.

References: *Board Policies G/II/02 – Health and Safety*
 G/II/8 – Crisis and Critical Incidents
 I/02 – School Bus Safety
 Alberta Occupational Health and Safety Act, Code, and Regulations
 Alberta Workers Compensation Board Regulations
 Hour Zero Emergency Response Plan



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)

**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)

- o 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 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Subject: Policy H/02 – Hazardous Materials Policy

Background:

Attached for Trustee review is Policy H/02 – Hazardous Materials Policy with no changes.

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

Recommendation:

That the Board of Trustees approve Administrative Practice EFM3 – Hazardous Materials.

Sincerely,



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



EFFECTIVE: May 28, 2003

REVISED:

REVIEW: 2018-2019

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: February 27, 2019 Responsible Administrator: 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 Safety Data Sheet (SDS).
- 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: February 27, 2019 Responsible Administrator: 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 Safety Data Sheets (SDS) must be obtained from the supplier with the purchase of each chemical considered to be a controlled product.
 - 3.9 The Safety Data Sheet (SDS) must match the chemical being used and contain the following information:
 - 3.9.1 Product identification : 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 Hazard(s) identification : Hazard classification, statements, signal word, pictograms and precautionary statements.
 - 3.9.3 Composition/Information on ingredients: Includes chemical ingredients, impurities and stabilizers added.
 - 3.9.4 First Aid Measures: Lists important symptoms/effects, describes the initial care an untrained responder should administer.
 - 3.9.5 Fire fighting measures: Explains what type of extinguisher and protective equipment to use when fighting a fire caused by the chemical.
 - 3.9.6 Accidental release measures: Details how to respond to spills, leaks, or releases to minimize exposure to people, property and the environment.
 - 3.9.7 Handling and storage: Guidance for handling and storage including which chemicals should not be stored together.
 - 3.9.8 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.

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: February 27, 2019 Responsible Administrator: Associate Superintendent, Human Services

- 3.9.9 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.
- 3.9.11 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 Safety Data Sheets (SDS) 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 Safety Data Sheets (SDS) 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.
 - 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 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Subject: Policy I/1 – Transportation Services
Board Regulation, Transportation 2 – Transportation Services
and Fees
Admin. Practice, Transportation 11 – Transportation Fees

Background:

At the February 13, 2019 Committee of the Whole Meeting Trustees reviewed the proposed 2019 – 2020 Transportation Fees and forwarded it to this evening's Board Meeting.

Board Regulation, Transportation 2 – Transportation Services and Fees reflects the proposed 2019 – 2020 changes to the transportation fees.

Policy I/1 – Transportation Services and the Associated Admin. Practice, Transportation 11 – Transportation Fees, which includes the Fee Waiver Application form is provided for Trustee information.

Recommendation:

That the Board of Trustees approve the 2019 – 2020 Transportation Fees as outlined in Board Regulation, Transportation 2 – Transportation Services and Fees.

Sincerely,

BOARD 9.3

Policy I/1 – Transportation Services
Board Regulation, Transportation 2 – Transportation Services and Fees
Admin. Practice, Transportation 11 – Transportation Fees
February 27, 2019
Page 2 of 2

A handwritten signature in blue ink, appearing to read "Mary Lynne R. Campbell". The signature is fluid and cursive, with a large initial "M" and "L".

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

attachment



1.0 POLICY

1.1 The Board has established and operates a child and/or student transportation system to provide service to a child's or student's directed school. This service is available to all children and/or students within the Division who qualify for this service in accordance with criteria as outlined in the following documents:

- *School Act*
- *School Transportation Regulation: AR 102/2017*
- Board Regulation, Transportation 2
- Administrative Practices

References: *Admin Practice(s): Transportation 3 - Support Staff & Bus Riding Duties
Transportation 5 - Student Transportation Services
Transportation 11 –Transportation Fees*
Board Regulation: Transportation 2 –Transportation Services and Fees
School Act: Transportation 51(1)
School Transportation Regulation: AR 102/2017

**TRANSPORTATION 2 –Transportation Services and Fees**

Date: June 28, 2017 Revised Date: April 25, 2018 Responsible Administrator: ~~Secretary-Treasurer~~ **Associate Superintendent, Business and Corporate Services**

1.0 Board Regulation, Transportation 2 – Transportation Services and Fees shall be administered in compliance with Policy I/1 – Transportation Services and Administrative Practice Transportation 11 – Transportation Fees.

2.0 PROCESS

2.1 The ~~Secretary-Treasurer~~ **Associate Superintendent, Business and Corporate Services** or designate shall be responsible for ensuring the collection of transportation fees is undertaken according to established guidelines.

3.0 GUIDELINES

3.1 Transportation service will be provided on regular morning and afternoon school bus routes.

3.1.1 Early Childhood Services (ECS) children enrolled in half day programs operated by the Board may be provided with transportation services at noon based on available resources.

3.2 As per legislation, the Division policy and associated administrative practices, resident students who reside 2.4 km or more from their designated school will be provided transportation service. Children accessing the Division's early childhood programs may be provided transportation services at a service level that is consistent with the transportation of students within current established boundaries.

3.2.1 Children and students residing less than 2.4 km to the designated school site may be provided with transportation service if space is available on an existing school bus route.

3.3 A fee is charged for all ECS children – grade 12 students, who do not qualify for funding by Alberta Education and are accessing transportation. As part of the Division budget process, transportation fees are reviewed annually to determine the need to assess transportation fees, and are approved by the Board by April 30th of each year.

References: *Board Policy(s): I/1 –Transportation Services*
Admin Practice(s): Transportation 11 –Transportation Fees
Bill 1: An Act to Reduce School Fees

TRANSPORTATION 2 –Transportation Services and Fees

Date: June 28, 2017 Revised Date: April 25, 2018 Responsible Administrator: ~~Secretary-Treasurer~~ **Associate Superintendent, Business and Corporate Services**

3.4 The Manager of Transportation Services is directed by the Superintendent of Schools to maintain the administrative practices required by this Board Regulation.

4.0 FEE SCHEDULE

Transportation fees for the 2018~~9~~-2019~~20~~ school year are:

	Regular Rate
Headstart/PEP (PreSchool Enrichment Program)	\$150 157.50
Headstart and PEP (Noon Transportation)	\$225 236.25
Kindergarten Full day	\$175 183.75
Kindergarten Half day (Noon Transportation)	\$275 288.75
Eligible	n/a
Ineligible	\$275 288.75
School of Choice	\$275 288.75
Non-Resident	\$350 367.50
Division Directed Program of Choice (LOGOS) Shuttle Service	\$100 105.00
Ineligible Family Rate	\$825 866.25
School of Choice Family Rate	\$825 866.25
ECS Non-Resident	\$225.00
Second Bus	\$165.00

Definitions:

Student – is an individual who is registered in grades 1 – 12.

Child – is an individual who attends an Early Childhood program and is not registered in grades 1 – 12.

Headstart and PreSchool Enrichment Program (PEP) – any child enrolled in a Headstart or PreSchool Enrichment Program (PEP).

References: *Board Policy(s):* I/1 –Transportation Services
Admin Practice(s): Transportation 11 –Transportation Fees
Bill 1: An Act to Reduce School Fees

TRANSPORTATION 2 –Transportation Services and Fees

Date: June 28, 2017 Revised Date: April 25, 2018 Responsible Administrator: Secretary-Treasurer Associate Superintendent, Business and Corporate Services

Kindergarten Full days – any Kindergarten child or student who is enrolled in a full day program or a Headstart or PEP child who is enrolled in a half day program but reside in an area where there is no noon time transportation available.

Kindergarten Half Days – any Early Childhood child who is attending Sturgeon Heights *, Morinville Public, Namao or Guthrie schools and is eligible for and resides in the noon transportation boundaries.

Ineligible – any child or student who resides less than 2.4 km to their designated school.

School Of Choice – any student who is attending a school other than the one designated by the established boundaries.

Division Directed Program of Choice (LOGOS) Shuttle – any rural LOGOS student who transfers between towns where a shuttle service is available.

Non-Resident – any student who lives outside of the Sturgeon Public School Division boundary and attends a Sturgeon school.

Family Rates – the family rate applies to families with more than three children in the same category. If your family is a blend of two or more categories the fees reflected in your Parent Portal account will be the fees for your individual family rate.

Second Bus – A second bus fee will be assessed if your child(ren)/student require transportation from two separate locations that would require access to two bus routes. This fee also applies if your first bus is provided at no cost.

Please note: The access to an additional bus fee does not apply when the second bus is a kindergarten noon hour run.

ECS Non-Resident – Any ECS non-resident child who lives outside of Sturgeon Public School Division boundaries and is transported from a daycare within Sturgeon Public School Division boundaries.

* Sturgeon Heights only applies to the children attending day cares that are serviced at noon time.

References: Board Policy(s): I/1 –Transportation Services
Admin Practice(s): Transportation 11 –Transportation Fees
Bill 1: An Act to Reduce School Fees



TRANSPORTATION 11 –Transportation Fees

Date: May 5, 2014 Revised Date: September 27, 2017 Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

All Early Childhood Services to Grade 12 children and/or students, who do not qualify for transportation funding by Alberta Education and are accessing transportation services in Sturgeon Public School Division shall pay a transportation fee as directed in Board Regulation, Transportation 2 – Transportation Services and Fees.

1.1 Transportation will be available for children and students who meet the criteria as set out in the Guidelines of Board Regulation, Transportation 2 – Transportation Services and Fees.

2.0 PROCESS

The Secretary Treasurer will be responsible for ensuring the collection of transportation fees is undertaken according to established guidelines and for communicating the need for transportation fees to parents annually.

Principals will annually notify school staff about the process and the circumstances in which parents may be able to request a refund or having transportation fees waived.

3.0 GUIDELINES

3.1 Fees shall be due and payable at the time of registration by online payment via the PowerSchool Parent Portal, cash or cheque.

3.1.1 An administration fee will be charged for each cheque returned.

3.2 Any child or student new to the Division, will pay the regular rate or a portion of the fee, prorated on a 10 month basis.

3.2.1 Any child or student entering the Division after March 31st of the school year will not be charged any portion of the Transportation fee.

3.3 All refunds shall be determined by the Transportation Department. No refunds will be approved except for children or students moving out of the transportation service area,

-
- References: *Board Policy: I/1 –Transportation Services*
 Board Regulation: Administration 2 – Appeal
 Transportation 2 –Transportation Services and Fees
 School Transportation Regulation
 Fee Waiver Application Form
-



TRANSPORTATION 11 –Transportation Fees

Date: May 5, 2014 Revised Date: September 27, 2017 Responsible Administrator: Secretary-Treasurer

- transferring to another school jurisdiction or graduating during the school year. A request in writing will be required from parent/guardian stating reason for cancellation of transportation service before refund will be granted.
- 3.3.1 A refund of Transportation fees will be determined on a prorated monthly basis.
- 3.3.2 After March 31 of the school year, Transportation fees will not be refunded.
- 3.4 Children or students enrolled prior to September 30th may apply for transportation services at any time during the school year. The transportation fee will be the regular rate (not prorated). Payment is due in full upon registration. Children or students must meet the criteria as set out in Policy I/1 and Board Regulation Transportation 2 – Student Transportation Fees.
- 3.5 In exceptional cases where a child or student registered for Transportation Services, does not have his/her fees paid by January 31st, the division will provide a statement of the outstanding balance, which is due immediately.
- 3.6 Any outstanding balances as of April 30th will be forwarded to a collection agency.
- 3.7 In cases of genuine hardships, the Transportation Manager, in consultation with the Principal, has the discretion to waive or make alternative payment arrangements. Parents may request to waive their children’s fees by filling out the Division’s Fee Waiver Application Form.
- 3.8 Any concerns and disputes of the transportation fees will follow the process as outlined in Board Regulation Administration 2 – Appeal.

References: *Board Policy: I/1 –Transportation Services*
 Board Regulation: Administration 2 – Appeal
 Transportation 2 –Transportation Services and Fees
 School Transportation Regulation
 Fee Waiver Application Form



STURGEON PUBLIC SCHOOL DIVISION NO. 24

Fee Waiver Application

Parent/Guardian Name: _____	Child's School: _____
Address: _____	
Postal Code: _____	Phone #: _____

Student Name	Fee Description	Grade	Fee
			\$
			\$
			\$
			\$
Total			\$

Please provide relevant information to help support your application (attach information to this form, if necessary).

A payment plan is also available as an alternative to lump sum payment. This can be discussed with your school principal.

I certify that the above information is true and correct. I understand the school Principal will rely upon this information in evaluating and assessing this application. I also understand that financial and other information provided will be held in strictest confidence.

Parent/Guardian Signature: _____ Date: _____

Principal Approval:	Yes	_____	No	_____	
Principal Comments:	_____ _____ _____ _____				
Principal Signature:	_____			Date:	_____



Board Memorandum

Date: February 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Subject: School Calendar: 2019 – 2020

Background:

At the October 24, 2018 Board Meeting, the Board of Trustees provided approval in principle for the 2019-2020 school calendar package.

This school calendar package includes:

- Operational Calendar
- Operational Year Day Count
- Operational Year Details

This calendar package has been provided to Administrator's Council, Teacher-Board Advisory Committee, School Staff and Parent Councils for their review.

Recommendation:

That the Board of Trustees approve the 2019-2020 School Calendar package.

Sincerely,

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

Attachments

BOARD 9.4

2019-2020

**APPROVED IN PRINCIPLE
SUBJECT TO CHANGE
DRAFT October 24, 2018**

AUGUST, 2019

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

SEPTEMBER, 2019

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

OCTOBER, 2019

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

NOVEMBER, 2019

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

DECEMBER, 2019

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

JANUARY, 2020

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

FEBRUARY, 2020

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

MARCH, 2020

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

APRIL, 2020

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

MAY, 2020

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




JUNE, 2020

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

JULY, 2020

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

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

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



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



School Year 2019-2020

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

Approved in Principle - subject to change Oct. 24, 2018

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



School Year 2019-2020

(All dates are inclusive unless otherwise specified)

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

Approved in Principle Subject to change Oct. 24, 2018

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



FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

Wed. 1 Summer recess begins

Approved in Principle subject to change Oct. 24, 2018

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



Board Memorandum

Date: February 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Subject: School Calendar: 2019 – 2020 Morinville Public School

Background:

At the October 24, 2018 Board Meeting, the Board of Trustees provided approval in principle for the 2019-2020 school calendar package for Morinville Public School.

This school calendar package includes:

- Operational Calendar
- Operational Year Day Count
- Operational Year Details

This calendar package has been provided to Administrator's Council, Teacher-Board Advisory Committee, School Staff and Parent Councils for their review.

Recommendation:

That the Board of Trustees approve the 2019-2020 School Calendar package for Morinville Public School.

Sincerely,

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

Attachments

BOARD 9.4

2019-2020

**MORINVILLE PUBLIC SCHOOL/ FOUR WINDS SCHOOL
APPROVED IN PRINCIPLE
SUBJECT TO CHANGE - DRAFT October 24, 2018**

AUGUST, 2019							SEPTEMBER, 2019							OCTOBER, 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	6	7	8	9	10	11	12
4	5	6	7	8	9	10	8	9	10	11	12	13	14	13	14	15	16	17	18	19
11	12	13	14	15	16	17	15	16	17	18	19	20	21	20	21	22	23	24	25	26
18	19	20	21	22	23	24	22	23	24	25	26	27	28	27	28	29	30	31		
25	26	27	28	29	30	31	29	30												




SEPTEMBER, 2019							OCTOBER, 2019							NOVEMBER, 2019							DECEMBER, 2019							JANUARY, 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	13	14	15	16	17	18	19	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	22	23	24	25	26	27	28	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	29	30						22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30													29	30	31					26	27	28	29	30	31		26	27	28	29	30	31	

OCTOBER, 2019							NOVEMBER, 2019							DECEMBER, 2019							JANUARY, 2020							FEBRUARY, 2020							MARCH, 2020							APRIL, 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
6	7	8	9	10	11	12	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7
13	14	15	16	17	18	19	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14
20	21	22	23	24	25	26	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
27	28	29	30	31			22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					29	30	31					29	30	31					29	30	31					26	27	28	29	30			26	27	28	29	30		

MAY, 2020							JUNE, 2020							JULY, 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	1	2	3	4	5	6	1	2	3	4	5	6		
10	11	12	13	14	15	16	7	8	9	10	11	12	13	5	6	7	8	9	10	11
17	18	19	20	21	22	23	14	15	16	17	18	19	20	12	13	14	15	16	17	18
24	25	26	27	28	29	30	21	22	23	24	25	26	27	19	20	21	22	23	24	25
							28	29	30					26	27	28	29	30	31	

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

MORINVILLE PUBLIC SCHOOL/FOUR WINDS SCHOOL

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



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



MORINVILLE PUBLIC SCHOOL/FOUR WINDS SCHOOL

School Year 2019-2020

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	19.0	19.0	20.0	20.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	2.0	2.0	18.0	18.0	20.0	20.0
DECEMBER	6.0	1.0	9.0	9.0	15.0	15.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL - SEMESTER I	14.0	9.0	85.0	91.0	100.0	100.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	15.0	15.0	17.0	17.0
APRIL	1.0	1.0	19.0	19.0	20.0	20.0
MAY	1.0	1.0	19.0	19.0	20.0	20.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	9.0	9.0	89.0	89.0	98.0	98.0
OPERATIONAL YEAR TOTAL	23.0	18.0	175.00	180.0	198.0	198.0

Approved in Principle - subject to change Oct. 2018

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



MORINVILLE PUBLIC SCHOOL/FOUR WINDS SCHOOL

School Year 2019-2020

(All dates are inclusive unless otherwise specified)

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	16 – 20	No classes – moving of Four Winds School
Sat.	27	Christmas recess begins

JANUARY

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

Approved in principle - subject to change Oct. 24, 2018

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



FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

Wed. 1 Summer recess begins

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

Approved in Principle Subject to change Oct. 24, 2018



Board Memorandum

Date: February 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Subject: By-Election Ward 4 – Sturgeon Valley/West St. Albert Area –
Nomination Day

Background:

At the February 13, 2019 Committee of the Whole meeting, the Board of Trustees referred the Ward 4 – Sturgeon Valley/West St. Albert Area Trustee vacancy to this evening's Board Meeting with the recommendation that Nomination Day be held on Tuesday, April 2, 2019.

Recommendation:

That the Board of Trustees approve the Nomination Day for a by-election for the vacant Ward 4 – Sturgeon Valley/West St. Albert Area be set for Monday, April 2, 2019.

Sincerely,

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

BOARD 9.5.1



Board Memorandum

Date: February 27, 2019

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

Originator(s): Dr. Charmaine Brooks, Associate Superintendent,
Business and Corporate Services

Subject: By-Election Ward 4 – Sturgeon Valley/West St. Albert Area –
Polling Stations and Advance Vote

Background:

At the February 13, 2019 Committee of the Whole meeting, the Board of Trustees referred the Ward 4 – Sturgeon Valley/West St. Albert Area Trustee vacancy to this evening's Board Meeting with the following recommendations:

1. That a polling station be located at Sturgeon Heights School (gym) on Thursday, April 30, 2019 from 10:00 a.m. – 8:00 p.m.
2. That an advance vote be located at Sturgeon Public School Division, Central Office on Tuesday, April 25, 2019 from 10:00 a.m. – 3:00 p.m.

Recommendation:

That the Board of Trustees approve the polling station be located at Sturgeon Heights School (gym) on Thursday, April 30, 2019 from 10:00 a.m. – 8:00 p.m.

That the Board of Trustees approve the advance vote be located at Sturgeon Public School Division, Central Office on Tuesday, April 25, 2019 from 10:00 a.m. – 3:00 p.m.

Sincerely,

BOARD 9.5.2

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

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



Board Memorandum

Date: February 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Committee of the Whole
Subject: By-Election Ward 4 – Sturgeon Valley/West St. Albert Area – Appointment of Returning Officer

Background:

As per section 13 of the *Local Authorities Election Act*.

1. An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this act.
2. If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.
3. The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

Recommendation:

As per *Section 13(1) of the Local Authorities Election Act*, that the Board of Trustees appoint the Associate Superintendent, Business and Corporate Services of Sturgeon Public School Division, as the Returning Officer for the 2019 By-Election, Ward 4 – Sturgeon Valley/West St. Albert Area.

Sincerely,

BOARD 9.5.3

By-Election Ward 4 – Sturgeon Valley/West St. Albert Area – Appointment of Returning Officer

February 27, 2019

Page 2 of 2



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



Board Memorandum

Date: February 27, 2019

To: Board of Trustees

From: Mary Lynne R. Campbell, Superintendent/CEO

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

Subject: Assurance Report Four: Education Services

Background:

At the February 13, 2019 Committee of the Whole Meeting, the Board of Trustees reviewed Assurance Report Four: 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.

Sincerely,

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

Attachments

BOARD 9.0



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 10th, 2018.
2. AERR summary and analysis presented to the Board of Trustees on November 14th, 2018.
3. School administrators will present and discuss school results with the Board of Trustees on November 12th and 13th, 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 SPSP 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. 2nd Annual Parent Conference October 12-13, 2018-2019
2. Webinar Series to be launched in the Winter of 2019 – 1st 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 15th 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. 2nd 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

- SPSD 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	<p>Focus</p> <p>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.</p>
Year 2	<p>Focus</p> <p>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.</p>

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"> 1. Each school designed their school literacy plan to improve student reading and writing. 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. 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. 4. Developed the practice of having literacy leads in each school. 5. Fountas and Pinnell, Guided Reading and several other literacy focused PD sessions were offered at Institute Day. 6. Literacy Leads from each school attended PD with Susan Woo. 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. 8. Concept Based Literacy Instruction introduction in March with Literacy Leads in Division 2, 3 and 4.
<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"> 1. Each school will develop and update their literacy plan. 2. Literacy leads will continue to meet twice a year to discuss areas of growth and to network and support each school site. 3. A literacy partnership with ERLC which promotes comprehensive literacy will be developed. 4. Alignment of best teaching practice with the new curriculum will be conducted by literacy leads for each school. 5. A common method for reporting, analyzing and sharing of Fountas and Pinnell data will be created by the Central Office IT team.

SPSD Education Services: Literacy Planning 2018-2020

	<ul style="list-style-type: none"><li data-bbox="511 191 1360 258">6. Concept based Inquiry will be supported and explored in all K-4 schools.<li data-bbox="511 289 1365 357">7. Development PD for administrators focused on recognizing and promoting literacy rich classrooms in schools.
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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	Focus 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	Focus 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	Focus 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"> 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. 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. 3. Schools identified as requiring improvement in scores were provided with professional development opportunities. <ol style="list-style-type: none"> 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. 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. c. January Institute Day: sessions to address results improvement were offered for elementary, junior high and high school math teachers. 4. All schools were requested to field test math Diploma and PAT exams. 5. SPSPD entered into a collaborative research partnership to review Grade 6 Math scores.
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<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"> 1. All division schools have developed a numeracy plan to address improving math skills in all grades. (September) 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) 3. Principals met with the Associate Superintendent to discuss school numeracy plans. 4. Principals presented provincial achievement results from PAT and Diploma courses to the Board of Trustees. (November) 5. All schools administered the MIPI at the beginning of the year screen to determine lagging skills. (September/October) 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) 7. Professional development offered in Numeracy skills focused on both primary and secondary, as well as Mathletics at our Institute Day. (November) 8. Professional development at the division level was conducted on <ol style="list-style-type: none"> a. November 7: Mathletics: how to use the tool for formative assessment b. November 21: PAT analysis and goal setting with administrators c. December 10: Math cohort to work with K. Rota from the Assessment Branch, Alberta Education. (PAT Analysis) 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. 10. All schools will field test math Diploma and PAT exams. 11. Teachers have been encouraged to participate in one of the following: test development and item writing or marking.
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	<ol style="list-style-type: none"> 12. STEAM games will be held in May, with many challenges geared toward computational thinking to encourage practical math skills. 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. 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. 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"> a. Guided Math for Grades 1-6 b. Inquiry and Project-Based Math for 7-12 c. Use of Individual Assessment Tools, such as MIPI, Mathletics, or IXL, to understand current levels of understanding and skill and to demonstrate growth
<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"> 1. All schools will administer the MIPI at the beginning of the year screen to determine lagging skills. (September/October) 2. All division schools will update their numeracy plans to address improving math skills in all grades. 3. Principals will meet with the Deputy Superintendent to discuss their plans. 4. Principals will present their provincial achievement results from PAT and Diploma courses to the Board of Trustees. 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"> a. Guided Math for Grades 1-6 b. Inquiry and Project-Based Math for 7-12 c. Use of Individual Assessment Tools, such as MIPI, Mathletics, or IXL, to understand current levels of understanding and skill and to demonstrate growth

	<ol style="list-style-type: none">6. Grade 6,9 and 12 math teachers will continue to participate in Field Testing for achievement tests and diploma exams.7. Teachers will be encouraged to participate in test development, item writing or marking for provincial Math assessments.8. STEAM games will be held in May, with many challenges geared toward computational thinking to encourage practical math skills.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">a. Option A<ol style="list-style-type: none">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 yearii. 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.b. Option B<ol style="list-style-type: none">i. Instructional Coaches or Math leads will meet with a provincial expert in teaching mathematics early in the year.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.c. Option C<ol style="list-style-type: none">i. Math teachers will meet three times in the year with a provincial expert for Math PD on the division PD days.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.
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Reporting Document 2018 - 2019

School:

LITERACY PLAN

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



Reporting Document 2018 - 2019

School:

NUMERACY PLAN

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



Board Memorandum

Date: February 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Finance and Human Services Committee
Subject: RFP External Auditor

Background:

At the February 20, 2019 Finance and Human Services Committee Meeting, the Committee forwarded the RFP External Auditor proposal to this evening's Board Meeting.

Recommendation:

That the Board of Trustees approve the submitted proposal from Metrix Group LLP to act as the External Auditor for Sturgeon Public School Division for 2018-2019, 2019-2020 and 2020-2021 fiscal year-ends.

Sincerely,



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

BOARD 9.7



Board Memorandum

Date: February 27, 2019
To: Board of Trustees
From: Mary Lynne R. Campbell, Superintendent/CEO
Originator(s): Charmaine Brooks, Associate Superintendent,
Business & Corporate Services
Cam-Van Mackie, Director, Financial Services
Subject: Monthly Financial Report

Background:

Attached you will find the 5 Months Financial Report for 2018 - 2019 as of January 30, 2019.

Recommendation:

This report is shared as information.

Sincerely,



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

attachment

BOARD 9.9

Sturgeon School Division No. 24				
Results as of January 31, 2019				
	Budget		Actuals	Variance
	Spring Budget 2018-2019	Fall Budget 2018-2019		
REVENUES				
Alberta Education	66,279,904	67,758,874	27,573,533	40.69%
Other - Government of Alberta	777,339	978,603	309,788	31.66%
Federal Government	230,000	300,000	175,292	58.43%
Fees	1,328,087	1,239,113	759,759	61.31%
Other - Sales and Services	317,596	345,427	153,502	44.44%
Investment Income	80,000	160,000	92,939	58.09%
Gifts and Donations	180,000	194,000	102,063	52.61%
Rental of Facilities	35,177	40,177	23,032	57.33%
Fundraising	80,000	87,000	82,638	94.99%
Amortization of Capital Contributions	2,764,586	3,066,465	1,268,005	41.35%
Other Revenues	80,000	64,000	58,175	90.90%
Total Revenues	72,152,689	74,239,659	30,598,726	41.22%
EXPENDITURES				
Instruction	54,761,084	56,432,222	22,406,972	39.71%
Plant Operations and Maintenance	8,709,642	8,993,152	3,542,974	39.40%
Transportation	5,631,345	5,739,145	2,428,834	42.32%
Board Governance and Administration	2,704,795	2,830,016	1,316,011	46.50%
External Services	463,483	786,193	303,194	38.56%
Total Expenditures	72,270,349	74,780,728	29,997,985	40.11%
TARGET %				
2018-2019 Surplus/(Deficit)	(117,660)	(547,969)	600,741	41.67%

Less: Revenues Collected Upfront (mainly due to AB Ed, Fees & SGF)

(405,231)

Adjusted 2018-2019 Surplus/(Deficit)

195,510

Assumptions:

- Preliminary Revenues and Expenses for 5 months.
- Expense Accruals: utilities, phones, subs and casuals, etc.
- AB Education grants received based on last year's revenues (September 30th count not reflected yet).
- During the course of the year, all expenditures are expensed. Expenses will be assessed at year-end and if they are capital in nature (over \$5K per unit), they will be capitalized.

This will consequently increase the actual and projected operating surplus and reduce reserves.

Variance Explanations

Revenues:

- (1) Federal Government: Alexander tuition fees' invoicing is over 10 months.
- (2) Fees: most collections of fees occurred in September/October.
- (3) Investment Income: chequing interest income is higher than anticipated and GIC purchased earning higher interest than chequing account.
- (4) Gifts & Donations: various donations at start of school year and some are carried forward from prior year to be utilized this school year.
- (5) Rental of Facilities: tower rentals are collected upfront.
- (6) Fundraising: most fundraising events are done at start of school year.

Expenditures:

- (7) Plant Operations & Maintenance: when IMR is excluded, O&M variance is at 44%.
- (8) Transportation: year-to-date variance is 50%, mainly due to bus contractors expenses are paid over 10 months and budget being prorated over 12 months. Amount above has been adjusted to reflect costs paid over 12 months, hence variance is 42%.