



Board Meeting Agenda

August 23, 2017 – 4:30 p.m.

- 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 June 28, 2017
- 5. Presentations**
- 6. Reports from Senior Administration**
- 7. Reports from Trustees and Standing Committees**
 - 7.1 Chair's Report
 - 7.2 Trustees' Reports

7.3 Building

7.4 Finance & Human Resources

7.5 Education Policy

7.6 Advocacy

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 Board Retreat/Year 'Start Up'

9.2 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. Adjournment



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon Public School Division No. 24
Held at Morinville on June 28, 2017**

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**Minutes of the Meeting of
The Board of Trustees of
Sturgeon Public School Division No. 24
Held at Morinville on June 28, 2017**

Roll Call

Present were Trustees: Ms. Tracy Nowak (Chair), Mrs. Shelley Porter (Vice Chair); Mrs. Misty Featherley; Mr. Terry Jewell; Mrs. Liz Kohle; Dr. Michèle Dick (Superintendent); Mrs. Iva Paulik (Secretary Treasurer); Mrs. Ruth Kuik (Associate Superintendent, Education Services); Mr. Thomas Holmes (Associate Superintendent, Human Resources & Leadership Support); Cam-Van Mackie (Assistant Secretary Treasurer)

Absent: Mrs. Wendy Miller (due to illness)

Call to Order

The Chair called the meeting to order at 4:47 p.m.

Approval of Agenda

#078/2017 – Moved by Mr. Jewell that the agenda be approved.

CARRIED 5/0

Appointments

Approval of Minutes

#079/2017 – Moved by Mrs. Porter that the minutes of the Regular Meeting of May 24, 2017 be approved.

CARRIED 5/0

Presentations

Reports from Senior Administration

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

Reports from Trustees and Standing Committees

Chair's Report

A verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Building

A verbal and written report was provided.

#080/2017 – Moved by Mr. Jewell that the Board of Trustees approve that Sturgeon Public School Division support the expanded roof deck for the new school in Morinville to be covered from the Building reserve.

CARRIED 5/0

Finance & Human Resources

A verbal report was provided.

Education Policy

A verbal report was provided.

Mr. Jewell left the meeting at 5:24 p.m.

Mr. Jewell returned to the meeting at 5:29 p.m.

Advocacy

No report was provided.

Transportation

A verbal report was provided.

Reports from Special Committees**Alberta School Boards Association Representative**

A verbal and written report was provided.

Public School Boards Association of Alberta Representative

A verbal report was provided.

New Business**Policy D/II/13 – Instructional Material Allocation**

#081/2017 – Moved by Mrs. Featherley that the Board of Trustees approve Policy D/II/13 – Instructional Material Allocation.

CARRIED 5/0

Policy F/II/1 – Curricular and Extra-curricular Fees

#082/2017 – Moved by Mrs. Kohle that the Board of Trustees approve Policy F/II/1 – Curricular and Extra-curricular Fees.

CARRIED 5/0

Policy I/1 – Student Transportation Services

#083/2017 – Moved by Mrs. Featherley that the Board of Trustees approve Policy I/1 – Student Transportation Fees.

#084/2017 – Moved by Mr. Jewell the following amendments:

1. Remove item 2.2
2. Remove item 2.3
3. Amend original item 2.5 to read “Children and students residing less than 2.4 km from the school site may be provided with transportation service if space is available on an existing school bus route.
4. Move Transportation Fees under Guidelines 3.0 from Transportation 11 – Student Transportation Fees to a Board Regulation.

The Chair called the vote on the original motion.

#085/2017 – Moved by Mrs. Featherley that the Board of Trustees approve Policy I/1 – Student Transportation Services as amended.

CARRIED 5/0

#086/2017 – Moved by Mrs. Kohle that the Board of Trustees approve the division directed program LOGOS shuttle fee of \$110.00 be charged to LOGOS students whose LOGOS school is not their designated school.

CARRIED 5/0

Locally Developed Courses Approval – Film and Media Art 15, 25, 35 (3 credits)

#087/017 – Moved by Mrs. Porter that the Board of Trustees approve the locally developed course Film and Media Art 15, 25, 35 for 3 credits acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon Public School Division from September 1, 2017 to August 31, 2021 using the listed resources as per the course outline.

CARRIED 5/0

Locally Developed Course Approval – Film and Media Art 15, 25, 35 (5 credits)

#088/2017 – Moved by Mrs. Kohle that the Board of Trustees approve the locally developed course Film and Media Art 15, 25, 35 for 5 credits acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon Public School Division from September 1, 2017 to August 31, 2021 using the listed resources as per the course outline.

CARRIED 5/0

2017 – 2018 Educational Services Agreement, Elk Island Public Schools – Language Immersion Sturgeon Public School Division Transported Students

#089/2017 – Moved by Mr. Jewell that the Board of Trustees approve the Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with Elk Island Public Schools for the 2017 – 2018 school year.

CARRIED 5/0

2017 – 2018 Educational Services Agreement, Greater St. Albert Catholic Schools – Language Immersion Sturgeon Public School Division Transported Students

#090/2017 – Moved by Mrs. Featherley that the Board of Trustees approve the Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with Greater St. Albert Catholic Schools for the 2017 – 2018 school year.

CARRIED 5/0

2017 – 2018 Educational Services Agreement, St. Albert Public Schools – Language Immersion Sturgeon Public School Division Transported Students

#091/2017 – Moved by Mrs. Kohle that the Board of Trustees approve the Educational Services Agreement – Language Immersion – Sturgeon Public School Division Transported Students with St. Albert Public Schools for the 2017 – 2018 school year.

CARRIED 5/0

July/August Committee of the Whole & Board Meetings

#092/2017 – Moved by Mr. Jewell that the Board of Trustees approve that the July and August Committee of the Whole meetings be cancelled; the July Board meeting be cancelled, and the August Board meeting be scheduled for August 23, 2017 at 4:30 pm.

CARRIED 5/0

The meeting recessed at 6:05 pm for dinner.

The meeting resumed at 6:40 pm.

Naming of New School in Morinville

A verbal report was provided.

2017 – 2018 School Fees

#093/2017 – Moved by Ms. Nowak that the Board of Trustees receive and review the School Fees for the 2017 – 2018 school year.

CARRIED 5/0

#094/2017 – Moved by Ms. Nowak that the Board of Trustees approve the amended Transportation Fees for the 2017/2018 school year.

CARRIED 5/0

2017 – 2018 Preliminary Sturgeon Public School Division Budget

#095/2017 – Moved by Mr. Jewell that the Board of Trustees approve the 2017 – 2018 Preliminary Sturgeon Public School Division Budget as amended:

- Add 2.17 Teacher
 - K – 3, 19.45 – 19.25, 0.79
 - 4 – 6, 25.95 – 25.50, 0.59
 - 7 – 9, 27.95 – 27.50, 0.79
- For a total of 2.17

DEFEATED 2/3

Opposed: Mrs. Featherley, Ms. Nowak, Mrs. Porter

The Chair called the vote on the original motion.

CARRIED 3/2

Opposed: Mr. Jewell, Mrs. Kohle

#096/2017 – Moved by Mrs. Porter that the Board of Trustees approve the Sturgeon Public School Division Budget Report for the year ending August 31, 2017.

CARRIED 3/2

Opposed: Mr. Jewell, Mrs. Kohle

Election 2017

Sturgeon County Agreement

#097/2017 – Moved by Ms. Nowak that the Board of Trustees approve the to delegate the Secretary Treasurer the authority to enter into an agreement with Sturgeon County to conduct the 2017 school board election.

CARRIED 4/1

Opposed: Mr. Jewell

Bylaw 1-17, A bylaw to adopt modified voting procedure

#098/2017 – Moved by Ms. Nowak that the Board of Trustees complete all three distinct readings of Bylaw 1-17, a bylaw to adopt modified voting procedure within the Division, at the June 28, 2017 Board meeting.

CARRIED 5/0

Mr. Jewell presented Bylaw 1-17, a bylaw to adopt modified voting procedure within the Division for Trustee approval.

#099/2017 – Moved by Mr. Jewell that Bylaw 1-17, be read for the first time.

CARRIED 5/0

#100/2017 – Moved by Mr. Jewell that Bylaw 1-17, be read for the second time.

CARRIED 5/0

#101/2017 – Moved by Mr. Jewell that Bylaw 1-17, be read for the third time and passed on this 28th day of June 2017.

CARRIED 5/0

Monthly Financial Report

That the Board of Trustees receive as information the 9 Months Financial Report for 2016 – 2017 as of May 31, 2017.

Annual Report re: Off-Campus Education

#102/2017 – Moved by Mr. Jewell that the Annual Report re: Off-Campus Education be received as information.

CARRIED 5/0

Public Notification of the Central Office Modernization

#103/2017 – Moved by Ms. Nowak that the Public Notification of the Central Office Modernization be received as information.

CARRIED 5/0

Unfinished Business

Notices of Motion

There were no Notices of Motion.

Information

Comment & Question Period

ATA; CUPE

No report was provided.

Community Members

Media

No report was provided.

Requests for Information

There were no requests for information.

#104/2017 – 7:26 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED 5/0

#105/2017 – 8:26 p.m. – Moved by Mrs. Featherley that the Board go out of camera.

CARRIED 5/0

Close of Meeting

The Chair adjourned the meeting at 8:27 p.m.

Chair

Date

Secretary-Treasurer



Board Memorandum

Date: August 23, 2017
To: Public Board
From: Senior Administration
Subject: Seniors Report

School Year 2017-2018

The start of the new school year is just around the corner and there are a number of exciting activities planned for the first few days before students arrive on Tuesday, September 5, 2017.

On August 28th all division administrators will meet for the full day to discuss matters related to school start up as well as priorities for the coming year. August 31st will see all division staff gathering for a Welcome Back breakfast hosted by Trustees, senior administration, as well as the A.T.A. and C.U.P.E. Locals. During this event, staff will have the opportunity to network with their colleagues from across the division and contemplate key considerations for SY 2017-18. On August 30 and 31, staff will be at their schools engaged in various meetings and professional development activities including STAR Training, Student Assessment and Balanced Literacy, just to name a few. They will also be working hard to prepare their classrooms to welcome students on Tuesday, the 5th of September.

We are looking forward to SY 2017-2018 and expect it to be another highly successful year for all our Sturgeon students!

BOARD CP.



Memorandum

Date: August 23, 2017
To: Board of Trustees
From: Michele Dick, Superintendent
Subject: D.A.R.E. Program

In late June I met with Sgt. D. Kendall, Morinville Detachment, regarding the services they provide to schools and the D.A.R.E. program. Given the fact that their resources have changed and they no longer have the number of trained officers required to offer a full D.A.R.E. program and to better align their services to their local priorities of visibility and community engagement, they have decided to suspend the D.A.R.E. program for local schools and focus on their School Liaison Officer Program (S.L.O.).

The SLO program will see one officer assigned to each school and offering a minimum of two visits/month. Through consultation with principals and teachers, officers will offer a range of services tailored to meet the identified needs of the individual school community in ways that will serve a broader number of students. These services and supports may include such things as school and/or classroom talks; traffic enforcement workshops; presentations for students, staff and/or parents; and informal relationship building.

An evaluation of the S.L.O. program will be undertaken at the end of the school year.



Board Memorandum

Date: August 23, 2017
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Monthly Financial Report

Background

Attached you will find the 11 Months Financial Report for 2016 – 2017 as of July 31, 2017.

Recommendation

That the Board of Trustees receive as information the 11 Months Financial Report for 2016 – 2017 as of July 31, 2017.

Sturgeon School Division No. 24
Results as of July 31, 2017

	Budget		Actual as at July 31, 2017	Variance % of Fall Budget	Forecast 2016-2017	Variance % of Forecast
	Spring Budget 2016-2017	Fall Update 2016-2017				
REVENUES						
Alberta Education	63,209,179	63,485,786	59,133,422	93.14%	63,723,705	100.37%
Other - Government of Alberta	621,208	768,600	775,094	100.84%	775,000	100.83%
Federal Government	260,000	280,000	280,000	100.00%	280,000	100.00%
Other - Alberta School Jurisdiction	21,677	21,677	21,677	100.00%	21,677	100.00%
Fees	1,986,216	1,919,615	2,197,630	114.48%	2,198,000	114.50%
Other - Sales and Services	247,328	302,066	193,064	63.91%	206,000	68.20%
Investment Income	67,000	80,000	91,505	114.38%	100,000	125.00%
Gifts and Donations	94,679	101,000	220,262	218.08%	220,000	217.82%
Rental of Facilities	29,177	29,177	37,469	128.42%	38,000	130.24%
Fundraising	218,000	107,000	113,024	105.63%	113,000	105.61%
Amortization of Capital Contributions	1,453,156	1,543,159	1,414,563	91.67%	1,543,159	100.00%
Other Revenues	-	113,742	54,812	48.19%	55,000	48.36%
Total Revenues	68,207,620	68,751,822	64,532,522	93.86%	69,273,541	100.76%
EXPENDITURES						
Instruction	52,565,528	52,902,405	49,094,904	92.80%	53,214,405	100.59%
Plant Operations and Maintenance	7,426,024	7,544,589	6,655,616	88.22%	7,676,589	101.75%
Transportation	5,524,993	5,493,698	5,551,581	101.05%	5,493,698	100.00%
Board Governance and Administration	2,496,204	2,547,546	2,272,844	89.22%	2,530,546	99.33%
External Services	73,654	105,066	114,853	109.31%	105,066	100.00%
Total Expenditures	68,086,403	68,593,304	63,689,797	92.85%	69,020,304	100.62%
2016-2017 Surplus/(Deficit)	121,217	158,518	842,725	91.67%	253,237	

Less: Revenues Collected Upfront (mainly due to AB Ed. fees & SGF revenues)
Less: PUF (to be spent)

Projected 2016-2017 Surplus

287,274

Assumptions:

- Revenues and Expenses for 11 months.
- CEUs from AB Education reflect only Term 1 as actuals and rest of the year is based on their estimates.
- Expense Accruals: utilities, phones, subs and casuals.

Notes:

Revenues:

- (1) Federal Government: Alexander tuition fees' invoicing is over 10 months.
- (2) Other - Alberta School Jurisdiction: received payment upfront as one lump sum.
- (3) Fees: budget based on prior years' trends.
- (4) Other Sales & Services: budget based on average of previous years' actuals.
- (5) Investment Income: GIC investment interest rate higher than bank interest rate.
- (6) Gifts & Donations: budget based on average of previous years' actuals.
- (7) Rental of Facilities: tower rentals are collected upfront.
- (8) Fundraising: budget based on average of previous years' actuals.
- (9) Other Revenues: budget is for ALARIE insurance proceeds; outcome has not yet been determined.

Expenditures:

- (10) O&M: excluding IMR, O&M is at 94% mainly due to higher maintenance & repair costs.
- (11) Transportation: 102% of budget spent, mainly due to bus contractors' budget being prorated over 12 months and actual occurs over 10 months. If actual costs paid over 12 months, the variance would be 92%.
- (12) External Services: offset by revenues.

Forecast:

- Forecast is based on \$300K of extra CEUs and prior period adjustments and current spending patterns.
- The extra CEUs projections are based on past trends and will not be confirmed until September 2017.
- It is also assumed that unspent fees must be refunded back to parents. The bottom line might change if extra CEUs differ from our projections and/or the Division incurs unforeseen expenditures.
- 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 operating surplus and reduce reserves on the statement of net assets.