



Board Meeting Agenda

February 28, 2018 – 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 January 31, 2018
- 5. Presentations**
 - 5.1 Intergenerational Program
Bev Sagert, Director of Early Childhood Education & Transition Support, Sturgeon Public School Division
- 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 Policy E/IV/4 – Employee Absences
- 9.2 Policy F/I/4 – Copyright
- 9.3 Policy F/IV/1 – School Attendance Policy
- 9.4 Policy I/10 – Cell Phone Use
- 9.5 Sturgeon Heights School, Lord's Prayer Junior High Recitation Practice

9.6 Camilla Replacement School Update – Design 2.2 (otherwise referenced as Design 7B)

9.7 Sponsorship of ASCA (Alberta School Councils' Association) Conference Fees

9.8 External Auditor's Contract: 2017 – 2018

9.9 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 January 31, 2018**

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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 31, 2018**

Roll Call

Present were Trustees: Mr. Joe Dwyer; Mr. Terry Jewell; Mrs. Liz Kohle; Mrs. Tasha Oatway-McLay; Mrs. Pequin; Mr. Shane Sherwin; Dr. Michèle Dick (Superintendent); Mrs. Iva Paulik (Secretary Treasurer); Mrs. Ruth Kuik (Associate Superintendent, Education Services); Mr. Thomas Holmes (Associate Superintendent, Human Resources & Leadership Support)

Absent: Misty Featherley (attending PD session)

Call to Order

The Chair called the meeting to order at 4:36 p.m.

Approval of Agenda

#001/2018 – Moved by Mr. Dwyer that the agenda be approved.

CARRIED 6/0

Appointments

Approval of Minutes

#002/2018 – Moved by Mrs. Oatway-McLay that the minutes of the Regular Meeting of November 22, 2017 be approved.

CARRIED 6/0

Presentations

Mr. David McGregor, Workun Garrick, presented on the design elevations with respect to the Camilla Replacement School.

Mr. John Baldassarre, Principal, Sturgeon Composite High School, provided a report with respect to High School Diploma Results.

Mr. Iain Jamieson, Principal, Redwater School, provided a report with respect to High School Diploma Results.

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.

Meeting recessed at 6:15 p.m. for dinner.

Meeting resumed at 6:40 p.m.

Building

A verbal report was provided.

Finance & Human Resources

A verbal report was provided.

Education Policy

No report was provided.

Advocacy

A verbal report was provided.

#003/2018 – Moved by Mrs. Oatway-McLay that the Board of Trustees accept the 3 recommendations for the naming of the sections at Four Winds Public School:

1. Donna Hunter Learning Commons
2. Thelma Chalifoux Learning Garden
3. Audri Kowalyk Science Labs

CARRIED 6/0

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.

The meeting moved to 'New Business – Item 9.11 – Sturgeon Composite High School Washrooms'.

Sturgeon Composite High School Washrooms

#004/2018 – Moved by Mr. Sherwin that the Board of Trustees uphold the decision to designate the Front Foyer and the North Wind washrooms at Sturgeon Composite High School as gender specific (female/male) and the East Wing washrooms as gender neutral, and furthermore, that the Board of Trustees supports the opportunity for “passive supervision” that is afforded by open entryways for the North and East banks of washrooms.

CARRIED 6/0

New Business**Policy B/III/4 – Communications and Public Relations**

#005/2018 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve Policy B/III/4 – Communications and Public Relations.

CARRIED 6/0

Board Regulation, Administration 7 – Board Staff Communication

#006/2018 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve Board Regulation, Administration 7 – Board Staff Communication.

CARRIED 6/0

Policy B/IV/3 – Media and Public Relations

#007/2018 – Moved by Mrs. Kohle that the Board of Trustees rescind Policy B/IV/3 – Media and Public Relations.

CARRIED 6/0

Policy D/II/8 – School Buildings: Alternative Utilization or Closure

#008/2018 – Moved by Mrs. Pequin that the Board of Trustees approve Policy D/II/8 – School Buildings: Alternative Utilization or Closure

CARRIED 6/0

Policy D/II/9 – School Inclement Weather

#009/2018 – Moved by Mrs. Kohle that the Board of Trustees rescind Policy D/II/9 – School Inclement Weather.

CARRIED 6/0

Policy F/I/2 – Challenge of Learning Resources

#010/2018 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve Policy F/I/2 – Challenge of Learning Resources.

CARRIED 6/0

Policy F/II/13 – Controversial Issues in Education

#011/2018 – Moved by Mr. Sherwin that the Board of Trustees approve Policy F/II/13 – Controversial Issues in Education.

CARRIED 6/0

Policy G/II/8 – Crisis and Critical Incidents

#012/2018 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve Policy G/II/8 – Crisis and Critical Incidents.

CARRIED 6/0

Policy I/3 – Inclement Weather (proposed amended name Policy D/II/9 – Inclement Weather)

#013/2018 – Moved by Mrs. Kohle that the Board of Trustees approve Policy D/II/9 – Inclement Weather.

CARRIED 6/0

Operational School Year Calendar, 2018 – 2019

#014/2018 – Moved by Mrs. Oatway-McLay that the Board of Trustees approve the Operational School Year Calendar, 2018 - 2019.

CARRIED 5/1

Opposed: Mrs. Oatway-McLay

Monthly Financial Report

The Board of Trustees received the verbal and written 4 Months Financial Report for 2017 – 2018 as of December 31, 2017 as information.

Blanket Life Insurance

#015/2018 – Moved by Mr. Jewell that the Board of Trustees approve the Blanket Life Insurance for the trustee term.

CARRIED 6/0

Unfinished Business**Notices of Motion**

There were no Notices of Motion.

Information

There were no Information items.

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.

#016/2018 – 7:30 p.m. – Moved by Mrs. Kohle that the Board go in camera.

CARRIED 6/0

Mr. Dwyer and Mr. Sherwin excused themselves from the meeting.

#017/2018 – 8:29 p.m. – Moved by Mrs. Oatway-McLay that the Board go out of camera.

CARRIED 4/0

#018/2018 – Moved by Mr. Jewell that the Board of Trustees submit their response regarding bargaining objectives and TEBA process to the government.

CARRIED 4/0

Close of Meeting

The Chair adjourned the meeting at 8:30 p.m.

Chair

Date

Secretary-Treasurer



Board Memorandum

Date: February 28, 2018
To: Public Board
From: Senior Administration
Subject: Seniors Report

Professional Development Update

Institute Day 2018, held on January 31st, delivered a varied and robust schedule of professional development opportunities. Sessions covered such topics as reimagining possibilities with Indigenous youth to creating a technology infused classroom. Teachers learned with their colleagues who presented and shared knowledge and experience relative to engaging math lessons, music education and strategies for inclusive classrooms. Included below are a few highlights of the upcoming PD sessions coordinated by Education Services.

- Reggio workshops on Feb. 16 and March 9.
- Blanket exercises on Feb. 16, March 9, and April 13.
- Cohort meetings involving professional learning for: Health Champions May 1, Call to Action Cohort May 4, Beginning Teachers May 11, Ed Tech May 15.
- A day with James Hill for Music teachers on Feb. 28.
- The outdoor classroom and connecting students with nature- Spring 2018.

BOARD CO.



Board Memorandum

Date: February 28, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: Policy E/IV/4 – Employee Absences

Background:

At the February 14, 2018 Committee of the Whole Meeting, Trustees reviewed Policy E/IV/4 – Employee Absences and forwarded it to this Public Board Meeting.

Administration has attached Human Resources Management 24 – Employee Absences for Trustee information.

Recommendation:

That the Board of Trustees approve Policy E/IV/4 – Employee Absences.

BOARD 9.1



1.0 POLICY

- 1.1 The Board has the right to expect employees will attend work regularly and diligently fulfill the responsibilities they were hired to provide.
- 1.2 Where circumstance arise, the Board recognizes the responsibility of employees to report absences in accordance with established administrative practice and employment agreement provisions.

References: *Admin Practice(s): Human Resources Management 24 – Employee Absences*



HUMAN RESOURCES MANAGEMENT 24 – Employee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator: Associate Superintendent; Human Resources & Leadership Support

1.0 RATIONALE

All employees are required to be present according to the terms of their Collective Agreement, General Employment Conditions, or their individual contract.

2.0 PROCESS

The Associate Superintendent, Human Resources and Leadership Support is responsible for maintaining a process for managing employee absences.

3.0 GUIDELINES

Reporting Absences

- 3.1 The Board requires that all employee absences be reported.
- 3.2 All absences shall be reported accurately by employees in the Human Resources Information System (HRIS) and verified by the principal or appropriate supervisor.
 - 3.2.1 When it is evident that an employee is unable to be at the workplace for an operational day, they shall enter the absence into the HRIS before 6:30 a.m. and to ensure arrangements can be made to provide a replacement if required.
 - 3.2.2 Emergency absences that occur after 6:30 a.m. require employees to contact their principal/supervisor as soon as possible and to enter the absence into the HRIS.
- 3.3 Principals/supervisors shall verify employee absences weekly through the HRIS.
- 3.4 Principals shall communicate their absences to the Superintendent according to leaves provided within the ATA Collective Agreement.
- 3.5 Vice Principals shall communicate their absences attached to a holiday or long weekend with the Associate Superintendent of Human Resources and Leadership Support according to leaves provided within the ATA Collective Agreement.

References: *E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
Human Resources Management 35 – Progressive Discipline for Support Staff
Sturgeon Public School Division Guide to Growth and Supervision



HUMAN RESOURCES MANAGEMENT 24 – Employee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator: Associate Superintendent; Human Resources & Leadership Support

- 3.6 Employees with advance notice of a leave shall report the absence(s) at minimum three (3) working days beforehand. Absences with advance notice include, but are not limited to, professional development, medical appointments and meetings.
- 3.7 Employees should make all best efforts to schedule routine medical/dental appointments to avoid disruptions to assigned duties.
- 3.8 Teachers and other salaried employees shall enter absences in the HRIS according to half or full days.
- 3.9 Hourly paid employees shall enter absences in the HRIS based on actual time absent from work and sensitive to the nearest 30-minute increment.
- 3.10 If emergency absences arise, the Associate Superintendent of Human Resources and Leadership Support and principal/supervisor shall be contacted as far in advance as possible.

Replacement Plans

- 3.11 Support Staff and General Pay Plan employees shall provide a routine plan to a replacement that must include important safety information, work routines, timetable and a description of duties.
- 3.12 Teachers shall provide lesson plans on days they are absent so productive work may continue with the substitute teacher. Lesson plans should be prepared for absences of up to five (5) days. All lesson plans shall include the following information:
 - 3.12.1 Timetable: Include bell times, period changes, dismissal time, and support staff schedule in the classroom if applicable.
 - 3.12.2 Room locations: Provide room numbers and times aligned with the timetable.
 - 3.12.3 Resources: Provide location of photocopier(s)/printers and other applicable materials along with guest login information if required.

References: *E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
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HUMAN RESOURCES MANAGEMENT 24 – Employee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator: Associate Superintendent; Human Resources & Leadership Support

- 3.12.4 Supervision: Provide a copy of the supervision schedule.
- 3.12.5 Lesson design: Provide copies of the lesson design for the classes the substitute teacher will be responsible for teaching.
- 3.12.6 Class list: Provide copies of the class list(s).
- 3.12.7 Seating plans: Provide a copy of seating plan(s) if applicable.
- 3.12.8 Safety: Provide relevant school and classroom information to support fire evacuation and/or lock down.
- 3.12.9 Medical needs: Provide information on student medical alerts including student name, medical consideration/fragility, contact name and number (especially if sub has no access to student information system).
- 3.12.10 Discipline needs: Provide information on special discipline alerts including student name, student discipline considerations, parent/guardian contact name and number (especially if sub has no access to student information system). Special consideration for providing a substitute teacher with a copy of a behaviour plan if applicable.
- 3.12.11 Inclusive Education needs: Provide a list of students identified with inclusive education needs and provide instructions for the sub to access Individual Program Plan(s) and/or Learning Plan(s).
- 3.12.12 Routines: Provide a description of routines including opening of the day, attendance, announcements, agendas, classroom incentives, list of privileges the substitute teacher can provide to students and end of the day description.
- 3.12.13 Other: Provide other important information applicable to classroom routines, including but not limited to, volunteers, school events, job sharing details and student teacher specifics.

References: *E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
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HUMAN RESOURCES MANAGEMENT 24 – Employee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator: Associate Superintendent; Human Resources & Leadership Support

- 3.12.14 Confidentiality: Plan for substitute teacher will clearly read – “Confidential information – not to be copied or removed from the school premises. This plan is property of the school”.
- 3.13 Schools may collaborate on a package of information that is attached to teacher lesson plans which satisfy some of the relevant replacement plan requirements in 3.12.
- 3.14 Teachers shall prepare in advance an emergency plan which will include lesson plan information for emergency absences of up to 1 (one) day. These plans shall be submitted to the school principal within 10 (ten) working days of the operational school year starting.
- 3.14.1 High school teachers on a semester schedule shall submit emergency plans within 10 (ten) working days of school start for each semester.
- 3.14.2 New teachers and other teachers with modifications to their schedule due to assignment changes or semester changes shall submit an emergency plan within 10 (ten) working days of a new assignment or schedule modification.
- 3.15 Teachers in specialized classes (including but not limited to music and CTS) shall provide 2 (two) sets of lesson plans which include theory work (i.e. research, tests, exercises) and plans for the substitute teacher to continue with the regular program. Qualified substitutes may continue regular program work with approval of the principal.

Attendance Management

- 3.16 Principals/supervisors shall discuss the importance of consistent attendance at the beginning of each school year with all employees.
- 3.17 Principals/supervisors shall ensure all employees are aware of the availability of the Employee and Family Assistance Program (EFAP).
- 3.18 Attendance concerns may be identified by a principal/supervisor or by Human Resources.
- 3.19 The principal/supervisor will bring the attendance concern to the attention of the employee during an initial coaching meeting. This initial coaching meeting is supportive and is not intended to be disciplinary.

References: *E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
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HUMAN RESOURCES MANAGEMENT 24 – Employee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator: Associate Superintendent; Human Resources & Leadership Support

- 3.19.1 Describe with the employee the impact their absences have had on the workplace and students.
 - 3.19.2 Provide support and identify services that are available to the employee, including but not limited to, the Employee and Family Assistance Program, Alberta School Employee Benefit Plan and the division's Human Resources Department.
 - 3.19.3 The initial coaching meeting shall include a summary note of the discussion, shared with the teacher and kept by the principal for a full school year.
 - 3.19.4 If attendance does not show improvement, a follow-up coaching meeting shall be held to review the items discussed in the initial coaching meeting. The principal/supervisor and employee will determine together other supports or strategies that may serve to improve attendance.
 - 3.19.5 The follow-up coaching meeting shall include a written letter summarizing the discussion with a copy of the letter shared with the teacher and a copy kept by the principal for a full school year.
- 3.20 If attendance continues to be a concern, the Associate Superintendent of Human Resources and Leadership support shall schedule a verification meeting with the employee and the principal/supervisor.
- 3.20.1 The Associate Superintendent of Human Resources and Leadership Support will review the strategies discussed and completed thus far in the attendance management process.
 - 3.20.2 Human Resources may request employees provide medical verification of absences and medical confirmation of their inability to maintain regular work attendance.
 - 3.20.3 Human Resources may request the completion of an Independent Medical Examination (IME) by a physician named or approved by the employer as

References: *E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
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HUMAN RESOURCES MANAGEMENT 24 – Employee Absences

Date: November 14, 2003 Revised Date: Responsible Administrator: Associate Superintendent; Human Resources & Leadership Support

additional verification the employee is unable to maintain regular work attendance.

- 3.20.4 The Associate Superintendent of Human Resources shall include a written letter summarizing the verification meeting.

Culpable Absences

3.21 By definition, culpable absences are absences within the employee's ability to control.

3.22 Where early intervention of attendance concerns is ineffective and where absenteeism is deemed to be culpable, a process involving discipline is the appropriate response.

Non-Culpable Absences

3.23 By definition, non-culpable absenteeism is not the employee's fault. These absences usually relate to illness or injury and include concerns that the employee cannot control.

3.24 Where attendance issues have been identified as non-culpable absences, the employer will take into consideration a number of factors in determining an appropriate accommodation for an employee. Accommodation considerations for employees will include, but are not limited, to the following factors:

3.24.1 Disruption to student learning;

3.24.2 financial costs associated with the accommodation;

3.24.3 interruption to operations and/or provisions of service;

3.24.4 threat to the health and safety of the employee, colleagues and students;

3.24.5 capacity of facilities for successful accommodation, and

3.22.6 the impact on an applicable Collective or Labour agreement.

References: *E/IV/4 – Employee Absences*
Labour Agreements (ATA, CUPE and General Pay Plan)
School Act Section 111, Salaries and Absences
School Act Section 118, Medical Examination
Human Resources Management 35 – Progressive Discipline for Support Staff
Sturgeon Public School Division Guide to Growth and Supervision



Board Memorandum

Date: February 28, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: Policy F/I/4 – Copyright

Background

At the February 14, 2018 Committee of the Whole meeting Trustees reviewed Policy F/I/4 – Copyright and forwarded it to this evening's Public Board Meeting.

Associated Admin Practice Educational Services 19 – Copyright is attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy F/I/4 – Copyright.



1.0 POLICY

- 1.1 The Board believes in the rights of creators and expects employees to be aware of and uphold these rights as required by the *Copyright Act*.
- 1.2 The Board recognizes the need for students and teachers to have access to a wide range of educational resources.
- 1.3 The Board will not accept responsibility for any employee or student of the Division who knowingly contravenes the *Copyright Act*.

Revised Draft

References: *Admin Practice(s): ES 19 - Copyright*
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act

**1.0 POLICY**

- 1.1 The Board believes in the rights of creators and expects employees to be aware of and uphold these rights as required by the Copyright Act.
- 1.2 The Board recognizes the need for students and teachers to have access to a wide range of educational resources.
- 1.3 The Board believes that limits should be established whereby employees may copy and distribute copyrighted materials.
- 1.4 The Board will not accept responsibility for any employee or student of the Division who wilfully and knowingly contravenes the Copyright Act.

2.0 GUIDELINES

- 2.1 Works covered by copyright may only be reproduced for central office, class or school use with oral or written permission from the copyright owner or if such works are covered by the license entered into with CanCopy on behalf of the Division by Alberta Education.
- 2.2 The Division may copyright any works produced at the discretion of the Board. The Superintendent, on behalf of the Board, may enter into agreements or grant right to reproduce work copyrighted by the Division under such terms as may be appropriate. The reproduction must include the copyright and give acknowledgement to the authors.
- 2.3 In the absence of an agreement to the contrary, the Division owns the copyright of works created by employees in the normal course of their duties.
- 2.4 Students own the copyright on anything that they create and parental permission to reproduce their work must be obtained if the student is under the age of 18. Student permission is required if the student is 18 or over.

3.0 PROCEDURES

- 3.1 The Board will allocate funds in the Annual Budget for provision of learning resources and for the payment of copyright permission. Notwithstanding, schools may enter into other copyright licence agreements subject to school funds being available.

References: *Admin Practice(s): ES 19 - Copyright*
School Act:



- 3.2 The school principal is responsible for ensuring that all employees are aware of the Copyright Act and the CanCopy Agreement.
- 3.3 Employees may reproduce works that are in the “Public Domain”.
- 3.4 If it is necessary for an employee to make multiple copies of an item:
 - 3.4.1 Check the work for copying privileges the publisher may grant.
 - 3.4.2 Check the CanCopy list of what is permitted.
 - 3.4.3 If the item is included in the exclusions list or is out of print, contact the copyright owner by phone and in writing for permission to reproduce.
 - 3.4.4 If verbal permission to reproduce copyrighted material is granted indicate grantor, time and date on your copy of the letter. If verbal permission is granted, materials may be used immediately.
 - 3.4.5 If a fee to reproduce materials is required, arrangements will be confirmed with the principal before proceeding with duplication.
- 3.5 Each school will have on file permission from parents/guardians for any student under 18 years, to video and/or audio record their children and, to display any student work outside the school for educational, non-profit use. A permission form from the student will be required if the student is 18 years or older.
- 3.6 The Superintendent may appoint a committee to review copyright practices and will continue to provide updated information to schools.

References: *Admin Practice(s): ES 19 - Copyright School Act:*



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

The Fair Dealing provision in the *Copyright Act* permits use of a copyright-protected work without permission from the copyright owner or the payment of copyright royalties. The following guidelines apply to Fair Dealing in K-12 schools and provide reasonable safeguards for the owners of the copyright-protected works in accordance with the *Copyright Act* and the Supreme Court decisions.

2.0 PROCESS

- 2.1 The school principal is responsible for ensuring that all staff and students are aware of the Copyright Act and the Fair Dealing Guidelines.

Information regarding digital copyright can be found at: www.cmec.ca, The Council of Ministers of Education, Canada (CMEC).

Teachers are to be familiar with the document “Copyright Matters” which is available at: www.cmec.ca.

To qualify for Fair Dealing, two tests must be passed:

- 2.1.1 First Test: the “dealing” must be for a purpose stated in the *Copyright Act*: research, private study, criticism, review, news reporting, education, satire, and parody.
Educational use of a copyright-protected work passes the first test.
- 2.1.2 Second Test: the dealing must be “fair”. In landmark decisions in 2004 and in 2012, the Supreme Court of Canada provided guidance as to what this test means in schools.

References: *Board Policy: F//4 – Copyright*
Copyright Release Form
Consent to Disclose Student’s Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

3.0 FAIR DEALING GUIDELINES

- 3.1 Teachers and staff members may communicate and reproduce, in paper or electronic form, short excerpts from a copyright-protected work for the purposes of research, private study, criticism, review, news reporting, education, satire, and parody.
- 3.2 Copying or communicating short excerpts from a copyright-protected work under these Fair Dealing Guidelines for the purpose of news reporting, criticism, or review are to mention the source and, if given in the source, the name of the author or creator of the work.
- 3.3 A single copy of a short excerpt from a copyright-protected work may be provided or communicated to each student enrolled in a class or course:
- 3.3.1 As a class handout;
 - 3.3.2 As a posting to a learning- or course-management system that is password protected or otherwise restricted to students;
 - 3.3.3 As part of a course pack.

4.0 A short excerpt means:

- 4.1 Up to ten percent (10%) of a copyright-protected work (including a literary work, musical score, sound recording, and an audiovisual work);
- 4.1.1 One (1) chapter from a book;
 - 4.1.2 A single article from a periodical;
 - 4.1.3 An entire artistic work (including a painting, print, photograph, diagram, drawing, map, chart, and plan) from a copyright-protected work containing other artistic works;
 - 4.1.4 An entire newspaper article or page;

References: *Board Policy: F/1/4 – Copyright*
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

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- 4.1.5 An entire single poem or musical score from a copyright-protected work containing other poems or musical scores;
 - 4.1.6 An entire entry from an encyclopedia, annotated bibliography, dictionary, or similar reference work.
 - 5.0 Copying or communicating multiple short excerpts from the same copyright-protected work with the intention of copying or communicating substantially the entire work, is prohibited.
 - 6.0 Staff may reproduce works that are in the "Public Domain". When the work is reprinted in a new edition, only the original text is in the "public domain".
 - 7.0 Copying or communicating that exceeds the limits in these Fair Dealing Guidelines will be referred to a supervisor or other person designated by the Associate Superintendent, Education Services, for evaluation. An evaluation of whether the proposed copying or communication is permitted under Fair Dealing will be made based on all relevant circumstances.
 - 8.0 Any fee charged by the Division for communicating or copying a short excerpt from a copyright-protected work must be intended to cover only the costs of the Division, including overhead costs.
 - 9.0 The following applies to Video Resources - Public Performance Rights
 - 9.1.1 Video programs and feature film rentals with public performance rights may only be shown in schools or at Division functions if a site license that covers these titles has been obtained from the distributor.
 - 9.1.2 Site licenses can be obtained from Visual Education Center (VEC) and/or Audio Cine Films (ACF).

References: *Board Policy: F/1/4 – Copyright*
 Copyright Release Form
 Consent to Disclose Student's Personal Information
 Fair Dealing Guidelines
 Copyright Act
 Copyright Matters: Canadian Teachers Federation, 2016
 Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

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- 10.0** The Fair Dealing Guidelines are to be posted above each multi-function or photocopying device.
- 11.0** Use of copyrighted materials that do not fall under the Fair Dealing Guidelines is not permitted without the approval of the Associate Superintendent, Education Services. Where school staff or students wish to use copyrighted materials, they must:
- 11.1 Obtain permission to copy from the copyright holder; and
 - 11.2 Where requested, a royalty must be paid to the copyright holder.
- 12.0** Employee Work
- 12.1.1 The Superintendent or designate may enter into an agreement with others to produce, in part or in whole, a work for the Division. This agreement will specifically address copyright of the work produced.
 - 12.1.2 The Division may enter into an agreement with a private publisher to publish Division material for sale and distribution.
 - 12.1.3 The Division owns copyright of all works produced by employees as a part of their employment.
- 13.0** Student Work
- 13.1.1 Students own the copyright to everything they create. Parent/guardian permission to reproduce student work will be obtained if the student is under 16 years of age. Students 16 years of age and over may provide permission for their own work to be reproduced.
 - 13.1.2 Permission is not required to display student work within the school.
 - 13.1.3 Permission is not required to display student work outside the school at such sites as Teachers' Conventions, conferences, public libraries or Division Office, provided the student's name is not visible on the work. If the student's name is visible, FOIP considerations apply.

References: *Board Policy: F/1/4 – Copyright*
Copyright Release Form
Consent to Disclose Student's Personal Information
Fair Dealing Guidelines
Copyright Act
Copyright Matters: Canadian Teachers Federation, 2016
Freedom of Information and Protection of Privacy Act



EDUCATIONAL SERVICES 19 – Copyright

Original Date: Jan. 17, 2011 Revised Date: Jan. 22, 2018

Responsible Administrator:
Associate Superintendent, Education Services

-
- 13.1.4 At the time of registration, the Principal will collect and file permission from parents/guardians/students to record and/or tape their children for possible performance.

 - 13.1.5 Photographs taken by students for school publications with equipment and supplies provided by the school will be deemed to be the property of the school.

References: *Board Policy: F/1/4 – Copyright*
 Copyright Release Form
 Consent to Disclose Student's Personal Information
 Fair Dealing Guidelines
 Copyright Act
 Copyright Matters: Canadian Teachers Federation, 2016
 Freedom of Information and Protection of Privacy Act



Copyright Release Form

I hereby grant permission to _____
Name of School/Individual

on behalf of my child(ren) _____ to
Name(s) of Student(s)

(please check appropriate boxes):

- record and tape my child(ren);
- display any of my child(ren)'s work; and
- reproduce any of my child(ren)'s work.

For non-profit, educational purposes, I understand the production(s) work(s) may be shown at education displays during open house, inservice sessions and other school related activities at school or school board sites or at school board sponsored displays in the community, or used in a school publication.

Signed this _____ day of _____, _____

Signature of Student if 18 Years or Older or
Independent Student

Parent/Legal Guardian

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or Thomas Holmes, FOIPP Coordinator at 780-939-4341 or Thomas.Holmes@sturgeon.ab.ca

See Sections 1(1)(m) and 1(3) of the School Act for the definitions and rights of an independent student.



Freedom of Information and
Protection of Privacy Provisions

Consent to Disclose Student's Personal Information

This consent form is to be completed in the following circumstances.

- When photos and/or videos are taken, at non-public events, by the media or an outside organization or when interviews are undertaken where individual students are identified by name or face.
- When photos and/or videos are taken by a Board employee where individual students are identified by name or face and the material is to be used for purposes outside the school system.
- When photos are placed on a web site on the Internet for promotions and report purposes (i.e. School Newsletters). It is understood that the picture may be used in conjunction with the first name of the student.

I hereby give consent for _____
Name of Student

to be: Interviewed Videotaped Photographed Tape recorded

by the local newspapers/media personnel for the purpose of recognizing students at events sponsored by the school (including sport activities, academic achievements, musical performances, Open House).

I hereby release, discharge and agree to save harmless Sturgeon Public School Division, its legal representatives or assigns, and all persons acting under its permission or authority, from any liability by virtue of any blurring, distortion, alteration, optical illusion or use in composite form, whether intentional or otherwise, that may occur or be produced in taking of said pictures or in any processing tending towards the completion of the finished product.

_____ Date

_____ Signature of Student if 18 Years or Older or Independent Student

_____ Signature of Parent/Legal Guardian

I hereby give consent for my child's picture and name to be used on the Sturgeon Public School Division or the individual School's web site on the Internet.

_____ Date

_____ Signature of Student if 18 Years or Older or Independent Student

_____ Signature of Parent/Legal Guardian

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or Thomas Holmes, FOIPP Coordinator at 780-939-4341 or Thomas.Holmes@sturgeon.ab.ca.

See Sections 1(1)(m) and 1(3) of the School Act for the definitions and rights of an independent student @ www.qp.alberta.ca.



Board Memorandum

Date: February 28, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: Policy F/IV/1 – School Attendance Policy

Background

At the February 14, 2018 Committee of the Whole meeting Trustees reviewed Policy F/IV/1 – School Attendance Policy and forwarded it to this evening's Public Board Meeting.

Associated Admin Practice Educational Services 16 – Student Attendance at School is attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy F/IV/1 – School Attendance Policy.

BOARD 9.3



1.0 POLICY

- 1.1 The Board believes that students enrolled in school should attend on a regular basis.
- 1.2 The Board believes that regular attendance is a significant contributing factor to student learning.
- 1.3 The Board believes that, although student attendance is primarily the responsibility of the student and the parent/guardian, the school has a responsibility to encourage student attendance.

References: *Admin Practice(s): ES 16 - Student Attendance at School*
School Act: Sections 12(b), 13, 14, 15, 60(3)(b), 126-130



1.0 POLICY

- 1.1 The Board believes that students enrolled in school should attend on a regular basis.
- 1.2 The Board believes that regular attendance contributes to optimum academic achievement for individual students and to the general well being of the school at large.
- 1.3 The Board believes that, although student attendance is primarily the responsibility of the student and the parent/guardian, the school has a responsibility to encourage student attendance.

2.0 GUIDELINES

- 2.1 The Board delegates to the Superintendent the responsibility to establish operational procedures for administration of this policy

Original

References: *Admin Practice(s): ES 16 - Student Attendance at School*
School Act: Sections 12(b), 13, 14, 15, 60(3)(b)



1.0 RATIONALE

Regular school attendance is a significant contributing factor to student learning.

2.0 PROCESS

The Associate Superintendent, Education Services, is responsible for administering this Administrative Practice.

3.0 GUIDELINES

3.1 The principal shall reference the importance of regular attendance in student/parent/guardian and teacher communications.

3.2 The principal and staff shall encourage students to attend school on a regular basis and shall report student attendance to parents/guardians as outlined in these guidelines.

3.3 The parent/guardian shall be asked to advise the school if the student will not be in attendance on any given day.

3.4 If the school does not receive notice from the parent/guardian concerning a student's absence as required in 3.3 above, the school shall attempt to contact the parent/guardian and advise them of the student's absence.

3.5 Schools shall maintain accurate and timely records for student attendance and ensure these are available to parents/guardians through PowerSchool.

3.6 The school shall send an attendance report on a student to the parent/guardian if, in the opinion of the staff and school administration, a student's achievement is being adversely affected by lack of attendance. The school may request a meeting of school personnel, the student, and/or the parent/guardian, to discuss the student's attendance.

3.7 Notwithstanding Section 3.6 of these guidelines, elementary and junior high schools shall report student attendance to parents/guardians at each formal reporting period.

3.8 Notwithstanding Section 3.6 of these guidelines, senior high schools shall communicate with the student and parent/guardian regarding a student's attendance after ten (10) or more cumulative unexcused absences for all courses have been recorded.

References: *Board Policy: F/IV/1 School Attendance Policy*
School Act: Sections 126, 127, 128, 129, 130
Alberta Education Guide to Education: ECS to Grade 12, pp. 9-10



EDUCATIONAL SERVICES 16 – Student Attendance at School

EDUCATIONAL SERVICES 16

Date: Mar. 10, 2010

Revised: January 22, 2018

Responsible Administrator:
Associate Superintendent; Education Services

-
- 3.9 If lack of attendance persists, following reasonable efforts by the school to remedy same, the principal shall contact the Associate Superintendent, Education Services or designate, who may institute proceedings as provided for in the School Act.

References: *Board Policy: F/IV/1 School Attendance Policy*
School Act: Sections 126, 127, 128, 129, 130
Alberta Education Guide to Education: ECS to Grade 12, pp. 9-10



Board Memorandum

Date: February 28, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: Policy I/10 – Cell Phone Use

Background:

At the February 14, 2018 Committee of the Whole Meeting, Trustees reviewed Policy I/10 – Cell Phone Use and forwarded it to this Public Board Meeting.

Administration has attached Administration 16 – Cell Phone Use and Financial Management 19 – Cell Phone Provision for Trustee information.

Recommendation:

That the Board of Trustees approve Policy I/10 – Cell Phone Use.

BOARD 9.4



EFFECTIVE: January 28, 2018

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board of Trustees believes that the safety of students and employees is a division priority.
- 1.2 The Board of Trustees believes that division employees can more effectively contribute to the workplace by limiting the personal use of a cell phone during assigned duties.
- 1.3 The Board requires administration to implement administrative practices that promote student and employee safety along with the encouragement of effective instruction for all students through the appropriate use of cell phones by employees.

References: *Admin Practice(s): Administration 16HRM 4 –Cell Phone Use*
Financial Management 19 – Cell Phone Provision
School Act:
Occupational Health and Safety Act – Section 2
Alberta Distracted Driving Regulation



EFFECTIVE: January 28, 2004

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board of Trustees believes that the safety of students and staff is a division priority. The Board requires the administration to implement regulations that promote student safety and protection for the students, staff, volunteer helpers, and the Division.

2.0 GUIDELINES

- 2.1 The use of cell phones in any vehicle, the Division owns or leases, is prohibited when the vehicle is in motion.
- 2.2 Bus drivers use of cell phones, in school buses contracted by the Division are to be used for emergency situations only. The bus must be at a complete stop in a safe location prior to activation of any cell phone.
- 2.2.1 The Director of Transportation is delegated the responsibility and authority to establish and monitor operational procedures for all school buses as required.

References: *Admin Practice(s): Administration 16 – Cell Phone Use*
School Act:



HUMAN RESOURCES MANAGEMENT 4 – Cell Phone Use

Date: March 16, 2007 Revised: February 2018 Responsible Administrator: Associate Superintendent of Human Resources and Leadership Support

1.0 RATIONALE

- 1.1 The Division has an obligation to provide a safe environment for students and employees.
- 1.2 The Division has a responsibility to ensure employee personal cell phone use during all assigned duties does not interfere with social and instructional outcomes for students.

2.0 PROCESS

The Associate Superintendent of Human Resources and Leadership Support shall maintain this Administrative Practice.

3.0 GUIDELINES

School Bus Transportation

- 3.1 In school buses owned or contracted by the Division, cell phones are to be used for emergency situations only. The bus driver must be at a complete stop, and in a safe location, prior to any cell phone use.
- 3.2 The Manager of Transportation is delegated the responsibility and authority to establish and monitor operational procedures for all school buses as required.
- 3.3 In the instance of a breach of any of these guidelines, the following may occur:
 - 3.3.1 Upon investigating the first offence, a written warning may be issued and an operator suspension for his/her duties for five (5) operational school days by the Manager of Transportation.
 - 3.3.2 Additional offences may result in termination.

Staff Transport of Students

- 3.4 Cell phones are to be used for emergency situations only. Any employee transporting students must be at a complete stop, and in a safe location, prior to any cell phone use.
- 3.5 School Administration shall be responsible for communicating cell phone use expectations for the transportation of students to school employees.
- 3.6 In the instance of a breach of any of these procedures, the following may occur:

References: Board Policy(s): E/IV/3 – Cell Phone Use
Occupational Health and Safety Act – Section 2
Alberta Distracted Driving Regulation



HUMAN RESOURCES MANAGEMENT 4 – Cell Phone Use

Date: March 16, 2007 Revised: February 2018 Responsible Administrator: Associate Superintendent of Human Resources and Leadership Support

3.6.1 Upon investigating the first offense, an employee may be issued a written warning and will comply with completing a distracted safety course.

3.6.2 Upon investigating on the second offense, an employee may be issued a letter of reprimand and the employee may be denied the privilege of transporting students for one (1) full operational school year.

3.6.2 Additional offences may result in further disciplinary action.

Other Assigned Duties

3.7 During all assigned duties, employees will make every effort to refrain from using their cell phone for non-emergent situations while driving. In emergent situations, the employee will either come to a complete stop before using their cell phone, or utilize a hands free device, to safely use their cell phone.

3.8 While the Division recognizes that employees can accomplish a significant number of work tasks using their personal cell phone, every employee shall refrain from using their personal cell phone for personal use during assigned duties.

3.9 Employees who anticipate the need to respond to their personal cell phone during assigned duties should discuss this need with their school principal/direct supervisor. These exceptions should be temporary and for emergent situations.

3.10 In the instance of a breach of any of these guidelines, the following may occur:

3.10.1 Upon the first offense, an employee may receive a verbal warning issued by a principal/direct supervisor.

3.10.2 Upon investigating the second offense, a written warning may be issued by the school principal/direct supervisor.

3.10.3 Additional offenses will be forwarded to the Associate Superintendent of Human Resources and Leadership Support for further investigation.

References: *Board Policy(s): E/IV/3 – Cell Phone Use*
Occupational Health and Safety Act – Section 2
Alberta Distracted Driving Regulation



FINANCIAL MANAGEMENT 19 – Cell Phone Provision

Date: February 20, 2018 Revised:

Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

The Division shall determine job responsibilities that may require the use of a cell phone device.

2.0 PROCESS

The Secretary-Treasurer or designate shall be responsible for administering this Administrative Practice.

3.0 GUIDELINES

3.1 This practice applies to senior administration, school administrators and other employees who, as a part of their employment duties, have a business need for using a cell phone device. There are two options available:

- a. Cell phone devices purchased by the Division.
- b. Reasonable cell phone allowance for the business use of a personal cell phone device.

3.2 Eligibility Criteria may include such factors as:

- 3.2.1 The duties of the position require that the employee work regularly in the field away from land line communication and needs to be immediately accessible.
- 3.2.2 The duties of the position are such that immediate emergency response is critical or the employee is responsible for critical infrastructure or operational support and needs to be immediately accessible at all times.
- 3.2.3 The duties of the position require a significant amount of travel during regular work hours or outside normal hours but related to Division business and access to information technology systems, which in the judgement of the Division, render the employee more productive and/or the service the employee provides more effective.

References: *Board Policies:* D/1/3 – Security of Personal and Division Information
E/IV/3 – Cell Phone Use
F/I/14 Information and Communication Technology
Board Regulation: Administration 1 – Security of Personal and Division Information
Admin Practice: Human Resources Management 4 – Cell Phone Use
Cell Phone Allowance Request Form
Employee Expense Claim Form
Network Resources Responsible Use Protocol for Staff Form



FINANCIAL MANAGEMENT 19 – Cell Phone Provision

Date: February 20, 2018 Revised:

Responsible Administrator: Secretary-Treasurer

Division-Owned Cell Phone Devices:

- 3.3 The Division may provide cell phone devices for Division purposes only.
- 3.4 Additional charges resulting from a personal use of a division-owned cell phone shall be reimbursed by the employee to the Division.
 - 3.4.1 Division-owned cell phones may be used at any legitimate safety, security or emergency purposes.
- 3.5 If the employee’s illegitimate or illegal conduct results in the need to terminate or change the cell phone contract, the employee shall bear the cost of any fees associated with that change or cancellation.
- 3.6 The employee is expected to return the division-owned device upon his or her termination of employment or while on an extended leave of absence.

Employee-Owned Cell Phone Devices:

- 3.7 An employee who uses his/her personal cell phone device for Division business purposes may be eligible to receive an allowance.
- 3.8 A Cell Phone Allowance Request Form shall be completed by the employee and approved by his/her immediate supervisor. The completed form is forwarded to the Secretary-Treasurer for review and final approval.
- 3.9 The allowance should cover the employee’s average monthly business-related expenses.
- 3.10 The allowance amount does not constitute an increase to base pay and will not be included in the calculation of pension benefits.
- 3.11 The employee will only receive the cell phone allowance for the duration of employment with the Division.
- 3.12 The employee will be responsible for the cost of his/her cell phone device, activation fees, device protection plan, all auxiliary items and any repair costs of his/her device.

References:	<i>Board Policies:</i> <i>Board Regulation:</i> <i>Admin Practice:</i> <i>Cell Phone Allowance Request Form</i> <i>Employee Expense Claim Form</i> <i>Network Resources Responsible Use Protocol for Staff Form</i>	<i>D/1/3 – Security of Personal and Division Information</i> <i>E/IV/3 – Cell Phone Use</i> <i>F/II/14 Information and Communication Technology</i> <i>Administration 1 – Security of Personal and Division Information</i> <i>Human Resources Management 4 – Cell Phone Use</i>
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FINANCIAL MANAGEMENT 19 – Cell Phone Provision

Date: February 20, 2018 Revised:

Responsible Administrator: Secretary-Treasurer

- 3.13 Support from the Division Information Technology Department will be limited to connecting employee-owned cell phone devices to Division-provided services. This might include email, calendar and contacts, if approved and deemed necessary.
- 3.14 The Division does not accept any liability for claims, charges or disputes the employee might have with his/her cell phone service provider.
- 3.15 The employee is expected to delete all Division data from his/her cell phone when his/her employment with the Division is severed.
- 3.16 Annually in September, all employees who receive a cell phone allowance, must attach a copy of the most current cell phone plan charges to their completed expense claim form.
- 3.17 The employee must maintain an active cell phone contract as long as a cell phone allowance is in place. If the employee discontinues his/her cell phone service, he/she must advise Accounts Payable in writing.
- 3.18 Notwithstanding vacation, if the employee is on leave in excess of three consecutive weeks, the allowance shall cease to be paid, effective the first of the following month.
- 3.19 The cell phone allowance shall be paid as a flat rate per month, based on the eligible allowance options:
 - 3.19.1 Level 1 – \$35 per month – for employees who are required to be accessible by phone outside the office for business purposes.
 - 3.19.2 Level 2 – \$65 per month (excluding July & August) – for Consultants.
 - 3.19.3 Level 3 – \$65 per month – for employees in service positions: Plant, Operations & Maintenance, and Information Technology and Transportation Departments.
 - 3.19.4 Level 4 – \$65 per month – for employees in supervisory roles: Principals, Directors and Managers.
 - 3.19.5 Level 5 – Senior Administration – who will either have the option of a Division-paid cell phone device or a reasonable allowance approved by the Superintendent.

References:

<i>Board Policies:</i>	<i>D/1/3 – Security of Personal and Division Information</i>
	<i>E/IV/3 – Cell Phone Use</i>
	<i>F/II/14 Information and Communication Technology</i>
<i>Board Regulation:</i>	<i>Administration 1 – Security of Personal and Division Information</i>
<i>Admin Practice:</i>	<i>Human Resources Management 4 – Cell Phone Use</i>
	<i>Cell Phone Allowance Request Form</i>
	<i>Employee Expense Claim Form</i>
	<i>Network Resources Responsible Use Protocol for Staff Form</i>



FINANCIAL MANAGEMENT 19 – Cell Phone Provision

Date: February 20, 2018 Revised:

Responsible Administrator: Secretary-Treasurer

- 3.20 A completed monthly Employee Expense Claim Form is required to be submitted to Accounts Payable for reimbursement.
- 3.21 Cell phone allowance at the school level shall be generally limited to the school principals.
 - 3.21.1 In exceptional circumstances, school principals may approve an additional allowance of \$35.00 per month per vice-principal, who meet the eligibility criteria.
- 3.22 Infrequent use of cell phones for business purposes is not eligible for a monthly allowance. The employee may, however, request reimbursement for his/her actual work-related expenses (applicable invoices shall be provided).

General:

- 3.23 Cell phone devices must be password protected and locked when not in use.
- 3.24 If a cell phone device is lost or stolen, the employee shall immediately report it to his/her supervisor, service provider and the Division Information Technology Department.
- 3.25 Roaming charges for business-related expenses shall have prior supervisor's written approval. Supervisors shall send an email to Accounts Payable and Information and Technology Department notifying them of additional charges to be incurred or reimbursed as well as the start and end dates of the roaming period.

References:	<i>Board Policies:</i>	<i>D/1/3 – Security of Personal and Division Information</i> <i>E/IV/3 – Cell Phone Use</i> <i>F/II/14 Information and Communication Technology</i>
	<i>Board Regulation:</i>	<i>Administration 1 – Security of Personal and Division Information</i>
	<i>Admin Practice:</i>	<i>Human Resources Management 4 – Cell Phone Use</i>
		<i>Cell Phone Allowance Request Form</i>
		<i>Employee Expense Claim Form</i>
		<i>Network Resources Responsible Use Protocol for Staff Form</i>



STURGEON PUBLIC SCHOOL DIVISION

Cell Phone Allowance Request Form

Employee Name: _____

Department/School: _____

Cell Phone Number: _____

Allowance Start Date: _____

GL Code: _____

Eligible Monthly Allowance: Level 1 \$35/month Level 2 \$65/month Consultants Level 3 \$65/month Service Position Level 4 \$65/month Supervisory Role Level 5 Senior Admin

The amount paid must be reasonable and only equivalent to the average monthly business use.

Business Use Rationale: _____

Employee certification: I certify that the above allowance will be used toward expenses I incur for cell phone usage as described above. If circumstances change so that my business usage is less than the allowance received, I will notify my supervisor accordingly. I, also, certify that I will ensure the Division data is protected and will delete any work-related information that may be on the device prior to disposal or upon ceasing to work for Sturgeon Public School Division.

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____

Secretary-Treasurer _____

Date: _____

Copy to be retained by: *Employee*
Information Technology Department
Accounts Payable - Central Office



Board Memorandum

Date: February 28, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: The Lord's Prayer – Sturgeon Heights School

Background:

At the February 14, 2018 Committee of the Whole meeting Trustees reviewed the request from Mr. J. Konrad, Principal, to change the Junior High recitation of The Lord's Prayer at Sturgeon Heights School and forwarded the item to this evening's Public Board meeting for further consideration. The recommendation has been discussed by staff and parents and has their support.

Recommendation:

The Board of Trustees approves the recommendation to discontinue the Junior High recitation of the Lord's Prayer at Sturgeon Heights School commencing School Year 2018-2019.

BOARD 9.5



1.0 POLICY

- 1.1 The Board believes that our schools have a role in helping children develop emotionally, intellectually, physically, morally and spiritually.
- 1.2 The Board believes in religious tolerance, the acknowledgement of religious diversity, the maintenance of inclusive environments in its schools, and the provision of appropriate opportunities for students to give expression to their religious beliefs.
- 1.3 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories and the Constitution of Canada, the Board may prescribe that a school include recitation of the Lord’s Prayer as part of its opening exercises.

2.0 GUIDELINES

- 2.1 The Board supports the implementation of regulations that facilitate the operation of this policy.

References: Board Regulation: Administration 3 – The Lord’s Prayer
School Act: Sections 3, 50 (1) (a) and (b), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901; Section 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act, Sections 11.1(1) and (2)

**ADMINISTRATION 3 – The Lord’s Prayer**

Date: November 26, 2011

Responsible Administrator: Superintendent

1.0 Board Regulation, Administration 3 - The Lord’s Prayer shall be administered in compliance with Policy D/II/6.

2.0 PROCESS

2.1 Whenever parents/guardians request that the recitation of the Lord’s Prayer be part of a school’s opening exercises, the Principal shall advise the Superintendent, who will advise the Board of Trustees.

2.2 The Board of Trustees may, through the Superintendent, direct the Principal to undertake to obtain a consensus of parent/guardian opinion around such request through surveys, meetings or any other appropriate means of gathering information, and establish a timeframe for such undertaking.

2.3 The Principal shall present information obtained, including the rationale for the request for recitation of the Lord’s Prayer to be part of the school day opening, the determined degree of parent interest in the request, and proposed method of practice to the Board and seek Board prescription of such recitation.

2.4 The Board shall consider the rationale presented, including the tradition and culture of the school community, as well as the determined degree of parent interest and may prescribe the recitation of the Lord’s Prayer to be a part of the school day opening at that school.

2.5 When the Lord’s Prayer is part of the school day opening exercises, the Principal shall ensure that parents are informed of the practice at the time of registration each year.

2.6 The Principal shall annually ensure that written approval is provided for students whose parents/guardians wish them to participate in recitation of the Lord’s Prayer as part of the school’s opening exercises.

References: Board Policy: D/II/6 – The Lord’s Prayer
School Act: Sections 3, 50 (1) (a) and (b), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories: 1901; Section 137 and 138
Constitution Act, 186: Section 93
Alberta Human Rights Act: Section 11.1 (1) and (2)

**ADMINISTRATION 3 – The Lord's Prayer**

Date: November 26, 2011

Responsible Administrator: Superintendent

-
- 2.7 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada and the Alberta Human Rights Act, the Principal shall:
- 2.7.1 make provision for any students whose parents/guardians do not wish them to participate in recitation of the Lord's Prayer as a school opening religious exercise to:
 - 2.7.1.1 leave the classroom while the recitation of the Lord's Prayer is taking place, or
 - 2.7.1.2 remain in the classroom without taking part, or
 - 2.7.1.3 if the location of the recitation of the Lord's Prayer is other than the students' classroom, not attend to that location, and
 - 2.7.2 ensure that non-participants are treated discreetly and with respect at all times.

References: Board Policy: D/II/6 – The Lord's Prayer
School Act: Sections 3, 50 (1) (a) and (b), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories: 1901; Section 137 and 138
Constitution Act, 186: Section 93
Alberta Human Rights Act: Section 11.1 (1) and (2)



Board Memorandum

Date: February 28, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: Camilla Replacement School Update

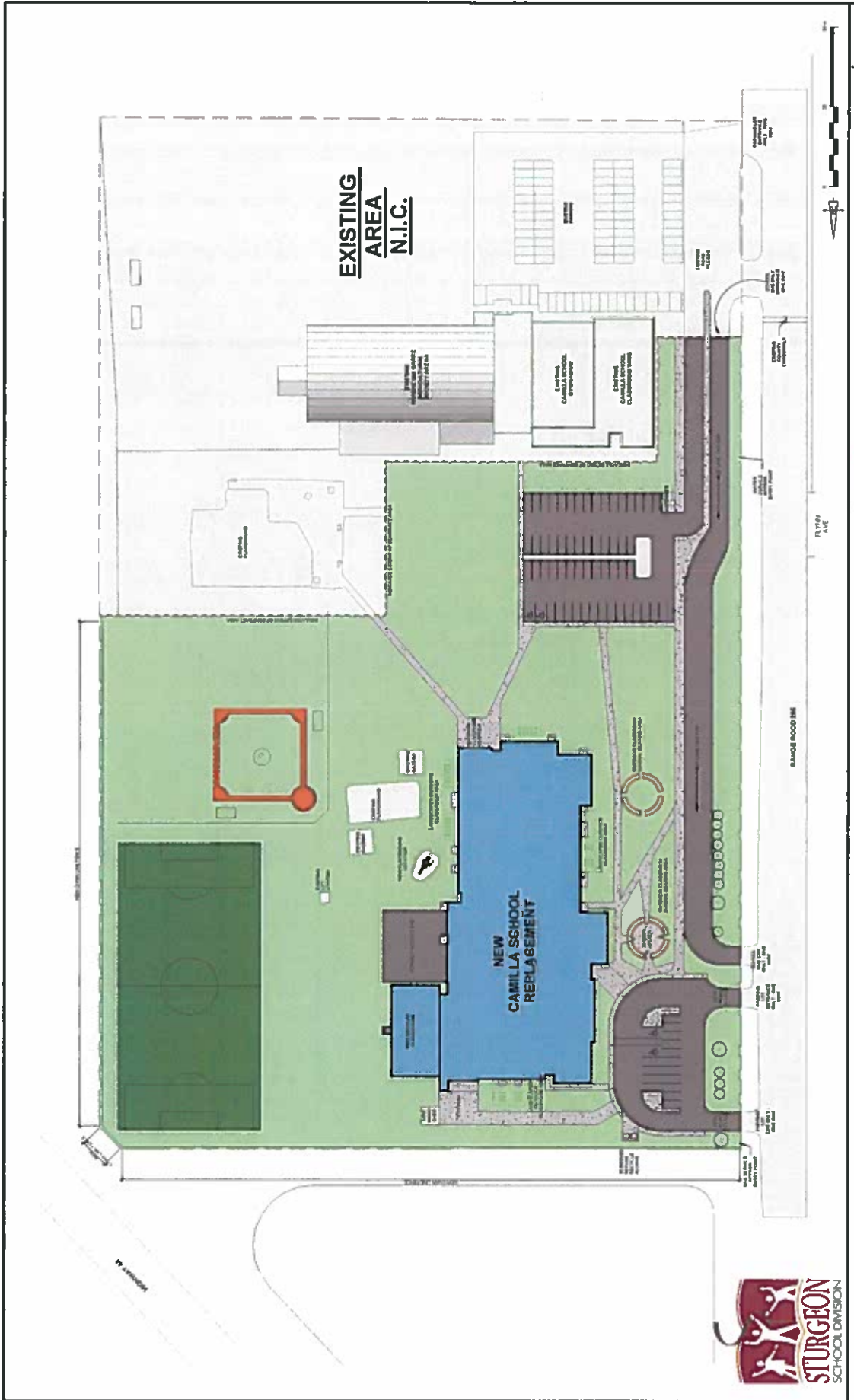
Background

At the February 14, 2018 Committee of the Whole meeting Trustees reviewed Camilla Replacement School Design 2.2 (A2) presented by Workun Garrick. (Design 2.2 (A2) is attached for reference.)

Recommendation:

That the Board of Trustees approve Design 2.2 (A2) as the schematic design for the Camilla Replacement School.

BOARD 9.6



STURGEON SCHOOL DIVISION
CAMILLA SCHOOL REPLACEMENT
 RIVIERE QUI BARRE, AB - STURGEON PUBLIC SCHOOL DIVISION - ALBERTA INFRASTRUCTURE

OVERALL SITE PLAN

DATE FEBRUARY 14, 2018

SCALE 1:500

 **THE WORKUN GARRICK PARTNERSHIP**
 Architecture and Interior Design Inc.
 10000 114th Ave, Suite 100
 Edmonton, Alberta T5A 2C6
 Tel: 780-443-1144
 Fax: 780-443-1145



Board Memorandum

Date: February 28, 2018

To: Board of Trustees

From: Committee of the Whole

Subject: Sponsorship of ASCA (Alberta School Councils' Association)
Conference Fees

Background

At the February 14, 2018 Committee of the Whole Meeting, Trustees reviewed the following motion:

“#041/2017 – Moved by Mrs. Porter that the Board of Trustees approve the reimbursement fee to a maximum of \$350.00 per school for the Alberta School Council Association Conference.

CARRIED 6/0”

Recommendation

That the Board of Trustees approve the reimbursement of registration fees up to a maximum of \$350.00 per school for the Alberta School Councils' Association Conference, as an ongoing sponsorship.

BOARD 9.7



Board Memorandum

Date: February 28, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: External Auditor's Contract: 2017 – 2018

Background

At the February 14, 2018 Committee of the Whole Meeting, Trustees referred the following two items to this evening's Public Board Meeting:

1. Extending the existing External Auditor's contract for the 2017 – 2018 school year.
2. Administration to bring a proposal with respect to an External Auditor RFP to the October 10, 2018 Open Committee of the Whole Meeting

Recommendation

That the Board of Trustees approve the extension of the External Auditor's contract for the 2017 – 2018 school year.

That the Board of Trustees refer the future contract for the External Auditor to the October 10, 2018 Open Committee of the Whole Meeting.

BOARD 9.0



Board Memorandum

Date: February 28, 2018
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Monthly Financial Report

Background

Attached you will find the 5 Months Financial Report for 2017 – 2018 as of January 31, 2018.

Recommendation

That the Board of Trustees receive as information the 5 Months Financial Report for 2017 – 2018 as of January 31, 2018.

BOARD 9.9

Sturgeon School Division No. 24				Results as of January 31, 2018		Variance	
	Budget		Actuals	Variance	Forecast	Variance	
	Spring Budget 2017-2018	Fall Update 2017-2018					January 31, 2018
REVENUES							
Alberta Education	65,482,777	66,302,286	27,079,703	40.84%	66,302,286	100.00%	
Other - Government of Alberta	908,280	852,545	345,389	40.51%	852,545	100.00%	
Federal Government	290,000	290,000	145,000	50.00%	290,000	100.00%	
Other - Alberta School Jurisdiction	21,677	21,677	21,677	100.00%	21,677	100.00%	
Fees	1,316,271	1,299,531	789,011	60.72%	1,299,531	100.00%	
Other - Sales and Services	345,552	347,687	152,107	43.75%	243,370	70.00%	
Investment Income	68,000	105,000	58,201	55.43%	139,682	133.03%	
Gifts and Donations	101,000	120,000	163,567	136.31%	170,000	141.67%	
Rental of Facilities	35,677	38,577	22,911	59.39%	38,577	100.00%	
Fundraising	87,200	76,000	187,884	247.22%	190,000	250.00%	
Amortization of Capital Contributions	1,644,306	1,567,406	653,086	41.67%	1,567,406	100.00%	
Other Revenues	-	214,666	204,970	95.48%	210,000	97.83%	
Total Revenues	70,300,740	71,235,375	29,823,504	41.87%	71,325,075	100.13%	
EXPENDITURES							
Instruction	53,454,484	54,360,953	22,406,513	41.22%	54,327,953	99.94%	
Plant Operations and Maintenance	8,243,405	8,184,748	2,879,599	35.18%	8,184,748	100.00%	
Transportation	5,494,853	5,595,044	2,833,787	50.65%	5,651,044	101.00%	
Board Governance and Administration	2,681,099	2,689,484	992,690	36.91%	2,593,484	96.43%	
External Services	426,899	549,226	227,400	41.40%	549,226	100.00%	
Total Expenditures	70,300,740	71,379,455	29,339,989	41.10%	71,306,455	99.90%	
TARGET %							
2017-2018 Surplus/(Deficit)	-	(144,080)	483,515	41.67%	18,620	Projected Surplus/(Deficit)	

Less: Revenues Collected Upfront (mainly due to Fees & SGF) (736,215)
Add: Transportation (adjustment to contractor expenses paid over 10 months) 500,156

Adjusted 2017-2018 Surplus/(Deficit) 247,457

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).
- SGF surpluses are to be spent by the end of the fiscal year.
- 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.

Variance Explanations

Revenues:

- (1) Alberta Education: revenue received is less than anticipated due to IMR revenue being deferred until expenditures occur.
- (2) Other - Government of Alberta: billing of Disability Services is less than budget; this revenue directly offsets expenditures incurred during the month.
- (3) Federal Government: Alexander tuition fees' invoicing is over 10 months.
- (4) Other - Alberta School Jurisdiction: received payment upfront as one lump sum.
- (5) Fees: most collections of fees occurred in September/October.
- (6) Investment Income: chequing interest income is higher than anticipated.
- (7) Gifts & Donations: NWR donations for equipment.
- (8) Rental of Facilities: tower rentals are collected upfront.
- (9) Fundraising: Lillian Schick school playground included in revenues as the playground is anticipated to be built this year.
- (10) Other Revenues: ALARIE insurance refund received.

Expenditures:

- (11) Instruction: savings due to HSA credit \$75K and unspent Superintendent Discretionary expenses at this time. Classroom Improvement Fund (CIF) spending is at 33% and Nutrition program spending is at 24%.
- (12) Plant Operations & Maintenance: when IMR is excluded, O&M variance is at 42%.
- (13) Transportation: variance of 51% mainly due to bus contractors' budget being prorated over 12 months and actual costs paid over 10 months. If actual costs paid over 12 months, the variance would be 43%. It is over budget due to higher than budgeted diesel prices.
- (14) Board & Governance: savings mainly due to underspending in Superintendent Emergent budget, lower spending in supplies and professional services at this time.