



Board Meeting Agenda

May 23, 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
April 25, 2018

5. Presentations

5.1 3 Year Education Plan,
Mrs. Ruth Kuik, Associate Superintendent, Education
Services School, 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 B/III/5 – Comments, Delegations and Presentation at Board Meetings and Board Regulation, Board 2 – Comments, Delegations and Presentations at Board Meetings
- 9.2 Policy E/II/1 – Employee Expense Reimbursement
- 9.3 Policy F/III/1 – Student Records Management

- 9.4 Board Regulation, Administration 1 – Security of Personal and Division Information
- 9.5 Sturgeon Public School Division DRAFT Three Year Education Plan 2018/19 – 2020/21 – Goals, Priorities and Strategies
- 9.6 Locally Developed Courses Approval – Forensic Studies 25 & 35 (3 credits)
- 9.7 Locally Developed Courses Approval – Military Studies 15 & 25 (3 credits)
- 9.8 Locally Developed Courses Approval – Military Studies 15 & 25 (5 credits)
- 9.9 SIGIS Child Care Society Lease Agreement
- 9.10 Non-Resident Fee Schedule 2018 – 2019
- 9.11 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 April 25, 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 April 25, 2018**

Roll Call

Present were Trustees: Mr. Joe Dwyer; Mrs. Misty Featherley; Mr. Terry Jewell; Mrs. Liz Kohle; Mrs. Oatway-McLay; Mrs. Pequin; 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: Mr. Shane Sherwin

Call to Order

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

Approval of Agenda

#044/2018 – Moved by Mrs. Oatway-McLay that the agenda be approved.

CARRIED 6/0

Appointments

Approval of Minutes

#045/2018 – Moved by Mrs. Kohle that the minutes of the Regular Meeting of March 28, 2018 be approved.

CARRIED 6/0

Presentations

Mrs. Roxanne Filipchuk, Principal, Ochre Park School and Mrs. Jackie Warmington, Principal, Bon Accord Community School provided a report with respect to the Nutrition Programs at their respective schools.

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 report was provided.

Finance & Human Resources

No report was provided.

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

Meeting resumed at 6:47 p.m.

Education Policy

No report was provided.

Advocacy

No report was provided.

Transportation

A verbal report was provided.

Reports from Special Committees

Alberta School Boards Association Representative

No report was provided.

Public School Boards Association of Alberta Representative

A verbal report was provided.

New Business

Policy F/I/8 – Language Programs

#046/2018 – Moved by Mrs. Pequin that the Board of Trustees approve Policy F/I/8 – Language Programs.

CARRIED 6/0

Policy F/I/11 – Off-Campus Education

#047/2018 – Moved by Mrs. Kohle that the Board of Trustees approve Policy F/I/11 – Off-Campus Education.

CARRIED 6/0

Board Regulation 2, Transportation 2 – Transportation Services and Fees

#048/2018 – Moved by Mrs. Kohle that the Board of Trustees approve the 2018 – 2019 Transportation Fees as outlined in Board Regulation 2, Transportation 2 – Transportation Services and Fees.

	<u>Regular Rate</u>
Headstart/PEP (PreSchool Enrichment Program)	\$150
Headstart and PEP (Noon Transportation)	\$225
Kindergarten Full day	\$175
Kindergarten Half day (Noon Transportation)	\$275
Eligible	n/a
Ineligible	\$275
School of Choice	\$275
Non-Resident	\$350
Division Directed Program of Choice (LOGOS) Shuttle Service	\$100
Ineligible Family Rate	\$825
School of Choice Family Rate	\$825

CARRIED 6/0

2018 – 2019 School Fees

The Board of Trustees received the 2018 – 2019 School Fees as information.

Book Award: Rate/Class

#049/2018 – Moved by Mr. Jewell that the Board of Trustees approve the Board the Book Award: Rate/Class for the 2018 – 2019 school year.

CARRIED 6/0

Draft Operational School Year Calendar, 2019 - 2020

#050/2018 – Moved by Mrs. Featherley that the Board of Trustees approve the Draft Operational School Year Calendar, 2019 – 2020 in principle.

CARRIED 6/0

Monthly Financial Report

The Board of Trustees received the verbal and written 7 Months Financial Report for 2017 – 2018 as of March 31, 2018 as information.

Pride Parade

#051/2018 – Moved by Mrs. Featherley that the Board of Trustees approve the Pride Parade invitation for distribution.

CARRIED 6/0

Unfinished Business

Notices of Motion

There were no Notices of Motion.

#052/2018 – 7:46 p.m. – Moved by Mrs. Oatway-McLay that the Board go in camera.

CARRIED 6/0

#053/2018 – 8:55 p.m. – Moved by Mrs. Featherley that the Board go out of camera.

CARRIED 6/0

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.

Close of Meeting

The Chair adjourned the meeting at 8:56 p.m.

Chair

Date

Secretary-Treasurer



Committee of the Whole Memorandum

Date: May 23, 2018
To: Public Board
From: Senior Administration
Subject: Seniors' Report

Spring Conversations with Education Services

In the month of June the Associate Superintendent of Education Services will schedule school visits to review priorities previously identified by individual schools for 2017/18 and discuss direction for school year 2018/19. Conversation will be focused on the school's Three Year Education Plan and the successes and challenges relative to the goals and priorities identified in the division's 3YEP. Looking ahead to school year 2018/19, school administrators will develop numeracy and literacy plans; therefore any predicted supports will be identified. Our School Survey results will be reviewed and responses to the data discussed. School administrators are experienced at using data to set direction and develop responses and this is evident in the data collected and presented on identified school priorities. School reporting involves two components. The first being the review and update of the school's Three Year Education Plan, and the second is the reporting document which speaks to data collection and subsequent planning. School visits are welcomed times for the Associate to acknowledge accomplishments at the schools and develop an understanding of up and coming challenges for the individual schools in the jurisdiction.

The Coordinator of Instructional Innovation and Technology, accompanied by the Manager of Technology, similarly spend time with school administrators. The twice-a-year meetings with schools are collaborative conversations with administrators and Edtech leaders focused on supporting schools to integrate educational technologies meaningfully and effectively for student learning. School teams often share ideas or Edtech related goals, and collectively the team discusses the tools and strategies to move forward. The Manager of Technology provides information regarding network infrastructure, latest technologies, hardware purchasing, installation, and IT support, whereas the Coordinator speaks to professional learning support for teachers, strategies for effective implementation, and information on best practice and Edtech trends.

BOARD

CO.



Board Memorandum

Date: May 23, 2018
To: Board of Trustees
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Fieldtrip Report

Field Trips

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".

Overnight:

Camilla School

May 16 - 24, 2019 Approval in Principle for 30 Junior High Students to travel to Eastern Canada.

Namao School

May 9 - 12, 2018 20 students travel to Red Deer & Banff for an Advanced Band field trip where the students will gain experience in performing in public settings.

Sturgeon Composite High School

May 11 - 12, 2018 Senior Girls Rugby Team travel to Red Deer for a tournament.

May 11 - 12, 2018 Senior Boys Rugby Team travel to Red Deer for a tournament.

November 17 - 25, 2018 Approval in Principle for Senior Boys Basketball Team to travel to a basketball tournament in Phoenix, Arizona.



Committee of the Whole Memorandum

Date: May 23, 2018
To: Committee of the Whole
From: Michele Dick, Superintendent of Schools
Subject: Policy B/III/5 – Comments, Delegations and Presentations at Board Meetings and Board Regulation Board 2 – Comments, Delegations and Presentations at Board Meetings

Background:

At the May 9, 2018 Committee of the Whole meeting Trustees reviewed newly created Policy B/III/5 – Comments, Delegations and Presentations at Board Meetings and newly created Board Regulation Board 2 – Comments, Delegations and Presentations at Board Meetings and forwarded them to the May Public Board meeting.

Recommendation:

That Trustees approve Policy B/III/5 – Comments, Delegations and Presentations at Board Meetings and the associated Board Regulation Board 2 – Comments, Delegations and Presentations at Board Meetings.



B/III/5 – Comments, Delegations and Presentations at Board Meetings

B/III/5

EFFECTIVE:

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board believes that input and feedback on educational issues from stakeholders is of value and, as such, supports opportunities for the Board to hear from and engage with the public.

References: Board Regulation Board 2 – comments, Delegations and Presentations at Board Meetings



BOARD 2 – Comments, Delegations and Presentations at Board Meetings

Date:

Revised Date:

Responsible Administrator: Superintendent

1.0 The Board of Trustees encourages stakeholders to share input and feedback on educational issues and provides opportunities to do so in a variety of ways including during scheduled Board meetings.

2.0 PROCESS

2.1 A stakeholder may address the Board at regularly scheduled public Board meetings on any educational issue

2.1.2 Should any stakeholder choose to address the Board at a public Board meeting, an individual must schedule an appropriate date and time in consultation with the Secretary-Treasurer. Requests in this regard are to be received no later than 2 weeks in advance of the preferred meeting date.

2.1.3 Once confirmed, an individual stakeholder may speak for three minutes at the identified public Board meeting under the agenda category “*Appointments*”.

2.1.4 In the case of a delegation, 10 minutes shall be provided to a maximum of two (2) speakers.

2.1.5 The total duration of the “*Appointments*” section of the agenda shall not exceed 20 minutes. Exceptions to the time limits may be made by the Board Chair or a majority vote of the Board.

2.1.6 Speakers shall address their comments to the Board Chair.

2.1.7 The Board Chair will thank the speaker and/or delegation on behalf of the Board.

2.1.8 Any speaker wishing a response from the Board shall provide their comments and any associated questions, in writing, addressed to the Board of Trustees. A response from the Board will be provided, in writing, within 2 weeks of the receipt of the written request for same.

References: *Board Policy(s):* B/III/5 – Comments, Delegations and Presentations at Board Meetings



BOARD 2 – Comments, Delegations and Presentations at Board Meetings

Date:

Revised Date:

Responsible Administrator: Superintendent

2.2 Guidelines for Speakers

- 2.2.1 Critical statements about particular individuals or schools - whether named or identifiable by the context - will not be allowed.

2.3 Board Meeting Schedule

- 2.3.1 Board meetings are held on the second and fourth Wednesdays of each month. These public meetings are held at:
Frank Robinson Education Centre
9820 – 104 Street
Morinville AB T8R 1L8

References: *Board Policy(s):* B/III/5 – Comments, Delegations and Presentations at Board Meetings



Board Memorandum

Date: May 23, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: Policy E/II/1 – Employee Expense Reimbursement

Background

At the May 9, 2018 Committee of the Whole meeting Trustees reviewed Policy E/II/1 – Employee Expense Reimbursement and forwarded it to this evening's Public Board Meeting.

The associated Admin Practice, Human Resources Management 34 – Employee Mileage Reimbursement has been attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy E/II/1 – Employee Expense Reimbursement.

BOARD 9.2



1.0 POLICY

- 1.1 The Board believes that all employees of the Division who incur authorized expenses in carrying out their duties shall be reimbursed upon submission of an accurately completed and approved employee expense claim.

References: Income Tax Act
Canada Revenue Agency
Board Policy: D/II/8 - Purchasing
Admin Practice(s): FM 4 – Purchasing Authority and Procedure
FM 7 – Employee Expense Reimbursement
FM 8 – Homebound Program – Teacher Remuneration
FM 14 – Mileage Claims
HRM 34 – Employee Mileage Reimbursement



1.0 POLICY

- 1.1 The Board believes that all employees of the Division who incur authorized expenses in carrying out their duties should be reimbursed by the Division upon submission of a properly completed and approved employee expense claim.

References: *Board Policy: D/II/8 - Purchasing*
Admin Practice(s): FM 4 – Purchasing Authority and Procedure
FM 7 – Employee Expense Reimbursement
FM 8 – Homebound Program – Teacher Remuneration
FM 14 – Mileage Claims
HRM 34 – Staff Travelling Between Schools



HUMAN RESOURCES MANAGEMENT 34 – Employee Mileage Reimbursement

Date: June 4, 2003

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

At times, employees are hired to positions that require the employee to travel between schools during the school day. In some cases, the employee is entitled to claim travel expenses.

2.0 PROCESS

The Associate Superintendent, Human Resources will be responsible for administering this Practice.

3.0 GUIDELINES

- 3.1 Employees who are required to travel between schools during the school day are eligible to claim travel allowance following prior approval of their supervisor.
- 3.2 Mileage claims for employee travel to their first worksite of the day are not eligible for reimbursement.
- 3.3 Mileage claims for employee travel from their last worksite of the day are not eligible unless their travel placed them farther from home than the distance from their home to their first worksite of the day. In these circumstances, the employee may claim the distance between their last worksite of the day and their first worksite of the day.
- 3.4 Employees are not eligible for travel expenses if their work site location alternates on different days. Employees are responsible for getting to their first worksite of the day.
- 3.5 Employees and supervisors have a responsibility to create a work schedule that meets student-learning needs and takes into consideration prudent financial decisions.
- 3.6 Reimbursement will be at the rate communicated in Administrative Practice Financial Management 7, Clause 3.3.1 and will be determined using the Employee Expense Reimbursement kilometer distance chart.
- 3.7 Claims for travel shall be submitted monthly by the Employee.

References: *ATA Collective Agreement, CUPE Collective Agreement, General Pay Plan
Policy E/II/1 – Employee Expense Reimbursement
Administrative Practice: Financial Management 7 – Employee Expense Reimbursement
Financial Management 14 – Mileage Claims*

HUMAN RESOURCES MANAGEMENT 34 – Employee Mileage Reimbursement

Date: June 4, 2003

Responsible Administrator: Associate Superintendent; Human Resources

- 3.8 The Expense Claim Form shall be approved by the supervisor of the site responsible for the expense.
- 3.9 Claims under this Administrative Practice will be charged to the site budget for which the travel was required. Supervisors shall ensure there is a sufficient budget allocated for travel expenses.
- 3.10 This Administrative Practice applies to casual employees who are hired to replace a regular employee with the same assigned duties eligible for mileage reimbursement.
- 3.11 This Administrative Practice does not apply to casual employees who accept positions for two regular employees in different schools.

References: *ATA Collective Agreement, CUPE Collective Agreement, General Pay Plan
Policy E/II/1 – Employee Expense Reimbursement
Administrative Practice: Financial Management 7 – Employee Expense Reimbursement
Financial Management 14 – Mileage Claims*



FINANCIAL MANAGEMENT 14 – Employee Mileage Reimbursement

Date: June 4, 2003

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

At times, employees are hired to positions that require the employee to travel between schools during the school day. In some cases, the employee is entitled to claim travel expenses.

2.0 PROCESS

The Associate Superintendent, Human Resources will be responsible for administering this Practice.

3.0 GUIDELINES

- 3.1 Employees who are required to travel between schools during the school day are eligible to claim travel allowance following prior approval of their supervisor.
- 3.2 Mileage claims for employee travel to their first worksite of the day are not eligible for reimbursement.
- 3.3 On division professional development days, where the worksite is not at Central Office or the school, the designated site becomes the place of work, therefore mileage is not eligible to be claimed.
- 3.4 Mileage claims for employee travel from their last worksite of the day are not eligible unless their travel placed them farther from home than the distance from their home to their first worksite of the day. In these circumstances, the employee may claim the distance between their last worksite of the day and their first worksite of the day.
- 3.5 Employees are not eligible for travel expenses if their work site location alternates on different days. Employees are responsible for getting to their first worksite of the day.
- 3.6 Employees and supervisors have a responsibility to create a work schedule that meets student-learning needs and takes into consideration prudent financial decisions.

References: *Income Tax Act*
Canada Revenue Agency
ATA Collective Agreement, CUPE Collective Agreement, General Pay Plan
Policy E/II/1 – Employee Expense Reimbursement
Administrative Practice: Financial Management 7 – Employee Expense Reimbursement
Financial Management 14 – Mileage Claims

FINANCIAL MANAGEMENT 14 – Employee Mileage Reimbursement

Date: June 4, 2003

Responsible Administrator: Secretary Treasurer

- 3.7 Reimbursement will be at the rate communicated in Administrative Practice Financial Management 7, Clause 3.3.1 and will be determined using the Employee Expense Reimbursement kilometer distance chart.
- 3.8 Claims for travel shall be submitted monthly by the Employee.
- 3.9 The Expense Claim Form shall be approved by the supervisor of the site responsible for the expense.
- 3.10 Claims under this Administrative Practice will be charged to the site budget for which the travel was required. Supervisors shall ensure there is a sufficient budget allocated for travel expenses.
- 3.11 This Administrative Practice applies to casual employees who are hired to replace a regular employee with the same assigned duties eligible for mileage reimbursement.
- 3.12 This Administrative Practice does not apply to casual employees who accept positions for two regular employees in different schools.

References: *Income Tax Act*
Canada Revenue Agency
ATA Collective Agreement, CUPE Collective Agreement, General Pay Plan
Policy E/II/1 – Employee Expense Reimbursement
Administrative Practice: Financial Management 7 – Employee Expense Reimbursement
Financial Management 14 – Mileage Claims



Board Memorandum

Date: May 23, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: Policy F/III/1 – Student Records Management

Background

At the May 9, 2018 Committee of the Whole meeting Trustees reviewed Policy F/III/1 – Student Records Management and forwarded it to this evening's Public Board Meeting.

Associated Admin Practice Student Services 5 – Student Records Management is attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy F/III/1 – Student Records Management.

BOARD 9.3

1.0 POLICY

- 1.1 The Board of Trustees recognizes its responsibility for the development of student records regarding maintenance, security and access in accordance with the School Act and attendant regulations of the Minister.
- 1.2 The Board of Trustees recognizes and holds staff accountable in the development and maintenance of, along with the provision of access to, student records as defined in the School Act and Student Record Regulation.
- 1.3 The Board of Trustees recognizes that student records and confidential records include information considered to be in the care and custody of Sturgeon Public School Division.
- 1.4 The Board acknowledges that rules regarding the collection, use, access to and disclosure of such information is subject to Government of Alberta Legislation and applicable policy and regulation.

References: *Admin Practice(s): Student Services 5 - Student Records Management*
School Act: Sections 15, 23, 39, 40, 41, 60, 61, 113
School Act - Student Record Regulation 225/2006
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Child, Youth and Family Enhancement Act



1.0 POLICY

The Board of Trustees recognizes its responsibility for the development of student records regarding maintenance, security and access in accordance with the School Act and attendant regulations of the Minister.

Original

References: *Admin Practice(s): SS 5 - Student Records Management*
School Act: 23
Alberta Education, Student Records Regulations



STUDENT SERVICES 5 – Student Records Management

Date: May 16, 2009

Revised: April 23, 2018

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

- 1.1 *The School Act* directs that the board ensure that a system of recording information is in place for each student enrolled in its schools.
- 1.2 A student record portfolio shall be established and maintained at the highest standard of integrity. It must be treated as confidential to the student, the parent/legal guardian, and to the Sturgeon Public School Division staff, and shall be used to promote the educational welfare of students.

2.0 PROCESS

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

3.0 GUIDELINES

- 3.1 For the purpose of this Administrative Practice:
 - 3.1.1 An *independent* student means a student who is:
 - 3.1.1.1 18 years of age or older; or
 - 3.1.1.2 16 years of age or older; and
 - 3.1.1.2.1 who is living independently or,
 - 3.1.1.2.2 party to an agreement under the *Child, Youth and Family Enhancement Act* (Section 57.2 of CYFE Act).

References: *Board Policy* D/I/3 Security of Personal and Division Information
E/IV/1 Personnel Records
F/III/1 Student Records Management
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



STUDENT SERVICES 5 – Student Records Management

Date: May 16, 2009

Revised: April 23, 2018

Responsible Administrator:
Associate Superintendent, Education Services

3.1.2 *Parent or guardian* means:

3.1.2.1 the biological parent or, if the student is an adopted child, the adopted parent;

3.1.2.2 notwithstanding Subsection 3.1.2.1, if the student’s biological or adopted parent resided in Alberta and has changed their residence so it is outside Alberta or unknown, the individual who has care and custody of the student as a result of this change;

3.1.2.3 notwithstanding Subsection 3.1.2.1 and 3.1.2.2, the individual who has custody of the student under:

3.1.2.3.1 a court order; or

3.1.2.4 notwithstanding Subsection 3.1.2.1 and 3.1.2.2, the guardian of the student appointed under, if the guardian notifies the Board in writing of his appointment:

3.1.2.4.1 a temporary or permanent guardianship order under the *Child, Youth and Family Enhancement Act*;

3.1.2.4.2 a written agreement made pursuant to the *Family Law Act* or the *Child, Youth and Family Enhancement Act*, or

3.1.2.4.3 an order of a court.

References: *Board Policy* D/I/3 *Security of Personal and Division Information*
E/IV/1 *Personnel Records*
F/III/1 *Student Records Management*
Admin Practice Human Resources Management 37 – *Security of Personal and Divisional Information*
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



STUDENT SERVICES 5 – Student Records Management

Date: May 16, 2009

Revised: April 23, 2018

Responsible Administrator:
Associate Superintendent, Education Services

3.1.2.5 notwithstanding Subsection 3.1.2.1 and 3.1.2.2, the Minister of Justice and Solicitor General, if the student is in custody under the *Corrections and Conditional Release Act (Canada)*, the *Youth Justice Act* or the *Youth Criminal Justice Act (Canada)*.

3.2 *Student* means an individual who is:

3.2.1 enrolled in a school or structured learning environment operated or offered by the Sturgeon Public School Division; or

3.2.2 is required by the School Act to attend school.

3.3 *Student record* refers to the Student Cumulative Record.

3.4 Administration of Security

3.4.1 The Associate Superintendent of Education Services is responsible for record maintenance, security and access to student records at the system level.

3.4.2 The school principal is responsible for record maintenance, security and access to student records at the school level.

3.4.3 All reasonable efforts must be taken to ensure that student records and confidential records are kept secure and confidential.

3.4.4 Files and other paper records must be kept in locked containers or in rooms that are not freely accessible to those who have neither a custodial responsibility nor a requirement for the performance of their duties.

References: *Board Policy* D/II/3 Security of Personal and Division Information
E/IV/1 Personnel Records
F/III/1 Student Records Management
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



STUDENT SERVICES 5 – Student Records Management

Date: May 16, 2009

Revised: April 23, 2018

Responsible Administrator:
Associate Superintendent, Education Services

3.4.5 Electronic student records must be protected through the use of access controls, including security levels, passwords, and other controls and procedures established by the Associate Superintendent of Education Services and school principals or their designate.

3.5 Types of Records

3.5.1 Student Cumulative Record

3.5.1.1 A record is maintained for each student in the school in which that student is enrolled. It shall contain all information that is directly useful in facilitating the student’s education and shall contain all information required in Alberta Student Record Regulation.

3.5.1.2 The school principal or designate is responsible for establishing a student record for each student upon the student’s initial registration at Sturgeon Public School Division.

3.5.1.3 The school principal or designate is responsible for updating student records annually.

3.5.2 Confidential Record

3.5.2.1 A Confidential Record is a record kept separate from the Student Cumulative Record and it contains information of a sensitive nature, the disclosure of which, in the opinion of the Superintendent, would clearly be injurious to the student.

References: *Board Policy* *D/II/3 Security of Personal and Division Information*
 E/IV/1 Personnel Records
 F/III/1 Student Records Management
Admin Practice *Human Resources Management 37 – Security of Personal and Divisional Information*
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



STUDENT SERVICES 5 – Student Records Management

Date: May 16, 2009

Revised: April 23, 2018

Responsible Administrator:
Associate Superintendent, Education Services

- 3.5.2.2 Professional staff may keep confidential records as required. The Student Cumulative Record will indicate the existence of a Confidential Record. Reports or materials placed in confidential files shall be stamped as “Confidential”.

3.6 Content of Student Records

- 3.6.1 The record of a student must contain all information affecting the decisions made about the education of the student including:

- 3.6.1.1 the student’s name as registered under the *Vital Statistics Act* or, if the student was born in a jurisdiction outside Alberta, the student’s name as registered in that jurisdiction, and any other surnames by which the student is known;
- 3.6.1.2 legal changes of name which have been made through legal procedures, together with copies of validating documents supported by a copy of an affidavit or other legal document;
- 3.6.1.3 other given names and surnames which the student may be known by, including “also known as” names;
- 3.6.1.4 the student identification number assigned to the student by the Minister and any student identification number assigned to the student by Sturgeon Public School Division;
- 3.6.1.5 the name of the student’s parents/guardians;

References: *Board Policy* *D/I/3 Security of Personal and Division Information*
 E/IV/1 Personnel Records
 F/III/1 Student Records Management
Admin Practice *Human Resources Management 37 – Security of Personal and Divisional Information*
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



STUDENT SERVICES 5 – Student Records Management

Date: May 16, 2009

Revised: April 23, 2018

Responsible Administrator:
Associate Superintendent, Education Services

- 3.6.1.6 a copy of any separation agreement or court order respecting access to the student;
- 3.6.1.7 the birth date of the student;
- 3.6.1.8 the self-identified gender of the student;
- 3.6.1.9 the address and telephone numbers of the student and of the student's parents/guardians;
- 3.6.1.10 the board of which the student is a resident student;
- 3.6.1.11 the citizenship of the student and, if the student is not a Canadian citizen, the type of visa or other document which lawfully admits the student to Canada for permanent or temporary residence, and the expiry date of that visa or other document;
- 3.6.1.12 the names of all schools attended by the student in Alberta and the dates of enrolment, if known;
- 3.6.1.13 an annual summary, or a summary at the end of each semester, of the student's achievement or progress in the courses and programs in which the student is enrolled;
- 3.6.1.14 the results obtained by the student in any:
 - 3.6.1.14.1 diagnostic test, achievement test and diploma examination conducted by or on behalf of the Province; and

References: *Board Policy* *D/1/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
Admin Practice *Human Resources Management 37 – Security of Personal and Divisional Information*
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
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STUDENT SERVICES 5 – Student Records Management

Date: May 16, 2009

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Associate Superintendent, Education Services

- 3.6.1.14.2 standardized tests under any testing program administered by Sturgeon Public School Division to all or a large portion of the students or to a specific grade level of students.
- 3.6.1.15 either
- 3.6.1.15.1 the name of any formal intellectual, behavioural or emotional assessment or evaluation administered individually to the student by Sturgeon Public School Division, a summary of the results of the assessment or evaluation, the date of the assessment or evaluation and the name of the person who administered the assessment or evaluation; or
- 3.6.1.15.2 any interpretive report relating to the student; and any action taken as program planning as a result of the assessment, evaluation or interpreted report.
- 3.6.1.16 any assessment or evaluation referred to in Subsection 3.6.1.15.1 or any interpretive report referred to in Subsection 3.6.1.15.2 that the parent of the student or the student wishes to be placed on the student record;
- 3.6.1.17 any health information that the parent of the student or the student wishes to be placed on the student record;
- 3.6.1.18 an annual summary of the student's school attendance;
- 3.6.1.19 information about any suspension of more than one day or expulsion relating to the student's rights under the School Act, which must be retained on the student record;

References: *Board Policy* *D/I/3 Security of Personal and Division Information*
 E/IV/1 Personnel Records
 F/III/1 Student Records Management
Admin Practice *Human Resources Management 37 – Security of Personal and Divisional Information*
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
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- 3.6.1.19.1 for a minimum period of one year and a maximum period of 3 years following the date of the suspension or expulsion after which the information must be removed from the student's record.
- 3.6.1.20 if the parent of the student is eligible to have the student taught in the French language under the *Canadian Charter of Rights and Freedoms*, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right;
- 3.6.1.21 if the parent of the student or the student wishes to provide information that the student is of Aboriginal ancestry, a notation indicating whether the student is Status Indian/First Nations, Non-Status Indian/First Nations Metis or Inuit;
- 3.6.1.22 if an individualized program plan is specifically devised for a student, the plan and any amendments to the plan must be placed on the student record of that student in addition to summaries of all of the previous school years' individualized program plans;
- 3.6.1.23 The information contained in Content of Student Records, Subsection 3.6.1 shall be updated annually.
- 3.6.2 Sturgeon Public School Division may require:
- 3.6.2.1 that the information referred to in Subsection 3.6.1 be provided to Sturgeon Public School Division by means of an acceptable, legible copy,

References: *Board Policy* D/I/3 Security of Personal and Division Information
E/IV/1 Personnel Records
F/III/1 Student Records Management

Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information

School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113

School Act Student Record Regulation 225/2006

Canadian Charter of Rights and Freedoms Section 23

Child, Youth and Family Enhancement Act

Corrections and Conditional Release Act

Family Law Act

Freedom of Information and Protection of Privacy Act

Freedom of Information and Protection of Privacy Regulation

Public Health Act

Vital Statistics Act

Youth Justice Act

Youth Criminal Justice Act



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Responsible Administrator:
Associate Superintendent, Education Services

- 3.6.2.1.1 the student’s birth certificate, if the student was born in Canada, or
 - 3.6.2.1.2 the student’s Canadian citizenship certificate or the visa or other official documentation acceptable to Sturgeon Public School Division referred to in Subsection 3.6.1.11., if the student was born outside Canada.
- 3.6.3 A student record must not include:
- 3.6.3.1 any information contained in
 - 3.6.3.1.1 notes and observations prepared by and for the exclusive use of a teacher, teacher’s assistant, counsellor or principal, and that are not used in program placement decisions;
 - 3.6.3.1.2 a report or an investigation record relating to the student under the *Child, Youth and Family Enhancement Act*; or
 - 3.6.3.1.3 counselling records relating to the student that is or may be personal, sensitive or embarrassing to the student, unless Subsection 3.6.4 applies; or
 - 3.6.3.1.4 any information that identifies a student as a young person as defined in the *Youth Justice Act* or the *Youth Criminal Justice Act* (Canada) and all information relating to that student in that capacity.

References: *Board Policy* D/I/3 *Security of Personal and Division Information*
E/IV/1 *Personnel Records*
F/III/1 *Student Records Management*
Admin Practice Human Resources Management 37 – *Security of Personal and Divisional Information*
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
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Associate Superintendent, Education Services

3.6.4 Sturgeon Public School Division may include in a student record any information referred to in Subsection 3.6 that in the Board's opinion would clearly be injurious to the student if disclosed, where inclusion of the information in the student record would, in the Board's opinion, be

3.6.4.1 in the public interest, or

3.6.4.2 necessary to ensure the safety of students and staff.

3.6.5 Notwithstanding Subsection 3.6.1, Sturgeon Public School Division may exclude from a student record a test instrument or any part of it. Where there is an appeal before the Board regarding a test, or test result, the person referred to under Section 23(2) of the *School Act* may receive a result as if it were part of the student record.

3.7 Access to Student Records

3.7.1 The Associate Superintendent of Education Services or the school principal shall ensure that a student, the student's parent and any other person who has access to the student under a separation agreement, or an order of a court, are informed of their entitlement under the *School Act* to review the student record of that student.

3.7.2 The Associate Superintendent of Education Services, or the school principal, shall ensure that the contents of a student record are disclosed

3.7.2.1 in accordance with the *Freedom of Information and Protection of Privacy Act*;

References: *Board Policy* D/II/3 *Security of Personal and Division Information*
E/IV/1 *Personnel Records*
F/III/1 *Student Records Management*
Admin Practice Human Resources Management 37 – *Security of Personal and Divisional Information*
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
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Associate Superintendent, Education Services

- 3.7.2.8 to a medical officer of health as defined in the *Public Health Act* or their designate, at their written request, for the purpose of contacting parents or guardians regarding voluntary health programs offered by the regional health authority, including immunization, hearing, vision, speech and dental health programs, and for the purpose of communicable disease control;
 - 3.7.2.8.1 a student’s name, address, date of birth, gender and school, and
 - 3.7.2.8.2 the name, address and telephone number of the student’s parent or guardian.
- 3.7.2.9 A Child Welfare Worker at their written request, subject to the *Child, Youth and Family Enhancement Act* and the workers presentation of picture identification containing their employee number;
- 3.7.2.10 A school in accordance with the provisions for transfer of a student record in Subsection 3.9 of this Administrative Practice.

3.8 Procedure for Access to Student Records

- 3.8.1 Before access is given to a student record, the record must be reviewed by the school principal or designate, in accordance with the *Freedom of Information and Protection of Privacy Act*, to ensure that there is no reference to, or personal information of others, included in the student record.

References: *Board Policy* D/I/3 Security of Personal and Division Information
E/IV/1 Personnel Records
F/III/1 Student Records Management
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
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Associate Superintendent, Education Services

- 3.8.2 Information about a student that is excluded from the student record under Subsection 3.6 of this Administrative Practice may be requested under the *Freedom of Information and Protection of Privacy Act*.
- 3.8.3 Persons who are entitled to examine the contents of a student record may do so on an appointment basis. The appointment can be made at the location where the record is housed or at another suitable place in the presence of the Associate Superintendent of Education Services, school principal or their designate.
- 3.8.4 When a student record contains information, a test, a test result or an evaluation or information administered by an employee or an agent of Sturgeon Public School Division who has relevant recognized expertise or training in the subject area, arrangements must be made as soon as possible for the employee, agent or a suitable alternate to be available for the purpose of providing an explanation and interpretation of its contents.
- 3.8.5 When a record contains information prepared by a person who is not an employee or agent of Sturgeon Public School Division, the person who wishes to review, or has reviewed, the record must be referred to the originator of the information for an explanation and interpretation of its contents.
- 3.8.6 A request for a copy of a student record by any individual or agency other than a school to which the student has newly transferred must
 - 3.8.6.1 be in writing;
 - 3.8.6.2 identify what is to be copied;
 - 3.8.6.3 name the recipient of the copy;

References: *Board Policy D/I/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
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Family Law Act
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Freedom of Information and Protection of Privacy Regulation
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STUDENT SERVICES 5 – Student Records Management

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Responsible Administrator:
Associate Superintendent, Education Services

- 3.8.6.4 include the written consent of the student or parent, if the recipient is other than the student or parent, and
- 3.8.6.5 include payment for any applicable fees.
- 3.8.7 Copying Fees for Student Records
 - 3.8.7.1 There is no initial fee for someone accessing their own student record if the request is for 40 pages or less.
 - 3.8.7.2 Copy charges for requests in excess of 40 pages shall be twenty-five cents per page and \$6.75 per one-quarter hour for copy time and preparing the records for release.
 - 3.8.7.3 This subsection does not apply to authorized staff or agents of Sturgeon Public School Division acting in accordance with their duties.
- 3.9 Transfer of Sturgeon Public School Division Student Records
 - 3.9.1 Parental consent is not required to transfer Sturgeon Public School Division Student Records.
 - 3.9.2 If a student transfers from Sturgeon Public School Division to another school in Alberta, upon a written request from the receiving school, the principal or designate of the sending school must transfer the original student record to the receiving school as soon as possible.

References: *Board Policy* *D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
Admin Practice *Human Resources Management 37 – Security of Personal and Divisional Information*
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections and Conditional Release Act
Family Law Act
Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
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Date: May 16, 2009

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Responsible Administrator:
Associate Superintendent, Education Services

3.9.3 If a student transfers from Sturgeon Public School Division to a school outside Alberta, upon a written request from the receiving school, the Associate Superintendent of Education Services or designate must:

3.9.3.1 transfer a copy of the student record to the receiving school as soon as possible; and

3.9.3.2 keep the original record for at least seven years after the date the student could be expected to have completed grade 12, if the student had not transferred from the school.

3.9.4 Additional documentation may be required for transfer of student records outside of Alberta or Canada.

3.10 Maintenance and Storage of Inactive Student Records

3.10.1 Inactive student records will be centrally stored in the Sturgeon Public School Division Central Office and will be maintained in accordance with record retention guidelines, pursuant to the School Act Student Record Regulation.

3.11 Student Cumulative Record Files

3.11.1 The student cumulative record file must be labeled with the following information:

3.11.1.1 the student's legal name;

3.11.1.2 the student's "also known as" name, if one exists;

References: *Board Policy* *D/1/3 Security of Personal and Division Information*
 E/IV/1 Personnel Records
 F/III/1 Student Records Management
Admin Practice *Human Resources Management 37 – Security of Personal and Divisional Information*
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
School Act Student Record Regulation 225/2006
Canadian Charter of Rights and Freedoms Section 23
Child, Youth and Family Enhancement Act
Corrections and Conditional Release Act
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Freedom of Information and Protection of Privacy Act
Freedom of Information and Protection of Privacy Regulation
Public Health Act
Vital Statistics Act
Youth Justice Act
Youth Criminal Justice Act



Board Memorandum

Date: May 23, 2018

To: Board of Trustees

From: Committee of the Whole

Subject: Board Regulation Administration 1 – Security of Personal and Division Information

Background

At the May 9, 2018 Committee of the Whole meeting Trustees reviewed Board Regulation Administration 1 – Security of Personal and Division Information which is being rescinded and replaced by newly created Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information and forwarded it to this evening's Public Board Meeting.

Recommendation:

That the Board of Trustees rescind Board Regulation Administration 1 – Security of Personal and Division Information.

**ADMINISTRATION 1 – Security of Personal and Division Information**

Date: Feb. 12, 2010 Revised:

Responsible Administrator: Assoc. Superintendent, Student Services

1.0 Board Regulation, Administration 1 - Security of Personal and Division Information shall be administered in compliance with Policy E/IV/1 and Admin Practice *Student Services 5*.

2.0 PROCESS

2.1 Principals and Supervisors shall ensure that an adequate level of security is provided for personal information that is in their control and custody and shall ensure that the staffs they supervise are aware of the following responsibilities.

All employees who use personal information in the execution of their duties shall:

2.1.1 use secure remote connections to access personal information on the division network rather than storing personal information on PIDs whenever possible; and

2.1.2 refrain from loading personal information on PIDs unless it is impossible to carry out their duties without this information; and

2.1.3 only copy, download or transport the personal information that is required for specific tasks; and

2.1.4 keep the paper records and PIDs secure; and

2.1.5 maintain an inventory of the personal information while it is temporarily stored at home or on PIDs under their control; and

2.1.6 destroy or remove transitory paper, digital or electronic records and or return division records containing personal information about students, parents and staff of Sturgeon School Division when it is no longer needed to carry out their duties.

2.1.6.1 Paper records are destroyed at the worksite by shredding or through an approved vendor.

2.1.6.2 Electronic records are deleted from the source when electronic devices are terminated or transferred.

2.1.6.3 Electronic memory is processed through the technology department to ensure that deleted information is not retrievable.

References: *Board Policy(s): D/IV/3 Security of Personal and Divisional Information*
Admin Practice(s): Student Services 5, Student Records Management

ADMINISTRATION 1 – Security of Personal and Division Information

Date: Feb. 12, 2010 Revised:

Responsible Administrator: Assoc. Superintendent, Student Services

2.2 PID configuration specifications

2.2.1 If personal information must be placed on a PID, then that information must be password protected and encrypted. For further technical details about passwords, encryption, device deactivation, remote information deletion and other technical solutions, consult with Division Technology Department.

2.3 Division staff using PIDs or paper records that contain personal information shall follow these security procedures:

- 2.3.1 do not leave paper records or portable devices or portable storage in non-secured areas; and
- 2.3.2 do not leave paper records, portable device(s) or portable storage in an unlocked vehicle; place the devices and storage in a locked trunk and if possible, secure with a cable lock
- 2.3.3 any personal information on PID must be encrypted; and
- 2.3.4 ensure that PIDs are protected by strong passwords; and
- 2.3.5 ensure that computers are shut down during transit
- 2.3.6 confer with division technical staff for specific technology support, including procedures for the encryption of data.

2.4 Employees shall report incidents involving personal information as follows:

- 2.4.1 immediately report loss, theft or unauthorized access of personal information and other security related incidents to a supervisor and to the superintendent of schools; and
 - 2.4.1.1 immediately report theft of PIDs or records containing personal information to local police; and

References: *Board Policy(s): D/I/3 Security of Personal and Divisional Information*
Admin Practice(s): Student Services 5, Student Records Management

ADMINISTRATION 1 – Security of Personal and Division Information

Date: Feb. 12, 2010 Revised:

Responsible Administrator: Assoc. Superintendent, Student Services

- 2.4.1.2 document the details of any loss, theft, unauthorized access of PIDs, or personal information security related incident, including an inventory of the personal data involved.
- 2.4.2 Any person aware of an unreported loss, theft or compromise of personal information shall make a report to their supervisor and the superintendent of schools as soon as possible.
- 2.4.3 The Principal or Supervisor shall send out notification letters to all individuals whose personal information was subject to an inadvertent disclosure as soon as possible.
- 2.5 Violations of this policy shall result in disciplinary action for individuals, up to and including termination.

3.0 GUIDELINES**3.1 Definitions****3.1.1 Personal Information**

Under the *Freedom of Information and Protection of Privacy Act*, "personal information" means recorded information about an identifiable individual, including:

3.1.1.1 the individual's name, home or business address or home or business telephone number,

3.1.1.2 the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,

3.1.1.3 the individual's age, sex, marital status or family status,

3.1.1.4 an identifying number, symbol or other particular assigned to the individual,

3.1.1.5 the individual's fingerprints, other biometric

References: Board Policy(s): *D/I/3 Security of Personal and Divisional Information*
Admin Practice(s): *Student Services 5, Student Records Management*

ADMINISTRATION 1 – Security of Personal and Division Information

Date: Feb. 12, 2010 Revised:

Responsible Administrator: Assoc. Superintendent, Student Services

- 3.1.1.6 information, blood type, genetic information or inheritable characteristics,
- 3.1.1.7 information about the individual's health and health care history, including information about a physical or mental disability,
- 3.1.1.8 information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given, anyone else's opinions about the individual, and
- 3.1.1.9 the individual's personal views or opinions, except if they are about someone else.

3.2 Portable Information Devices (PID) and Portable Information Storage Media

- 3.2.1 Portable information devices and portable information storage media include (but are not limited to) the following:
- 3.2.2 electronic computing and communication devices and media designed for mobility, including laptop, desktop, and in-vehicle personal computers, blackberries, personal data assistants, cellular devices, and other devices that have the ability to store data electronically,
- 3.2.3 CDs, DVDs, flash memory drives, zip drives, backup tapes, and other information storage media or devices that provide portability or mobility of data.

References: *Board Policy(s): D/I/3 Security of Personal and Divisional Information*
Admin Practice(s): Student Services 5, Student Records Management



HUMAN RESOURCES MANAGEMENT 37 – Security of Personal and Divisional Information

Date: April 16, 2018

Revised:

Responsible Administrator: Associate Superintendent,
Human Resources

1.0 RATIONALE

- 1.1 The Division has a responsibility to protect the privacy of individuals by appropriately securing confidential personal information.

2.0 DEFINITIONS

- 2.1 Personal information is recorded information about an identifiable individual, including:

- 2.1.1 individual's name, home/business address or home/business telephone number;
- 2.1.2 race, national or ethnic origin, religious/political beliefs and affiliations;
- 2.1.3 age, sex, marital status or family status;
- 2.1.4 identifying number, symbol or other identifiers assigned to an individual;
- 2.1.5 fingerprints and other biometric information including blood type, genetics or inheritable characteristics;
- 2.1.6 health and health care history including information about physical or mental disability;
- 2.1.7 educational, financial, employment or criminal history including criminal records where a pardon has been given;
- 2.1.8 third-party opinions about an individual, and
- 2.1.9 an individual's personal views or opinions, except if they are about someone else.

- 2.2 Portable Information Devices (PIDs) include (but are not limited to) the following:

- 2.2.1 Electronic computing and communication devices and media designed for mobility, including laptop, desktop, and in-vehicle personal computers, blackberries, personal data assistants, cellular devices, and other devices that have the ability to store data electronically.

References: *Board Policy(s): D//3 Security of Personal and Divisional Information*
Admin Practice(s): Student Services 5, Student Records Management
Freedom of Information and Protection of Privacy Act



HUMAN RESOURCES MANAGEMENT 37 – Security of Personal and Divisional Information

Date: April 16, 2018

Revised:

Responsible Administrator: Associate Superintendent,
Human Resources

-
- 2.2.2 CDs, DVDs, flash memory drives, zip drives, backup tapes, and other information storage media or devices that provide portability or mobility of data.

3.0 PROCESS

- 3.1 Principals and supervisors shall ensure that an adequate level of security is provided for personal information within their control and custody and shall ensure that employees whom they supervise are aware of their responsibilities to secure personal information in the execution of their duties:
 - 3.1.1 use secure remote connections to access personal information on the division network rather than storing personal information on Portable Information Devices (PIDs) whenever possible;
 - 3.1.2 when a secure remote connection is not feasible, refrain from loading personal information on PIDs that are not encrypted;
 - 3.1.3 only copy, download or transport personal information that is required for specific tasks;
 - 3.1.4 ensure personal information stored on paper records and/or PIDs is secure;
 - 3.1.5 maintain an inventory of personal information while it is temporarily and securely stored at home or on PIDs;
 - 3.1.6 destroy or remove transitory paper, digital or electronic records and/or return division records containing personal information about students, parents and staff of Sturgeon Public School Division when it is no longer needed to carry out specific duties, and
 - 3.1.7 ensure the retention and destruction of records is in keeping with divisional requirements.
 - 3.1.7.1 Paper records are destroyed at the worksite by shredding or temporarily stored awaiting destruction by an approved vendor.

References: *Board Policy(s): D/I/3 Security of Personal and Divisional Information*
Admin Practice(s): Student Services 5, Student Records Management
Freedom of Information and Protection of Privacy Act



HUMAN RESOURCES MANAGEMENT 37 – Security of Personal and Divisional Information

Date: April 16, 2018

Revised:

Responsible Administrator: Associate Superintendent,
Human Resources

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- 3.1.7.2 Electronic records are deleted from the source when electronic devices are terminated or transferred.
 - 3.1.7.3 Electronic memory is processed by the technology department to ensure that deleted information is not retrievable.
- 3.2 PID configuration specifications
- 3.2.1 If personal information must be placed on a PID, then that information must be password protected and encrypted. For further technical details about passwords, encryption, device deactivation, remote information deletion and other technical solutions, consult with the Division's Technology Department.
- 3.3 Employees using PIDs or paper records which contain personal information shall follow these security procedures:
- 3.3.1 do not leave paper records or portable devices or portable storage in non-secured areas;
 - 3.3.2 do not leave paper records, portable device(s) or portable storage in an unlocked vehicle; temporarily store in a locked trunk;
 - 3.3.3 any personal information on PID must be encrypted;
 - 3.3.4 ensure that PIDs are protected by strong passwords;
 - 3.3.5 ensure that computers are shut down during transit; and
 - 3.3.6 confer with division technical staff for specific technology support, including procedures for the encryption of data.
- 3.4 Employees shall report incidents involving personal information as follows:
- 3.4.1 Immediately report loss, theft or unauthorized access of personal information and other security related incidents to a principal/supervisor who shall immediately report unauthorized access to the Associate Superintendent of Human Resources and Leadership Support;

References: *Board Policy(s): D/I/3 Security of Personal and Divisional Information*
Admin Practice(s): Student Services 5, Student Records Management
Freedom of Information and Protection of Privacy Act



HUMAN RESOURCES MANAGEMENT 37 – Security of Personal and Divisional Information

Date: April 16, 2018

Revised:

Responsible Administrator: Associate Superintendent,
Human Resources

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- 3.4.2 immediately report theft of PIDs or records containing personal information to local police; and
 - 3.4.3 document the details of any loss, theft, unauthorized access of PIDs, or personal information security related incident, including an inventory of the personal data involved.
- 3.5 Any person aware of an unreported loss, theft or compromise of personal information shall make a report to their principal/supervisor and the Associate Superintendent of Human Resources and Leadership Support as soon as possible.
- 3.6 In consultation with the Associate Superintendent of Human Resources and Leadership Support a principal /supervisor shall send out notification letters to all individuals whose personal information was subject to an inadvertent disclosure of confidential personal information as soon as possible.
- 3.7 Violations of this administrative practice may result in disciplinary action for individuals, up to and including termination.

References: *Board Policy(s): D/I/3 Security of Personal and Divisional Information*
Admin Practice(s): Student Services 5, Student Records Management
Freedom of Information and Protection of Privacy Act



Board Memorandum

Date: May 23, 2018

To: Board of Trustees

From: Committee of the Whole

Subject: Sturgeon Public School Division *DRAFT* Three Year Education Plan 2018/19 – 2020/21 – Goals, Priorities and Strategies

Background

At the May 9, 2018 Committee of the Whole meeting Trustees reviewed the proposed *DRAFT* Three Year Education Plan 2018/19 – 2020/21 Goals, Priorities and Strategies section.

The Three Year Education Plan provides direction as we move into the 2018/19 school year. This document speaks to our goals, priorities and strategies, and connecting these goals and priorities to provincial goals.

For the Three Year Plan 2018/19 – 2020/21, the division's goals are as follows:

1. High Quality Teaching and Learning for All Students
2. Safe, Caring and Inclusive Learning Environments
3. A Culture of Mental, Emotional, Social and Physical Wellness

Recommendation:

That the Board of Trustees approve the Sturgeon Public School Division Three Year Education Plan 2018/19 – 2020/21 Goals, Priorities and Strategies.

BOARD 9.5

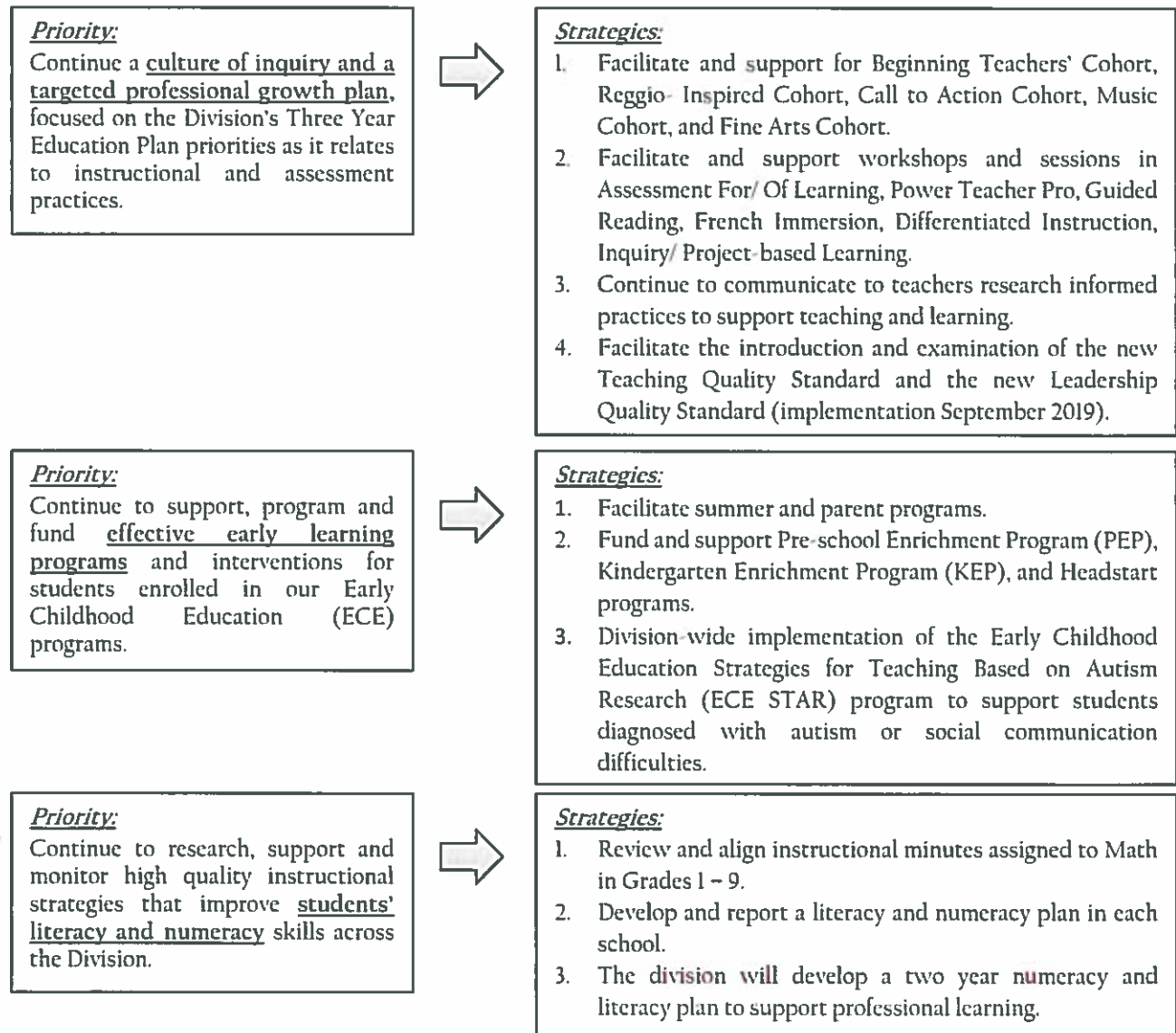
GOAL 1:
**High Quality Teaching and Learning
for All Students**

Student achievement and success are foundational to Sturgeon Public School Division. We embrace the diversity of our learners and build engaging learning environments aimed to meet the learning needs of all of our students. Quality teaching practices align curricular outcomes with quality assessments and accurate reporting that result in excellent educational experiences for all of our students. Our learning environments are engaging, inclusive, supportive and focused on success for every student.

Correlating Alberta Education Outcomes:

- Alberta's students are successful.
- Alberta's education system supports First Nations, Métis and Inuit students' success.
- Alberta has excellent teachers, school leaders, and school authority leaders.
- Alberta's education system is well governed and managed.

Sturgeon Public School Division will:



GOAL 1: **High Quality Teaching and Learning for All Students**

Correlating Alberta Education Outcomes:

- Alberta's students are successful.
- Alberta's education system supports First Nations, Métis and Inuit students' success.
- Alberta has excellent teachers, school leaders, and school authority leaders.
- Alberta's education system is well governed and managed.

Sturgeon Public School Division will:

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



Strategies:

1. Develop and plan for technology infrastructure for all schools through the Centralized Technology Services department.
2. Facilitate the Education Technology Teacher Advisory Cohort to explore and advise on teacher practice pertaining to technology in education.
3. Through Education Services, coordinate and collaborate with schools on the most appropriate assistive technologies for students who require supports.
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.
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.

Priority:
Communicate effectively with parents about their child's achievement.



Strategies:

1. Implement Power Teacher Pro.
2. Require scheduled Parent-Teacher conferences twice a year at all of our schools.
3. Monitor and support the use of the Power School Parent Portal as per Administrative Practice Education Services 21.

Measures:

- 'Our School Survey' (formerly Tell Them From Me Survey)
- Provincial Achievement Test Results
- Diploma Exam Results
- Accountability Pillar Measures

Highlighted Targets:

GOAL 1: **High Quality Teaching and Learning for All Students**

Priorities and Strategies specific to our First Nations, Métis and Inuit students' achievement:

Correlating Alberta Education Outcomes:

- Alberta's students are successful.
- Alberta's education system supports First Nations, Métis and Inuit students' success.
- Alberta has excellent teachers, school leaders, and school authority leaders.
- Alberta's education system is well governed and managed.

Sturgeon Public School Division will:

Priority:
Provide our staff with professional development opportunities that promote an awareness and understanding of First Nations, Métis and Inuit culture.



Strategies:

1. Facilitate teacher and principal professional development relative to the new Teaching Quality Standard and the new Leadership Quality Standard (Competency 5).
2. Develop and coordinate a division wide strategy to ensure all students experience blanket exercises at grades 2, 5, 7 and 10.
3. Work with Human Resources to develop a strategy to ensure all staff new to the division are provided with the opportunity to participate in a Blanket Exercise.

Priority:
Collaborate with our First Nations, Métis and Inuit families and community for the benefit of our students and staff.



Strategies:

1. Explore the formation of a consultative group of Elders and school leaders to twice yearly provide feedback on division and school initiatives.
2. Invite elders and other members of the First Nations, Métis and Inuit community to share cultural understandings with students and staff.

Priority:
Have schools identify a "most responsible person" (MRP) to monitor First Nations, Métis and Inuit student academic achievement.



Strategies:

1. All schools use data to identify two practices to determine effectiveness relative to success for students.

<p><u><i>Measures specific to our First Nations, Métis and Inuit students:</i></u></p> <ul style="list-style-type: none"> • Provincial Achievement Test Results • Diploma Exam Results • High School Completion • Diploma Participation Rate 	<p><u><i>Highlighted Targets:</i></u></p>
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GOAL 2: **Safe, Caring, and Inclusive Learning Environments**

Sturgeon Public School Division is an inclusive organization where every person is valued, accepted and belongs. Every student has a valuable contribution to make to our schools. Our learning environments are collaborative and respectful, where the physical environment promotes a variety of learning styles and approaches. All students are treated equitably; they get the support needed when they need it, and for the intensity and duration of time for which they need it. Every student, no matter their ability, language, cultural background, gender, or sexual orientation makes a meaningful contribution to our communities.

Correlating Alberta Education Outcomes:

- Alberta's students are successful.
- Alberta's education system respects diversity and promotes inclusion.
- Alberta's education system is well governed and managed.
- Alberta has excellent teachers, school leaders, and school authority leaders.

Sturgeon Public School Division will:

Priority:

Continue to support all students as they build understanding and come to respect diversity and develop cultural knowledge so there is a strong sense of identity and belonging for all.



Strategies:

1. Encourage and support activities at each school, such as themed assemblies, and special events recognizing the diversity of cultures and groups.
2. Support the creation and promotion of clubs and groups, as identified by students and staff.
3. Support the development of Queer Straight Alliance/Gay Straight Alliance clubs in schools.
4. Schools will review materials and resources yearly to ensure that school, community and provincial diversity is represented.

Priority:

Explore, share and support best practices for the inclusion of all students.



Strategies:

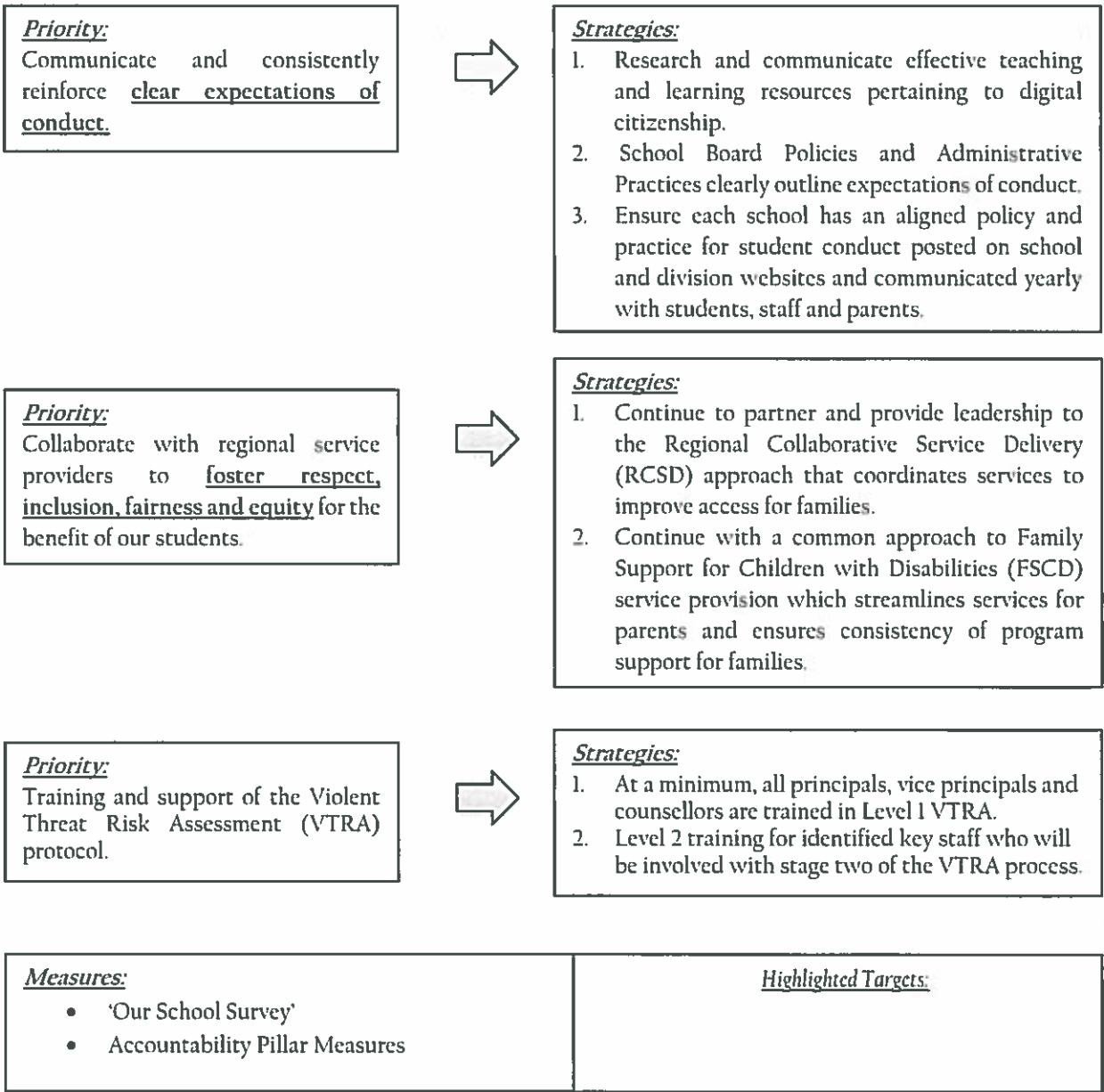
1. Support instructional practices related to universal supports.
2. Continue with a Learning Support Lead (LSL) in each school who supports and coordinates individualized programming and collaboration focused on diverse student needs.
3. Through a multi-disciplinary team, ensure inclusive education is a collaborative and responsive process involving staff, parents/guardians and, where appropriate, students.

GOAL 2: **Safe, Caring, and Inclusive Learning Environments**

Correlating Alberta Education Outcomes:

- Alberta's students are successful.
- Alberta's education system respects diversity and promotes inclusion.
- Alberta's education system is well governed and managed.
- Alberta has excellent teachers, school leaders, and school authority leaders.

Sturgeon Public School Division will:



GOAL 3: **A Culture of Mental, Emotional, Social and Physical Wellness**

Sturgeon Public School Division believes in the development of the whole child and is highly committed to our students' wellness. We recognize that a child's development depends on a community approach where there is opportunity for students to connect with peers, adults and community organizations that will promote their well-being and development as contributing citizens. We believe that student success is closely linked to student well-being and the development of mental, emotional, social and physical assets that build resiliency.

Correlating Alberta Education Outcomes:

- Alberta's students are successful.
- Alberta's education system respects diversity and promotes inclusion.
- Alberta's education system is well governed and managed.

Sturgeon Public School Division will:

Priority:

Implement teaching approaches that improve students' mental and emotional wellness within a 'Response to Intervention Model'.



Strategies:

1. Further develop a divisional training program for Educational Assistants relative to behaviour supports for students.
2. Organize and facilitate a Divisional Behaviour Cohort with lead teachers from each school who will support staff with the implementation of:
 - a. Neurosequential Model in Education (NME).
 - b. Positive Behavior Supports (PBS).
 - c. Collaborative Problem Solving (CPS).
 - d. Webs of Support: Creating Resilient Youth.

Priority:

Continue to improve and promote a Comprehensive School Health approach to supporting all students in each school.



Strategies:

1. Staff will participate in experiential professional development opportunities focused on understanding the powerful role of experiences on early brain development. (The Brain Architecture Game)
2. Maintain dedicated counselling time at each of our schools.
3. Update School Counselling and Wellness Plans (CWP) at each school.
4. Provide input into the review of the Administrative Practice for counselling.
5. Coordinate and facilitate monthly counsellor meetings that includes targeted professional learning.
6. Support and address family needs related to critical mental health issues with a Family Support Worker and Addictions Counselling.

GOAL 3: **A Culture of Mental, Emotional, Social and Physical Wellness**

Correlating Alberta Education Outcomes:

- Alberta's students are successful.
- Alberta's education system respects diversity and promotes inclusion.
- Alberta's education system is well governed and managed.

Sturgeon Public School Division will:

Priority:

Promote a Comprehensive School Health (CSH) approach to supporting our staff and students' wellness.



Strategies:

1. Coordinate and facilitate a Health Champion in every school. Continue to support staff professional learning to develop their knowledge and skill in their role as a Health Champion.
2. Support schools with resources to promote healthy living and learning.
3. Through the Organizational Wellness Committee, support staff with resources for healthy living.
4. Encourage schools to include students as leaders in promoting healthy, active lifestyles.

Priority:

Partner with community and provincial organizations to address resiliency, positive relationship building and physical wellness.



Strategies:

1. Ensure an adequate level of leadership necessary to expand the outdoor classroom partnership with the Pioneer Trails North Foundation.
2. Partnerships with organizations such as Be Fit for Life, Ever Active Schools, and Alberta Health Services.
3. Supporting and celebrating Sturgeon's Interschool Sports Council (ISC) for Junior High.
4. Continue our involvement with Alberta Schools' Athletic Association for High Schools.

Measures:

- 'Our School Survey'
- Accountability Pillar Measures

Highlighted Targets:



Board Memorandum

Date: May 23, 2018

To: Board of Trustees

From: Committee of the Whole

Subject: **Locally Developed Courses Approval** –
Forensic Studies 25 & 35 (3 credits) acquired from
Edmonton School District No. 7

Background

At the May 9, 2018 Committee of the Whole meeting Trustees reviewed the locally developed course Forensic Studies 25 & 35 (3 credits) acquired from Edmonton School District No. 7 and forwarded it to this evening's Public Board meeting. Through Alberta Education's Locally Developed Courses Online Management System, Sturgeon School Division No. 24 has received both originating Board and Alberta Education pre-approval for teaching the above noted courses. The next step in this process is to receive Board Approval for this authorization.

The course description for the above noted Locally Developed Course is attached for Trustee information.

Recommendation

That the Board of Trustees approve the locally developed course Forensic Studies 25 & 35 (3 credits) acquired from Edmonton School District No. 7 to be authorized as a course of study within Sturgeon School Division No. 24 from September 1, 2018 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.6

LOCALLY DEVELOPED COURSE OUTLINE

Forensic Studies 25-3

Forensic Studies 35-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 30, 2018

Course Basic Information

<u>Outline Number</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-3	62.50	09/01/2018	08/31/2020	Acquired	Authorization	G10 G11 G12
35-3	62.50	09/01/2018	08/31/2020	Acquired	Authorization	G10 G11 G12

Acknowledgement

Sturgeon School Division No. 24 extends their thanks to Edmonton School District No. 7 for their permission to acquire the above noted course outline. Copyright privileges will be honored.

Course Description

In Forensic Studies 25-35, students will investigate and evaluate the processes involved in the collection and preservation of crime scene evidence. As students delve into forensic studies, they will investigate and analyze the strengths and limitations of forensic evidence analysis. This course will focus on the ethical considerations involved in the use of forensic evidence. As well, students will explore a variety of occupations and potential career opportunities in the field of forensics.

Course Prerequisites

Science 10 or Science 14 for Forensic Studies 25
Forensic Studies 25 for Forensic Studies 35

Sequence Introduction (formerly: Philosophy)

The Forensic Studies 25-35 course series supports many of the competencies and qualities outlined in the *Ministerial Order on Student Learning* (#001/2013), through the establishment of outcomes that foster hands-on problem-solving, investigation, and discovery through inquiry. This course series will facilitate the development of science process skills and other key competencies such as working collaboratively, planning sequentially and thinking logically.

In Forensic Studies 25-35, students will use reasoned approaches to the analysis of forensic evidence and the examination of the ethical considerations surrounding the collection and use of forensic evidence. Forensic Studies 25-35 draws on a student's existing curricular knowledge and challenges them to look at problems in a new way, thereby creating unique pathways of thought. Through the study of forensics, students will recognize the importance of having both an open mind and the intellectual flexibility to change their opinions and positions when necessitated by evidence.

Student Need (formerly: Rationale)

Forensic Studies 25-35 is a course series intended to be accessible to both science-minded and creative thinking students who would like to apply scientific principles in real world settings. This course series presents students with an opportunity to take a course that is of interest to them, while also developing a realistic understanding of forensics evidence-gathering techniques and the ethical complexities which confront experts using forensics evidence.

Through the exploration of possible career pathways in forensics, students in Forensic Studies 25-35 will develop an accurate and realistic picture of the rigor of the discipline of forensics.

Learning Outcomes (formerly: Specific Outcomes)

1 Students will investigate and evaluate the ethical process of collection and preservation of crime scene evidence.	25-3	35-3
1.1 explore the historical contributions of forensic pioneers to modern-day collection and preservation techniques	X	
1.2 recognize techniques and processes used to secure, document and preserve a variety of crime scenes	X	
1.3 recognize and classify a variety of types of evidence found at a variety of crime scenes	X	
1.4 recognize techniques and processes used to collect evidence found at a variety of crime scenes	X	
1.5 examine the ethical dilemmas associated with modern-day collection and preservation of evidence		X
1.6 identify and apply techniques and processes used to secure, document and preserve a variety of crime scenes		X
1.7 evaluate a variety of types of evidence found at a variety of crime scenes		X
1.8 apply techniques and processes used to collect evidence found at a variety of crime scenes		X

2 Students will investigate and analyze the strengths and limitations of forensic evidence analysis.	25-3	35-3
2.1 recognize a variety of techniques used to analyze different types of evidence	X	
2.2 recognize the strengths and limitations of a variety of analytical methods	X	
2.3 outline the sequence of steps involved in the analysis of different types of evidence	X	
2.4 recognize ethical considerations in the analysis of forensic evidence	X	
2.5 perform a variety of evidence analysis techniques		X

2.6 compare and contrast the effectiveness of a variety of analytical methods	X
2.7 draw inferences about a crime by applying a variety of forensic analysis techniques	X
2.8 examine ethical considerations in the analysis of forensic evidence	X

3 Students will explore and analyze the ethical considerations involved in the use of forensic evidence.	25-3 35-3
3.1 explore how evidence is presented in legal proceedings	X
3.2 outline the ethical considerations of biometrics and other criminal profiling techniques	X
3.3 examine legal cases where forensic evidence assisted in determining the outcome	X
3.4 analyze the effectiveness of evidence in legal proceedings	X
3.5 defend a position on whether or not to use biometrics and other criminal profiling techniques	X
3.6 evaluate the role of forensic evidence in overturning wrongful convictions and solving cold cases	X

4 Students will explore a variety of occupations and potential career opportunities in the field of forensics.	25-3 35-3
4.1 identify a variety of careers in the field of forensics	X
4.2 outline the roles and responsibilities of a variety of forensics experts in a criminal investigation	X
4.3 investigate a career of their choice in the field of forensics	X
4.4 identify how different forensics experts collaborate in a criminal investigation	X



Board Memorandum

Date: May 23, 2018

To: Board of Trustees

From: Committee of the Whole

Subject: **Locally Developed Courses Approval** –
Military Studies 15 & 25 (3 credits) acquired from
Calgary School District No. 19

Background

At the May 9, 2018 Committee of the Whole meeting Trustees reviewed the locally developed course Military Studies 15 & 25 (3 credits) acquired from Calgary School District No. 19 and forwarded it to this evening's Public Board meeting. Through Alberta Education's Locally Developed Courses Online Management System, Sturgeon School Division No. 24 has received both originating Board and Alberta Education pre-approval for teaching the above noted courses. The next step in this process is to receive Board Approval for this authorization.

The course description for the above noted Locally Developed Course is attached for Trustee information.

Recommendation

That the Board of Trustees approve the locally developed course Military Studies 15 & 25 (3 credits) acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon School Division No. 24 from September 1, 2018 to August 31, 2020 using the listed resources as per the course outline.

LOCALLY DEVELOPED COURSE OUTLINE

Military Studies 15-3

Military Studies 25-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Mar. 1, 2018

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-3	75.00	09/01/2018	08/31/2020	Acquired	Authorization	G10 G11 G12
25-3	75.00	09/01/2018	08/31/2020	Acquired	Authorization	G10 G11 G12

Acknowledgement

Sturgeon School Division No. 24 extends their thanks to Calgary School District No. 19 for their permission to acquire the above noted course outline. Copyright privileges will be honored.

Course Description

In Military Studies 15/25, Alberta students will inquire into, explore, assess, and evaluate the origins of the military.

Course Prerequisites

Military Studies 15: No pre-requisite

Military Studies 25: Military Studies 15

Sequence Introduction (formerly: Philosophy)

The existence of a warrior culture is prevalent throughout human history. Today, “military” organizations in Canada and abroad play a significant role in cultivating patriotism, humanitarian values and peace as well as preserving a country’s heritage, sovereignty, environment, economic stability and security. In an increasingly interconnected world, the military plays an important role in terms of assisting governments to imagine, maintain and spread collective ideals in peaceful and conflict situations.

In Military Studies 15/25, Alberta students will inquire into, explore, assess, and evaluate the origins of the military, its diverse roles, its involvement in domestic and international affairs, and its relationship to political decision making processes in times of war and peace in Canada and in international contexts. This course provides students with a unique opportunity to explore the military and its diverse roles in depth and with attention to historical, contemporary and emergent real-world issues.

Throughout these courses of study students will grapple critically with real world problems/conflicts, assess and evaluate military solutions and in the process hone their communication, leadership and decision making capabilities as informed, responsible and competent Canadians in an increasingly conflict fraught and complex global context.

Learning and Teaching Resources

All resources used to teach Locally Developed Courses are subject to Board of Trustee approval and only those resources listed in this outline have been approved by the board motion attached.

<http://www.cmhg-phmc.gc.ca/> - Canadian Military Gateway

<http://www.warmuseum.ca/cwm/exhibitions/guerre/home-e.aspx> - Canadian War Museum

<http://www.veterans.gc.ca/eng/history> – Veterans Affairs Canada

<http://www.veterans.gc.ca/eng/> - Veterans Affairs Canada (Youth)

www.canadianmilitaryhistory.ca - Laurier Centre for Military Strategic and Disarmament Studies

<http://www.un.org> - United Nations

www.cbc.ca/news/background/aboriginals/aboriginals-military.html - CBC News in Depth: Aboriginals and the Canadian Military

www.civilization.ca – Canadian Museum of Civilization (Aboriginal Participation in Canadian Military Service)

http://www.abheritage.ca/eldersvoices/history/culture_veterans.html - Alberta Online Encyclopedia (Elders' Voices: Aboriginal Veterans)

www.terry-kelly.com – Terry Kelly: The Power of the Dream (singer/songwriter)

www.legion.ca – Royal Canadian Legion

www.spiritofcanada.com/veterans/news.php - "Stories We Remember"

www.valourcanada.ca – Valour Canada

<http://www.veterans.gc.ca/eng/history/aboriginal/history>

Veterans Affairs Canada Aboriginal – Canadian Veterans

BOOKS

Bernier, Serge. Canadian Military Heritage. 2000.

English, Allan. Understanding Military Culture: A Canadian Perspective. 2004.

Granatstein, JL. Canada's Army: Waging War and Keeping the Peace. 2002.

Granatstein, JL. Who Killed the Canadian Military? 2004.

Horn, Bernd. The Canadian Way of War: Serving the National Interest. 2006.

Horn, Bernd. Forging a Nation: Perspectives on the Canadian Military Experience. 2008. (out of print)

Horn, Bernd. Fortune Favours the Brave: Tales of Courage and Tenacity in Canadian Military History. 2009.

Morton, Desmond. A Military History of Canada, 5th Edition. 2007.



Board Memorandum

Date: May 23, 2018

To: Board of Trustees

From: Committee of the Whole

Subject: **Locally Developed Courses Approval** –
Military Studies 15 & 25 (5 credits) acquired from
Calgary School District No. 19

Background

At the May 9, 2018 Committee of the Whole meeting Trustees reviewed the locally developed course Military Studies 15 & 25 (5 credits) acquired from Calgary School District No. 19 and forwarded it to this evening's Public Board meeting. Through Alberta Education's Locally Developed Courses Online Management System, Sturgeon School Division No. 24 has received both originating Board and Alberta Education pre-approval for teaching the above noted courses. The next step in this process is to receive Board Approval for this authorization.

The course description for the above noted Locally Developed Course is attached for Trustee information.

Recommendation

That the Board of Trustees approve the locally developed course Military Studies 15 & 25 (5 credits) acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon School Division No. 24 from September 1, 2018 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.8

LOCALLY DEVELOPED COURSE OUTLINE

Military Studies 15-5

Military Studies 25-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Mar. 1, 2018

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-5	125.00	09/01/2018	08/31/2020	Acquired	Authorization	G10 G11 G12
25-5	125.00	09/01/2018	08/31/2020	Acquired	Authorization	G10 G11 G12

Acknowledgement

Sturgeon School Division No. 24 extends their thanks to Calgary School District No. 19 for their permission to acquire the above noted course outline. Copyright privileges will be honored.

Course Description

In Military Studies 15/25, Alberta students will inquire into, explore, assess, and evaluate the origins of the military.

Course Prerequisites

Military Studies 15: No pre-requisite

Military Studies 25: Military Studies 15

Sequence Introduction (formerly: Philosophy)

The existence of a warrior culture is prevalent throughout human history. Today, “military” organizations in Canada and abroad play a significant role in cultivating patriotism, humanitarian values and peace as well as preserving a country’s heritage, sovereignty, environment, economic stability and security. In an increasingly interconnected world, the military plays an important role in terms of assisting governments to imagine, maintain and spread collective ideals in peaceful and conflict situations.

In Military Studies 15/25, Alberta students will inquire into, explore, assess, and evaluate the origins of the military, its diverse roles, its involvement in domestic and international affairs, and its relationship to political decision making processes in times of war and peace in Canada and in international contexts. This course provides students with a unique opportunity to explore the military and its diverse roles in depth and with attention to historical, contemporary and emergent real-world issues.

Throughout these courses of study students will grapple critically with real world problems/conflicts, assess and evaluate military solutions and in the process hone their communication, leadership and decision making capabilities as informed, responsible and competent Canadians in an increasingly conflict fraught and complex global context.

Learning and Teaching Resources

All resources used to teach Locally Developed Courses are subject to Board of Trustee approval and only those resources listed in this outline have been approved by the board motion attached.

<http://www.cmhg-phmc.gc.ca/> - Canadian Military Gateway

<http://www.warmuseum.ca/cwm/exhibitions/guerre/home-e.aspx> - Canadian War Museum

<http://www.veterans.gc.ca/eng/history> – Veterans Affairs Canada

<http://www.veterans.gc.ca/eng/> - Veterans Affairs Canada (Youth)

www.canadianmilitaryhistory.ca - Laurier Centre for Military Strategic and Disarmament Studies

<http://www.un.org> - United Nations

www.cbc.ca/news/background/aboriginals/aboriginals-military.html - CBC News in Depth: Aboriginals and the Canadian Military

www.civilization.ca – Canadian Museum of Civilization (Aboriginal Participation in Canadian Military Service)

http://www.abheritage.ca/eldersvoices/history/culture_veterans.html - Alberta Online Encyclopedia (Elders' Voices: Aboriginal Veterans)

www.terry-kelly.com – Terry Kelly: The Power of the Dream (singer/songwriter)

www.legion.ca – Royal Canadian Legion

www.spiritofcanada.com/veterans/news.php - "Stories We Remember"

www.valourcanada.ca – Valour Canada

<http://www.veterans.gc.ca/eng/history/aboriginal/history>

Veterans Affairs Canada Aboriginal – Canadian Veterans

BOOKS

Bernier, Serge. Canadian Military Heritage. 2000.

English, Allan. Understanding Military Culture: A Canadian Perspective. 2004.

Granatstein, JL. Canada's Army: Waging War and Keeping the Peace. 2002.

Granatstein, JL. Who Killed the Canadian Military? 2004.

Horn, Bernd. The Canadian Way of War: Serving the National Interest. 2006.

Horn, Bernd. Forging a Nation: Perspectives on the Canadian Military Experience. 2008. (out of print)

Horn, Bernd. Fortune Favours the Brave: Tales of Courage and Tenacity in Canadian Military History. 2009.

Morton, Desmond. A Military History of Canada, 5th Edition. 2007.



Board Memorandum

Date: May 23, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: Lease Agreement – SIGIS Child Care Society

Background

Attached is a draft lease agreement with SIGIS Child Care Society for a children centre at Sturgeon Heights School. This lease agreement was reviewed at the May 9, 2018 Committee of the Whole meeting.

Recommendation

That the Board of Trustees approve the Lease Agreement with SIGIS Child Care Society for a children centre at Sturgeon Heights School for the 2018 – 2019 school year.

BOARD 9.9

Between:

**The Board of Trustees of
Sturgeon School Division No. 24**

and

SIGIS Child Care Society

Sturgeon Heights School

LEASE AGREEMENT

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This Lease made the _____ day of _____, 20__.

BETWEEN:

**The Board of Trustees of
Sturgeon School Division No. 24**
(the "Landlord").

and

SIGIS Child Care Society
(the "Tenant")

In consideration of the mutual covenants herein contained, the parties agree as follows:

Summary of Certain Basic Lease Provisions

The following is a summary of certain basic Lease provisions, which are a part of, and are in certain instances referred to in subsequent provisions of this Lease. In the event of any conflict between the contents of this section and the remaining provisions of this Lease, the said remaining provisions shall govern.

- a. Address of Landlord: Sturgeon School Division No. 24
9820 – 104 Street, Morinville, Alberta T8R 1L8
- b. Address of Tenant: SIGIS Child Care Society
#1, 115 Larose Drive, St. Albert, AB T8N 2X7
- c. Building: Room 107 & 108, Sturgeon Heights School
- d. Rent: xxxxxx
- e. Term: xxxxxx
- f. Floor area of Premises: 198 metres
- g. Permitted Use of Premises: Children Centre
- h. Hours of Operation: Between the hours of 7:00 a.m. and 6:00 p.m. Monday to Friday; 12 months of the year.

Lease

1.0 Lease, Premises, Term, Rent, and Additional Rent

1.1 Lease and the Premises

The Landlord leases to the Tenant a portion of a building known as the Sturgeon Heights School, 50 Hogan Road, St. Albert, Alberta (herein called the "Building") containing 198 square metres as designated on Schedule "A" attached (herein called "the premises"). The Landlord agrees that the Tenant may have access to Room 107 & 108. The Tenant agrees that Room 108 is shared with Sturgeon Heights School. The Tenant will have access to Room 108 from 7:00 a.m. to 8:15 a.m. and from 3:15 p.m. to 6:00 p.m. From the hours of 8:15 a.m. to 3:15 p.m., Sturgeon Heights School will have access to Room 108.

1.2 Term and Early Termination

The term of the Lease is xxxxxx.

In the event that the leased space is required by the Landlord for instructional purposes, the lease can be terminated with sixty days' notice to the Tenant. The determination of what space is required for instructional purposes rests solely with the Landlord.

In the event that the leased space is not required by the Tenant, the lease can be terminated with sixty days' notice to the Landlord.

1.3 Rent

The Tenant will pay to the Landlord at Sturgeon School Division No. 24, 9820 – 104 Street, Morinville, Alberta, or such other place the Landlord designates, without deduction or set-off, rent as follows:

1.3.1 xxxxxx during the term;

The annual rent shall be paid in equal monthly instalments of xxxxxx commencing the 1st day of August 2018. The Tenant shall furnish to the Landlord at the beginning of each year of the term a series of postdated cheques for each of the monthly instalments of rent falling due within such year. The Tenant shall pay interest on all arrears of rent and other sums payable under this Lease at the rate of 18% per annum computed from the date of default until payment is made.

1.4 Taxes

- 1.4.1 The Tenant acknowledges that the Premises may not be exempt from assessment pursuant to the Municipal Taxation Act of Alberta. Subject to subparagraph 1.4.2, in the event realty taxes and assessments are levied, rated, charged, or assessed solely against the Premises, directly or indirectly as a result of the use, trade carried on or occupation of the Premises, the Tenant shall pay all such levies, rates, charges, or assessments upon their due date and shall provide evidence of such payment satisfactory to the Landlord.
- 1.4.2 In the event of the entire Building, or any portion thereof, for any reason whatsoever, should become subject to assessment, the Landlord, at its sole option, may terminate this Agreement.
- 1.4.3 The Tenant shall pay to the Landlord, any tax, duty, levy, assessment, rate and charge imposed upon the Landlord which is computed having regard to or based in whole or in part directly or indirectly upon the rent, additional rent and all other costs payable by the Tenant hereunder, whether existing at the date hereof or hereinafter imposed by any governmental authority, including, without limitation any tax, duty, levy, assessment, rate or charge in the nature of or similar to a value tax, business transfer tax, sales tax or goods and services tax. Such tax shall be payable in the same manner and at the same times as the monthly instalments of the annual rent.

1.5 Liabilities

The landlord shall pay when due all rates and charges for light, power, heat, garbage collection or disposal, water, sewer, gas, or other utilities (excluding telephone) used in connection with the Premises.

1.6 Excess Usage

The Landlord may determine electrical consumption for the Building and determine the Tenant's electrical consumption in the Premises upon whatever reasonable basis selected by it, including estimates based on any special equipment in the Premises having regard to capacity and hours of use. In the event that the Tenant's electrical consumption exceeds the norm so established, the Tenant shall pay an amount equal to the cost of its consumption in excess of the norm.

1.7 Business Tax Levies

The Tenant will pay when due any business tax, income tax, license, or any other tax rate, charge, duty, fee, or assessment whether imposed by any municipality, legislative, or other authority which may be rated, levied, or assessed in connection with the activity or activities carried on within the Premises and will provide to the Landlord when requested receipts evidencing payment in full.

2.0 Repair

2.1 Repair by Tenant

2.1.1 The Tenant shall (subject to subparagraph 2.1.2 throughout the term, at its sole cost and expense and with due diligence and dispatch, keep and maintain in good order, condition, and repair, making all needed repairs and replacements (including damage caused by vandalism) as determined by the Landlord, acting reasonably, the whole of the Premises and every part thereof whether furnished or installed by the Landlord or Tenant.

2.1.2 All repairs and replacements which are the responsibility of the Tenant under this Lease shall be performed by the Landlord, at the Tenant's sole cost and expense. Upon completion, the Tenant shall pay to the Landlord on demand, as additional rent, the Landlord's costs and expenses in connection with the work.

2.2 Landlord Repair

The Landlord will keep in good and substantial state of repair the foundations, roofs, exterior walls, (excluding glass), structural subfloors, bearing walls, columns, beams, and other structural elements of the Building and the Premises, and the systems provided for bringing utilities to the Premises and other parts of the Building, unless such repairs are due to any act, omission, neglect, or default of the Tenant or those for whom the Tenant is in law responsible.

2.3 Entry to Inspect

The Landlord or anyone designated by it shall be entitled at all reasonable times to:

2.3.1 Enter and examine the state of maintenance, repair and condition of the Premises;

- 2.3.2 Make repairs or perform any other obligation which the Tenant is required to make pursuant to the terms of this Lease;
- 2.3.3 Make any repairs which the Landlord, in its sole opinion, considers necessary or advisable, whether or not the obligation of the Tenant or the Landlord under this Lease.

The Tenant shall not impede or interfere with such entry or the exercise of any of the Landlord's rights hereunder. The Landlord shall not unreasonably interfere with the Tenant's business operations in the Premises. The Landlord will not be liable for damage to the property of the Tenant or of others located on the premises as a result of an entry unless caused by the negligence of the Landlord or those for whom the Landlord is responsible in law.

2.4 Destruction of Premises

- 2.4.1 In the event of the Total Destruction of the Premises by any cause, then this Lease shall terminate from the date when such destruction occurs. The Tenant shall immediately surrender the Premises and all its interest therein to the Landlord and the Tenant shall pay rent only to the time of such destruction. "Total Destruction" shall mean such damage to the Premises whereby they are not fit for use by the Tenant for the Tenant's activities and which cannot reasonably be repaired or rebuilt within 90 days after the occurrence of the damage.
- 2.4.2 In the event of Partial Destruction of the Premises by any cause, then if the destruction is such that the Premises cannot be used for the Tenant's activities until repaired, the rent shall abate until the repair has been made. If the Premises may be partially used for the Tenant's activities while the repairs are being made, then the rent shall abate in the portion that the part of the Premises rendered unusable bears to the whole of the Premises. "Partial Destruction", shall mean any damage to the Premises less than the Total Destruction but which renders all or part of the Premises temporarily unfit for the Tenant's activities.
- 2.4.3 A certificate of an architect appointed by the Landlord certifying that Total Destruction or Partial Destruction has occurred shall be binding and conclusive upon both the Landlord and Tenant.

3.0 Use of Premises

3.1 Use

The Premises will not be used for any purpose other than the purpose of conducting the business of Child Care Centre and the Tenant will not commit or permit:

- 3.1.1 Any waste upon or damage to the Premises;
- 3.1.2 A nuisance or other thing that might disturb the quiet enjoyment of any other tenants in the building or which unreasonably disturbs or interferes with or annoys any person; or
- 3.1.3 Any act or practice which may damage the Building;

and the Tenant shall not:

- 3.1.4 Permit or allow any odours, vapours, steam, water, vibrations, noises, or other undesirable effects to emanate from the Premises or any equipment or installation therein which, in the Landlord's opinion, are objectionable or cause any interference with the safety, comfort, or convenience of the Landlord or any occupants of the Building;
- 3.1.5 Permit the Premises to be used in any manner so as to constitute a hazard; or whether or not any of the foregoing nuisances or acts or conduct arises out of the use of the Premises for a purpose permitted by this Lease. If the Tenant is in default of any of the foregoing, the Tenant shall forthwith take such steps as are necessary to cure any such default.

3.2 Alcohol – Tobacco

The Tenant shall not permit the sale, use, distribution, consumption, or presence of alcoholic beverages, including wine, on the Premises. In addition the Tenant shall not permit or allow smoking on the Premises. The Tenant shall comply with all smoking bans imposed throughout the Building by the Landlord.

3.3 Compliance with Laws

The Tenant covenants that it shall, at its sole cost and expense, comply with and observe the requirements of all statutes, by-laws, ordinances, regulations, and

orders at any time enforced during the term of this lease which are applicable to the Tenant or the condition, maintenance, use, occupation, alterations, additions, changes, substitutions, repairs, or replacements of or to the Premises, and any equipment, machinery, or other facilities in, on or used in connection with the Premises or any part thereof including without limitation any regulation, order or requirement of the Canadian Fire Underwriters Association or any successor body having similar functions and of any liability or fire insurance company by which the Landlord or the Tenant may be insured at any time during the term, whether or not such a statute, by-law, law, ordinance, regulation, order, or requirement be of a kind now existing or within the contemplation of the Landlord or the Tenant.

3.4 Zoning

The Tenant represents and warrants that the Premises and their use complies with all the zoning requirements of any governmental authority having jurisdiction. The Tenant shall apply and be responsible for any permits or consents that may be required and if such permits or consents cannot be obtained then this Lease shall be null and void. Evidence of such permits or consents shall be made available to the Landlord when requested. The Landlord makes no representation or warranty that such permits or consents will be granted or available to the Tenant.

4.0 Assigning and Subletting

4.1 Consent Required

The Tenant will not assign, mortgage, or transfer this Lease or the term or any portion thereof or let, sublet, grant a concession, or license or part with possession of all or any part of the Premises without the prior written consent of the Landlord, which consent may be unreasonably withheld. If after the date of execution of this Lease, shares of the tenant are transferred by sale, assignment, bequest, inheritance, operation of law or other disposition, or issued by subscription or allotment, so as to result in a change of the effective voting or other control of the Tenant by the person or persons holding control on the date of execution of this Lease or if other steps are taken to accomplish a change of control, the Tenant shall promptly notify the Landlord in writing of the change, which will be considered to be an assignment of this Lease to which this section 4.1 applies.

5.0 Insurance and Indemnification

5.1 Tenant Insurance

The Tenant will take out and keep in force throughout the term:

- 5.1.1 All risks, direct damage insurance upon its fixtures and improvements and all parts of the Premises (including glass) which the Tenant is obligated to keep in repair under Section 2.0 to the full replacement value thereof; and
- 5.1.2 Comprehensive general liability insurance against claims for personal injury, death or property damage or loss arising out of all operations of the Tenant and other persons conducting business on or from the Premises, indemnifying and protecting the Landlord and the Tenant to a limit of \$2,000,000 inclusive.

Each insurance policy will name the Landlord as an additional named insured or contain a waiver of the right of subrogation against the Landlord and will contain a clause that the insurer will not cancel or change or refuse to renew the insurance without first giving the Landlord 15 days prior written notice. The Tenant will deliver the Landlord copies or certificates of the policies. If the Tenant fails to take out or keep in force any policy of insurance required, the Landlord may do so and pay the premium and the Tenant will pay to the Landlord the amount so paid as additional rent on the 1st day of the month following the payment by the Landlord.

5.2 Increase or Cancellation of Insurance

The Tenant agrees that it will not keep or use in the Premises any article which may be prohibited by insurance policies in force from time to time covering the Premises or the Building. In the event the Tenant's occupancy or, conduct of business in the Premises, whether or not the Landlord has consented to the same, or any acts or omissions of the Tenant causes any increase in premiums for the insurance carried by the Landlord with respect to the Building, the Tenant shall pay any such increase in premiums as additional rent. If any insurance policy on the Building shall be cancelled or coverage thereunder reduced by reason of the use and occupation of the Premises by the Tenant and the Tenant fails to remedy the conditions giving rise to cancellation or reduction of coverage within 48 hours after notice by the Landlord, the Landlord may at its option terminate this Lease.

5.3 Indemnification of Landlord

Notwithstanding any other terms, covenants, and conditions contained in this Lease and except to the extent that the loss of life, personal injury, or damage to property referred to in this paragraph is caused by the negligence of the Landlord or another person for whose negligence the Landlord is responsible in law, the Tenant will indemnify the Landlord and save it harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury or damage to property arising from any occurrence on the Premises or the occupancy or the use of the Premises or occasioned totally or in part by an act or omission of the Tenant, its employees, agents, customers, invitees, or anyone permitted by the Tenant to be on the Premises. If the Landlord shall, without fault on its part be made a party to any litigation commenced by or against the Tenant, the Tenant shall protect, indemnify and hold the Landlord harmless and pay all the costs, expenses, and reasonable legal fees incurred or paid by the Landlord in connection with such litigation. The Tenant shall also pay all costs, expenses, and legal fees (on a solicitor and client basis) that may be incurred or paid by the Landlord enforcing this Lease.

5.4 Loss and Damage

Unless caused by the negligence of the Landlord or those for whose negligence the Landlord is responsible in law, the Landlord is not liable for the death of, or injury to the Tenant or others on the Premises or for the loss of or damage to property of the Tenant by theft or otherwise. Without limiting the generality of the foregoing, the Landlord is not liable for death, injury, loss, or damage of or to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain, snow, or leaks from any part of the Premises or the Building, or from the pipes, appliances, or plumbing works, or from the roof, street, or subsurface, or from any other place or by dampness or by other cause of any kind or caused by other tenants or occupants or other persons on the Premises or in any other part of the Building or resulting from construction, alteration or repair.

5.5 Landlord's Insurance

The Landlord will insure and keep enforced throughout the term all risks direct damage insurance on the Building, excluding improvements upon which the Tenant is obliged to take out insurance, and in amounts such as would be carried by a prudent owner.

6.0 Use of Common Areas

6.1 Common Areas – Non-Exclusive Use

The Tenant, its employees, customers, or other invitees, in common with others, shall have the use of all common areas, hallways, stairways, and sidewalks adjoining to or required in order to obtain access to the Premises, subject to the control and management of the Landlord. The Landlord may alter the location of the components of the common area of the Building and construct additions to or extend any part, provided the Landlord will not disturb the operation of the Tenant's activities any more than is reasonably necessary in the circumstances.

7.0 Alterations and Signs

7.1 Alterations and Changes by Tenant

The Tenant shall have the right to make, at its own expense, alterations to the Premises (excluding structural elements, mechanical, or electrical systems) as the Tenant may deem necessary for the requirements of its activities. No alterations involving an estimated cost exceeding \$200 shall be undertaken until detailed plans and specifications have been submitted and approved in writing by the Landlord. If approved, the alterations shall be conducted under the supervision of an architect or engineer satisfactory to the Landlord acting reasonably.

7.2 Condition of Premises

The Tenant, having examined the Premises accepts the same in their present condition. The Landlord makes no representation and shall not be liable for any latent defects nor for any change of conditions affecting the Premises.

7.3 Painting and Decorating

The Tenant will use drapery approved by the Landlord. The Tenant will not paint or decorate the interior of the Premises without the approval of the Landlord. All interior decorating or painting required to be done at any time, shall be done at the sole cost and expense of the Tenant.

7.4 Tenant's Signs

The Tenant will not place or permit any sign, awning, or advertising matter anywhere without first obtaining the Landlord's consent.

7.5 Removal of Installations and Restoration by Tenant

All alterations, additions, and improvements made by the Tenant during the term of this Lease or any prior lease become the property of the Landlord. No alteration, addition, or improvement will be removed from the Premises without the prior consent from the Landlord. Upon termination of this Lease the alterations, additions, and fixed improvements excepting the Tenant's unafixed appliances, furniture and similar materials will remain the property of the Landlord, but the Tenant will remove all or some of the alterations, additions, and fixed improvements if and to the extent requested by the Landlord and restore the Premises to the condition existing prior to the Tenant installing the alterations, additions, and improvements pursuant to this Lease or any prior lease. If the Tenant fails to remove its fixtures they shall become the property of the Landlord. If the Tenant in removing its fixtures damages the Premises, it shall repair such damage.

7.6 Tenant to Discharge all Liens

The Tenant will promptly pay all its contractors and material men and do all things necessary to minimize the possibility of a lien attaching to the Premises or the Building. If a lien be registered, the Tenant will cause it to be discharged at the Tenant's expense within 5 days after it is brought to the attention of the Tenant.

8.0 Default of Tenant

8.1 Acceleration of Rent

The current month's rent and any monthly sums payable under this lease together with the next 3 months' rent and all other sums payable under this Lease for that 3 month period, immediately become payable and the term of this Lease becomes forfeited, at the option of the Landlord, and without the necessity of demand, upon any one or more of the following occurring:

- 8.1.1 If the rent or any other sum payable as rent is not paid on the due date;
- 8.1.2 If the Premises become vacant or unoccupied;
- 8.1.3 If any goods or equipment of the Tenant are taken in execution or attachment;
- 8.1.4 If a writ execution is issued against the goods or equipment of the Tenant;
- 8.1.5 If the Tenant becomes bankrupt or insolvent or makes an assignment for

the benefit of its creditors or takes the benefit of any Act in force for bankrupt or insolvent creditors or makes a proposal under the Bankruptcy Act;

8.1.6 If the Tenant fails to observe one or more of the covenants or terms of this Lease and such default continues for 15 days after notice (or in case of a default which cannot with due diligence be cured within a period of 15 days, the Tenant fails to proceed promptly after the giving of such notice to cure the same).

8.2 Distress

In consideration of the making of this Lease, notwithstanding any law or statute to the contrary, none of the goods and chattels of the Tenant at any time during the term in the Premises shall be exempt from levy by distress for rent in arrears by the Tenant, and that upon a claim being made for exemption by the Tenant or on distress being made by the Landlord, this Section may be pleaded as an estoppel against the Tenant in an action brought to test the right to levy upon goods named as exempt.

8.3 Landlord's Performance of Tenant's Obligations

If the Tenant fails to perform an obligation under this Lease the Landlord may perform (but shall not be obliged to) the obligation. All expenses incurred by or on behalf of the Landlord under this Section will be payable as additional rent by the Tenant upon receipt of an invoice from the Landlord. The Landlord will not be liable to the Tenant for loss or damage resulting from such action by the Landlord unless caused by the negligence of the Landlord or those for whose negligence the Landlord is responsible in law.

8.4 Waiver

The waiver by the Landlord of a breach of a term of this Lease will not be considered to be a waiver of a subsequent breach of a term. The subsequent acceptance of rent by the Landlord will not be considered to be a waiver of a preceding breach by the Tenant of the term of this Lease regardless of the Landlord's knowledge of the preceding breach at the time of acceptance of the rent. No covenant, term, or condition of this Lease will be considered to have been waived by the Landlord unless the waiver is in writing.

9.0 Overholding

9.1 No Tacit Renewal

If the Tenant remains in possession of the Premises after the end of the term of this Lease, the Tenant will be considered to be occupying the Premises as a Tenant from month to month upon the terms and conditions set forth in this Lease including rental.

10.0 Landlord's Covenant

10.1 Quiet Possession

Subject to the provisions of this Lease the Landlord covenants with the Tenant for quiet enjoyment.

11.0 Expropriation

11.1 Cancellation

11.1.1 If all or part of the Building in which the Premises are located is expropriated the landlord may cancel this Lease.

11.1.2 Cancellation by the Landlord shall be upon 30 days' notice in writing.

11.1.3 Upon notice being given by the Landlord this Lease is cancelled from the date the expropriating authority takes possession. The tenant shall then surrender all interest in the Premises to the Landlord and pay rent to the date of surrender. The Tenant shall have no claim against the Landlord for the value of the unexpired term of this Lease. If an award of compensation is made to the Landlord and specifically includes an award for the Tenant, the Landlord shall account to the Tenant for such an award.

12.0 Miscellaneous

12.1 Notice

Any notice to be given pursuant to this Lease shall be in writing and shall be sufficiently given if delivered in person to the Landlord or the Tenant, or mailed by registered mail addressed:

12.1.1 if to the Landlord as follows: Sturgeon School Division No. 24
9820 – 104 Street
Morinville, AB T8R 1L8

12.1.2 if to the Tenant as follows: SIGIS Child Care Society
#1, 115 Larose Drive
St. Albert, AB T8N 2X7

A notice mailed as aforesaid will be considered to have been given to the party to which it is address on the third business day following the date of mailing. Either party may give notice of change of address by notice in writing to the other. In the event of a disruption or threatened disruption in the Canadian postal system or its operation in St. Albert, all notices shall be delivered and shall not be mailed.

12.2 Amendments

This lease can be changed only by a document signed by the Landlord and Tenant.

12.3 Registration

The Tenant will not register this Lease. The Tenant may file a Caveat provided that the Caveat only describes the parties, the Premises and the term.

12.4 Successors and Assigns

This lease binds and benefits the parties and their respective heirs, executives, administrators, successors, and assigns.

12.5 Acceptance

The Tenant does hereby accept this Lease of the Premises to be held by it as a Tenant subject to the conditions, restrictions and covenants contained herein.

12.6 Rules and Regulations

The Tenant shall observe and perform all rules and regulations, if any attached as Schedule "B". If no rules and regulations are in existence at the date of this Lease, the Landlord shall have the right to declare and from time to time amend or add further rules and regulations relating to the Premises. No rule, regulation or modification will contradict a provision of this Lease. Any amendment, variation, or addition to the rules and regulations shall be binding upon the Tenant when the Landlord mails a copy to the Tenant, in accordance with the provision in clause 12.1.

13.0 Guarantee

13.1 Guarantee

The guarantor in consideration of the granting of the within Lease by the Landlord to the Tenant made at the request of the Guarantor, it being a condition thereof that the Guarantor execute these presents, the Guarantor covenant with the Landlord that:

- 13.1.1 If any time default shall be made on the part of the Tenant in the payment of any monies from time to time owing under the terms of this Lease, whether as rent or otherwise howsoever, the Guarantor will on demand pay to the Landlord the whole of such monies including interest which shall then be due to the Landlord as aforesaid;
- 13.1.2 If any time there should be a breach on the part of the Tenant of any other covenant on its part contained in this Lease, other than the covenants to pay rent and other sums, the Guarantor will upon the request of the Landlord cause such breach to be remedied within a reasonable time;
- 13.1.3 The Guarantor will indemnify and save the Landlord harmless against all losses of rents and any other monies payable under the terms of this Lease and against all losses, costs, damages, charges and expenses whatsoever which the Landlord may incur by reason of any default on the part of the Tenant;
- 13.1.4 The liability of the Guarantor as surety under this agreement shall not be impaired or discharged by reason of any time or other indulgences granted by the landlord to the Tenant, or by any variation in the terms of the Lease or by any other thing whatsoever which under the law relating to sureties

would, but for this provision, have the effect of releasing the Guarantor, to the intent that the Guarantor shall be liable as if they were principal debtors and not a surety;

- 13.1.5 The Landlord shall not be bound to commence or exhaust any of its remedies against the Tenant or any other part or under any security it may hold before requiring payment from the Guarantor and the Landlord may enforce the various remedies available to it and may realize upon the various securities held by this or any part thereof in such order as the Landlord may determine;
- 13.1.6 That this Guarantee shall remain in full force and effect notwithstanding any assignment or subletting by the Tenant or by a transfer by the Landlord of its interest under this Lease;
- 13.1.7 Any demand upon or request of the Guarantor hereunder shall be in writing and shall be conclusively deemed to have been received by the addressee on the third day following mailing at any Post Office in Canada of such demand or request in a postage prepaid envelope addressed to the Guarantor at their address last known to the Landlord;
- 13.1.8 This agreement shall be a continuing Guarantee and shall bind the successors and assigns of the Guarantor and the benefits thereof shall pass to the successors and assigns of the Landlord as if they had been expressly named herein.

The PARTIES HERETO have executed this Lease Agreement as of the day and year first written above.

Sturgeon School Division No. 24

Per: _____
Board Chair

Secretary-Treasurer

SIGIS Child Care Society

Per: _____
Signature

Name and Position

Guarantor's Signature

Name



Board Memorandum

Date: May 23, 2018
To: Board of Trustees
From: Committee of the Whole
Subject: Non-Resident Fee Schedule 2018 – 2019

Background

Attached is the Non-Resident Fee Schedule for the 2018 – 2019 school year. Non-Resident Fee Schedule was brought to the May 9, 2018 Committee of the Whole meeting.

Recommendation

That the Board of Trustees approve the attached schedule of fees for the 2018 – 2019 school year.

BOARD 9.10

STURGEON SCHOOL DIVISION
FEE SCHEDULE FOR NON RESIDENT STUDENTS-2018/2019

<u>Program Rates</u>	<u>ALBERTA EDUCATION REGULAR PROGRAM</u>			
	<u>Grade 1-3</u>	<u>Grade 4-6</u>	<u>Grade 7-9</u>	<u>Grade 10-12 (@35 CEU's)</u> Tier 1
Base Instruction	\$6,679.79	\$6,679.79	\$6,679.79	\$6,679.79 *
Class Size Base Rate	\$1,521.68	\$0.00	\$0.00	\$0.00 *
Socio-Economic Status	\$85.77	\$85.77	\$85.77	\$85.77
Equity of Opportunity - Base	\$101.00	\$101.00	\$101.00	\$101.00
Inclusive Education Student Rate	\$523.71	\$523.71	\$523.71	\$523.71
English as a Second Language**	\$1,178.10	\$1,178.10	\$1,178.10	\$1,178.10
First Nation, Metis and Inuit Education**	\$1,178.10	\$1,178.10	\$1,178.10	\$1,178.10
Plant Operations & Maintenance	\$795.30	\$795.30	\$751.18	\$755.38
Total	\$12,063.45	\$10,541.77	\$10,497.65	\$10,501.85
ESL not applicable	\$10,885.35	\$9,363.67	\$9,319.55	\$9,323.75
Foreign Student (FNMI not applicable)	\$10,885.35	\$9,363.67	\$9,319.55	\$9,323.75
ESL AND FNMI not applicable	\$9,707.25	\$8,185.57	\$8,141.45	\$8,145.65

<u>SPECIAL NEEDS (Inclusive Education): CONGREGATED PROGRAMMING AND INTEGRATED CLASSROOM PROGRAMMING</u>			
<u>Basic Program and/or</u>	<u>Basic</u>	<u>Total Cost</u>	
<u>Basic Support Cost</u>	<u>Rate</u>	<u>Per Program</u>	
<u>Per Student</u>	<u>Per Student</u>	<u>Per Student</u>	
\$46,430.00	\$8,185.57	54615.57***	

*Grade 10 - 12 may be determined on actual enrolled courses.

** If applicable

Based on Actual Cost. ***Adjustments will occur depending on grade level and any additional services required.

Note: These amounts reflect the average cost and do not include the cost of additional services that may be unique to individual student programming. The cost of these services (if required) will be added to the fees identified above.

Transportation costs incurred on behalf of a non resident student, as well as the transportation grant will also be taken into consideration where appropriate.



Board Memorandum

Date: May 23, 2018
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Monthly Financial Report

Background

Attached you will find the 8 Months Financial Report for 2017 – 2018 as of April 30, 2018.

Recommendation

That the Board of Trustees receive as information the 8 Months Financial Report for 2017 – 2018 as of April 30, 2018.

BOARD 9.11

Sturgeon School Division No. 24

Results as of April 30, 2018

	Budget		Actuals	Variance
	Spring Budget 2017-2018	Fall Update 2017-2018		
REVENUES				
Alberta Education	65,482,777	66,302,286	43,739,645	65.97%
Other - Government of Alberta	908,280	852,545	557,533	65.40%
Federal Government	290,000	290,000	256,422	88.42%
Other - Alberta School Jurisdiction	21,677	21,677	21,677	100.00%
Fees	1,316,271	1,299,531	1,052,540	80.99%
Other - Sales and Services	345,552	347,687	243,339	69.99%
Investment Income	68,000	105,000	96,163	91.58%
Gifts and Donations	101,000	120,000	361,350	301.12%
Rental of Facilities	35,677	38,577	29,511	76.50%
Fundraising	87,200	76,000	104,927	138.06%
Amortization of Capital Contributions	1,644,306	1,567,406	1,044,938	66.67%
Other Revenues	-	214,666	218,650	101.86%
Total Revenues	70,300,740	71,235,375	47,726,694	67.00%
EXPENDITURES				
Instruction	53,454,484	54,360,953	36,614,816	67.35%
Plant Operations and Maintenance	8,243,405	8,184,748	4,612,796	56.36%
Transportation	5,494,853	5,595,044	4,456,198	79.65%
Board Governance and Administration	2,681,099	2,689,484	1,608,853	59.82%
External Services	426,899	549,226	370,506	67.46%
Total Expenditures	70,300,740	71,379,455	47,663,169	66.77%
TARGET %				
2017-2018 Surplus/(Deficit)	-	(144,080)	63,525	66.67%

Less: Revenues Collected Upfront from SGF (Donations, Fundraising) - assumed to be spent/deferred (345,247)
 Less: Revenues Collected Upfront from AB Ed Revenues (371,284)
 Add: Transportation (adjustment to contractor expenses paid over 10 months) 760,074

Adjusted 2017-2018 Surplus/(Deficit) 107,068

Forecast 98,903

Variance Projected Surplus/(Deficit)

Assumptions:

- Preliminary Revenues and Expenses for 8 months.
- Expense Accruals: utilities, phones, subs and casuals, etc.
- SGF fee 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 actual and projected operating surplus and reduce reserves.

Variance Explanations

Revenues:

- (1) Alberta Education: actual revenue shown is lower than budget due to deferral of revenues to match with expenses (PUF, CIF and Nutrition funding).
- (2) Federal Government: Alexander tuition fees' invoicing is over 10 months.
- (3) Other - Alberta School Jurisdiction: payment received upfront as one lump sum.
- (4) Fees: most collections of fees occurred in September/October.
- (5) Investment Income: chequing interest income is higher than anticipated.
- (6) Gifts & Donations: Lillian Schick school playground included in revenues as the playground is anticipated to be built this year, NWR donations for outdoor ed offsite classroom for Redwater school, gazebo at Namao school, and Crest donation for new science lab at Sturgeon Composite High School.
- (7) Rental of Facilities: tower rentals are collected upfront.
- (8) Fundraising: more fundraising revenue than anticipated.
- (9) Other Revenues: ALARIE insurance refund and WCB funding distribution credit received.

Expenditures:

- (10) Instruction: mainly due to overspending in modernization expenses at SCHS. Classroom Improvement Fund (CIF) spending is at 63% and Nutrition program spending is at 41%.
- (11) Plant Operations & Maintenance: when IMR is excluded, O&M variance is at 67%.
- (12) Transportation: variance of 80% 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 67%. It is over budget due to higher than budgeted diesel prices.
- (13) Board & Governance: savings mainly due to underspending in Business & Finance in supplies, professional & contractual services and travel & subsistence at this time.