



# **Committee Meeting Agenda**

## **September 13, 2017 – 6:30 p.m.**

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- 1. Call to Order**
- 2. Consideration of Agenda**
  - 2.1 Additions/Deletions to Agenda
  - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Approval of Committee Notes**
  - 4.1 Amendment/Correction of Notes
  - 4.2 Approval of Committee Notes – June 14, 2017
- 5. Presentations**
- 6. Reports from Senior Administration**
- 7. Reports from Trustees and Standing Committees**
  - 7.1 Chair's Report

- 7.2 Trustees Report
- 7.3 Building & Maintenance
- 7.4 Finance & Human Resources
- 7.5 Education Policy
- 7.6 Advocacy Committee
- 7.7 Transportation

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

- 8.1 Alberta School Boards' Association Zone 2/3
- 8.2 Public School Boards' Association of Alberta
- 8.3 Teacher Board Advisory Committee (Policy Advisory – ATA)
- 8.4 Labour Management Committee (Policy Review – CUPE)
- 8.5 Community Services Advisory Board

## **9. New Business**

- 9.1 Policy Tracker
- 9.2 Policy I/1 – Student Transportation Services
- 9.3 Council of School Councils' Meeting

9.4 Central Office Modernization

9.5 Presentation Tracker 2017 – 2018

**10. Question Period**

**11. Unfinished Business**

**12. Information Items**

**13. Pending List**

**14. Adjournment**



# Notes of the Meeting of The Committee of the Whole Held at Morinville on June 14, 2017

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## Roll Call

Present were Trustees: Ms. Tracy Nowak (Chair); Mrs. Shelley Porter (Vice Chair); Mr. Terry Jewell; Mrs. Liz Kohle; Mrs. Misty Featherley; Mrs. Wendy Miller; 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).

## Call to Order

The Chair called the meeting to order at 6:30 p.m.

## Consideration of Agenda

### 2.1 Additions/Deletions to Agenda

### 2.2 Approval of Agenda

Moved by Mr. Jewell that the agenda be approved.

CARRIED 6/0

## Appointments

There were no appointments.

## Approval of Committee Notes

### 4.1 Amendment/Correction of Notes

## 4.2 Approval of Committee Notes

Moved by Mrs. Featherley that the notes of May 10, 2017 be approved as amended:

Page 3, the word 'Whole' to be added.

CARRIED 6/0

## Presentations

There were no presentations.

## Reports from Senior Administration

### 6.0 Senior Admin Report

Administration presented a verbal and written report on behalf of Senior Admin on the following:

- Student Gay Pride Activities at Morinville Public School. Trustees are invited. MP Randy Boissonnault is scheduled to attend.

## Reports from Trustees and Standing Committees

### 7.1 Chair's Report

No report was provided.

### 7.2 Trustees' Reports

#### Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended the Gay Pride Activities at Morinville Public School.

**Trustee Jewell (Gibbons/Lamoureux Area)**

Trustee Jewell reported that he attended the Ochre Park Parent Council Meeting and the Gibbons School Grade 9 Farewell.

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

Trustee Kohle reported that Legal Headstart Program will be moving to the Seniors Lodge for the 2017 – 2018.

**Trustee Nowak (Cardiff/Garrison Area)**

Trustee Nowak reported that she attended the Redwater High School Graduation.

**7.3 Building**

Ms. Nowak provided a verbal update on the following:

- New School in Morinville:
  - Sturgeon Public School Division to receive the Land Title by the end of the summer.
  - School will receive a \$250, 000 grant for a playground.
- Sturgeon Composite High School Modernization:
  - Gym floor
  - East side parking
  - Removal of old modulars
  - Installation of new modulars
- Observatory Platform at Lilian Schick School
- Lease Agreement Before and After School Care Program – Bon Accord Community School and Gibbons School
- Modular additions at Morinville Public School and Sturgeon Heights School for the 2017 – 2018 school year
- Central Office Modernization
- Town of Gibbons/Gibbons School land swap
- Riviere Qui Barre Crosswalk

A Building Committee Meeting is scheduled for August 23, 2017.

**7.4 Finance & Human Resources**

No report was provided.

**7.5 Education Policy**

No report was provided.

An Education Policy Meeting is scheduled for June 22, 2017.

**7.6 Advocacy**

No report was provided.

**7.7 Transportation**

A Transportation Committee Meeting and Bus Contractors Meeting is scheduled for June 20, 2017.

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

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

A verbal report was provided.

**8.2 Public School Boards Association of Alberta**

A verbal report was provided.

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

A verbal report was provided.

**8.4 Labour Management Committee (CUPE)**

No report was provided.

**8.5 Community Services Advisory Board**

No report was provided.

## **New Business**

**9.1 Policy Tracker**

Received as information.

**9.2 Policy D/I/13 – Instructional Materials**

Moved by Mr. Jewell that the Board of Trustees refer Policy D/I/13 – Instructional Materials to the June 28, 2017 Board Meeting.

CARRIED 6/0

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

Moved by Mr. Jewell that the Board of Trustees refer Policy F/II/1 – Curricular and Extra-curricular Fees to the June 28, 2017 Board Meeting.

CARRIED 6/0

**9.4 Policy I/1 – Student Transportation Fees**

Moved by Mrs. Porter that the Board of Trustees refer Policy I/1 – Student Transportation Fees to the June 28, 2017 Board Meeting.

CARRIED 6/0

**9.5 2017 – 2018 School Fees**

Moved by Mrs. Featherley that the Board of Trustees refer the 2017 – 2018 School Fees to the June 28, 2017 Board Meeting.

CARRIED 6/0

**9.6 2017 – 2018 Preliminary Budget**

Moved by Mr. Jewell that the Board of Trustees refer the 2017 – 2018 Preliminary Budget to the June 28, 2017 Board Meeting.

CARRIED 6/0



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

Moved by Mrs. Kohle that the Board of Trustees refer Locally Developed Courses Approval – Film and Media Art 15, 25, 35 (3 credits) to the June 28, 2017 Board Meeting.

CARRIED 6/0

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

Moved by Mrs. Featherley that the Board of Trustees refer Locally Developed Courses Approval – Film and Media Art 15, 25, 35 (5 credits) to the June 28, 2017 Board Meeting.

CARRIED 6/0

**9.9 July/August Committee of the Whole and Board Meetings**

Moved by Mr. Jewell that the following recommendation be referred to the June 28, 2017 Board Meeting for approval:

That the July and August Committee of the Whole meetings be cancelled; the July Board meeting be cancelled, and the August Board meeting be scheduled for August 23, 2017.

CARRIED 6/0

**9.10 Election 2017 – Bylaw 1-17, A bylaw to adopt modified voting procedure**

Moved by Mr. Jewell that Bylaw 1 – 17, a bylaw to adopt modified voting procedure be referred to the June 28, 2017 Board Meeting for approval.

CARRIED 6/0

## **Question Period**

## **Unfinished Business**

## **Information Items**

## **Pending List**

8:04 p.m. – Moved by Mrs. Porter that the Board go in camera.

CARRIED 6/0

8:35 p.m. – Moved by Mr. Jewell that the Board go out of camera.

CARRIED 6/0

## **Adjournment**

The meeting adjourned at 8:36 p.m.

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



# Committee of the Whole Memorandum

Date: September 13, 2017  
To: Committee of the Whole  
From: Senior Administration  
Subject: Seniors Report

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## **Beginning Teachers**

Division administration organized a 'beginning teachers boot camp' for new teachers this year on Tuesday August 29<sup>th</sup>. The boot camp is the first in a series of training session we will offer new teachers this year. New teacher training is facilitated by Thomas Holmes, Associate Superintendent of Human Resources, Mark Lockwood, Director of Curriculum and Instruction and Steven Langer, Principal of Lilian Schick School.

The curriculum included 'sturgeonizing' our new staff by introducing them to Sturgeon Public School Division, our priorities and the reasons why Sturgeon is a great place to work. Facilitators included a discussion alongside our ATA Local regarding the elevated expectations Sturgeon has for teacher conduct. This conversation included the professional code of conduct, social media and what it means to be a professional. In the afternoon, the agenda included modeling learning activities that get students active and learning through indigenous games. Move and Play Through Traditional Games was facilitated by the Be Fit for Life network. These activities were organized to promote our priorities regarding student belonging and teaching excellence.

COMMITTEE

## **Welcome Back Breakfast**

On Wednesday August 31st, Senior Administration held a Welcome Back breakfast for all staff on behalf of our Board of Trustees. Thank you to Chair Nowak and Trustees Kohle, Miller and Featherley for representing the Board of Trustees.

The event was held at the Morinville Community Cultural Centre (MCCC) and was a collaboration between Sturgeon Public School Division and our ATA and CUPE locals. Volunteers arrived early on Wednesday morning to cook pancakes and sausages for our staff. Thanks to our Board of Trustees and volunteer staff, we fed almost 600 staff in just under 40 minutes!

Our program included some comments from our Superintendent, Organizational Health and Wellness Steering Committee and locals. We also welcomed new staff to the division with a Sturgeon pin. Following the event, a drone photographed our staff from high above the MCCC. Division administration has received numerous positive comments from staff about the morning opportunity to see colleagues and start the school year off together.





## Committee of the Whole Memorandum

Date: September 13, 2017  
To: Committee of the Whole  
From: Michèle Dick, Superintendent  
Subject: Policy Tracker

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### **Background:**

Attached for Trustee information is the 2017 – 2018 SY Policy Tracker. Also for Trustee information, is a copy of the completed 2016 – 2017 SY Policy Tracker.



# POLICY TRACKER (School Year 2017-2018)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
			COW	Education			
August-17							
September-17							
I/1	Student Transportation Services	2017-Sept-13	Ref. from Aug. 23/17 PB				
October-17							
November-17							
D/II/02	School Operation in Emergency	2017-Nov-8	Ref. from Mar 22/17 PB				
D/II/08	School Buildings Alternative Utilization or Closure	2017-Nov-8	Ref. from Mar 22/17 PB				
D/II/09	School Inclement Weather Policy	2017-Nov-8	Ref. from Mar 22/17 PB				
D/II/14	School Based Decision Making	2017-Nov-8	Ed Policy 2017-Sept.				
E/II/2	Trustee Renumeration and Expense Reimbursement	2017-Nov-8					
F/II/05	Healthy School Communities	2017-Nov-8					
I/03	Inclement Weather	2017-Nov-8	Ref. from Mar 22/17 PB				
December-17							
January-18							
F/II/02	Challenge of Learning Resources	2018-Jan-10	Ed Policy 2017-Sept.				
F/II/13	Controversial Issues in Education	2018-Jan-10					
G/II/08	Crisis and Critical Incidents	2018-Jan-10					





# POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
<b>August-16</b>						
<b>September-16</b>						
E/II/1	Employee Expense Reimbursement	2016-Sept-14	COW Education Bidg HR Transportation O & M		Committee of the Whole	Approved 28 September 2016
E/II/2	Trustee Remuneration and Expense Reimbursement	2016-June-8 (discussion)	Ref to Ed. Committee (May 2016) (Fall 2016)			Approved 28 September 2016
F/III/3	Awards Policy	2016-Sept-14				Approved 28 September 2016
F/IV/2	Restricted and Illicit Drugs	2016-Jan-13 2016-May-11 2016-June-8 2016-Sept-14	Ref to Ed. Committee (Feb 2016) (Apr 21, 2016) (Fall 2016) (May 13, 2016)			Approved 28 September 2016
<b>October-16</b>						
D/II/15	Financial Accountability and Audit	2016-Oct-12				Approved 26 October 2106
F/IV/3	Student Suspensions and Expulsions	2016-Oct-12				Approved 26 October 2106
NEW	Acknowledging Territories of Indigenous Communities	2016-Oct-12 2016-Nov-9	Ref to Ed. Committee (next meeting)			Reference Policy E/III/1 Board Procedures Approved 2017-Feb-22
<b>November-16</b>						
D/II/2	School Operation in Emergency	2016-Nov-9				Approved 23 November 2016
E/II/8	Reduction in Professional Staff	2016-Nov-9				Approved 23 November 2016
G/II/5	Student Placement	2016-Nov-9				Approved 23 November 2016
G/II/3	Emergency Preparedness	2016-Nov-9				Rescinded 23 November 2016





# POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
<b>December-16</b>						
B//1	Trustee Functions, Trusteeship & Policy	2016-Dec-14 2017-Feb-8	Ref back to CoW by Ed Committee (2016-Nov-28)		Committee of the Whole	Approved 2017-Jan-25
<b>January-17</b>						
B//3	Committees of the Board	2017-Jan-11 2017-Apr-12				Approved 2017-Apr-26
C/1	Organization Chart	2017-Jan-11				Approved 2017-Jan-25
D//1	Operational School Year	2017-Jan-11				Approved 2017-Jan-25
F//9	Operation of School Media Resource Centre	2017-Jan-11				Approved 2017-Jan-25
G//6	Home Education	2017-Jan-11				Approved 2017-Jan-25
G//7	Student Accident Insurance	2017-Jan-11				Approved 2017-Jan-25
<b>February-17</b>						
B//1/1	Board Procedures	2017-Feb-8	Ref. to Ed. Policy Committee Jan. 17-17			Approved 2017-Feb-22
D//1	Fiscal Management	2017-Feb-8				Approved 2017-Feb-22
F//6	Religious Instruction	2017-Feb-8				Approved 2017-Feb-22
F//1/2	Field Trips	2017-Feb-8 2017-Mar-8	Ref. to March CoW Feb 22-17			Approved 2017-Mar-22
F//1/4	Student Evaluation Policy	2017-Feb-8				Approved 2017-Feb-22
G//1/4	Student Illness or Accident	2017-Feb-8				Approved 2017-Feb-22



# POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW Education Bldg HR Transportation O & M	Committee of the Whole	
<b>March-17</b>							
D/III/9	School Incident Weather Policy	2017-Mar-8	Ref. to September CoW Sept. 13, 2017				Forwarded to Sept. 13, 2017 CoW
G/II/4	Learning Support Services	2017-Mar-8					Approved 2017-Mar-22
H/I/1	Video Surveillance and Recording in Schools	2017-Mar-8					Approved 2017-Mar-22
<b>April-17</b>							
D/III/1	Equity, Diversity, Inclusion and Human Rights	2017-Apr-12 2017-May-10	Ref. to Ed. Policy Committee May 10-17				Affirmed 2017-May-24
D/III/2	Sexual Orientation, Gender Identity and Gender Expression	2017-Apr-12 2017-May-10	Ref. to Ed. Policy Committee May 10-17				Affirmed 2017-May-24
G/II/3	English as a Second Language	2017-Apr-12					Approved 2017-Apr-26
G/II/1	Alternate Learning Opportunity	2017-Apr-12					Approved 2017-Apr-26
G/III/5	Child Abuse and Neglect Prevention	2017-April 12					Approved 2017-Apr-26
I/1	Student Transportation Services	2017-April 12 2017-June-14					Approved 2017-Apr-26
<b>May-17</b>							
<b>June-17</b>							
D/I/13	Instructional Materials	2017-June-14					Approved 2017-June-28
F/III/1	Curricular and Extra-curricular Fees	2017-June-14					Approved 2017-June-29



## Committee of the Whole Memorandum

Date: September 13, 2017

To: Committee of the Whole

From: Transportation Committee

Subject: Policy I/1 – Student Transportation Services  
Proposed amended name Policy I/1 – Transportation Services  
Board Regulation, Transportation 2 – Student Transportation  
Fees  
Proposed amended name Board Regulation, Transportation 2 –  
Transportation Services and Fees

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### **Background:**

The Transportation Committee meeting is scheduled for September 8, 2017 at which time the Transportation Committee will be discussing Policy I/1 – Student Transportation Services (proposed amended name Policy I/1 – Transportation Services), as well as Board Regulation, Transportation 2 – Student Transportation Fees (proposed amended name Board Regulation, Transportation 2 – Transportation Services and Fees).

Recommendations of the Transportation Committee with respect to the above Policy and Board Regulation will be presented and discussed at the September 13, 2017 Committee of the Whole meeting.



## Committee of the Whole Memorandum

Date: September 13, 2017  
To: Committee of the Whole  
From: Ruth Kuik, Associate Superintendent, Education Services  
Subject: Council of School Councils' Meeting

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### **Background**

Each year the Board of Trustees has hosted the first meeting of the Sturgeon Council of School Councils at Central Office. The meeting is usually held in late October/early November in order to give schools the opportunity to have parent meetings to elect their chair and vice chair persons.

Trustees may wish to contemplate bringing this item forward to the November Committee of the Whole meeting at which time a date can be determined.

### **Recommendation**

That the Committee of the Whole provide direction to Administration regarding the possible date for a meeting of the Council of School Councils.

COMMITTEE 9.3



## Committee of the Whole Memorandum

Date: September 13, 2017  
To: Committee of the Whole  
From: Ruth Kuik, Associate Superintendent, Education Services  
Subject: Central Office Modernization

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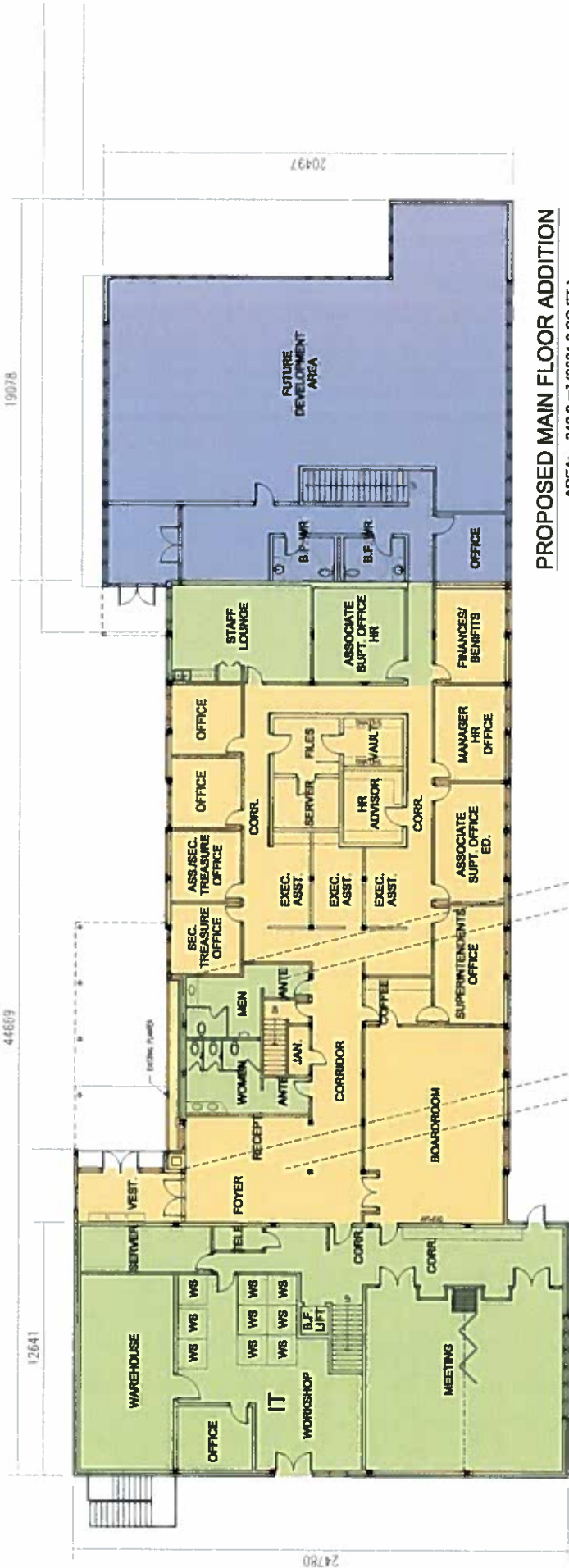
### Background

Attached for review are the four design concepts provided by S. Bushnell from BR2.

Administration will speak to the associated benefits and challenges of each design concept.

### Recommendation

That the Committee of the Whole review the design options for the Central Office Modernization and advise Senior Administration accordingly.



**PROPOSED MAIN FLOOR ADDITION**

AREA: 342.0 m<sup>2</sup> (3681.0 SQ.FT.)

**EXISTING MAIN FLOOR PLAN**

AREA: 867.1 m<sup>2</sup> (9333.3 SQ.FT.)

**EXISTING BASEMENT PLAN**

AREA: 56.7 m<sup>2</sup> (610.3 SQ.FT.)

**LEGEND**

- AREA OF MAJOR MODERNIZATION
- AREA OF MINOR MODERNIZATION
- AREA OF ADDITION



PROPOSED MAIN FLOOR PLAN - OPTION 6c

STURGEON SCHOOL DIVISION - CENTRAL OFFICE - Redevelopment Concept  
STURGEON COUNTY, ALBERTA

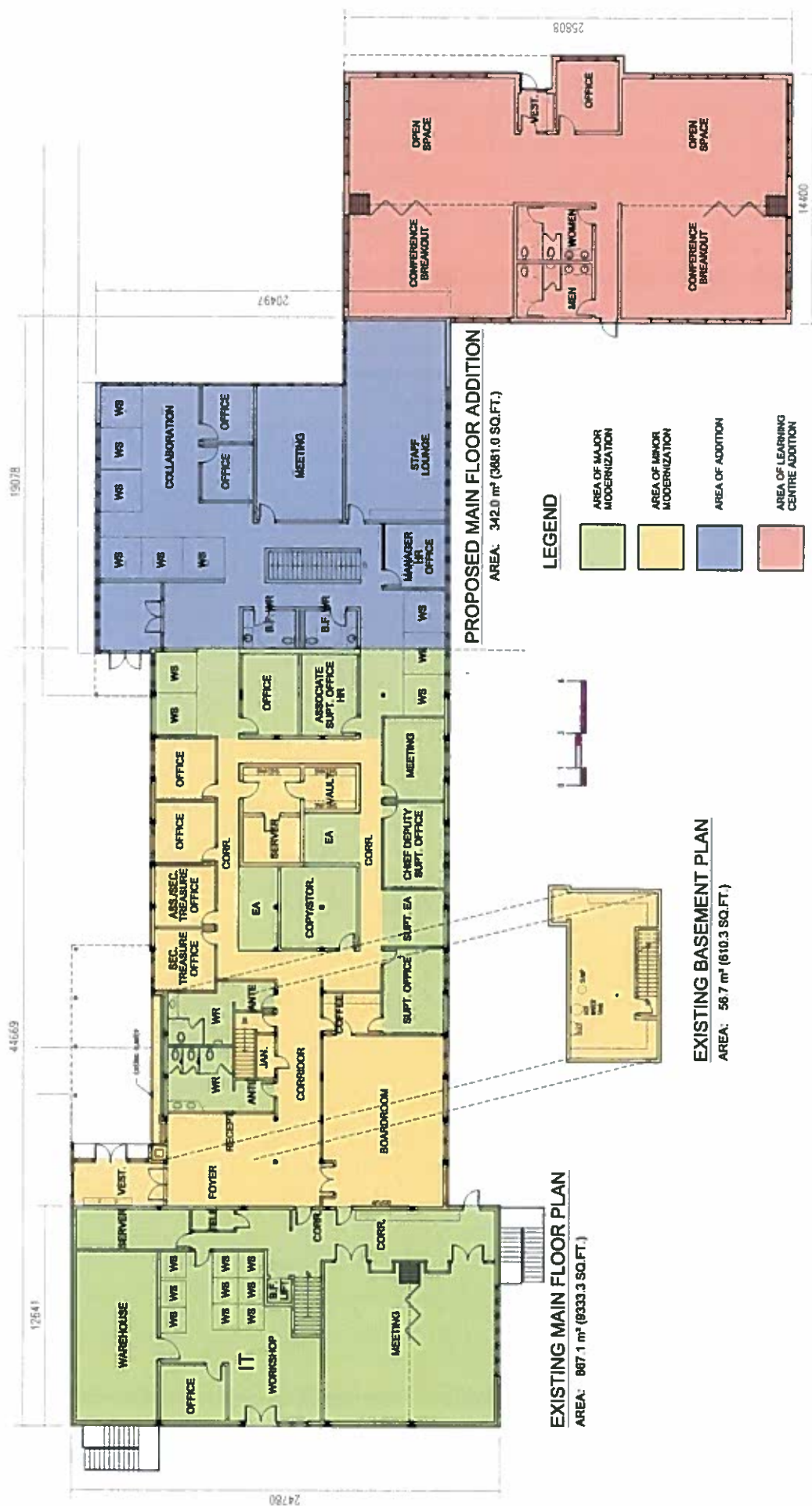


PROPOSED MAIN FLOOR PLAN - OPTION 6d

**A2d**  
AUG 23, 2017

**STURGEON SCHOOL DIVISION - CENTRAL OFFICE - Redevelopment Concept**  
STURGEON COUNTY, ALBERTA





12641

44669

19078

24780

20497

25808

14400

**PROPOSED MAIN FLOOR ADDITION**  
AREA: 342.0 m<sup>2</sup> (3681.0 SQ.FT.)

**EXISTING MAIN FLOOR PLAN**  
AREA: 867.1 m<sup>2</sup> (9333.3 SQ.FT.)

**EXISTING BASEMENT PLAN**  
AREA: 56.7 m<sup>2</sup> (610.3 SQ.FT.)

**PROPOSED LEARNING CENTRE ADDITION**  
AREA: 371.6 m<sup>2</sup> (4000.0 SQ.FT.)

**LEGEND**

- AREA OF MAJOR MODERNIZATION
- AREA OF MINOR MODERNIZATION
- AREA OF ADDITION
- AREA OF LEARNING CENTRE ADDITION

PROPOSED MAIN FLOOR PLAN - OPTION 6a

**STURGEON SCHOOL DIVISION - CENTRAL OFFICE - Redevelopment Concept**  
STURGEON COUNTY, ALBERTA



**A2a**

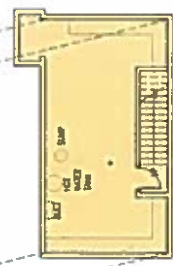
AUG 23, 2017





**EXISTING MAIN FLOOR PLAN**  
 AREA: 867.1 m<sup>2</sup> (9333.3 SQ.FT.)

**LEGEND**



**EXISTING BASEMENT PLAN**

AREA: 56.7 m<sup>2</sup> (610.3 SQ.FT.)



PROPOSED MAIN FLOOR PLAN - OPTION 6b

**A2b**  
 STURGEON SCHOOL DIVISION - CENTRAL OFFICE - Redevelopment Concept  
 STURGEON COUNTY, ALBERTA  
 AUG 23, 2017



## Committee of the Whole Memorandum

Date: September 13, 2017  
To: Committee of the Whole  
From: Michele Dick, Superintendent of Schools  
Subject: DRAFT 2017/2018 CoW/Public Board Presentation Tracker

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### **Background:**

Attached for Trustee information is the DRAFT 2017/2018 CoW/Public Board Presentation Tracker. At this time, Senior Administration is seeking input from the Board for additional presentation topics to be placed on the tracker.

**2017/2018 CoW/Public Board Presentation Tracker**

	Alignment to Three Year Education Plan	Presentation/Report	Key Contact
September Public Committee of the Whole			
September Public Board			
October Public Committee of the Whole			
October Public Board		Organizational Meeting	
November Public Committee of the Whole			
November Public Board		AERR 2016 - 2017 Financial Statements	Ruth Kuik Phil Dirks, CA, Hawkings Epp Dumont LLP
December Public Committee of the Whole			
December Public Board			
January Public Committee of the Whole			
January Public Board			
February Public Committee of the Whole			
February Public Board			
March Public Committee of the Whole			
March Public Board		New Curriculum	Mark Lockwood
April Public Committee of the Whole			
April Public Board		LOGOS and French Immersion Program Review	Mark Lockwood
May Public Committee of the Whole			
May Public Board		Three Year Education Plan 2018 - 2019 Budget	Ruth Kuik Iva Paulik
June Public Committee of the Whole			
June Public Board			
September 6, 2017	* Public Committee of the Whole - meeting starts @ 6:30 p.m. * Public Board - meeting starts @ 4:30 p.m.		