



Committee Meeting Agenda

May 9, 2018 – 6:30 p.m.

1. Call to Order

2. Consideration of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

3. Appointments

3.1 LOGOS and French Immersion Program Review,
Mr. Mark Lockwood, Director of Curriculum & Instruction,
Sturgeon Public School Division

4. Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes – April 11, 2018

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 B/III/5 – Comments, Delegations and Presentations at Board Meetings and Board Regulation, Board 2 –

Comments, Delegations and Presentations at Board Meetings

- 9.3 Policy D/II/6 – Appeals
- 9.4 Policy E/II/1 – Employee Expense Reimbursement
- 9.5 Policy E/IV/5 – Alcohol and Substances in the Workplace
- 9.6 Policy F/III/1 – Student Records Management
- 9.7 Sturgeon Public School Division DRAFT Three Year Education Plan 2018/19 – 2020/21 – Goals, Priorities and Strategies
- 9.8 Locally Developed Courses Approval – Forensic Studies 25 & 35 (3 credits)
- 9.9 Locally Developed Courses Approval – Military Studies 15 & 25 (3 credits)
- 9.10 Locally Developed Courses Approval – Military Studies 15 & 25 (5 credits)
- 9.11 Non-Resident Fee Schedule 2018 – 2019
- 9.12 2018 – 2019 Budget Discussions

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 April 11, 2018

Roll Call

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

Call to Order

The Chair called the meeting to order at 6:36 p.m.

Consideration of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Moved by Mrs. Oatway-McLay that the agenda be approved.

CARRIED 7/0

Appointments

3.1 First Nation, Métis, and Inuit, Mr. Mark Lockwood, Director of Curriculum & Instruction, Sturgeon Public School Division

Mr. Mark Lockwood, Director of Curriculum & Instruction, Sturgeon Public School Division, provided a presentation titled, "Our Journey of Indigenous Cultural Understanding".

Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mrs. Featherley that the notes of March 14, 2018 be approved.

CARRIED 7/0

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:

- SOGI 123 (Sexual Orientation and Gender Identity)

Reports from Trustees and Standing Committees

7.1 Chair's Report

Trustee Jewell reported that he attended:

- Gibbons School Council Meeting
- Council of School Councils' Meeting

7.2 Trustees' Reports

Trustee Featherley (Morinville Area)

Trustee Featherley reported that she attended:

- Morinville Public School Council Meeting

Trustee Kohle (Bon Accord/Legal Area)

Trustee Kohle reported that she attended:

- Oak Hill School Meeting

Trustee Oatway-McLay (Cardiff/Garrison Area)

Trustee Oatway-McLay reported that she attended:

- Guthrie School Council Meeting
- Grade 6 Presentation on Governance/Trusteeship

Trustee Pequin (Redwater/Coronado Area)

Trustee Pequin reported that she attended:

- Ochre Park School Council Meeting

Trustee Sherwin (Sturgeon Valley/West St. Albert Area)

Trustee Sherwin reported that he attended:

- Community Services Advisory Board Meeting
- Morinville Rotary Breakfast Meeting

7.3 Building

A verbal report was provided on the following:

- Hutterite Colony School Agreement
- Sturgeon Composite High School Modernization Update
- Project Coordinator Update
- Camilla Replacement School
- Central Office Modernization

A Building Committee meeting is scheduled for Monday, May 7, 2018.

7.4 Finance & Human Resources

A verbal report was provided.

A Budget meeting is scheduled for Wednesday, April 18, 2018.

7.5 Education Policy

No report was provided.

7.6 Advocacy

A verbal report was provided on the following:

- 'Student Voice' work.

7.7 Transportation

No report was provided.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

No report was provided.

8.2 Public School Boards Association of Alberta

No report was provided.

Public School Boards Association of Alberta Council Meeting is scheduled for April 12 – 14, 2018.

8.3 Teacher Board Advisory Committee (ATA)

No report was provided.

8.4 Labour Management Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

A verbal report was provided.

New Business

9.1 Policy Tracker

The Policy Tracker was received as information.

9.2 Policy E/IV/3 – Cell Phone Use

Policy E/IV/3 – Cell Phone Use was received as information.

9.3 Policy F/I/8 – French Language Programs and Languages Other than French or English

Moved by Mrs. Featherley that the Board of Trustees refer Policy F/I/8 – French Language Programs and Languages Other than French or English to the April 25, 2018 Board Meeting.

CARRIED 7/0

9.4 Policy F/I/11 – Off-Campus Education

Moved by Mrs. Kohle that the Board of Trustees refer Policy F/I/11 – Off-Campus Education to the April 25, 2018 Board Meeting.

CARRIED 7/0

9.5 2018 – 2019 School Fees

Referred to the 2018 – 2019 School Fees to the April 25, 2018 Board Meeting.

9.6 Policy I/1 – Transportation Services and Board Regulation, Transportation 2 – Transportation Services and Fees

Moved by Mrs. Kohle that the Board of Trustees refer Policy I/1 – Transportation Services and Board Regulation, Transportation 2 – Transportation Services and Fees to the April 25, 2018 Board Meeting.

CARRIED 7/0

9.7 Book Award: Rate/Class

Moved by Mr. Jewell that the Board of Trustees refer Book Award: Rate/Class to the April 25, 2018 Board Meeting.

CARRIED 7/0

Question Period

Unfinished Business

Information Items

Pending List

Adjournment

The meeting adjourned 7:59 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: May 9, 2018
To: Committee of the Whole
From: Senior Administration
Subject: Seniors' Report

Sturgeon Night of Art and Music

Monday, April 23rd saw students from all schools throughout the division descend on the Edmonton City Hall and the Francis Winspear Centre for Music to display their many talents in the areas of art and music. More than 1600 adoring family members filled the hall and were treated to, yet again, a superb evening of entertainment.

Staff Long Service Recognition

The Long Service Awards ceremony is held the Friday before the long weekend in May each school year. This year it will be held on May 18 at the Italian Cultural Centre. The program recognizes years of service for 5, 10, 15 and so on as well as retirements from the division. Honorees receive a small token of recognition and a certificate highlighting their years of service to the division. Our Board of Trustees hosts the event which has become a highlight for all members of the SPSD staff.

COMMITTEE



Committee of the Whole Memorandum

Date: May 9, 2018
To: Committee of the Whole
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:

Gibbons School

May 10 - 11, 2018 20 junior high band students to Sturgeon Composite High School for a band workshop/clinic, then to Kamp Kiwanis for a band retreat.

Redwater School

June 5 - 7, 2018 6 Wildlife 10/20 students to Jackson Lake for canoeing and camping excursion.

Sturgeon Composite High School

May 3 - 6, 2018 7 Drama 20/30 students to Red Deer for One Act Provincials.



Committee of the Whole Memorandum

Date: May 9, 2018
To: Committee of the Whole
From: Michèle Dick, Superintendent
Subject: Policy Tracker

Background:

Attached for Trustee information is the 2017 – 2018 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
August-17						
			<ul style="list-style-type: none"> <input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bldg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M 		Committee of the Whole	Public Board
September-17						
I/1	Student Transportation Services	2017-Sept-13	Ref. from Aug. 23/17 PB			Approved 2017-Sept-27
October-17						
November-17						
D/II/11	Agencies Interviewing Students at School	2017-Nov-8				Rescinded 2017-Nov-22
E/II/2	Trustee Renumeration and Expense Reimbursement	2017-Nov-8	Forwarded to Brd Retreat Jan 2018			Approved 2017-Nov-22
F/II/05	Healthy School Communities	2017-Nov-8				Approved 2017-Nov-23
G/II/05	Child Abuse and Neglect Prevention	2017-Nov-8				
December-17						
January-18						
B/III/4	Communications	2018-Jan-17				Approved 2017-Jan-31
B/IV/2	Board-Staff Communication	2018-Jan-17				Approved 2017-Jan-31
B/IV/3	Media and Public Relations	2018-Jan-17				Rescinded 2017-Jan-31



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	Committee of the Whole	
January-18 cont'd							
D//02	School Operation in Emergency	2018-Jan-17	Ref. from Mar 22/17 PB				Approved 2017-Jan-31
D//08	School Buildings Alternative Utilization or Closure	2018-Jan-17	Ref. from Mar 22/17 PB				Approved 2017-Jan-31
D//09	School Incident Weather Policy	2018-Jan-17	Ref. from Mar 22/17 PB				Rescinded 2017-Jan-31
F//02	Challenge of Learning Resources	2018-Jan-17	Ed Policy 2017-Sept.				Approved 2017-Jan-31
F//13	Controversial Issues in Education	2018-Jan-17					Approved 2017-Jan-31
G//08	Crisis and Critical Incidents	2018-Jan-17					Approved 2017-Jan-31
I//03	Inclement Weather	2018-Jan-17	Ref. from Mar 22/17 PB				Approved 2017-Jan-31
I//49 E//V/3	Cell Phone Use	2018-Jan-17	Apr 11/18 - CoW(FI only)				Approved 2017-Jan-31 2018-Feb-28
February-18							
E//V/4	Employee Absences	2018-Feb-14					Approved 2018-Feb-28
F//V/4	Copyright	2018-Feb-14					Approved 2018-Feb-28
F//V/1	School Attendance Policy	2018-Feb-14					Approved 2018-Feb-28
March-18							
D//11	Public Interest Disclosure (Whistleblower)	2018-Mar-14					Approved 2018-Mar-28
D//11/1	Equity, Diversity Inclusion and Human Rights	2018-Mar-14					Approved 2018-Mar-28
D//11/2	Sexual Orientation, Gender Identity and Gender Expression	2018-Mar-14					Approved 2018-Mar-28
F//V/4	Student Conduct	2018-Mar-14					Approved 2018-Mar-28



Committee of the Whole Memorandum

Date: May 9, 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:

Please find attached 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 for Trustee consideration.

Recommendation:

That the Committee of the Whole review Policy B/III/5 – Comments, Delegations and Presentations at Board Meetings and Board Regulation Board 2 Comments, Delegations and Presentations at Board Meetings and advise Senior Administration accordingly.



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 ~~(If applicable)~~ 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



Committee of the Whole Memorandum

Date: May 9, 2018

To: Committee of the Whole

From: Michele Dick, Superintendent of Schools

Subject: Policy D/I/6 Appeals, Board Regulation Administration 2 – Appeals, Administrative Practice Administration 19 – Appeals and Administration 19 – Appeals Index 1

Background:

Attached for Trustee consideration is a revised draft of Policy Policy D/I/6 Appeals. Associated Board Regulation Administration 2 – Appeals, and associated Administrative Practice Administration 19 – Appeals are also attached for ease of reference.

Recommendation:

That the Committee of the Whole review Policy D/I/6 Appeals and advise Senior Administration accordingly.

COMMITTEE

9.2



1.0 POLICY

The Board of Trustees expects staff members to resolve issues with stakeholders in a proactive, respectful and timely manner. The Board recognizes, however, that a resolution acceptable to both parties cannot always be achieved. Further, the Board respects the right of stakeholders to appeal decisions of the administration to the Board. Therefore, upon request, the Board will hear appeals when a decision of an employee significantly affects the education of a student. In addition, the Board reserves the right to hear or not to hear appeals on other matters.

References: *Admin Practice(s): Administration 19--Appeals
Administration 19—Appeals Index 1
Board Regulation: Administration 2—Appeals
School Act: Section: 123 & 124 Appeals to the Board*



ADMINISTRATION 2 – Appeal

Date: December 20, 2010

Revised:

Responsible Administrator: Superintendent

1.0 Board Regulation, Administration 2—Appeals shall be administered in compliance with Policy D/I/3 and Administrative Practice 19—Appeals.

2.0 PROCESS

2.1 Stakeholders are expected to take their concerns through appropriate levels of consultation prior to making an appeal to the board. Therefore, in cases where a stakeholder does not accept a decision made by district staff and wishes to take the matter further, ~~he/she~~ **the individual** would direct the concern to the administrator of the school or to the appropriate department manager/supervisor.

2.1.1 If further action is desired, the next step would be **to** the Superintendent of Schools and subsequently an appeal in writing to the Board of Trustees.

2.2 The Board will decide at its next meeting after receiving the request whether or not to hear the appeal.

2.3 If the board decides not to hear the appeal, the board will inform the stakeholder in writing of the reason(s) for the decision.

2.4 If the board decides to hear the appeal, the Superintendent will inform the stakeholder, in writing, of the proposed date and location for the appeal hearing. A copy of the Appeal Policy and Board Regulation will be provided at the same time.

2.5 The board shall address the appeal in one of two ways, by:

2.5.1 The board as a Committee of the Whole

2.5.2 A sub-committee of the board

2.6 The appeal hearing will be conducted in accordance with a pre-set agenda (Appendix 1)

2.7 The stakeholder making the appeal may be represented by an advocate or legal counsel, at ~~his or her~~ **the individual's** own initiative and expense. The administration may also use an advocate or legal counsel.

References: *Board Policy(s): Policy D/I/6 Appeals*
Admin Practice(s): Administration 19 Appeals
Administration 19 Appeals Appendix 1
School Act, Section 123 & 124 Appeals to the Board

ADMINISTRATION 2 – Appeal

Date: December 20, 2010

Revised:

Responsible Administrator: Superintendent

- 2.8 The board will inform both parties of the result of the appeal, in writing, within three days of the appeal hearing. If the board upholds the administration's decision, then in the same letter, the individual will be informed of the right of appeal to the Minister under section 124 of the School Act (where applicable).

References: *Board Policy(s): Policy D/1/6 Appeals*
Admin Practice(s): Administration 19 Appeals
Administration 19 Appeals Appendix 1
School Act, Section 123 & 124 Appeals to the Board



ADMINISTRATION 19 – Appeal

Original Date: Dec. 20, 2010

Revised Date: Jan. 26, 2011

Responsible Administrator: Superintendent

1.0 RATIONALE

The Board of Trustees has established a policy and Board Regulation related to stakeholder requests to appeal the decision of a division employee. This Administrative Practice supports the Policy and Board Regulation.

2.0 PROCESS

2.1 Administrators are responsible for encouraging staff to mutually resolve issues with stakeholders. If the issue remains unresolved, it should, then, be referred to the site based administrator/**manager**.

2.2 Administrators are responsible for ensuring that stakeholder concerns are well documented. This documentation should include:

2.2.1 A description of the concern;

2.2.2 A record of stakeholder-staff interactions, staff decisions and actions, and stakeholder actions; as well as,

2.2.3 Related correspondence.

2.3 If the issue is not resolved at the local administrative/**management** level, the administrator/**manager** will inform the stakeholder that the matter may be directed to the Superintendent of Schools or **his/her** designate.

2.3.1 The site administrator/**manager** shall ensure stakeholders are provided a copy of Policy D/I/3, Appeals as well as Board Regulation 2 and Administrative Practice 19.

2.4 If the issue is not resolved by the Superintendent or designate, ~~he/she~~ **the stakeholder shall be informed of the stakeholder of the board's appeal procedures.**

References: *Board Policy: Policy D/I/6 Appeals*
Board Regulation Administration 2 Appeals
Administration Practice: Administration 19 Appeals Appendix 1
School Act, Section 123 & 124—Appeal to the Board



**Special Board Meeting Agenda
Appeal Hearing
Month 00, 0000 at 00:00 am/pm
Location**

- 1. Call to Order**
- 2. Agenda Consideration and Approval**
- 3. Motion to Go-in-Camera**
- 4. Introduction by Superintendent**
- 5. Outline of Procedure - Chair**
- 6. Superintendent's and/or Representative's Presentation**
- 7. Trustee Questions of Superintendent and/or Representative**
- 8. Applicant's and/or Representative's Presentation**
- 9. Trustee Questions of Applicant and/or Representative**
- 10. Recess if Desire**
- 11. Superintendent's and/or Representative's Rebuttal**
- 12. Applicant's and/or Representative's Rebuttal**
- 13. Opportunity for Questions by Trustees**
- 14. Deliberations by the Board in Closed Session**
- 15. Call all Parties back to Meeting**
- 16. Motion to Go-Out-of-Camera**
- 17. Board Decision by Motion and Vote**
- 18. Adjournment**



Committee of the Whole Memorandum

Date: May 9, 2018

To: Committee of the Whole

From: Thomas Holmes, Associate Superintendent of Human Resources and Leadership Support

Subject: Policy E/II/1 – Employee Expense Reimbursement

Background

Attached for Trustee review is Policy E/II/1 – Employee Expense Reimbursement. Suggested revisions are provided for Trustee consideration.

There is a recommendation to rescind the associated Administrative Practice, Human Resources Management 34 – Staff Travelling Between Schools. Also attached is a revised Financial Management 14 – Mileage Claims for Trustee information.

Recommendation:

That the Committee of the Whole review Policy E/II/1 – Employee Expense Reimbursement and advise Senior Administration accordingly.



E/II/1 – Employee Expense Reimbursement

E/II/1

EFFECTIVE: Sept. 4, 1985

REVISED: Sept. 28, 2016

REVIEW: 2021-2022

1.0 POLICY

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

References: **Income Tax Act**
Canada Revenue Agency
Board Policy: *D/1/8 - 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~~**Employee Mileage Reimbursement***
HRM-34 – ~~Staff Travelling Between Schools~~



HUMAN RESOURCES MANAGEMENT 34 – Staff Travelling Between Schools

Date: June 4, 2003

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

At times, staff are hired to positions that require the staff member to travel between schools during the school day. In such cases, the staff member is entitled to claim travel allowance.

2.0 PROCESS

The Associate Superintendent, Human Resources will establish and monitor a process to administer this Administrative Practice.

3.0 GUIDELINES

- 3.1 Staff who are required to travel between schools during the school day to render service are eligible to claim travel allowance using the Division's Expense Claim Form.
- 3.2 Reimbursement will be at the rate set out in Administrative Practice Financial Management 7, Clause 3.3.1.1.
- 3.3 Claims for travel should be submitted monthly.
- 3.4 The Expense Claim Form shall be approved by a principal at one of the schools in question.
- 3.5 Claims under this Administrative Practice will be charged to Superintendent's Emergent Fund.
- 3.6 This Administrative Practice applied to substitute staff who are hired to replace a regular staff member with the above type of assignment.
- 3.7 This Administrative Practice does not apply to substitute staff who accept positions for two regular staff members in different schools.

References: *ATA Collective Agreement, CUPE Collective Agreement, General Pay Plan*



FINANCIAL MANAGEMENT 14 – **Employee Mileage Reimbursement Claims**

Date: ~~June 4, 2003~~ ~~January 27, 2006~~ Responsible Administrator: Secretary Treasurer

1.0 1.0—RATIONALE

~~At times, Sturgeon School Division employees from time to time are hired to positions that require reimbursed for the employee to travel between schools during the use of their personal vehicles for school day. In some cases, the employee is entitled to claim travel expenses business.~~

2.0 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.~~

~~The Secretary Treasurer will be responsible to administer this administrative process. The Board of Trustees establishes the Operational School Year for the Division in which professional development days are designated. The professional development days are either Division-based or school-based.~~

3.0—GUIDELINES

3.1— ~~All mileage charges must be approved by the principal /supervisor for approved activities:~~

3.1.1— ~~Mileage claims for employee travel —operational days: (above normal miles travelled in a day)~~

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

FINANCIAL MANAGEMENT 14 – Employee Mileage Reimbursement Claims

Date: ~~June 4, 2003~~ January 27, 2006 Responsible Administrator: Secretary Treasurer

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- ~~3.1.1.1~~ from school to school shall be calculated as determined year to year per Administrative Practice Financial Management 7.
 - ~~2.13.2~~ from school to place of the day are not eligible for reimbursement. required activity shall be calculated from school to place of activity.
 - ~~3.1.2~~ Mileage claims non operational days:
 - ~~3.1.2.1~~ from home to place of activity shall be calculated from home to place of activity.
 - ~~2.23.3~~ On division professional development days, where the worksite work site is not at Central Office or the school, the designated site becomes the place of work, therefore mileage is not eligible to be claimed.
 - ~~2.33.4~~ 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.
 - ~~2.43.5~~ 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.
 - ~~2.53.6~~ Employees and supervisors have a responsibility to create a work schedule that meets student-learning needs and takes into consideration prudent financial decisions.
 - ~~2.63.7~~ 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.
 - ~~2.73.8~~ Claims for travel shall be submitted monthly by the Employee.
 - ~~2.83.9~~ The Expense Claim Form shall be approved by the supervisor of the site responsible for the expense.

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

FINANCIAL MANAGEMENT 14 – Employee Mileage Reimbursement Claims

Date: ~~June 4, 2003~~ January 27, 2006 Responsible Administrator: Secretary Treasurer

~~2.9~~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.

~~2.10~~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.

~~2.11~~3.12 This Administrative Practice does not apply to casual employees who accept positions for two regular employees in different schools.

~~All mileage claims must be submitted for reimbursement as per Policy E/II/1.~~

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



FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: Sept. 19, 2016

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The Board acknowledges that system personnel may incur additional expenses in completing their assigned duties. Therefore, the Board is prepared to reimburse these individuals for authorized expense claims.

2.0 PROCESS

School system personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved employee expense reimbursement form with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

3.0 GUIDELINES

3.1 Claims for reimbursement of expenses should be submitted promptly and within one month of the expenses being incurred.

3.2 Approved expenses will be reimbursement for the following activities:

3.2.1 Supervision of both extra-curricular and co-curricular activities, when such attendance has been approved by the Principal, Superintendent or designate.

3.2.2 Other activities carried out by employees in the performance of their duties, eg. travel to medical facilities, necessary pickups and deliveries and home visits, when such attendance has been approved by the Principal, Superintendent or designate.

3.3 Approved expenses will be paid at the following rates:

3.3.1 Actual distance traveled in Alberta in the employee’s vehicle, at the approved Canada Customs and Revenue Agency rate.

3.3.2 Actual expenses for travel incurred by means other than the use of the employee’s vehicle – receipts required.

3.3.3 Actual accommodation and meal expenses with receipts.

3.3.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where receipts are not available.

3.3.5 Standard per kilometer distances between schools, Morinville locations and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached.

References: Board Policy: D/I/8 - Purchasing
 E/II/1 – Employee Expense Reimbursement
 E/II/2 – Trustee Remuneration and Expense Reimbursement
 Admin Practice(s): Financial Management 4 – Purchasing Authority and Procedure



FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: Sept. 19, 2016

Responsible Administrator: Secretary Treasurer

Bon Accord	18	39	20	32	30	0	19	2	26	13	24	11	45	32	39	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	40	31	34	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43	53	41	48		14	32
*Edmonton Central	34	20	22	64	62	39	21	41	53	40	18	38	7	8		48	34	39
*Edmonton North	34	16	15	59	57	32	14	34	46	39	13	37	14		8	41	31	32
*Edmonton South	40	31	28	72	70	45	27	47	59	49	24	46		14	7	53	40	45
Gibbons	27	47	26	27	25	11	27	10	32	2	31		46	37	38	43	45	11
Guthrie	26	20	5	56	54	24	5	26	38	33		31	24	13	18	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	33		33	2	49	39	40	45	47	13
Legal	21	40	33	56	54	26	33	25		33	38	32	59	46	53	37	21	26
Lilian Schick	20	41	22	31	29	2	21		25	12	26	10	47	34	41	34	37	2
Namao	21	21	1	51	49	19		21	33	29	5	27	27	14	21	42	31	19
Oak Hill	18	39	20	32	30		19	2	26	13	24	11	45	32	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	54	27	54	25	70	57	62	67	66	30
Redwater	52	71	50		2	32	51	31	56	29	56	27	72	59	64	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	33	28	5	26	28	15	22	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	40	49	20	47	31	16	20	42	26	39
CO/MLC/MPES		21	22	52	50	18	21	20	21	29	26	27	40	34	34	23	18	18
	CO/MLC/MPES	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Edmonton Central	Colony	Camilla	Bon Accord

* The address used for mileage:

Edmonton North - 9450 - 137 Avenue
 Edmonton Central - 10088 - 108 Street
 Edmonton South - 5015 - 111 Street

References: Board Policy: D//8 - Purchasing
 E//1/1 - Employee Expense Reimbursement
 E//1/2 - Trustee Remuneration and Expense Reimbursement
 Admin Practice(s): Financial Management 4 - Purchasing Authority and Procedure



Committee of the Whole Memorandum

Date: May 9, 2018

To: Committee of the Whole

From: Thomas Holmes, Associate Superintendent of Human Resources and Leadership Support

Subject: Policy E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Background

Please find attached newly proposed Policy E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace.

The associated newly created Administrative Practice, Human Resources Management 37 – Alcohol, Tobacco, Illicit Substances and Prescribed Medication in the Workplace has also been attached for Trustee information.

Recommendation:

That the Committee of the Whole review Policy E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace and advise Senior Administration accordingly.

COMMITTEE

9.5



E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

E/IV/5

EFFECTIVE:

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board recognizes its duty to ensure the creation and maintenance of a healthy and safe working and learning environment for all employees and students.
- 1.2 The Board prohibits the consumption, impairment, possession, distribution, offering or sale of illicit drugs, illicit paraphernalia while on assigned duties or the consumption of a substance in such a manner that impairment occurs during assigned duties whether this be on or off division property.
- 1.3 The Board recognizes its duty to reasonably accommodate employees in the workplace who require the consumption of a substance, such as prescription medication.

References: School Act: Section 60(3)
Occupational Health and Safety Act
Alberta Human Rights Act
Canadian Human Rights Act



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date:

Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

1.0 RATIONALE

This administrative practice provides direction to employees and contractors regarding the prohibited consumption, possession and/or impairment of substances while on assigned duties or consumed in such a manner that impairment occurs during assigned duties. It also provides direction for employees regarding the disclosure and potential accommodation of prescribed medication that may impair an employee during assigned duties and/or the consumption of a controlled medication that is prescribed by a physician.

2.0 PROCESS

The Associate Superintendent of Human Services and Leadership Support will be responsible for monitoring this administrative practice.

3.0 DEFINITIONS

- 3.1 Illicit drugs: all prohibited substances which include illegal drugs as included in the Controlled Drugs and Substances Act. Examples include Methamphetamines, Cocaine, Ecstasy and Heroin.
- 3.2 Restricted drugs: controlled legal substances which have parameters for legal use under the Controlled Drugs and Substances Act. Examples include Tylenol 3, Benzodiazepines and Barbiturates.
- 3.3 Prescribed medication: includes prescription medication for which a valid prescription is provided by a
- 3.4 Tobacco: products which include cigarettes, loose tobacco and e-cigarettes/vaporizers.

References:

School Act: Section 60 (3)
 Controlled Drugs and Substances Act
 Occupational Health and Safety Act
 Human Rights Act
 Canadian Human Rights Act
 Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date:

Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

4.0 GUIDELINES

Illicit Drugs

- 4.1 No consumption, impairment, possession, distribution, offering or sale of illicit drugs, illicit drug paraphernalia while on assigned duties or consumed in such a manner that impairment occurs during assigned duties. This includes division property, sponsored events and offsite travel while on assigned duties.
- 4.2 No consumption, impairment, possession, distribution, offering or sale of unprescribed drugs while on assigned duties. This includes division property, sponsored events and offsite travel while on assigned duties.

Prescription Medication

- 4.3 No misuse or impairment of prescribed medications, over the counter medications or other substances while on assigned duties or consumed in such a manner that impairment occurs during assigned duties is permitted. This includes division property, sponsored events and offsite travel while on assigned duties.

Alcohol

- 4.4 No consumption, impairment, possession, distribution, offering for sale of alcoholic beverages on company premises, except for approved social functions or other exceptions as may be approved in advance by the division. Intoxication is never permitted at these functions. Employee/contractors are prohibited from consuming alcohol in such a manner that impairment occurs during assigned duties.
- 4.5 Informal social functions (following staff meeting, parent-teacher interviews etc) that serve alcohol to employees must contact the Superintendent for approval. This request must include the following:
- 4.5.1 Clarification the activity is employee-only and does not include students, parents/guardians or members of the community;

References:

School Act: Section 60 (3)
 Controlled Drugs and Substances Act
 Occupational Health and Safety Act
 Human Rights Act
 Canadian Human Rights Act
 Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date:

Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

- 4.5.2 plan to clearly communicate responsible use of alcohol;
 - 4.5.3 safety plan for providing transportation to attendees if required.
- 4.6 Formal social functions (social dinners, formal celebrations and events etc) that serve alcohol to employees must contact the Superintendent for approval. This request must include the following:
- 4.6.1 An employee who is ProServe licensed and/or the name of a licensed third-party;
 - 4.6.2 clarification the activity is employee-only and does not include students, parents/guardians or members of the community;
 - 4.6.3 plan to clearly communicate responsible use of alcohol at the event;
 - 4.6.4 procedures for getting a liquor license, and
 - 4.6.5 plan for providing transportation to attendees if required.

Tobacco

- 4.7 Tobacco use is prohibited by all persons in all division facilities and vehicles at all times, and on its grounds during the operational control of such facilities. This includes property of sponsored events and off-site travel while on assigned duties.
- 4.8 Employee/contractors who consume tobacco before/after scheduled duties or during breaks should be aware of the importance placed on setting a positive example for students. This includes not being seen consuming tobacco and/or smelling of tobacco while exercising assigned duties.

References:

School Act: Section 60 (3)
 Controlled Drugs and Substances Act
 Occupational Health and Safety Act
 Human Rights Act
 Canadian Human Rights Act
 Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date: _____ Revised: _____ Responsible Administrator: Associate Superintendent
HR & Leadership Support

Disclosure

- 4.9 Employee/contractors have the duty to ensure the health and safety of the workplace. An employee who believes that his/her use of prescribed medication may have an adverse affect on his/her performance, including safety issues, shall report this in confidence to his/her principal/supervisor.
- 4.10 Employee/contractors shall disclose in advance the proposed consumption of controlled prescribed medication during assigned duties to a principal/supervisor.
- 4.11 Principals/supervisors shall respond to employee/contractor disclosure by contacting the Associate Superintendent of Human Resources and Leadership Support for accommodation consideration.
- 4.12 In support of those who misuse alcohol or drugs and may have developed, or are developing a chemical dependence, all employers and contractors are required to document and report any violations of this practice. Any employee, co-worker, volunteer, contractor or supervisor not complying with this is enabling. Enabling behavior leads to ongoing health and safety concerns for an addicted individual and those around him or her.
- 4.13 An employee is required to disclose any criminal charges associated with alcohol and/or drugs during the hiring process. Disclosure of criminal charges should be made to the Associate Superintendent of Human Resources and Leadership Support.
- 4.13.1 Disclosure of criminal charges involving alcohol and/or drugs is also required for active employees already hired by the Division throughout their employment. Disclosure of criminal charges should be made to the Associate Superintendent of Human Resources and Leadership Support.

Impairment

- 4.14 If reasonable belief is established that an impaired employee/contractor's judgement makes for an unsafe and/or inappropriate situation in the workplace, the employee will cease work

References:

School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Human Rights Act
Canadian Human Rights Act
Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date:

Revised:

Responsible Administrator: Associate Superintendent
HR & Leadership Support

immediately pending an investigation. The principal/supervisor will immediately contact the Associate Superintendent of Human Resources and Leadership Support.

4.14.1 If reasonable belief is established that an impaired employee/contractor's judgement makes for an unsafe and/or inappropriate situation in the workplace, and the employee does not volunteer to cease work immediately, a principal/supervisor will immediately contact the Associate Superintendent of Human Resources and Leadership Support to determine next steps including suspension or a leave of absence pending the outcome of an investigation.

4.14.2 The Superintendent determines whether a situation requires employee suspension or leave of absence pending the outcome of an investigation.

Accommodation

4.15 Employees/contractors are expected to consult with a physician or pharmacist to determine if prescription medication use will have any potential negative effect on job performance. They are required to report to their principal/supervisor if there is any potential risk, limitation or restriction for whatever reason that may require modification of duties or temporary reassignment.

4.16 Sturgeon Public School Division has a duty to accommodate the prescribed medication requirements and/or medical treatment of an employee to the point of causing undue hardship. The assessment of undue hardship will include the following considerations:

4.16.1 Impact on students and student learning;

4.16.2 financial costs;

4.16.3 flexibility of workforce and facilities;

4.16.4 employee and workplace safety;

References:

School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Human Rights Act
Canadian Human Rights Act
Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date:

Revised:

Responsible Administrator: Associate Superintendent
HR & Leadership Support

- 4.16.5 possible disruption with a collective agreement or labour agreement, and
- 4.16.6 whether the accommodation required negatively impacts required duties.
- 4.17 Employees will be required to apply for a review regarding a proposed accommodation for prescribed medication and/or medical treatment during assigned duties. This confidential application should be sent to the Associate Superintendent of Human Resources and Leadership Support containing the following information:
- 4.17.1 Employee name, workplace and summary of assigned duties;
- 4.17.2 comprehensive list of duties requiring direct contact with students and duties that have safety implications;
- 4.17.3 description of the accommodation requested;
- 4.17.4 identification of any employer requested financial support for the accommodation;
- 4.17.5 name of the controlled medication that has been prescribed;
- 4.17.6 description of the proposed regime for administration include dose, frequency and consumption method (inhalation, ingestion, tincture, capsule or topical);
- 4.17.7 medical prescription signed by a medical physician in good standing with the Alberta Medical Association;
- 4.17.8 disclosure of whether controlled prescription must be stored on division property. If yes, propose a plan for safely and securely storing the controlled prescription, and
- 4.17.9 a plan to self-administer prescribed medication discreetly and safely according to the prescription and direction of a medical physician.

References:

School Act: Section 60 (3)
 Controlled Drugs and Substances Act
 Occupational Health and Safety Act
 Human Rights Act
 Canadian Human Rights Act
 Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date:

Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

- 4.18 The Associate Superintendent of Human Resources and Leadership Support will respond to accommodation requests in writing within 10 operational days.

Support

- 4.19 If negative changes in work performance are observed employees will be encouraged to seek confidential help through the Employee and Family Assistance Program (EFAP).
- 4.20 This practice recognizes the reality that a certain percentage of any population may develop the disease of chemical dependence. This disease is characterized most notably by denial of the disease by those who suffer from it. It is a requirement of this practice to assess any employee found in violation of this practice for a chemical dependence.
- 4.21 Any individual who has a developing alcohol and/or drug problem is expected to assume ownership of that problem. The individual is expected to use the supports such as counselling and treatment services that are available through the EFAP and/or community services.

Violation

- 4.22 Alleged violations of this practice will result in a full investigation by a principal/supervisor with support from the Associate Superintendent of Human Resources and Leadership Support.
- 4.23 No employee with an alcohol, tobacco, drug or prescription medication problem will be disciplined for coming forward and requesting help or because of involvement in a rehabilitation effort. However, if an employee violates the provisions of this practice, or as a result of substance use, does not meet satisfactory standards of professionalism, safety and/or work performance, appropriate disciplinary action will be taken up to and including termination of employment.

References:

School Act: Section 60 (3)
 Controlled Drugs and Substances Act
 Occupational Health and Safety Act
 Human Rights Act
 Canadian Human Rights Act
 Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date:

Revised:

Responsible Administrator: Associate Superintendent,
HR & Leadership Support

- 4.24 Any violation of this practice by an employee, contractor or volunteer will be grounds for disciplinary action up to and including termination, unless there are mitigating circumstances that may reduce the degree of discipline. Any contravention of this practice by a contractor will be considered a breach of the contract. This may result in penalties, suspension or expulsion of the individual involved, or termination of the contract.
- 4.25 In addition to the above, for all employees/contractors, the Associate Superintendent of Human Resources and Leadership Support will investigate any situation where off-duty actions involving alcohol or drugs (e.g. impaired driving convictions, charge/conviction for trafficking, bootlegging etc) negatively affect the workplace, reputation or the ability of an employee to successfully fulfill their duties.

Return to Duties

- 4.26 In situations where an employee has been away from work resulting from a violation of this practice, they will be permitted to return to their assigned duties after the following steps have been taken:
- 4.26.1 Meeting with their principal/supervisor to review the supports available to the employee.
 - 4.26.2 Meeting the Associate Superintendent of Human Resources and Leadership Support to review this practice and the expectations of the employee to maintain their fitness to work and to discuss any appropriate accommodations.
 - 4.26.3 Assessment by a medical physician or a psychologist and completion of the *Fitness for Work* document certifying the employee is fit to return to assigned duties.

Communication

- 4.27 Principals/supervisors will communicate this practice to all employees before September 30 of each school year.

References:

School Act: Section 60 (3)
 Controlled Drugs and Substances Act
 Occupational Health and Safety Act
 Human Rights Act
 Canadian Human Rights Act
 Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace



HUMAN RESOURCES MANAGEMENT 37 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace

Date:

Revised:

Responsible Administrator: Associate Superintendent
HR & Leadership Support

- 4.28 Contractors will be advised of the applicable provisions of this practice, and in particular, the rules around fitness for duty, and alcohol and drug use or possession. Contractors will be expected to enforce these requirements for their employees, sub-contractors and agents.

References:

School Act: Section 60 (3)
Controlled Drugs and Substances Act
Occupational Health and Safety Act
Human Rights Act
Canadian Human Rights Act
Board Policy: E/IV/5 – Alcohol, Tobacco, Illicit Drugs, Restricted Drugs and Prescribed Medication in the Workplace



Committee of the Whole Memorandum

Date: May 9, 2018
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Policy F/III/1 – Student Records Management

Background:

Attached for Trustee review is Policy F/III/1 – Student Records Management. Suggested revisions are provided for Trustee consideration.

Associated Admin Practice Student Services 5 – Student Records Management with suggested revisions is also attached for Trustee information.

Newly created Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information is attached for Trustee information. This Admin Practice will replace Board Regulation: Administration 1 – Security of Personal and Division Information.

Recommendation:

That the Committee of the Whole review Policy F/III/1 – Student Records Management and advise Senior Administration accordingly.

COMMITTEE 9.0



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
Alberta Education 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



STUDENT SERVICES 5 – Student Records Management

Date: May 16, 2009

Revised: ~~Nov. 23, 2015~~ April 23, 2018Responsible 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/~~or the~~ 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,

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
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: ~~Nov. 23, 2015~~ April 23, 2018Responsible Administrator:
Associate Superintendent, Education Services

3.1.1.2.2 who is party to an agreement under the *Child, Youth and Family Enhancement Act* (Section 57.2 of CYFE Act).

~~3.1.1.2.2~~ 3.1.1.2.3

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*;

References: *Board Policy D//3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
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: ~~Nov. 23, 2015~~ April 23, 2018Responsible Administrator:
Associate Superintendent, Education Services

- 3.1.4.2.2 a written agreement made pursuant to the *Family Law Act* or the *Child, Youth and Family Enhancement Act*, or
- 3.1.4.2.3 an order of a court.
- 3.1.2.5 notwithstanding Subsection 3.1.2.1 and 3.1.2.2, the Minister of Justice and Attorney-Solicitor General, if the student is in custody under the ~~*Corrections Act*~~, the *Corrections and Conditional Release Act (Canada)*, the ~~*Young Offenders Act*~~, the *Youth Justice Act* or the ~~*Young Offenders*~~ *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.

References: *Board Policy D/I/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
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: Nov. 23, 2015 April 23, 2018

Responsible Administrator:
Associate Superintendent, Education Services

- 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.
 - 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.

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
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: ~~Nov. 23, 2015~~ April 23, 2018

Responsible Administrator:
Associate Superintendent, Education Services

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 ~~Board~~ Superintendent, would clearly be injurious to the student.

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

~~3.5.3 Professional Record~~

~~3.5.3.1 A Professional Record is a personal record which may be kept by any educational professional employed by the Board.~~

~~3.5.3.2 Records maintained by professional personnel for their personal use do not form part of the standard record and must be destroyed when no longer of professional use.~~

3.6 Content of Student Records

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
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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Revised: ~~Nov. 23, 2015~~ April 23, 2018

Responsible Administrator:
Associate Superintendent, Education Services

- 3.6.1 The student 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 legal 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.
 - 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.

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
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Associate Superintendent, Education Services

- 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
 - 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.

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
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~~3.6.1.15~~ the results of any application under the *Student Evaluation Regulation* for special provisions or directives;

~~3.6.1.16~~ 3.6.1.15 either

~~3.6.1.16~~ 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

~~3.6.1.16~~ 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.

~~3.6.1.17~~ 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.

~~3.6.1.18~~ 3.6.1.17 any health information that the parent of the student or the student wishes to be placed on the student record.

~~3.6.1.19~~ 3.6.1.18 an annual summary of the student's school attendance.

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
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
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~~3.6.1.20~~ 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;

~~3.6.1.20.1~~ 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. ~~or~~

~~3.6.1.20.2~~ until June 30 of the year following the year in which the suspension or expulsion occurred, whichever occurs last.

~~3.6.1.20.3~~ 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.

~~3.6.1.21~~ 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.

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
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Associate Superintendent, Education Services

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~~ that the information referred to in Subsection 3.6.1 be provided to Sturgeon Public School Division by means of an acceptable, legible copy, acceptable to Sturgeon School Division, of

~~3.6.2.1.1~~ 3.6.2.1.1 the student's birth certificate, if the student was born in Canada, or

~~3.6.2.1.2~~ 3.6.2.1.2 the student's Canadian citizenship certificate or the visa or another official documentation acceptable to Sturgeon Public School Division referred to in Subsection 3.6.1.1., if the student was born outside Canada, and

~~3.6.2.1.3~~ that the information referred to in Subsection 3.6.1.1 be provided to Sturgeon School Division by means of a copy, acceptable to Sturgeon School Division, of a Canadian citizenship certificate or of the visa or other document referred to in Subsection 3.4.1.11.

3.6.3 A student record must not include:

3.6.3.1 any information contained in

References: *Board Policy D/1/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
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- 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 ~~*Young Offenders Act*~~ *Youth Justice Act* or the *Youth Criminal Justice Act (Canada)* and all information relating to that student in that capacity.
- 3.6.4 Sturgeon Public School Division may include in a student record any information referred to in Subsection ~~3.4.3.1.3~~ 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 will ~~will~~ may exclude from a student record a test instrument or any part of it. Where there is

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
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an appeal before the Board regarding a test, a 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 ~~only in accordance with the *Freedom of Information and Protection of Privacy Act*, and only to the following:~~

3.7.2.1 ~~A person~~ in accordance with the *Freedom of Information and Protection of Privacy Act*.

3.7.2.2 ~~to An~~ an employee or agent of Sturgeon Public School Division, if the information in the student record is necessary and relevant to a matter being dealt with by the employee or agent.

3.7.2.3 ~~to The~~ the Minister of Education at the request of the Minister for the purpose of carrying out any program or policy under the Minister's administration.

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
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- ~~3.7.2.4~~ ~~with the written consent of~~ ~~The student for whom a record was created.~~
- ~~3.7.2.4.1~~ ~~the parent if the student is under 16 years of age, or~~
- ~~3.7.2.4.2~~ ~~the student or the parent if the student is 16 years of age or older,~~
- ~~3.7.2.5~~ ~~The parent of a student for whom a record was created unless the student is an independent student.~~
- ~~3.7.2.6~~ ~~3.7.2.5~~ ~~A~~ ~~to a~~ parent with legal custody, access or entitlement under a separation agreement or an order of a court, unless the student qualifies for independent status.
- ~~3.7.2.7~~ ~~3.7.2.6~~ ~~The~~ ~~to the~~ parent of an independent student, provided that written authorization granting access has been given by the independent student.
- ~~3.7.2.8~~ ~~Officers of a court under a subpoena, court order, or a search warrant.~~
- ~~3.7.2.9~~ ~~3.7.2.7~~ ~~The~~ ~~to the~~ Department of Justice of the Government of Alberta ~~and~~ ~~Solicitor General~~ or ~~to its~~ designate when requested by ~~that~~ ~~the~~ Department or its designate for the purpose of administering the ~~Young Offenders Act~~ *Youth Justice Act* or ~~The Young Offenders Act~~ *Youth Criminal Justice Act* (Canada) or carrying out any program or policy under either Act.;

References: *Board Policy D//3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~Board Regulation: Administration 1, Security of Personal and Division Information~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
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~~3.7.2.10~~**3.7.2.8** A-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.

~~3.7.2.10.1~~**3.7.2.8.1** a student’s name, address, date of birth, gender and school, and

~~3.7.2.10.2~~**3.7.2.8.2** the name, address and telephone number of the student’s parent or guardian.

~~3.7.2.11~~**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.

~~3.7.2.12~~**3.7.2.10** A school in accordance with the provisions for transfer of a student record in Subsection 3.7-9 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 ~~Associate Superintendent of Education Services or 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/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
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Vital Statistics Act
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Associate Superintendent, Education Services

- 3.8.2 Information about a student that is excluded from the student record under Subsection 3.6.3 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;

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
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Responsible Administrator:
Associate Superintendent, Education Services

- 3.8.5.23.8.6.2 identify what is to be copied;
- 3.8.5.33.8.6.3 name the recipient of the copy;
- 3.8.5.43.8.6.4 include the written consent of the student or parent, if the recipient is other than the student or parent, and
- 3.8.5.53.8.6.5 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 \$6.25-6.75 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.

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
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Associate Superintendent, Education Services

~~3.9.2~~ If a student transfers from Sturgeon School Division, the principal or designate of the receiving school must request the student record be transferred to the receiving school and the principal or designate of the sending school must forward the student record to the receiving school as soon as possible.

~~3.9.3~~ **3.9.2** If a student transfers from the 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.

~~3.9.4~~ **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:

~~3.9.4.1.1~~ **3.9.3.1** transfer a copy of the student record to the receiving school as soon as possible; and

~~3.9.4.1.2~~ **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.

~~3.9.5~~ **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

References: *Board Policy D/1/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
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
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Associate Superintendent, Education Services

3.10.1 Inactive student records will be centrally stored in the ~~Divisional~~ **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 ~~For the school year beginning in August 2003,~~ **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;

~~3.11.1.3 the student's Sturgeon School Division identification number;~~

~~3.11.1.4~~ **3.11.1.3** the student's Alberta Education identification number; and

~~3.11.1.5~~ **3.11.1.4** the student's date of birth.

3.12 Compliance

3.12.1 Sturgeon **Public** School Division delegates the Associate Superintendent of Education Services to be responsible for ensuring that the policies and administrative practices established by the Board relating:

3.12.1.1 to student records Subsection 3.6.4; and

References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1, Security of Personal and Division Information*~~
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
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3.12.1.2 to information referred to in Subsection ~~3.4.3~~ 3.6.3

comply with this Administrative Practice, the **School Act Student Record Regulation** and the *Freedom of Information and Protection of Privacy Act*.

Draft

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- References: *Board Policy D/II/3 Security of Personal and Division Information*
E/IV/1 Personnel Records
F/III/1 Student Records Management
~~*Board Regulation: Administration 1 – Security of Personal and Division Information*~~
Admin Practice Human Resources Management 37 – Security of Personal and Divisional Information
School Act Sections: 15, 23, 39, 40, 41, 60, 61, 113
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ADMINISTRATION HRM 37 – Security of Personal and Divisional Information

Date: Feb. 12, 2010 Revised: Responsible Administrator: Associate Superintendent, Student Services
Human Resources

~~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.~~

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

References:

Freedom of Information and Protection of Privacy Act
Board Policy(s): *D/1/3 Security of Personal and Divisional Information*
Admin Practice(s): *Student Services 5, Student Records Management*



ADMINISTRATION-HRM 37 – Security of Personal and Divisional Information

Date: Feb. 12, 2010 Revised: Responsible Administrator: Associate Superintendent, Student Services
Human Resources

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.

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

~~2.1.3.1~~ Principals and ~~Supervisors~~ supervisors shall ensure that an adequate level of security is provided for personal information that is within their control and custody and shall ensure that the staff employees whom they supervise are aware of their following responsibilities to secure personal information in the execution of their duties:-

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

~~2.1.3.1.1~~ use secure remote connections to access personal information on the division network rather than storing personal information on Portable Information Devices (PIDs) whenever possible; and

~~2.1.3.1.2~~ when a secure remote connection is not feasible, refrain from loading personal information on PIDs that are not encrypted if a; unless it is impossible to carry out their duties without this information; and

~~2.1.3.1.3~~ only copy, download or transport the personal information that is required for specific tasks; and

References:

- Freedom of Information and Protection of Privacy Act
- Board Policy(s): D/1/3 Security of Personal and Divisional Information
- Admin Practice(s): Student Services 5, Student Records Management



ADMINISTRATION HRM 37 – Security of Personal and Divisional Information

Date: Feb. 12, 2010 Revised: Responsible Administrator: Associate Superintendent, Student Services
Human Resources

- ~~2.1.4~~3.1.4 ensure personal information stored on ~~keep the~~ paper records and/or PIDs is secure;~~and~~
- ~~2.1.5~~3.1.5 maintain an inventory of ~~the~~ personal information while it is temporarily and securely stored at home or on PIDs;~~under their control; and~~
- 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 their specific duties, and
- ~~2.1.6~~3.1.7 ensure the retention and destruction of records is in keeping with divisional requirements.
 - ~~2.1.6.1~~3.1.7.1 Paper records are destroyed at the worksite by shredding or temporarily stored awaiting destruction by ~~through~~ an approved vendor.
 - ~~2.1.6.2~~3.1.7.2 Electronic records are deleted from the source when electronic devices are terminated or transferred.
 - ~~2.1.6.3~~3.1.7.3 Electronic memory is processed ~~through~~ by the technology department to ensure that deleted information is not retrievable.
- ~~2.2.3~~2.2.3.2 PID configuration specifications
 - ~~2.2.1~~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.
- ~~2.3.3~~2.3.3 Employees ~~Division staff~~ using PIDs or paper records that ~~which~~ contain personal information shall follow these security procedures:

References:

- Freedom of Information and Protection of Privacy Act*
- Board Policy(s): D/1/3 Security of Personal and Divisional Information*
- Admin Practice(s): Student Services 5, Student Records Management*



ADMINISTRATION-HRM 37 – Security of Personal and Divisional Information

Date: Feb. 12, 2010 Revised: Responsible Administrator: Associate Superintendent, Student Services
Human Resources

- ~~2.3.13.3.1~~ do not leave paper records or portable devices or portable storage in non-secured areas; and
- ~~2.3.23.3.2~~ do not leave paper records, portable device(s) or portable storage in an unlocked vehicle; ~~place the devices and temporarily storage store~~ in a locked trunk and, if possible, ~~secure with a cable lock;~~
- ~~2.3.33.3.3~~ any personal information on PID must be encrypted; and
- ~~2.3.43.3.4~~ ensure that PIDs are protected by strong passwords; and
- ~~2.3.53.3.5~~ ensure that computers are shut down during transit; and
- ~~2.3.63.3.6~~ confer with division technical staff for specific technology support, including procedures for the encryption of data.

~~2.4.3.4~~ Employees shall report incidents involving personal information as follows:

- ~~2.4.13.4.1~~ ~~immediately~~ 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 and to the Superintendent of Schools; and
- ~~2.3.4.2~~ immediately report theft of PIDs or records containing personal information to local police; and
- ~~2.3.4.3~~ 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.

References:

Freedom of Information and Protection of Privacy Act
Board Policy(s): D/1/3 Security of Personal and Divisional Information
Admin Practice(s): Student Services 5, Student Records Management



ADMINISTRATION HRM 37 – Security of Personal and Divisional Information

Date: Feb. 12, 2010 Revised: Responsible Administrator: Associate Superintendent, Student Services
Human Resources

- ~~2.5~~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 superintendent of schools as soon as possible.
- ~~2.3~~6 In consultation with the Associate Superintendent of Human Resources and Leadership Support The a Principal principal or S/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 ~~policy~~ administrative practice shall may result in disciplinary action for individuals, up to and including termination.

4.0 GUIDELINES

2.1 Definitions

2.1.1 Personal Information

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

- 2.1.1.1 the individual's name, home or business address or home or business telephone number,
- 2.1.1.2 the individual's race, national or ethnic origin, colour or religious or political beliefs or associations,
- 2.1.1.3 the individual's age, sex, marital status or family status,

References:

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



ADMINISTRATION HRM 37 – Security of Personal and Divisional Information

Date: Feb. 12, 2010 Revised: Responsible Administrator: Associate Superintendent, Student Services
Human Resources

~~2.1.1.4~~ an identifying number, symbol or other particular assigned to the individual,

~~2.1.1.5~~ the individual's fingerprints, other biometric

~~2.1.1.6~~ information, blood type, genetic information or inheritable characteristics,

~~2.1.1.7~~ information about the individual's health and health care history, including information about a physical or mental disability,

~~2.1.1.8~~ 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

~~2.1.1.9~~ the individual's personal views or opinions, except if they are about someone else.

Portable Information Devices (PID) and Portable Information Storage Media

~~2.2~~ Portable information devices and portable information storage media 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,

~~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.

References:

- Freedom of Information and Protection of Privacy Act*
- Board Policy(s): D/1/3 Security of Personal and Divisional Information*
- Admin Practice(s): Student Services 5, Student Records Management*



Committee of the Whole Memorandum

Date: May 9, 2018
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Sturgeon Public School Division *DRAFT* Three Year Education Plan 2018/19 – 2020/21 – Goals, Priorities and Strategies

Background:

Attached for Trustee review and discussion is 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 review the *DRAFT* Sturgeon Public School Division Three Year Education Plan 2018/19 – 2020/21 Goals, Priorities and Strategies and advise Senior Administration accordingly.

COMMITTEE

9.7

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 has excellent teachers, school and school authority leaders.
- The systemic education achievement gap between First Nations, Alberta's education system supports First Nation, Métis and Inuit students' success.
- The Alberta's education system is well governed and managed.

Sturgeon Public School Division will:

Priority:

Continue a culture of inquiry and a targeted professional growth plan, focused on the Division's Three Year Education Plan priorities as it relates to instructional and assessment practices.



Strategies:

1. Facilitate and support for Beginning Teachers' Cohort, Reggio- Inspired Cohort, Call to Action Cohort, Music Cohort, and Fine Arts Cohort.
2. Facilitate and support workshops and sessions in Assessment For/ Of Learning, Power Teacher Pro, Guided Reading, French Immersion, Differentiated Instruction, Inquiry/ Project-based Learning.
3. Continue to ~~focus on~~ communicate to teachers research informed practices to support teaching and learning.
- 3.1. ~~Facilitate the introduction and examination of the new Teaching Quality Standard and the new Leadership Quality Standard (Implementation September 2019).~~

Priority:

Continue to support, program and fund effective early learning programs and interventions for students enrolled in our Early Childhood Education (ECE) programs.



Strategies:

1. ~~When possible, f~~Facilitate summer and parent programs.
2. Fund and support Pre-school Enrichment Program (PEP), Kindergarten Enrichment Program (KEP), and Headstart programs.
3. Division-wide implementation of the Early Childhood Education Strategies for Teaching Based on Autism Research (ECE STAR) program to support students diagnosed with autism or social communication difficulties.

Priority:

Continue to research, support and monitor high quality instructional strategies that improve students' literacy and numeracy skills across the Division.



Strategies:

1. ~~Report twice yearly Literacy Strategies supported by Classroom Improvement Fund (CIF).~~
- 2.1. ~~Research and implement numeracy instructional strategies in K to grade 12.~~ Review and align instructional minutes assigned to Math in Grades 1 – 9.
- 3.2. ~~Report to the office of the Director, Curriculum and Instruction, the rigor and fidelity of Guided Reading.~~ The development and reporting of a literacy and numeracy plan in each school.
- 4.3. ~~Monitor literacy strategies across curriculums in Junior and Senior High schools.~~ The division will develop a two year numeracy and literacy plan to support professional learning.

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

Correlating Alberta Education Outcomes:

- Alberta's students are successful.
- The systemic education achievement gap between First Nations, Métis, and Inuit students and all other students is eliminated. Alberta's education system supports First Nations, Métis and Inuit students' success.
- Alberta has excellent teachers, school and school authority leaders.
- The 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. ~~Support the~~ **Develop and plan** for technology infrastructure for all schools through the Centralized Technology Services department.
2. ~~Support~~ **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. ~~Support and~~ **Expand** the role of a Coordinator of Instructional Technology and Innovation to ~~support~~ **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. ~~Participate in data collection and resulting analysis to inform next steps in decision-making~~
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, 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. ~~Provide an implementation schedule for the new grade book,~~ **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 has excellent teachers, school and school authority leaders.
- The Alberta's education system is well governed and managed.
- ~~The systemic education achievement gap between First Nations, Métis, and Inuit students and all other students is eliminated. Alberta's education system supports First Nations, Métis and Inuit students' success.~~

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. ~~Support the coordination of blanket exercises for cultural and historical understandings about treaties and the history and legacy of residential schools.~~ Facilitate teacher and principal professional development relative to the new Teaching Quality Standard and the new Leadership Quality Standard (Competency 5).
- 1.2. Develop and coordinate a division wide strategy to ensure all students experience blanket exercises at grades 2, 5, 7 and 10.
2. ~~Encourage and support staff with attending professional learning opportunities that will positively impact their instruction.~~
3. Working with Human Resources, 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. ~~Organize and support "Project of Heart" across all schools.~~
1. Explore the formation of a consultative group of Elders and school leaders to twice yearly provide feedback on division and school initiatives.
2. ~~All schools will display the Acknowledgement of Treaty 6 Lands.~~
- 3.2. 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. ~~Facilitate the Call to Action Cohort, responsible for:~~ All division schools use data to identify two practices to determine effectiveness relative to success for students.
 - a. ~~Use data to develop strategies and inform decisions relative to closing the achievement gap.~~
 - b. ~~Identify staff and school needs pertaining to cultural awareness and understanding.~~

Measures specific to our First Nations, Métis and Inuit students:

- Provincial Achievement Test Results
- Diploma Exam Results
- High School Completion
- Diploma Participation Rate

Highlighted Targets:

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 is well governed and managed.
- Alberta's education system is inclusive system respects diversity and promotes inclusion.
- Alberta has excellent teachers, school 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. Require schools to continuously review their school library resources to ensure diversity is represented. 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. Support a Divisional Inclusive Learning Team (ILT) who are a multidisciplinary team that collaborates with school staff and parents to ensure targeted programming for students with diverse 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 is ~~inclusive~~ respects diversity and promotes inclusion.
- ~~The Alberta’s~~ education system is well governed and managed.
- Alberta has excellent teachers, school and school authority leaders.

Sturgeon Public School Division will:

Priority:
Communicate and consistently reinforce clear expectations of conduct.



Strategies:

1. Research and ~~support~~ **communicate** effective teaching and learning resources pertaining to digital citizenship.
- ~~2. Review the division’s resources for digital citizenship.~~
- ~~3.2.~~ School Board Policies and Administrative Practices clearly outline expectations of conduct.
- ~~4.3.~~ Ensure each school has an aligned policy and practice **for student conduct posted on school and division websites that is and** communicated yearly with students, staff and parents.

Priority:
Collaborate with regional service providers to foster respect, inclusion, fairness and equity for the benefit of our students.



Strategies:

1. Continue ~~our partnership~~ **to partner and provide leadership with to the** Regional Collaborative Service Delivery (RCSD) approach that coordinates services to improve access for families.
2. Continue with a common approach to Family Support for Children with Disabilities (FSCD) service provision which streamlines services for parents and ensures consistency of program support for families.

Priority:
Training and support of the Violent Threat Risk Assessment (VTRA) protocol.



Strategies:

1. **At a minimum, all school administrators will be trained in VTRA Level 1, principals, vice principals, counsellors are trained in Level 1 VTRA.**
2. **Level 2 training for identified key staff who will be involved with stage two of the VTRA process.**

Measures:

- ‘Our School Survey’
- Accountability Pillar Measures

Highlighted Targets:

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 is ~~inclusive~~ respects diversity and promotes inclusion.
- ~~The~~ Alberta's education system is well governed and managed.

Sturgeon Public School Division

Priority:

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



Strategies:

1. ~~Implement~~ **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 for ~~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. ~~Facilitate the development of~~ **Staff will participate in** experiential professional development opportunities focused on understanding the powerful role of experiences on early brain development. (The Brain Architecture Game)
- 1.2. Maintain dedicated counselling time at each of our schools.
2. ~~School Counselling and Wellness Plans (CWP) at each school.~~
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

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

Correlating Alberta Education Outcomes:

- Alberta’s students are successful.
- Alberta’s education system ~~is~~ **inclusive** respects diversity and promotes inclusion.
- ~~The~~ Alberta’s education system is well governed and managed.

Sturgeon Public School Division

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



Strategies:

- ~~1. Assist with the review and revision of the Healthy School Communities policy and administrative practice.~~
1. **Identify and support** ~~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. ~~Continue the work according to the goals of the Alberta Healthy School Community Wellness Grant for 2016-18~~ **Support schools with resources to promote healthy living and learning.**
3. ~~Coordinate and facilitate targeted professional learning opportunities about CSH for staff.~~ **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. ~~Explore the opportunity for an~~ **Ensure an adequate level of leadership necessary to expand** ~~—outdoor~~ **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:



Committee of the Whole Memorandum

Date: May 9, 2018

To: Committee of the Whole

From: Ruth Kuik, Associate Superintendent, Education Services

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

Background:

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 Committee of the Whole recommend the following locally developed courses be forwarded to the Board of Trustees for approval:

Forensic Studies 25 & 35 for 3 credits acquired from Edmonton School District No. 7 to be authorized as courses of study within Sturgeon School Division No. 24 from September 1, 2018 to August 31, 2020.

COMMITTEE

9.8

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



Committee of the Whole Memorandum

Date: May 9, 2018

To: Committee of the Whole

From: Ruth Kuik, Associate Superintendent, Education Services

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

Background:

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 Committee of the Whole recommend the following locally developed courses be forwarded to the Board of Trustees for approval:

Military Studies 15 & 25 for 3 credits acquired from Calgary School District No. 19 to be authorized as courses 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.

COMMITTEE 9.9

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.



Committee of the Whole Memorandum

Date: May 9, 2018

To: Committee of the Whole

From: Ruth Kuik, Associate Superintendent, Education Services

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

Background:

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 Committee of the Whole recommend the following locally developed courses be forwarded to the Board of Trustees for approval:

Military Studies 15 & 25 for 5 credits acquired from Calgary School District No. 19 to be authorized as courses 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 15-5

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

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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.

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

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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.



Committee of the Whole Memorandum

Date: May 9, 2018
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Non Resident Fee Schedule 2018 – 2019

Background:

Attached is a schedule of the Alberta Education Funding Rates per pupil that would apply to a non resident student for a basic regular student and for special education program costs.

Recommendation:

That the Committee of the Whole review the Non Resident Fee Schedule 2018 – 2019 and advise Senior Administration accordingly.

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

<u>Program Rates</u>	<u>Grade 1-3</u>	<u>Grade 4-6</u>	<u>Grade 7-9</u>	<u>Grade 10-12 (@35 CEU's)</u> <u>Tier 1</u>
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>Per Student</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***	

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

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

** If applicable

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.



Committee of the Whole Memorandum

Date: May 9, 2018
To: Committee of the Whole
From: Finance and Human Resources Committee
Subject: 2018 – 2019 Budget Discussions

Background:

Attached is the Draft 2018 – 2019 Budget for Trustee review and discussion.

Recommendation:

That the Committee of the Whole review the Draft 2018 – 2019 Budget and advise Senior Administration accordingly.

COMMITTEE 9.12



Sturgeon School Division No. 24

DRAFT Budget Report

School Year

2018-2019

...where great things are happening!

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Guiding Principles, Education Plan Goals and Board Priorities

Sturgeon Public School Division's Budget is the fiscal plan intended to achieve the stated goals and objectives of the Board in accordance with the Vision, Mission and Values, Three Year Education Plan Priorities and the Board Priorities.

Vision, Mission and Values

- Vision:** Sturgeon School Division: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.
- Mission:** Working together as a team of trustees, parents, community, staff and students, we create safe, respectful and collaborative learning environments where students are prepared to meet, and excel at, the challenges presented by the global community.
- Values:** Excellence in Teaching Shared responsibility. Mutual respect. Belonging. Learning choices. Communication.

Three Year Education Plan Priorities:

Goal 1: High Quality Teaching and Learning for All Students

1. Continue a culture of inquiry and a targeted professional growth plan, focused on the Division's Three Year Education Plan priorities as it relates to instructional and assessment practices.
2. Continue to support, program and fund effective early learning programs and interventions for students enrolled in our Early Childhood Education (ECE) programs.
3. Continue to research, support and monitor high quality instructional strategies that improve students' literacy and numeracy skills across the Division.
4. Continue to research, support and monitor the most effective use of technology to support students and staff with their learning.
5. Continue to strive for improvement on provincial assessment measures; ie. Annual Education Results Report (AERR), Provincial Achievement Tests (PAT), and Diploma Exams (DIP).
6. Communicate effectively with parents about their child's achievement.
7. Provide our staff with professional development opportunities that promote an awareness and understanding of First Nations, Metis and Inuit culture.
8. Collaborate with FNMI families and community for the benefit of our students and staff.
9. Have schools identify a "most responsible person" (MRP) to monitor FNMI student academic achievement.

Goal 2: Safe, Caring, and Inclusive Learning Environments

1. 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.
2. Explore, share and support best practices for inclusion of all students.
3. Communicate and consistently reinforce clear expectations of conduct.
4. Collaborate with regional service providers to foster respect, inclusion, fairness and equity for the benefit of our students.
5. Training and support of the Violent Threat Risk Assessment (VTRA) protocol.

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

1. Implement teaching approaches that **improve** students' mental and emotional wellness within a 'Response to Intervention Model'.
2. Continue to improve and promote a **Comprehensive School Health approach** to supporting all students in each school.
3. Promote a **Comprehensive School Health (CSH) approach** to supporting our staff and students' wellness.
4. Partner with community and provincial organizations to **address resiliency, positive relationship building and physical wellness**.

Board Priorities

- The Division is committed to hiring the brightest and the best, and encouraging continuous improvement in employees.
- **Learning and Teaching:** The Division ensures that students have access to programs and resources that enable them to challenge their potential.
- **Organization and Decision-Making Structure:** The Division accesses and applies the best knowledge and skills to achieve the most effective and efficient use of financial, physical and human resources in schools and the division office.
- **Monitoring and Supervising:** The Division maintains an organization, reporting and supervisory structure that facilitates efficient and effective decision-making and accountability.
- **Communication:** The Division ensures that the organization is open and transparent; people believe they have access to the information they need to make informed judgments and decisions. All aspects of the jurisdiction's work are well-coordinated and scheduled.
- **Governance:** The Division is committed to a public school system that is inclusive, locally governed by elected trustees, and that models the principles of civil democracy. The Division promotes and strengthens the Board's role and responsibility in the governance system.
- **Public Relations and Visibility:** The Superintendent, as the Board's agent, is well-known to students, staff and parents in all schools and their communities.

Budget Background, Highlights, Assumptions and Risks

Sturgeon School Division No. 24 is required to prepare and submit the Budget Report to Alberta Education in accordance with Sections 77, 78, 147 and 276 of the *School Act*. Its intent is to report on key budget assumptions, significant business and financial risks. The Budget should be based on the best available information at the time of the budget information with respect to enrolment and staffing projections, planned activities, anticipated revenues and expenditures.

Budget Background

On March 22, 2018, the Government of Alberta announced its Provincial Budget. School boards were advised about the 2018 Education Budget via financial profiles posted on Alberta Education website as well as information provided in the 2018-2019 Funding Manual. The government continues to fund enrolment growth for the Kindergarten to Grade 12 education system. The government is also committed to enhance FNMI education results, reduce school fees and expand the school nutrition program. The deadline for boards' approved budgets is May 31, 2018.

Budget Highlights, Assumptions and Key Considerations:

- Student enrolment projections are based on a total of 5,222 students (4,734 FTE) excluding First Nations students and Community Children), an increase of 11 students or 0.2 per cent increase over the September 30, 2017 enrolment count.
- Funding Rates remain unchanged.
- Budgeted revenues continue to reflect a 10% reduction in the school board administration spending, which was introduced in the 2013-2014 provincial budget.
- Class size targets remain at the same levels as in 2015-2016, 2016-2017, 2017-2018 (K-3-19.45; Gr 4-6-25.95; Gr 7-9-27.95; Gr 10-12-26.3).
- No salary increases reflected in staffing costs (other than staffing increments).
- Certificated Staffing estimated at 292.63 FTE (2017-2018 – 295.6 FTE) and Uncertificated Staff at 311.4 FTE (2017-2018 – 309.6).
- Classroom Instruction Funding (CIF) for 2017-2018 of \$676,000 has originally been rolled out for one year only. The Minister of Education informed school boards that this grant would continue next school year. However, the specific details are not available at this time.
- Nutrition Grant of \$141,000 introduced in 17-18 continues forward and it is estimated to be \$203,000.

Significant Business and Financial Risks

- There is some uncertainty around student enrolment projections due to the unstable economy.
- Inclusive Education funding includes \$2.32 million of transition dollars. If this grant were to discontinue, it would have a devastating impact on schools and special education programming and supporting services.
- Sturgeon Public School Division is faced with insufficient Plant Operations and Maintenance and Transportation funding.
- Fiscal challenges include aging facilities and no non-school buildings funding.
- The new school in Morinville (Four Winds) is scheduled to be completed in the fall of 2019 and to be open in 2019-2020 (second term).
- The Camilla Replacement School is scheduled to be open for 2020/2021.

Student Projections

Schools have carefully estimated their student enrolment for the 2018-2019 school year. Due to the unstable economy, there is some uncertainty around student enrolment projections. At this time, we estimate that Sturgeon Public School Division will experience a slight decline in ECS, healthy growth in Gr 1 to 9 and a 1.0% increase in high schools.

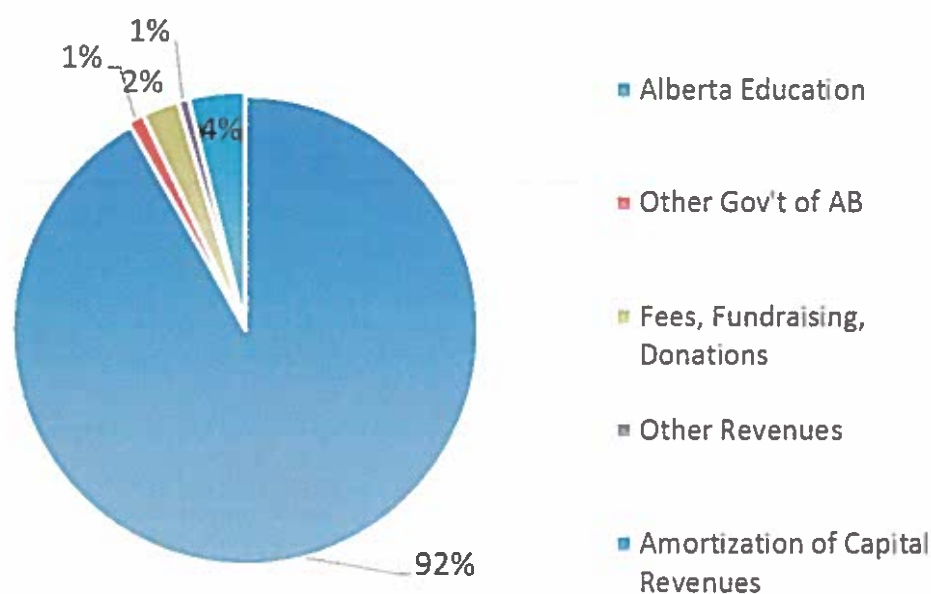
	2018-2019 Preliminary	2017-2018 Finalized	Increase (Decrease)	Variance %
FUNDED				
Headstart	493	528	-35	-6.6%
Kindergarten	<u>432</u>	<u>451</u>	<u>-19</u>	<u>-4.2%</u>
Subtotal ECS	925	979	-54	-5.5%
Grade 1 to 3	1,213	1,239	-26	-2.1%
Grade 4 to 6	1,224	1,159	65	5.6%
Junior High	973	956	17	1.8%
Senior High	874	865	9	1.0%
Subtotal Funded	<u>5,209</u>	<u>5,198</u>	<u>11</u>	<u>0.2%</u>
OTHER				
Federal - First Nations	23	29	-6	-20.7%
Home Education Students	13	13	0	0.0%
Subtotal Other	<u>36</u>	<u>42</u>	<u>-6</u>	<u>-14%</u>
TOTAL STUDENT ENROLMENT	<u>5,245</u>	<u>5,240</u>	<u>5</u>	<u>0.10%</u>

Statement of Revenues

Total Revenue for 2018-2019 is estimated to be \$71.5 million. The major source of our funding comes from Alberta Education (92%), excluding the amortization of capital revenues. The following table provides a summary of revenues by sources.

Revenues	2018-2019 Preliminary (Spring)		2017-2018 Finalized (Fall)	
Alberta Education	65,603,903	91.8%	66,302,285	93.1%
Other Government of Alberta	777,339	1.1%	852,545	1.2%
Federal Government and/or First Nations	230,000	0.3%	290,000	0.4%
Other Alberta School Board Authorities	-	0.0%	21,677	0.0%
Fees	1,328,087	1.9%	1,299,531	1.8%
Other Sales and Service	317,596	0.4%	347,687	0.5%
Investment Income	80,000	0.1%	105,000	0.1%
Gifts and Donations	180,000	0.3%	120,000	0.2%
Rental of Facilities	35,177	0.0%	38,577	0.1%
Fundraising	80,000	0.1%	76,000	0.1%
Amortization of Capital Revenues	2,764,586	3.9%	1,567,406	2.2%
Other Revenues	80,000	0.1%	214,666	0.3%
Total Revenues	71,476,689	100%	71,235,374	100%

Funding Sources



Schedule of Detailed Revenues

	<u>2018-2019 Preliminary</u>	<u>2017-2018 Finalized</u>	<u>Variance \$</u>	<u>Variance %</u>	
BASE INSTRUCTION FUNDING					
Early Childhood Services (ECS)	3,089,408	3,269,762	(180,355)	-5.5%	1
Grades 1-9	22,778,084	22,404,016	374,068	1.7%	
Grades 10-12 Credit Enrolment Units (CEU)	5,647,633	5,603,092	44,541	0.8%	
Grades 1--12 Extra CEUs	176,000	205,000	(29,000)	-14.1%	2
Home Education	21,721	21,721	-	0.0%	
Class Size Initiative - ECS	699,973	741,058	(41,085)	-5.5%	1
Class Size Initiative Gr 1-3	1,819,929	1,859,493	(39,564)	-2.1%	
Class Size Initiative Gr 10-12 Tier 2 & 3	160,000	160,000	-	0.0%	
Subtotal Base Instruction Funding	<u>34,392,747</u>	<u>34,264,141</u>	<u>128,606</u>	<u>0.38%</u>	
DIFFERENTIAL COST FUNDING					
Program Unit Funding (PUF)	7,987,850	7,508,874	478,976	6.4%	3
English as a Second Language (ESL)	66,563	68,919	(2,356)	-3.4%	
First Nations, Metis and Inuit Funding (FNMI)	643,243	640,886	2,356	0.4%	
Hutterite Colony School Funding	11,541	11,541	-	0.0%	
Outreach Allocations	125,946	125,946	-	0.0%	
Small Schools by Necessity	276,951	233,697	43,254	18.5%	4
Socio Economic Status (SES)	407,087	403,828	3,259	0.8%	
Equity of Opportunity Grant	727,864	728,261	(396)	-0.1%	
Inclusive Education	5,678,676	5,517,985	160,691	2.9%	
School Fees Grant	632,487	632,487	-	0.0%	
Reduction in System Admin and Board Gov'ce	(317,000)	(308,000)	(9,000)	2.9%	
Transportation grants	4,341,014	4,382,716	(41,702)	-1.0%	
French as a Second Language	10,000	10,000	-	0.0%	
ERLC	5,000	5,000	-	0.0%	
Institutional Program grant - Oak Hill	886,774	886,774	-	0.0%	
Supernet grant	144,000	144,000	-	0.0%	
Plant Operations and Maintenance (PO&M)	4,341,698	4,299,642	42,056	1.0%	
Infrastructure and Maintenance Renewal (IMR)	1,085,144	1,763,620	(678,476)	-38.5%	5
Amortization of capital allocations	2,764,586	1,567,406	1,197,180	76.4%	6
Bridging program	-	18,000	(18,000)	-100.0%	7
Alberta Teachers Retirement Fund (ATRF)	3,320,000	3,320,000	-	0.0%	
Alberta Education Secondments - external Serv.	332,887	420,538	(87,651)	-20.8%	8
School Nutrition Program	203,000	141,000	62,000	44.0%	9
Classroom Improvement Fund	-	676,000	(676,000)	-100.0%	10
Regional Collaborative Service Delivery (RCSD)	406,432	406,432	-	0.0%	
Decrease in LAPP Employer Contributions	(106,000)	-	(106,000)	100.0%	11
TOTAL ALBERTA EDUCATION FUNDING	<u>68,368,490</u>	<u>67,869,693</u>	<u>498,797</u>	<u>0.73%</u>	

Schedule of Detailed Revenues cont'd

	<u>2018-2019 Preliminary</u>	<u>2017-2018 Finalized</u>	<u>Variance \$</u>	<u>Variance %</u>	
Alberta Finance - debenture interest revenue	-	-	-		
Other Province of Alberta					
Child and Family Services - Region 6	224,828	224,828	-	0.0%	
Disability Services (former FSCD)	552,511	606,995	(54,484)	-9.0%	12
Wellness Grant	-	20,722	(20,722)	-100.00%	13
TOTAL OTHER GOVERNMENT OF ALBERTA	777,339	852,545	(75,206)	-8.8%	
FEDERAL GOVERNMENT	230,000	290,000	(60,000)	-20.7%	14
OTHER SCHOOL AUTHORITIES	-	21,677	(21,677)	-100%	15
Optional School Fees	369,327	364,887	4,440	1.2%	
Fees - SGF	710,800	701,000	9,800	1.4%	
Transportation fees	212,960	198,644	14,316	7.2%	16
Gifted and talented fees	35,000	35,000	-	0.0%	
FEES	1,328,087	1,299,531	28,556	2.2%	
External Services	130,596	128,688	1,908	1.5%	
Other Sales and Services -SGF	168,000	199,999	(31,999)	-16.0%	17
Adult Fees	19,000	19,000	-	0.0%	
OTHER SALES AND SERVICES	317,596	347,687	(30,091)	-8.7%	
INVESTMENT INCOME	80,000	105,000	(25,000)	-23.8%	18
Donations - Non SGF	-	-	-		
Gifts and Donations - SGF	180,000	120,000	60,000	50.0%	17
GIFTS AND DONATIONS	180,000	120,000	60,000	50.0%	
Rental Income PO&M	18,000	18,000	-	0.0%	
Tower rental	11,177	11,177	-	0.0%	
Rental Income - SGF	6,000	9,400	(3,400)	-36.2%	7
RENTALS OF FACILITIES	35,177	38,577	(3,400)	-8.8%	
FUNDRAISING	80,000	76,000	4,000	5.3%	17
ALARIE settlement	-	116,666	(116,666)	100.00%	19
Other revenue - SGF	80,000	98,000	(18,000)	100.00%	17
OTHER REVENUES	80,000	214,666	(134,666)	100%	
TOTAL REVENUES	71,476,689	71,235,374	241,316	0.3%	

Explanation of Revenue Variances

- 1 ECS revenues decreased by 5.5% due to fewer children anticipated next school year.
- 2 Grade 10-12 student enrolment estimated to increase slightly; however the overall CEUs adjusted to reflect a maximum CEU cap of 45 for each high school student.
- 3 Program Unit Funding has been increased to better align with the current PUF enrolment.
- 4 Small School By Necessity Grant increase reflects a decreased enrolment count in schools eligible for SSBN grant
- 5 IMR grant represents 70% of the approved 2018-2019 IMR grant.
- 6 Amortization of capital allocations increased significantly, which is mainly attributed to amortization of Sturgeon
- 7 Bridging program completed.
- 8 Alberta Education Secondments - fewer secondments anticipated for 2018-2019
- 9 School Nutrition program grant increased for 18-19.
- 10 Classroom Improvement Fund (CIF) grant was originally approved for one year only. The Minister of Education announced on April 26, 2018 that it will continue. No information available at this time.
- 11 Decrease in LAPP contributions - a clawback of LAPP reduced rates. This is estimated by Alberta Education.
- 12 Disability Services revenues adjusted to reflect the current caseload.
- 13 Wellness grant not available for 2018-2019.
- 14 The decrease is related to the estimated number of Alexander students.
- 15 No revenues anticipated from other school jurisdictions.
- 16 No increase in transportation fees; increase in revenues is anticipated from better collections.
- 17 SGF revenues have been adjusted to reflect the past trends in donations, fundraising, rental income and other sales and services.
- 18 Investment income is anticipated to be lower due to the Central Office Modernization Project to be proceeding in 2018-2019 utilizing previously approved capital reserves.
- 19 ALARIE settlement was a one time amount that was received in 2017-2018.

Schedule of Fees

Fees represent charges to parents of students. Approximately 1.9 per cent of overall divisional revenues account for fees collected from parents.

Transportation fees are amounts charged for ineligible students (defined as students and children who reside less than 2.4 km from their designated schools). Transportation fee revenues help to reduce the transportation deficit (or insufficient transportation funding).

Instructional and Material fees were amounts charged under Section 60 (2) (j) of the School Act. Bill 1 no longer allows school boards to charge these fees. As a result, these fees were eliminated starting in the 2017-2018 school year.

Curricular and Extracurricular fees – include fees for alternative programs, optional courses, field trips, ECS enhanced fees, extra-curricular fees (sports teams, athletic events, skiing, swimming, etc) and non-curricular materials and supplies as well as non-curricular travel.

	2018-2019 Preliminary	2017-2018 Finalized	2016-2017 Actual
FEES			
Transportation	212,960	198,644	532,570
Basic Instruction Supplies (former IMF)	-	-	252,655
Alternative program fees	128,000	121,000	122,318
Fees for Optional Courses	226,327	218,887	212,485
Early Childhood Services	35,000	35,000	32,208
Activity Fees (including Field Trips)	515,000	515,000	517,991
Extra-curricular fees	161,000	161,000	163,093
Non-curricular goods and services	47,000	45,000	45,729
Non-curricular travel	2,800	5,000	8,085
Other Fees - prior years			-
Total	1,328,087	1,299,531	1,887,134

Program Allocations

Allocations represent dollars distributed to divisional programs and individual budget centers for their operations.

Board Governance and Administration represents expenses that are related to the work of the elected trustees, and expenses associated with the offices of the superintendent of schools, secretary treasurer, associates and related assistants and support staff. The maximum allowable expenditure limit for Board Governance and System Administration is between 3.6% to 5.4%.

Instruction ECS to Gr 12 represents expenses for direct and indirect activities associated with student learning. This program also includes system instruction support which normally includes activities such as supporting the implementation of instruction and curriculum; providing in-services, counselling and testing.

Plant Operations and Maintenance (PO&M) represents activities that relate to the divisional responsibility for the construction, operation, maintenance, safety and security of all buildings.

Transportation represents activities related to the transportation of students to and from school.

External Services represent activities that do not fall within regular programs areas (i.e. secondments).

The following table provides allocations of divisional funds by Programs:

PROGRAMS	18-19 BUDGET ALLOCATIONS PRELIMINARY	18-19 BUDGET EXPENDITURES PRELIMINARY	Surplus / (Deficit)	17-18 BUDGET EXPENDITURES FINALIZED
<u>BOARD GOVERNANCE AND ADMINISTRATION</u>				
Total	2,654,795	2,654,795	-	2,689,484
<u>INSTRUCTION ECS TO GR 12</u>				
Total	54,724,365	54,082,797	641,568	54,360,952
<u>PLANT OPERATIONS AND MAINTENANCE</u>				
Total	8,234,128	8,759,642	(525,514)	8,184,748
<u>TRANSPORTATION</u>				
Total	5,399,918	5,681,345	(281,427)	5,595,044
<u>EXTERNAL SERVICES</u>				
Total	463,483	463,483	-	549,226
Grand Total	71,476,689	71,642,062	(165,373)	71,379,454

Statement of Expenditures

Total Expenditures for the 2018-2019 are estimated to be \$71.6 million. This Schedule provides details of the budgeted expenditures:

PROGRAMS AND BUDGET CENTERS	18-19 BUDGET ALLOCATIONS PRELIMINARY	18-19 BUDGET EXPENDITURES PRELIMINARY
<u>BOARD GOVERNANCE AND ADMINISTRATION</u>		
BOARD OF TRUSTEES	325,000	325,000
OFFICE OF SUPERINTENDENT	345,797	345,797
SUPERINTENDENT EMERGENT	75,000	75,000
OFFICE OF ASSOC. SUPERINTENDENT (EDUCATION)	238,767	238,767
OFFICE OF ASSOC. SUPERINTENDENT (HR)	204,335	204,335
BUSINESS AND FINANCE	1,465,896	1,465,896
Total	2,654,795	2,654,795
<u>INSTRUCTION ECS TO GR 12</u>		
CENTRAL INSTRUCTIONAL SUPPORT SERVICES		
HUMAN RESOURCES	156,404	156,404
DIRECTOR OF CURRICULUM	192,921	192,921
COORDINATOR, INSTRUCTIONAL TECHNOLOGY & INNOVATION	133,946	133,946
TECHNOLOGY	867,034	867,034
COMMUNICATION, MEDIA, CENTRAL ADVERTISING	110,000	110,000
DIVISIONAL PD	100,000	100,000
SUPERINTENDENT DISCRETIONARY	125,000	125,000
HOME EDUCATION RESOURCES	10,400	10,400
DIVISIONAL HEALTH AND WELLNESS	20,000	20,000
STUDENT SUCCESS & WELLNESS	-	-
CLASSROOM IMPROVEMENT FUND	-	-
NUTRITION FUND	203,000	203,000
CENTRALLY ADMINISTERED SCHOOL EXPENSES	33,630,260	32,988,688
SPECIAL EDUCATION		
GIFTED AND TALENTED	586,050	586,050
HEADSTART	1,317,965	1,317,965
DISABILITY SERVICES	552,511	552,511
PUF	7,525,388	7,525,388
INCLUSIVE ED PROFILE	5,481,722	5,481,722
SCHOOLS		
1 BON ACCORD	32,634	32,634
2 CAMILLA SCHOOL	96,522	96,522
3 GIBBONS SCHOOL	123,250	123,250
4 GUTHRIE SCHOOL	59,996	59,996
5 LANDING TRAIL SCHOOL	60,375	60,375
6 LILIAN SCHICK SCHOOL	84,638	84,638
7 MORINVILLE COLONY SCHOOL	6,926	6,926
8 MORINVILLE LEARNING CENTRE	18,426	18,426
9 NAMAQ SCHOOL	89,872	89,872

Statement of Expenditures cont'd

PROGRAMS AND BUDGET CENTERS	18-19 BUDGET ALLOCATIONS PRELIMINARY	18-19 BUDGET EXPENDITURES PRELIMINARY
10 OAK HILL SCHOOL	988,274	988,274
11 OCHRE PARK SCHOOL	24,196	24,196
12 REDWATER SCHOOL	78,956	78,956
13 STURGEON COMPOSITE HIGH SCHOOL	508,318	508,318
14 STURGEON HEIGHTS SCHOOL	106,821	106,821
15 STURGEON LEARNING CENTER	9,144	9,144
16 MORINVILLE PUBLIC SCHOOL	198,616	198,616
 SCHOOL GENERATED FUNDS	 1,224,800	 1,224,800
Rounding	-	4
Total	54,724,365	54,082,797
 <u>PLANT OPERATIONS AND MAINTENANCE</u>		
PLANT OPERATIONS AND MAINTENANCE (PO&M)	4,384,398	4,909,912
INFRASTRUCTURE MAINTENANCE RENEWAL (IMR)	1,085,144	1,085,144
AMORTIZATION OF CAPITAL REVENUES (offsets amortization)	2,764,586	2,764,586
Total	8,234,128	8,759,642
 <u>TRANSPORTATION</u>		
TRANSPORTATION	5,399,918	5,681,345
Total	5,399,918	5,681,345
 <u>EXTERNAL SERVICES</u>		
EXTERNAL SERVICES (inc. Secondments)	463,483	463,483
Total	463,483	463,483
Grand Total	71,476,689	71,642,062

Staffing FTE Summary

Staffing Group	18-19 Preliminary	% of Total FTE	17-18 Final	% of Total FTE
<u>BOARD GOVERNANCE AND ADMINISTRATION</u>				
Certificated FTE	3.0000	1.03%	3.0000	1.01%
Uncertificated FTE	17.0000	5.46%	17.0000	5.49%
Total	20.0000		20.0000	
<u>INSTRUCTION ECS TO GR 12</u>				
CENTRAL INSTRUCTIONAL SUPPORT SERVICES				
Certificated FTE	2.0000	0.68%	4.4670	1.51%
Uncertificated FTE	8.4000	2.70%	9.8760	3.19%
CENTRALLY ADMINISTERED SCHOOL ALLOCATIONS (RAC)				
Certificated FTE	236.7960	80.92%	237.7800	80.44%
Uncertificated FTE	51.5667	16.56%	51.4240	16.61%
Total	298.7627		303.5470	
SPECIAL EDUCATION				
GIFTED AND TALENTED				
Certificated FTE	4.7000	1.61%	4.7000	1.59%
Uncertificated FTE	3.5000	1.12%	3.5000	1.13%
HEADSTART				
Certificated FTE	9.0000	3.08%	9.7000	3.28%
Uncertificated FTE	2.6000	0.83%	2.6000	0.84%
PUF				
Certificated FTE	15.3750	5.25%	12.9530	4.38%
Uncertificated FTE	84.2514	27.05%	83.1194	26.85%
DISABILITY SERVICES				
Certificated FTE	0.0000	0.00%	0.0290	0.01%
Uncertificated FTE	5.8351	1.87%	5.7024	1.93%
INCLUSIVE ED PROFILE				
Certificated FTE	9.8250	3.36%	9.8850	3.34%
Uncertificated FTE	85.2959	27.39%	83.6472	27.02%
Total	220.3824		215.8360	
SCHOOL PURCHASES				
Certificated FTE	8.4384	2.88%	8.6001	2.91%
Uncertificated FTE	6.0776	1.95%	6.0837	1.97%
Total	14.5161		14.6838	
<u>PLANT OPERATIONS AND MAINTENANCE</u>				
Certificated FTE	0.0000	0.00%	0.0000	0.00%
Uncertificated FTE	44.2900	14.22%	44.0228	14.22%
Total	44.2900		44.0228	
<u>TRANSPORTATION</u>				
Certificated FTE	0.0000	0.00%	0.0000	0.00%
Uncertificated FTE	1.7500	0.56%	1.7500	0.57%
Total	1.7500		1.7500	
<u>EXTERNAL SERVICES</u>				
Certificated FTE	3.5000	1.20%	4.5000	1.52%
Uncertificated FTE	0.8600	0.28%	0.8600	0.28%
Total	4.3600		5.3600	
GRAND TOTAL	604.0612		605.1996	
Total Certificated FTE	292.6344	48.44%	295.6141	48.85%
Total Uncertificated FTE	311.4267	51.56%	309.5855	51.15%
Grand Total	604.0612	100.00%	605.1996	100.00%

Board of Trustees Budget

	2018-2019 Preliminary	2017-2018 Finalized	2016-2017 Actual
Revenue Allocation	325,000	325,000	325,000
<u>Expenditures</u>			
Remuneration and Benefits	134,363	130,474	114,889
Per Diems and Benefits	15,360	15,401	5,642
Professional Development	25,000	25,000	11,794
Contracted and General	20,053	26,900	2,703
Internet	6,824	5,474	4,539
Membership and Dues	65,000	69,000	61,013
Supplies and Election Costs	13,400	13,400	234
Travel and subsistence (accommodation)	32,500	28,851	11,297
Meetings and meals	8,000	7,000	4,116
Chair Functions	4,500	3,500	8,869
Total Expenditures	325,000	325,000	225,096
Surplus/(Deficit)	0	0	99,904

Schedule of Centrally Administered Expenses

	2018-2019 Preliminary	2017-2018 Finalized
CENTRALLY ADMINISTERED SCHOOL EXPENSES		
Principal Allowances (Benefits Included)	602,948	603,110
Extended Leaves - Sub Plan, Long Term Illness	540,000	550,000
Substitute Teachers - per ATA Collective Agreement	709,174	646,770
CUPE (No PUF) - Subs, Long Term Illness, Sub Plan	135,000	128,000
Leases - Photocopiers	238,000	240,000
Admin Council meetings - meals	12,000	10,000
Book Awards / Scholarships	43,000	43,000
Telephones (landlines)	14,000	14,000
Student Accident Insurance	13,290	13,290
Facility Rent - Learning Centers	90,884	86,504
Evergreening - computers, equipment, furniture	430,000	430,000
Division supported services: SRO (1/2), Bridging Program (17/18)	20,260	38,000
Alberta Infrastructure Managed Projects - Division incurred expenses	75,000	20,000
Information System Licences - Insignia, Powerschool, ACORN, Discovery, Adobe	130,580	138,780
Amortization of capital assets - schools	23,481	19,021
	3,077,617	2,980,475
RESOURCE ALLOCATIONS		
<u>Certificated Staffing</u>		
Regular Instruction	18,488,943	18,351,962
Additional RAC Allocation - Redwater	152,025	151,350
Discretionary RAC Allocation - SCHS (K&E)	101,350	100,900
Additional RAC Allocation - New School in Morinville and Camilla	30,405	40,360
Special Ed Programs - GOALS (former Life Skills)	325,334	323,889
Principals admin time allocations	1,155,390	1,150,260
Admin Adjustment	615,296	594,301
Special Ed Admin	91,215	100,900
Counsellor	678,944	676,736
LOGOS	1,029,716	1,025,144
Colony	152,025	151,350
MLC	202,700	201,800
SLC	202,700	201,800
Morinville Public School - French Immersion	595,938	593,292
1.0 FTE (in 17-18 2.5 FTE additional Division Discretionary Staff)	101,350	252,250
Summer School - 0.75 FTE	76,013	75,675
Certificated Staffing	23,999,343	23,991,969
School Admin Support - 7.0 hours per day	1,653,856	1,653,625
School Media (Library) Support - 6.5 hours per day	501,444	501,379
Additional RAC Special Ed Assistants SLC and MLC	46,430	46,424
Morinville Colony	46,430	46,424
High School CTS Support - SCHS	60,823	60,815
SCHS - Automotive Tech	90,382	85,912
High School CEU Support	75,003	74,993
SIS Support Tech	71,837	60,065
Substitute Services Desk	45,528	46,068
Support Staffing	2,591,734	2,575,707
ALBERTA TEACHERS RETIREMENT FUND (ATRF) - paid by Gov't	3,320,000	3,320,000
	Rounding -6	
TOTAL CENTRALLY ADMINISTERED EXPENSES	32,988,688	32,868,153

Schedule of School Allocations

	<u>PRELIMINARY</u> <u>2018-2019</u>			<u>FINALIZED</u> <u>2017-2018</u>			Total Allocation
	Student Allocation	School Fees	Other Income	Student Allocation	School Fees	Other Income	
BACS	31,464	1,170	0	32,634	31,379	1,170	32,549
CAMILLA	76,522	20,000	0	96,522	79,686	20,000	99,686
GIBBONS	49,590	73,660	0	123,250	48,906	73,660	122,566
GUTHRIE	55,660	4,336	0	59,996	55,490	4,336	59,826
LANDING TRAIL	56,430	3,945	0	60,375	58,055	3,945	62,000
LILIAN SCHICK	44,118	40,520	0	84,638	47,709	57,200	104,909
COLONY	6,926	0	0	6,926	6,584	0	6,584
MLC (based on FTE)	4,426	0	14,000	18,426	4,871	0	18,871
MORINVILLE PUBLIC	134,320	59,296	5,000	198,616	124,830	56,576	211,406
NAMAO	73,872	16,000	0	89,872	74,385	16,000	90,385
OAK HILL	101,500	0	886,774	988,274	98,000	0	984,774
OCHRE PARK	24,198	0	0	24,198	26,334	0	26,334
REDWATER	45,956	16,000	17,000	78,956	45,443	19,000	79,443
SCHS	188,318	120,000	200,000	508,318	183,043	100,000	483,043
SLC (based on FTE)	4,144	0	5,000	9,144	4,256	0	9,256
STURGEON HEIGHTS	77,121	14,400	15,300	106,821	76,010	13,000	104,310
Total School Allocations	974,565	369,327	1,143,074.00	2,486,966	964,981	364,887	2,495,942

Student Allocations represent board approved amounts per students for ECS (\$85.50), Division I to III (\$171), Division IV (\$213.75 for Redwater and Learning Centers and \$263.75 for SCHS).

School Fees – these fees are for optional courses and alternative programs.

Other Income – may include adult fee revenues, institutional grant, extra CEUs, rental income.

Note: This schedule shows only school allocations. Allocations may not equal the overall school expenses that are shown in the Schedule of Expenditures.

Plant Operations and Maintenance Budget

	2018-2019 Preliminary	2017-2018 Finalized	2016-2017 Actual
Revenue Allocations			
Alberta Education			
POM	4,341,698	4,299,642	4,091,030
IMR	1,085,144	1,763,620	1,056,459
Supported Amortization	2,764,586	1,567,406	1,543,159
	8,191,428	7,630,668	6,690,648
Other Government			
Supported Capital Debt	0	0	363
Other Revenue			
Insurance proceeds			102,662
Gain on sale of assets			43,624
Facility rental	2,700	2,700	2,700
Investment Income	40,000	52,500	40,000
	42,700	55,200	188,986
Total Allocations	8,234,128	7,685,868	6,879,997
Expenditures			
Salaries and Benefits	44.29 2,733,375	2,677,362	2,534,733
Contracted and General	794,503	799,290	943,621
Supplies	249,300	252,300	245,141
Utilities	1,065,367	1,057,000	1,014,730
	4,842,545	4,785,952	4,738,225
Debenture Interest	0	0	363
Amortization of capital assets	2,831,953	1,635,176	1,593,411
IMR	1,085,144	1,763,620	1,056,459
	3,917,097	3,398,796	2,650,233
Total Expenditures	8,759,642	8,184,748	7,388,458
Deficit	(525,514)	(498,880)	(508,461)

Budget Considerations and Assumptions

- Salaries and Benefits include 44.29 FTE
- Confirmed 18-19 PO&M Grant reflected in the budget
- IMR based on the IMR grant of \$1,550,206 of which 30% must be capitalized
- Insurance premiums included in contracted services adjusted to reflect property rates going up (property insurance of \$393K)
- Utilities - include \$77,367 of carbon levy
- Concern of aging facilities and insufficient funding
- Amortization of capital allocations increased significantly due to SCHS Modernization being amortized after its completion

Transportation Budget

	2018-2019 Preliminary	2017-2018 Finalized	2016-2017 Actual
Revenue Allocations			
Alberta Education			
Rural Transportation	3,930,000	3,970,000	3,948,217
Special ECS	398,476	350,000	404,386
Prior period adjustments	(25,000)	(25,000)	0
Additional PUF transportation	500,000	400,000	504,302
Amortization of capital revenue	0	0	
Other Transportation Fees (ineligible students)	212,960	198,644	532,570
Transportation Fees Grant (eligible students)	383,482	383,482	
Wheelchair lift			12,163
Capital Gain			
Total Allocations	5,399,918	5,277,126	5,401,638
Expenditures			
Salaries and Benefits	190,338	192,264	186,998
Contracted and General			
Regular routes	4,032,187	3,985,382	3,914,761
Special Needs routes	341,497	335,353	337,155
PUF transportation costs (bus, taxi, parent)	890,038	802,150	886,455
Parent provided	60,000	60,000	58,320
Special Education	101,305	143,215	121,406
Administration, PD, cost transfers, supplies and other	65,980	76,680	76,684
Total Expenditures	5,681,345	5,595,044	5,581,779
Deficit	(281,427)	(317,918)	(180,141)

Budget Considerations and Assumptions

- Revenues estimated based on draft grant applications
- Transportation fees based on 17-18 registered ridership
- Transportation fees grant of \$383K confirmed by AB Education
- 18-19 fuel prices (based on \$1.20 per liter inclusive of carbon levy)
- Same number of busses

Budgeted Statement of Operations

	2018-2019 Preliminary (Spring)		2017-2018 Finalized (Fall)	
Revenues				
Alberta Education	65,603,903	91.8%	66,302,285	93.1%
Other Government of Alberta	777,339	1.1%	852,545	1.2%
Federal Government and/or First Nations	230,000	0.3%	290,000	0.4%
Other Alberta School Board Authorities	-	0.0%	21,677	0.0%
Fees	1,328,087	1.9%	1,299,531	1.8%
Other Sales and Service	317,596	0.4%	347,687	0.5%
Investment Income	80,000	0.1%	105,000	0.1%
Gifts and Donations	180,000	0.3%	120,000	0.2%
Rental of Facilities	35,177	0.0%	38,577	0.1%
Fundraising	80,000	0.1%	76,000	0.1%
Amortization of Capital Revenues	2,764,586	3.9%	1,567,406	2.2%
Other Revenues	80,000	0.1%	214,666	0.3%
Total Revenues	<u>71,476,689</u>	100%	<u>71,235,374</u>	100%
Expenses by Programs				
ECS to Grade 12 Instruction	54,082,797	75.5%	54,360,952	76.2%
Plant Operations and Maintenance	8,759,642	12.2%	8,184,748	11.5%
Transportation	5,681,345	7.9%	5,595,044	7.8%
Board and System Administration	2,654,795	3.7%	2,689,484	3.8%
External Services	463,483	0.6%	549,226	0.8%
Total Expenses	<u>71,642,062</u>	100%	<u>71,379,454</u>	100%
Budgeted Surplus/(Deficit)	<u>(165,373)</u>		<u>(144,080)</u>	
Expenses by Objects				
Certificated Salaries and Benefits	35,653,329	49.8%	35,912,805	50.3%
Non Certificated Salaries and Benefits	18,126,256	25.3%	17,883,004	25.1%
Services, Contracts and Supplies	14,950,533	20.9%	15,851,084	22.2%
Amortization of Capital Assets	2,911,944	4.1%	1,732,560	2.4%
	<u>71,642,062</u>	100%	<u>71,379,453</u>	100%
SUMMARY:				
Instructional Surplus	641,568		672,718	
Operation and Maintenance Deficit	(525,514)		(498,880)	
Transportation Deficit	(281,427)		(317,918)	
Total Surplus/(Deficit)	<u>(165,373)</u>		<u>(144,080)</u>	

Schedule of Projected Accumulated Surplus

Accumulated Operating Surplus combines the divisional unrestricted surplus and operating reserves.

Unrestricted surplus represents dollars that are not internally designated towards specific projects. These dollars are considered for emergent financial situations, or for items not previously budgeted for.

Operating reserves are dollars internally committed for specific activities. These reserves also include unspent School Generated Funds.

Capital reserves represent dollars set aside for major capital assets, such as vehicles, equipment and renovations or buildings not specifically funded by Alberta Government.

Assumptions: the 2017-2018 and 2018-2019 estimated surpluses, unsupported amortization expenses as well as reserve transfers are subject to change. This information is based on current available information.

	C = A + B	A	B	
	Accumulated Operating Surplus	Unrestricted Surplus	Operating Reserves	Capital Reserves
Reserves as at August 31, 2017	\$ 3,076,299	\$ 1,635,429	\$ 1,440,870	\$ 3,952,021
2017-2018 Fall Operating Deficit	\$ (144,080)	\$ (144,080)		
2017-2018 Budgeted Amortization	\$ 165,154	\$ 165,154		
Board funded capital assets (CO Mod)	\$ -			\$ (447,600)
Reserve Transfer	\$ (165,154)	\$ (95,023)	\$ (70,131)	\$ 165,154
<u>Estimated Reserves as at August 31, 2018</u>	\$ 2,932,219	\$ 1,561,480	\$ 1,370,739	\$ 3,669,575
2018-2019 Budgeted Operating Surplus/(Deficit)	\$ (165,373)	\$ (165,373)		
2018-2019 Estimated amortization	\$ 147,357	\$ 147,357		
Board funded capital assets (CO Mod)	\$ -	\$ -		\$ (2,052,400)
Reserve Transfer	\$ -			
<u>Estimated Reserves as at August 31, 2019</u>	\$ 2,914,203	\$ 1,543,464	\$ 1,370,739	\$ 1,617,175
Reserves as a percentage of 2018 Expenses	4.14%			2.30%

Note 1: The anticipated capital reserve reduction of \$3.1 million is committed towards the upgrade of central office facilities.

ATTACHMENTS

Sturgeon Public School Division		18-19 Student Enrollment Projections												A			B			C							
SCHOOL	HS/MS	ECS	I	II	III	IV	V	VI	TOTAL FTE	VII	VIII	IX	TOTAL FTE	X	XI	XII	TOTAL SR HI	TOTAL ECS-12	AFN 18-19	AFN 18-19 included in total	Home Ed 18-19	Jan 2018 Count	SEPT 30 2017 Funded	AFN 17-18	Home Ed 17-18	COMM 17-18	
		38	37	31	42	40		208		208					208	10			462	17	484	208	208	486	22		
Bon Accord	20	38	37	31	42	40		208											208				208	208			
Legal	10	0	0					10											10				9	10			
Camilla	30	33	44	52	49	56	45	37	346	38	39	39	116					462	17	484		484	486	22			
Gibbons							70	62	132	58	50	50	158					290		279		279	286				
Guthrie	95	30	24	33	38	39	30	33	322	20	29	17	66					388		388		388	389		2	1	
Landing Trail	36	84	78	58	60	74			390				0					390		402		402	400				
Lilian Schick							47	55	102	58	56	42	156					258		276		276	279		4		
Morinville Public	106	103	110	93	102	91	95	65	765	47	48	30	125					890		862		862	838		3	3	
Namao	60	38	38	34	37	42	42	48	339	53	51	38	142					481		501		501	492		1	1	
Ochre Park	20	25	28	30	33	28			164				0					164		174		174	178				
Redwater							34	39	73	38	35	29	102	24	27	24	75	250		249		249	244		2		
SCHS														239	250	219	708	708		675		675	687		7	1	
Sturgeon Hts.	116	76	50	45	50	45	50	35	467	28	27	25	80					547		538		538	541		11		
SUB TOTAL	493	427	409	376	411	415	413	374	3,318	340	335	270	945	263	277	243	783	5,046	23	5,051	23	5,038	29	13	16		
Oak Hill							3	2	5	10	5	7	19				0	29		27		27	28				
Colony		5	5	6	6	5	4	3	34	2	3	4	9				0	43		41		41	41				
SUB TOTAL	0	5	5	6	6	8	8	8	44	7	10	11	28	0	0	0	0	72	0	68	0	68	69	0	0	0	
MLC														2	8	37	47	47		58		58	47				
SLC														5	12	27	44	44		49		49	44				
SUB TOTAL														7	20	64	91	91	0	107	0	107	91	0	0	0	
TOTAL	493	432	414	382	417	423	419	382	3,362	347	345	281	973	270	297	307	874	5,209	23	5,226	23	5,198	29	13	16		
FTE'S																		4,746.50		23	13	4,743.50	29	13			
Jan 2018	545	447	400	416	424	424	388	353	3,397	349	290	320	959	289	261	320	870	5,226	28	16							
Sept 30 2017	528	451	407	416	416	421	383	355	3,377	344	293	319	956	289	265	311	865	5,198	29	13							
CHANGE #S Sept 2017 to Feb. Proj.	-35	-19	7	-34	1	2	36	27	-15	3	52	-38	17	-19	32	-4	9	11	-6	0							
CHANGE %	-7%	-4%	2%	-8%	0%	0%	9%	8%	0%	1%	18%	-12%	2%	-7%	12%	-1%	1%	0.21%	-21%	0%							

Resource Allocation Formula

2018-2019

Professional Staff

- **Basic Instruction**

- The formula provides staffing to provide instruction to a cohort of students. This allocation is equal to 1.0 teacher time for each class (class is defined as a group of students as per the CSI target) plus an additional allocation of .07 for preparation (non-instructional) time for each teacher. Allocations for the 2018-2019 school year are based upon the following targets:

- **K-3** target of **19.45**
- **4-6** target of **25.95**
- **7-9** target of **27.95**
- **10-12** target of **26.3** - with an average credit load of 34.5 CEU's/student

- An additional allocation of up to 1.5 FTE is provided to Redwater School to sustain the small high school program.

- Colony School:

- 1.5 FTE Certificated Staff
- 1.0 FTE Uncertificated

- **Discretionary Staffing**

- The equivalence of an additional 1.0 FTE professional staff has been placed in the budget for discretionary staffing to be allocated in September by the Superintendent. This additional staffing will be provided on the basis of local need.

- An additional allocation of 1.0 FTE is provided to Sturgeon Composite High School (in lieu of K&E allocation).

- **Administration**

- **Base is .95**

- Minimum .15 FTE allocation for Vice Principal

- **Size differential increase**

- Additional allocation of .001 X (# of Headstart to Grade 9 students – 200)
- Additional allocation of .002 X (# Grade 10 to 12 students – 200) for high schools
- Additional allocation of .002 X (# of Headstart to Grade 12 students – 500)

- **Special education increase**
 - Additional allocation of .05 FTE per 15 (or part thereof) coded students
- **Program differential increase**
 - Additional allocation of .1 FTE for second and each subsequent division
 - (a division is by definition a minimum of 2 grades)
- **Off-site differential increase**
 - Additional allocation of .10 FTE per out of school site
- **Counselor**
- **Base is .3 FTE**
- **Size differential increase**
 - Additional allocation of .001 X (# of K-12 students – 200)
- **High School differential increase**
 - Additional allocation of .001 X (# of grade 10-12 students)
- **Growth Differential**
 - MPS – upper cap of 1.0
- **Division programs**
- **Logos**
 - Allocation of 1.07 for each class identified by the school through Program Plans and approved by the Associate Superintendent.
 - The program must be:
 - Self-sustaining
 - Require no subsidy allocation
 - CSI average must align with regular programs on average
- **French Immersion**
 - Allocation of 1.07 for each class identified. For the initial years classes will be approved by the Superintendent.
 - The program must be:
 - Self-sustaining
 - Require no subsidy allocation
 - CSI average must align with regular programs on average overtime
- **K&E**
 - Allocation of 2.0 FTE provided on an as needed basis in consultation with the Director of Learning Support through the program planning process.

- **Special Education Programs**
 - Allocation of 1.07 for each Division program class identified by the school and be approved by the Associate Superintendent Education Services.

- **Learning Centre's**
 - **MLC/SLC**
 - **Fall/Winter/Spring Program**
 - 4.0 FTE Certificated staff (shared; inclusive of the teacher principal)
 - 1.0 FTE Support staff (Admin) (shared)
 - 1.0 FTE Support staff (shared; includes home schooling administration)

 - **Summer Program**
 - .75 FTE Certificated staff

Support Staff

- **Admin Office Support** (7.0 hours/day @ 200 days)
 - **Office Support**
 - Based on :
 - Division Levels
 - Enrolments
 - Programs
 - Allocation for 17-18:
 - BACS/OP - 2.0 FTE
 - Landing Trail/Gibbons/Guthrie/Namao/Lillian Schick/Camilla/Sturgeon Heights – 2.5 FTE
 - Morinville Public School – 4.0 FTE
 - Redwater – 3.0 FTE
 - SCHS – 6.25 FTE

- **Instructional Support** (6.5 hours/day @ 200 days)
 - **Library**
 - BACS/Ochre Park - .75 FTE
 - Landing Trail/Gibbons/Guthrie/Namao/Lillian Schick/Camilla/Sturgeon Heights and Redwater - .90 FTE
 - Morinville Public Elementary –1.0 FTE
 - SCHS 1.1 FTE
 - Duties other than library tech may be assigned to this position by the principal keeping within the guideline that the majority of duties be dedicated to the library.

- **Vocational Education** (6.5 hours/day @ 200 days)
 - **SCHS**
 - **Automotives Program** - 1.0 FTE
 - **Cosmetology Program** - 1.0 FTE
 - **SCHS Food Prep Program** - .31 FTE

Other

- **Centrally Administered Funds**

- A variety of services and supports, including such items as substitute costs required as part of the collective agreement, principal allowances, telephone and photocopier leases, system fees, technology services and central office education staff are centrally administered. These items have been identified as 'best' centrally administered through a consultative process between school based and central office administrators.

All costs associated with the collective agreement are included and supported through the centrally administered budget.

- **Per Student Allocation**

- Funding is provided at the following rate:
 - \$85.50 per ECS student
 - \$85.50 per Pre - ECS student
 - \$171.00 per 1-9 student
 - \$ 213.75 per 10-12 FTE student – Redwater
 - \$ 263.75 per 10-12 FTE student – SCHS

- **Capital Evergreening Fund**

\$ 430,000 allocated to the capital fund for the replacement costs of

- School furniture
- CTS equipment
- Band/music
- Instructional/administrative technology

- **Inclusive Education**

- Allocations are provided to schools in consultation with the Director of Learning Support

SUMMARY OF CERTIFICATED STAFFING PROJECTIONS

2018-2019

School	Teaching Time		Admin	Adj	Admin	Spec Ed Admin	Counselor	Logos	Special Programs	K and E	Addnl	Total	Total
	Admin	Admin										18/19	17/18
Bon Accord	8.746	0.950	0.018	0.050	0.300	0.000	0.000	0.000	0.000	0.000		10.064	9.982
Camilla	19.745	0.950	0.579	0.050	0.549	0.000	0.000	0.000	0.000	0.000		21.873	22.818
Gibbons	11.491	0.950	0.190	0.050	0.390	0.000	0.000	0.000	0.000	0.000		13.071	12.875
Guthrie	12.784	0.950	0.388	0.050	0.393	0.000	0.000	0.000	0.000	0.000		14.565	14.707
Landing Trail	12.349	0.950	0.190	0.050	0.454	4.810	0.000	0.000	0.000	0.000		18.803	18.969
Lillian Schick	5.601	0.950	0.158	0.050	0.358	5.350	0.000	0.000	0.000	0.000		12.467	13.260
MPS	28.958	0.950	1.670	0.150	1.000	0.000	0.000	0.000	0.000	0.000		32.728	30.433
Namao	17.329	0.950	0.481	0.150	0.521	0.000	2.140	0.000	0.000	0.000		21.571	21.657
Ochre Park	6.848	0.950	0.000	0.050	0.300	0.000	0.000	0.000	0.000	0.000		8.148	8.712
Redwater	10.099	0.950	0.300	0.050	0.375	0.000	0.000	0.000	0.000	0.000	1.500	13.274	13.132
Sturgeon Comp	29.986	0.950	1.456	0.150	1.528	0.000	1.070	0.000	0.000	0.000		35.140	34.132
Sturgeon Heights	18.490	0.950	0.641	0.050	0.531	0.000	0.000	0.000	0.000	0.000		20.662	20.232
Sub Total	182.427	11.400	6.071	0.900	6.699	10.160	3.210	0.000	1.500	0.000	1.500	222.366	220.908
French Immersion MPS	5.880											5.880	5.880
Morinville Colony	1.500											1.500	1.500
MLC	2.000											2.000	2.000
SLC	2.000											2.000	2.000
Sub Total	11.380											11.380	11.380
Staffing	193.807											233.746	232.288
Additional Staff													
Discretionary Division	1.000											1.000	2.500
Discretionary allocated to SCHS	1.000											1.000	1.000
Discretionary K and E	2.000											2.000	2.000
Summer Staff	0.750											0.750	0.750
Four Winds and Camilla	0.300											0.300	0.400
Sub Total	5.050											5.050	6.650
Total Regular	198.857											238.796	238.938
												-2.000	-2.000
												236.796	236.938

reflects ECS to Gr 6

Morinville - 0.2 FTE and Camilla - 0.1 FTE

* included in Inclusive Ed Budget

SUMMARY OF SUPPORT STAFFING PROJECTIONS

Preliminary 2018-2019

<u>School</u>	7.0 hrs	7.0 hrs	6.5 hrs	7.0 hrs	6.5 hrs	<u>Per RAC</u>	Allocation	Allocation
	<u>School</u>	<u>Media</u>	<u>Vocational</u>	<u>CEU</u>	<u>Support</u>		18/19	17/18
	<u>Admin</u>			<u>Support</u>				
Bon Accord	2.0000	0.7500				2.7500	2.7500	
Camilla	2.5000	0.9000				3.4000	3.4000	
Gibbons	2.5000	0.9000				3.4000	3.4000	
Guthrie	2.5000	0.9000				3.4000	3.4000	
Landing Trail	2.5000	0.9000				3.4000	3.4000	
Lilian Schick	2.5000	0.9000				3.4000	3.4000	
MPS	4.0000	1.0000				5.0000	5.0000	
Namoo	2.5000	0.9000				3.4000	3.4000	
Ochre Park	2.0000	0.7500				2.7500	2.7500	
Redwater	2.5000	0.9000		0.5000		3.9000	3.9000	
Sturgeon Comp	5.2500	1.1000	2.3100	1.0000		9.6600	9.6600	
Sturgeon Heights	2.5000	0.9000				3.4000	3.4000	
MLC	0.5000	0.0000			0.0000	0.5000	0.5000	
SLC	0.5000	0.0000			1.0000	1.5000	1.5000	
Colony					1.0000	1.0000	1.0000	
Sub Total	34.2500	10.8000	2.3100	1.5000	2.0000	50.8600	50.8600	
SIS Tech Support	0.8570					0.8570	0.8570	
Sub Total	35.1070					51.7170	51.7170	
Centrally Administered								
Sub Service	0.9200					0.9200	0.9200	
TOTAL	36.0270					52.6370	52.6370	