



Board Meeting Agenda

October 30, 2013 – 4:30 p.m.

- 1. Call to Order**
- 2. Approval of Agenda**
 - 2.1 Additions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Reading and Approving of Minutes**
 - 4.1 Amendment/Correction of Minutes
 - 4.2 Approval of Minutes of the Regular Meeting of September 25, 2013
- 5. Presentations**
 - 5.1 RCSD Interventions for Students – Vicky Cooke/Sandra Brenneis
- 6. Reports from Officers and Standing Committees**
 - 6.1 Superintendent of Schools
 - 6.2 Deputy Superintendent
 - 6.3 Director of Curriculum & Instruction

- 6.4 Secretary Treasurer
- 6.5 Associate Superintendent
- 6.6 Chair's Report
- 6.7 Trustees' Reports
- 6.8 Alberta School Boards Association Representative
- 6.9 Public School Boards Association of Alberta Representative

7. New Business

- 7.1 Transportation Agreement with Greater St. Albert Roman Catholic Separate School District
- 7.2 Ward 3 Alcomdale/Villeneuve Vacancy

8. Unfinished Business

9. Reports from Committees

- 9.1 Building
- 9.2 Finance & Human Resources
- 9.3 Education Policy
- 9.4 Advocacy Committee
 - Board Advocacy Plan
- 9.5 Transportation

10. Notices of Motion

11. Information

12. Question Period

13. Requests for Information

14. Adjournment



Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on September 25, 2013

UNAPPROVED DRAFT

Table of Contents

| | <u>Resolution #</u> |
|---|---------------------|
| Approval of Agenda | 130 |
| Approval of Minutes | 131 |
| New Business | |
| Policy B/II/5 - Trustee Code of Conduct | 134/135 |
| School Year Calendar 2013 - 2014 | 136 |
| Corporate-Style Financial Statements | 137 |
| Council of School Councils Meeting | 138 |
| Organizational Meeting | 139 |
| Locally Developed Courses Approval - Forensic Science Studies 35 (5 credits) | 140 |
| Board Advocacy Plan | 141/142 |



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on September 25, 2013**

UNAPPROVED DRAFT

Roll Call

Present were Trustees: Mr. Terry Jewell (Chair), Ms. Tracy Nowak (Vice Chair), Mrs. Liz Kohle, Mr. Daryl Krieger, Mrs. Wendy Miller & Mrs. Shelley Porter; Dr. Michèle Dick (Superintendent); Mr. Gerry Schick (Deputy Superintendent); Mrs. Iva Paulik (Secretary Treasurer); Mr. Wolfgang Jeske (Director, Curriculum & Instruction); Mr. Dave Johnson (Associate Superintendent,)

Absent: Mr. Brent Gray

Call to Order

The Chair called the meeting to order at 4:37 p.m.

Approval of Agenda

#130/2013 – Moved by Mr. Krieger that the agenda be approved.

CARRIED 6/0

Appointments

There were no appointments.

Approval of Minutes

#131/2013 - Moved by Mrs. Kohle that the minutes of the Regular Meeting of August 28, 2013 be approved.

CARRIED 6/0

Presentations

Mrs. Roxanne Filipchuk, Literacy Coach, presented information with respect to Literacy Programs in our schools, and the Literacy information on the Sturgeon School Division Moodle website.

Reports from Officers and Standing Committees

Superintendent of Schools

A written report was provided.

Chief Deputy Superintendent of Schools

A written report was provided.

Director of Curriculum & Instruction

No report was provided.

#132/2013 – 5:20 p.m. – Moved by Mrs. Miller that the Board go in camera.

CARRIED 6/0

#133/2013 – 6:50 p.m. – Moved by Ms. Nowak that the Board go out of camera.

CARRIED 6/0

Secretary-Treasurer

No report was provided.

Associate Superintendent

A written report was provided.

Chair's Report

A verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Alberta School Boards Association Representative

No report was provided.

Public School Boards Association of Alberta Representative

No report was provided.

New Business**Policy B/II/5 – Trustee Code of Conduct**

#134/2013 – Moved by Mrs. Kohle that the Board of Trustees approve Policy B/II/5 – Trustee Code of Conduct.

#135/2013 – Moved by Mr. Jewell that the Board of Trustees table Policy B/II/5 – to the November Board Meeting.

CARRIED 5/1

Opposed: Mrs. Porter

School Year Calendar 2013-2014

#136/2013 – Moved by Mrs. Miller that the Board of Trustees amend 2013-2014 school year calendar by moving the professional development/staff meeting date to June 6, 2014.

CARRIED 6/0

Corporate-Style Financial Statements

#137/2013 – Moved by Mr. Jewell that the Board of Trustees approve the preparation of only the Audited Financial Statements; and eliminate the preparation of the corporate-style financial statements by the Auditors from the 2012/2013 school year forward.

CARRIED 6/0

Council of School Councils Meeting

#138/2013 – Moved by Mr. Krieger that the Board of Trustees approve the date of Tuesday, November 5th at 5:00 pm to host the first meeting of the Sturgeon Council of School Councils in the Coronado Room at Frank Robinson Education Centre.

CARRIED 6/0

Organizational Meeting

#139/2013 – Moved by Mr. Jewell that the Board of Trustees move the Organizational Meeting and Regularly Scheduled October Board Meeting to Wednesday, October 30, 2013.

CARRIED 6/0

Locally Developed Courses Approval

#140/2013 – Moved by Ms. Nowak that the Board of Trustees for Sturgeon School Division, approve locally developed course Forensic Science Studies 35 for 5 credits, acquired from Pembina Hills Regional Division No. 7, to be authorized as a course of study within Sturgeon School Division from September 1, 2013 to August 31, 2014 using the listed resources as per the course outline.

CARRIED 6/0

Unfinished Business**Reports From Committees****Building**

No report was provided.

Finance & Human Resources

No report was provided.

Education Policy

No report was provided.

Advocacy Committee – Board Advocacy Plan

A written report was provided.

The Board requested Administration to research a mosaic project in celebration of Sturgeon School Division's 75th anniversary.

#141/2013 – Moved by Mrs. Porter that the Board of Trustees adopt the Advocacy Plan as presented with the date September 24, 2013.

#142/2013 – Moved by Mr. Jewell that the Board of Trustees table the Advocacy Plan to the October Board Meeting.

CARRIED 6/0

Transportation

A written report was provided.

Notices of Motion

There were no Notices of Motion.

Information

The Advocate – published by Public School Boards' Association of Alberta
Received as information.

Question Period

No questions were raised.

Requests for Information

There were no requests for information.

Close of Meeting

The Chair adjourned the meeting at 7:35 p.m.

Chair

Date

Secretary-Treasurer



Memorandum

Date: October 30, 2013
To: Board of Trustees
From: Michele Dick
Superintendent
Subject: Superintendent's Report

Welcome

On behalf of division staff, I would like to welcome our new Board of Trustees to what promises to be an exciting and fulfilling four-year term. Central Office senior admin are here to assist and support you in your duties and responsibilities and our school based administrators are looking forward to working with you at the community level. Please do feel free to let me know if you have any questions and/or requests for information.

Alexander First Nations Education Agreement

Ms. Jody Kootenay, Education Director at Alexander, and I met regarding our Education Services Agreement which sees a number of Alexander students attending Sturgeon Schools. Over the years we have had a very positive and successful working relationship with Alexander, one that we value and look forward to maintaining. At this time there are a number of discussions occurring, throughout Canada and our province relative to the delivery of education to our First Nations students. Until there is some resolution to these discussions, Ms. Kootenay and I are recommending that we continue with our one-year term agreements. Early in the spring, 2014, we will meet again to finalize arrangements for the 2014-2015 school year and, at that time, a draft Agreement will be brought to the Board for review and consideration. (Reference: Division Values: "Shared Responsibility"; "Learning Choices; "Belonging"; and "Communication")

Presentation Tracker

Attached for Trustee information is a copy of the 2013-2014 Presentation Tracker. These monthly presentations provide the Board and members of the public with greater insight into the progress, challenges and celebrations we are experiencing in the division relative to various initiatives and undertakings at either the school or jurisdiction level. The Presentation Tracker identifies the various presentations scheduled for upcoming Public Board meetings and will continue to evolve as potential topics of interest are identified. (Reference: Division Values: "Excellence in Teaching"; "Learning Choices; and "Communication")

BOARD 6.1



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

C2 Committee

The Division C2 Committee met on Friday, October 25th to complete the draft copy of the report required by Alberta Education (deadline for submission: Oct. 31, 2013). The Superintendent will speak to this item at the Board meeting. (Reference: Division Value: “Excellence in Teaching”)

2013/2014 Public Board Presentation Tracker

| | Alignment to Three Year Education Plan | Presentation/Report | Key Contact |
|------------------------|--|---|---|
| September Public Board | | Literacy | Roxanne Filipchuk |
| October Public Board | | RCSD Interventions for Students | Vicky Cooke/Sandra Brenneis |
| November Public Board | | Auditor's Report Three Year Education Plan | Iva Paulik Wolfgang Jeske |
| December Public Board | | | |
| January Public Board | | High School Completion Project | Mary McGregor (Lead Contact) |
| February Public Board | | Leader In Me | Darryl Propp, BACS John Baldasarre, L.S. |
| March Public Board | | | |
| April Public Board | | | |
| May Public Board | | | |
| June Public Board | | | |
| September 16, 2013 | | | |
| | | | |
| | | | |
| | | | |



May 22, 2013

VISION MISSION VALUES



Our Vision

(what we want to become)

Sturgeon School Division: where, through a well-rounded education, students are motivated and supported to pursue their unique path to future success.

Our Mission

(what we do and for whom)

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

(how we behave and what becomes our moral compass when we make decisions)

We Value:

Excellence in teaching. We know that magic can happen when students are engaged, excited and feel connected to their learning and their teachers.

Shared responsibility. We all have an important part to play in the education process. Working together, we strive for excellence so we can build a stronger future for us all.

Mutual respect. Students, staff and parents all deserve to be treated with respect. By fostering reciprocal respect within our system, we will all be able to reach our full potential.

Belonging. Students must be able to learn in healthy environments where they feel safe; have strong connections; are free from bullying; and where their physical, intellectual and emotional needs are met. We are a school division and a family.

Learning choices. One size does not fit all. We recognize that to prepare students for their futures, we must meet their diverse needs along the way.

Communication. To do the challenging work of educating the next generation, we must keep the communication channels open. We value open, honest and timely communications.

Authored by students: Sarah Bidniak (grade 12, SCHS), Alicia Bigelow (grade 10, Redwater School), Spencer Elliott (grade 11, SCHS), Miranda From (grade 12, Sturgeon Learning Centre), Maddison Lumsden (grade 10, Redwater School), Habba Mahal (grade 11, SCHS), Grace Turner (grade 11, SCHS).



Board Memorandum

Date: October 30, 2013
To: Board of Trustees
From: Gerry Schick, Deputy Superintendent
Subject: Deputy Superintendent's Report

Education Services Team School Visits

Sandra Brenneis, Director, Learning Support; Wolfgang Jeske, Director of Curriculum and Instruction; and I met with administrator teams at all schools at the end of September and beginning of October. Initial discussions were undertaken regarding school results for the 2012/13 school year and plans/activities to address the 3 Year Education Plan priorities in this school year.

Field Trips

Board Policy F/II/4, "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

Redwater School

Nov. 22-23, 2013 25 senior high volleyball players to Mayerthorpe for zones.



Board Memorandum

Date: October 30, 2013
To: Board of Trustees
From: Associate Superintendent
Subject: Occupational Health and Safety

Background:

Annually, trustees wish to review their status in terms of compliance with their due diligence as a public sector employer under provincial Occupational Health and Safety legislation. This is accomplished by reviewing the division's operation as impacted by the following questions:

1. Has the Safety Policy been recently reviewed to ensure compliance with the OH&S Act, Code, and Regulations?
2. Are the Administrative Practices comprehensive enough to address the full range of OH&S needs in our system and to ensure compliance with the OH&S Act, Code, and Regulations?
3. Who is the senior responsible person for OH&S administration?
4. Do we have a Health and Safety Committee?
5. Do our schools have Health and Safety representatives?
6. Are our teachers and other employees aware of their rights and responsibilities under OH&S legislation?

As senior officer responsible for OH&S admin, I can answer the questions as:

1. The Policy was reviewed and amended in 2010-11 and is compliant with the legal requirements. There have been no changes in legislation or public sector operating requirements that would indicate the necessity of another policy review at this time.
2. The AP's were also revised in 2010-11 and are comprehensive and compliant with the legal requirements.
3. The Associate Superintendent is responsible for this file.
4. We have had an active Joint OH&S Committee, representing all employer and employee stakeholders, since 2009-10.
5. Our schools have two H&S reps each. These safety reps address OH&S issues at school staff meetings.
6. The division website has an interactive OH&S section. All teachers and other employees are annually assigned training modules from our comprehensive, work-appropriate menu. This activity is administered and monitored by HR.

On this basis, the Board of Trustees is essentially compliant with the requirements of OH&S due diligence.



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Recommendation:

That the Board of Trustees receives as information a report on OH&S.





Board Memorandum

Date: October 30, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Transportation Agreement -
Greater St. Albert Roman Catholic Separate School District No. 734

Background:

At the October, 2013 Committee of the Whole meeting, the Board of Trustees referred this Transportation Agreement with Greater St. Albert Roman Catholic Separate School District No. 734 to the October Board meeting.

Attached you will find a draft Education Agreement for the 2013-2014 school year with Greater St. Albert Roman Catholic Separate School District No. 734.

Recommendation:

That the Board of Trustees approve the Transportation Agreement with Greater St. Albert Roman Catholic Separate School District No. 734.

STUDENT TRANSPORTATION AGREEMENT

THIS AGREEMENT MADE IN DUPLICATE THIS _____ DAY
OF _____, 20_____.

BETWEEN:

THE BOARD OF TRUSTEES OF THE
STURGEON SCHOOL DIVISION #24

OF THE FIRST PART,

- and -

THE BOARD OF TRUSTEES OF THE
Greater St. Albert Roman Catholic Separate School District No. 734
OF THE SECOND PART.

WHEREAS the parties are required to provide transportation to students enrolled in schools within their Division in accordance with the provisions of the School Act, S.A. 1988, c S-31 as amended:

AND WHEREAS the parties are desirous of entering into an agreement which will permit the fulfillment of these obligations;

NOW THEREFORE the parties hereto agree as follows:

1. Definitions

1.1 "School Act" where used in this agreement means the School Act, S.A. 1988, c. S=3.1 as amended from time to time.

1.2 "Students" where used in this agreement means individuals who are enrolled in a school or are required to attend school under Section 8 of the School Act and who have parents or guardians, as the case may be, who are residents of the **Sturgeon School Division #24**, and shall include independent students as defined within the School Act all of whom attend schools operated by the **Greater St. Albert Roman Catholic Separate School District No. 734** and are in grades ECS to twelve inclusive.

2. Obligation to Transport

2.1 The **Greater St. Albert Roman Catholic Separate School District No. 734** shall provide transportation for only those students listed on Appendix "A", by the parties to this agreement, to and from schools located within the jurisdiction of the **Greater St. Albert Roman Catholic Separate School District No. 734** all in

compliance with the applicable provisions of the School Act and any Regulations passed there under.

- 2.2 The **Greater St. Albert Roman Catholic Separate School District No. 734** shall provide transportation for students on all days when the schools of the **Greater St. Albert Roman Catholic Separate School District No. 734** are operational, except if such service is rendered impossible due to acts of God, strikes, wars, floods, fires or other such incidents which cannot reasonably be foreseen or provided against. In the event of any such incident occurring the parties acknowledge and agree that neither party shall be held responsible for any damages, delay or failure to perform caused by the **Greater St. Albert Roman Catholic Separate School District No. 734** inability to fulfill its obligations under this agreement.
- 2.3 The **Greater St. Albert Roman Catholic Separate School District No. 734** shall provide transportation facilities reasonably adequate for the purpose of safely conveying the students to and from the schools as required.
- 2.4 The **Greater St. Albert Roman Catholic Separate School District No. 734** shall provide adequate supervision for students using its transportation facilities.

3. Miscellaneous

The parties acknowledge and agree that transportation services shall continue to be provided by the **Greater St. Albert Roman Catholic Separate School District No. 734** for each of the students identified within Appendix "A", to and from schools of the **Greater St. Albert Roman Catholic Separate School District No. 734** as set out in Appendix 'A'. In the event that any student included within Appendix "A" ceased to reside at the location described with the said Appendix, said student will no longer be eligible for transportation in accordance with the terms and conditions of this clause.

4. Indemnification

- 4.1 The transporting party shall at all times well and sufficiently indemnify and keep indemnified the **Sturgeon School Division #24** from and against all actions, proceedings, claims, costs, expenses, and demands of any nature in consequence of

4.1.1 bodily injury, sickness, disease or death sustained by students while riding in, boarding or alighting from any vehicle provided by the **Greater St. Albert Roman Catholic Separate School District No. 734** and

4.1.2 damage to, destruction or loss of property where such property was damaged, destroyed or lost while situate in any vehicle provided by the **Greater St. Albert Roman Catholic Separate School District No. 734** after having been brought upon such vehicle by students.

5. Amendments

5.1 This agreement may be amended from time to time by the mutual written consent of both parties. In the event of a dispute, the parties may request a review of the agreement pursuant to Section 104(2) of the School Act.

6. Term

6.1 This agreement shall continue in force from the date of signing hereof until termination by either party in accordance with the terms and conditions herein, or upon the mutual consent of both parties, which consent shall be evidenced in writing.

7. Termination

7.1 Notice of intention by either party to terminate this agreement for a subsequent school year must be given in writing to the other party prior to March 31st in any year. Such notice shall be effective August 30th of the same year if given in accordance with this provision.

8. Binding Agreement

8.1 This agreement shall enure to the benefit of and be binding upon the parties hereto together with their respective successors and assigns.

9. Notice

9.1 Any notice required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party for whom it is intended if delivered and forwarded by registered, prepaid post at the following address:

Sturgeon School Division #24
9820 - 104 Street
Morinville, Alberta
T8R 1L8

Greater St. Albert Roman Catholic Separate School District No. 734
6 St. Vital Avenue, St. Albert, AB
T8N 1K2

or to such other address as either party may furnish to the other from time to time. Such notice shall be deemed to have been received within five (5) days after the date of such mailing.

IN WITNESS WHEREOF the parties hereto have executed these presents on the day and year first above written.

STURGEON SCHOOL DIVISION #24

Per: _____

Per: _____

Greater St. Albert Roman Catholic Separate School District No. 734

Per: _____

Per: _____

APPENDIX 'A'

2013-2014 School Year

The transportation by **Greater St. Albert Roman Catholic Separate School District No. 734** of the following **Sturgeon School Division #24** resident students during the 2013-2014 School Year is mutually agreed to by the parties to this agreement.

| NAME | ADDRESS | SCHOOL | GRADE |
|-------------|----------------|----------------------------------|--------------|
| Student A | | Morinville Composite High School | 11 |
| Student B | | Vital Grandin | 4 |



Board Memorandum

Date: October 30, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Ward 3 Alcomdale/Villeneuve Vacancy

Background:

At the October, 2013 Committee of the Whole meeting, the Board of Trustees referred the Ward 3 Alcomdale/Villeneuve Vacancy to the October Board meeting; with the recommendation that a By-Election be held by March 31, 2014.

Recommendation:

That the Board of Trustees hold a By-Election for Ward 3 Alcomdale/Villeneuve by March 31, 2014.