



Board Meeting Agenda

September 25, 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 August 28, 2013
- 5. Presentations**
 - 5.1 Literacy – Mrs. Roxanne Filipchuk
- 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 Policy B/II/5 – Trustee Code of Conduct
- 7.2 School Year Calendar, 2013-2014
- 7.3 Corporate-Style Financial Statements
- 7.4 Council of School Councils Meeting
- 7.5 Organizational Meeting
- 7.6 Locally Developed Courses Approval –
Forensic Science Studies 35 (5 credits)

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

11.1 "The Advocate"

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 August 28, 2013**

Roll Call

Present were Trustees: Mr. Terry Jewell (Chair), Ms. Tracy Nowak (Vice Chair), Mr. Brent Gray, Mrs. Elizabeth 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, Human Resources) arrived at 4:35 p.m.

Call to Order

The Chair called the meeting to order at 4:30 p.m.

Approval of Agenda

#125/2013 – Moved by Mr. Krieger that the agenda be approved.

CARRIED 7/0

Appointments

There were no appointments.

Approval of Minutes

#126/2013 - Moved by Mr. Gray that the minutes of the Regular Meeting of June 26, 2013 be approved.

CARRIED 7/0

Presentations

There were no presentations.

Reports from Officers and Standing Committees

Superintendent of Schools

A written report was provided.

Deputy Superintendent of Schools

No report was provided.

Director of Curriculum & Instruction

A verbal report was provided.

Secretary-Treasurer

A written report was provided.

The decision regarding the recommendation that corporate financial statements be discontinued for the 2013-2014 school year, and future school years is deferred to the September Committee of the Whole meeting. The Secretary Treasurer is requested to obtain an estimate for the preparation of the corporate financial statements. Copies of the 2011-2012 audited financial statements as well as the corporate financial statements are requested.

Associate Superintendent

No 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

A verbal report was provided.

New Business**October 2013 Trustee Elections**

Discussion was held regarding information advertised by Sturgeon School Division and available on the division website relative to the October 2013 Trustee Elections.

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

Policy B/II/5 – Trustee Code of Conduct is deferred to the September Committee of the Whole meeting.

**Language Immersion Education Agreement –
Sturgeon School Division Transported Students
Elk Island Public Schools Regional Division # 14**

#127/2013 – Moved by Mr. Krieger that the Board of Trustees approve the Language Immersion Education Agreement — Sturgeon School Division Transported Students with Elk Island Public Schools Regional Division # 14 for the 2013-2014 school year.

Reports From Committees

Building

A written report was provided.

Finance & Human Resources

No report was provided.

Education Policy

No report was provided.

Advocacy Committee – Board Advocacy Plan

No report was provided.

Transportation

No report was provided.

Notices of Motion

There were no Notices of Motion.

Information

Letter to Minister of Education re: Modular Installation at Landing Trail School

Received as information.

Alberta School Boards Association – Information Regarding Orientation Services for New Trustees

Received as information.

Question Period

No questions were raised.

Requests for Information

There were no requests for information.

#128/2013 – 5:45 p.m. – Moved by Mr. Krieger that the Board go in camera.

CARRIED 7/0

#129/2013 – 6:25 p.m. – Moved by Mr. Gray that the Board go out of camera.

CARRIED 7/0

Close of Meeting

The Chair adjourned the meeting at 6:25 p.m.

Chair

Date

Secretary-Treasurer



Memorandum

Date: September 25, 2013
To: Board of Trustees
From: Michele Dick
Superintendent
Subject: Superintendent's Report

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")

Division Website

Coming Soon! We will be adding a new feature to our division website—"Ask the Superintendent." Members of our public can submit a question via the website and have it answered directly by the Superintendent. Frequently Asked Questions will be posted on the website with accompanying comments as response. Stakeholders may, of course, continue to call or contact the Superintendent and/or any of our schools directly; the website option is intended to provide one more alternative for the public to obtain information about Sturgeon School Division and the public education system and, in so doing, further support our commitment to open communication. (Reference: Division Value: "Communication")

C2 Committee

On Wednesday, September 18th the division's C2 Committee met to begin discussions regarding teacher workload. This committee was established in response to the Provincial Government's Framework Agreement (Part C; Clause 2): Internal School Jurisdiction Review. As per this clause, the committee is expected to complete an initial report by October 31, 2013. This report is to include recommendations for further study and an initial action plan. The Superintendent will provide further details at the Board meeting. (Reference: Division Value: "Excellence in Teaching")

BOARD 6.1



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

High School Completion Project

After information sessions at each of our high school locations (Sturgeon Composite High School; Redwater School and the division Learning Centers), our student research team has now been finalized. Eight students (1 from Redwater; 1 from the Learning Centers and 6 from SCHS) have committed to exploring and analyzing the barriers to high school completion specific to Sturgeon School Division. Working alongside University of Alberta researchers, our student team will be actively involved in this process. On Friday, September 13th, they visited the U. of A. and spent the day in consultation with their U of A co-collaborators, designing the project specifications, asking many questions and visiting research labs. Their work will continue throughout the coming months and will include a number of focus group discussions, telephone and personalized conversations, data analysis and report writing. At the conclusion of their work, a final presentation will be shared with the Board and we anticipate several research articles will be generated. This promises to be an exciting and valuable division undertaking. (Reference: Division Values: “Learning Choices,” “Belonging”)

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			



Board Memorandum

Date: September 25, 2013
To: Board of Trustees
From: Gerry Schick, Deputy Superintendent
Subject: Deputy Superintendent's Report

Information has been received regarding Off-Campus Education programs offered in Sturgeon high schools during the 2012 – 13 school year. A report for Trustee information follows this memorandum.

Off Campus Education Programs 2012-2013

Sturgeon Composite High School and Learning Centres

The Off-campus Education program consists of the Work Experience Program, both on and off campus, the Registered Apprenticeship Program (RAP), and the Health Internship Program (HIP). The RAP program offers apprenticeship opportunities for those students interested in the trades, and the HIP allows students interested in a health care career the chance to work within a health care setting. We have recently added the St. Albert RCMP Youth Academy program which offers a week long overnight camp which is held over the spring break. As well, the Sturgeon County Fire Fighters have recruited a number of our students for training and volunteering their services within our community. These programs offer students opportunities to explore career goals and obtain high school credits.

In the 2012/13 year, approximately 200 students took part in off-campus/work experience programs, Registered Apprenticeship Programs (RAP), and Health Internship Programs (HIP).

Approximately 30 students were involved in apprenticeship training in trades such as Parts Technician, Welder, Mechanic, Cook, Hairstylist, Heavy Equipment Technician, Agriculture Equipment Technician, Powerline Technician, Plumber, and others.

3 students were chosen for the Health Internship Program and worked in local hospitals and health care centres during July and August.

7 students participated in the RCMP Youth Academy program, offering a week long overnight camp held over spring break, and approximately 10 students became involved in Gibbons, Bon Accord, Namao and Redwater fire halls, learning and working towards international firefighting accreditation.

7 students volunteered with the Fostering Leadership in Youth (FLY) program in Gibbons, working with the community summer program, and one student was employed with Sturgeon County's summer program.

Other students were employed in a variety of off-campus work environments and earned work experience credits, needed to meet diploma requirements.

Off-campus programs are also offered to students in special programs such as Challenge and Life Skills supported by our Off-campus Coordinator. 38 students worked on-site with teachers in classes which included Physical Education. Overall, students earned over 1800 credits through work experience programs including the summer programs.

Teresa Ferri coordinates these programs for the division. She identifies, meets with, and approves employers who put safety first and offer to work closely training our students in their field. Our list of 120 supportive employers includes many businesses in our trading area throughout St. Albert, Redwater, Morinville, Fort Saskatchewan, Gibbons, and Edmonton.

Many students carry out their off-campus programs during the months of July and August, and our coordinator supervises the off-campus summer programs. With a 50% increase in summer student enrollment, over 600 credits were earned by approximately 75 students during our 2013 off-campus summer program.

We continue to encourage both students and employers to explore our programs which are supported by Career Transition and Workplace Safety courses integrated into the CALM courses. We work towards a strongly coordinated program integrating our very successful Hairstyling, Welding, Cooking, Mechanics and Construction programs with our Off-Site RAP programs. Our Health Internship Program is promoted within the classrooms to students in academic programs with hopes of continued high interest levels and successful candidates. Careers – The Next Generation supports our RAP and Health Internship Programs presentations during CALM classes and evening parent information sessions.

Enrolment Data

The following information has been submitted related to the Off-Campus Education programs offered at SCHS and the Learning Centres in 2012-2013.

	Number of Students
Apprenticeship training in trades including Parts Technician, Welder, Mechanic, Cook, Hairstylist, Heavy Equipment Technician, Agricultural Equipment Technician, Powerline Technician, Plumber and others.	30
Health Internship Program	3
RCMP Youth Academy	7
Fire Fighters volunteering	10
FLY Program	7
Sturgeon County summer program	1
Challenge / Life Skills special programs	37
Summer off-campus program	<u>109</u>
	204
Term 1	60
Term 2	73
Term 3/4*	<u>71</u>
*Term 3 – full year	204
*Term 4 - summer	

Company Name	Address	Postal Code
1221340 Alberta Ltd. (Esso)	5809-48th Avenue	Redwater, AB T0A 2W0
1515325 Alberta Ltd.	Box 1199	Gibbons, AB T0A 1N0
663107 Alta Ltd.	Box 790	Bon Accord, AB T0A 0K0
A & H West Comp. Ltd (Canadian Tire)	40 Bellerose Drive	St.Albert, AB T8N 6M3
A & M Sims Interiors	Box 75	Riviere Qui Barre
Access Plumbing & Heating	#5 - 215 Carnegie Drive	St.Albert, AB T8N 5B1
ACECO	365, 3-11 Bellerose Dr.	St.Albert, AB T8N 5C9
Adler	#23, 53016 HWY 60	Acheson, AB T7X 5A7
Alberta Health Services	5002-52 Street	Radway, AB T0A 2V0
Alpine Drywall	15338-123 Ave. NW	Edmonton, AB T5V 1K9
AMJ Campbell	18552-111 Avenue	Edmonton, AB T5S 2V4
Big City Car Wash	9902A-90 Avenue	Morinville, AB T8R 1K7
Brightwood Camp	Box 277, 52527 RR72	Evansburg, AB T0E 0T0
Budget Rent a Car - Edmonton	4612-95 Street	Edmonton, AB T6E 5Z6
Calahoo Meats Ltd.	RR#1	Calahoo, AB T0G 0J0
Carrie's Hair Design	10220-100 Avenue	Morinville, AB T8R 1P9
Champagne Edition	Box 29, Site 13, RR1	Legal, AB T0G 1L0
Champion Petfoods	9503-90 Avenue	Morinville, AB T8R 1K7
Chef's Pizza	10219-100 Avenue	Morinville, AB T8R 1P9
City of Edmonton	12304 - 107 St.	Edmonton, AB T5G 2S7
City of St.Albert - Fountain Park Rec.	4 Cunningham Rd.	St.Albert, AB T8N 2E9
Coloniale Golf Club	#10 Country Club Drive	Beaumont, AB T4X 1M1
Country Road Restaurant	22279 16E HWY	Ardrossan, AB T8E 2M4
Craig's Welding Ltd.	RR2 Station Main	Morinville, AB T8R 1P5
Diversified Transport Ltd.	8351 McIntyre Rd.	Edmonton, AB T6E 5J7
Dolphin Child Development Centre	5019 - 51 Ave.	Gibbons, AB T0A 1N0
Domino's Pizza	9925-100 Street	Morinville, AB T8R 1R4
Dr. T. Van Der Walt	Box 393	Redwater, AB T0A 2W0
Edmonton Kenworth	17335-118 Ave. NW	Edmonton, AB T5S 2P5
Eric Quintal	Box 55	Calahoo, AB T0G 0J0
Fas Gas	4808-48th Street	Redwater, AB T0A 2W0
Fort Gymnastics	c/o FSMSA, Box 3071	Fort Sask, AB T8L 2T1
Fort Saskatchewan Golf & Curling Club	9420-101 Street	Fort Saskatchewan, AB T8L 1T8

Fortis Alberta Inc.	8210-111 Street	Fort Saskatchewan, AB T8L 3T4
Fortis Alberta Inc.	100 Chippewa Road	Sherwood Park, AB T8A 4H4
Friends & Neighbours Family Restaurant	10504-100 Avenue	Morinville, AB T8R 1A4
Ganotec West	131 - 26230 TWP 531A	Acheson, AB T7X 5A4
Gatt Heating & Air Conditioning Ltd.	26-26004 TWP Rd 554	Sturgeon County, AB T8T 0B6
Gearhead Mechanical Ltd.	5603/RR270	Sturgeon County, AB T8R 1P5
Gibbons Guardian	Box 720 4715 - 50th Ave.	Gibbons, AB T0A 1N0
Gibbons Hotel	5010 - 50th St.	Gibbons, AB T0A 1N0
Goose Hummock Golf Resort	Box 1260, 23210 TWP RD 564	Gibbons, AB T0A 1N0
GTA Flashing Ltd.	9810-62 Avenue	Edmonton, AB T6E 0E3
Hemperid Fidelis Ltd.	4121-118 Avenue	Edmonton, AB T5W 1A2
Home Hardware	9910-100 Street	Morinville, AB T8R 1R4
Iain Jamieson		
Insight Signs Inc.	54005 RGE RD 262	Sturgeon County, AB T8T 0Z1
Jeff's Reliable Carpet Care	40-54006 RR261	Sturgeon County, AB T8T 0C1
Johnny's Store	9-24400 HWY 37	Sturgeon County, AB T8T 0A9
Ken Krywko	RR1, Site 12, Box 15	Morinville, AB T8R 1P4
Kerr Interior Systems	5151-67 Avenue	Edmonton, AB
KFC Morinville	10512 - 100 Ave.	Morinville, AB T8R 1A3
Kinetic Salon	9734-170 St.	Edmonton, AB T5S 5L5
King of Rims	9204 - 144 Ave.	Edmonton, AB T5E 6A3
Legal Motors Ltd.	Box 39	Legal, AB T0G 1L0
Liliana's Boutique	12302 Jasper Ave. NW	Edmonton, AB T5N 3K5
Marks Work Warehouse	9550-86 Avenue	Fort Saskatchewan, AB T8L 4P4
Mark's Work Warehouse	#770 St. Albert Trail	St.Albert, AB T8N 7A5
Mark's Work Warehouse	12222-137 Ave. NW	Edmonton, AB T5L 4X5
Martin Deerline	17104-118 Avenue	Edmonton, AB T5S 2L7
McDonalds	15337 Castledowns Rd.	Edmonton, AB T5X 3Y7
McDonalds	9951-87 Avenue	Fort Saskatchewan, AB T8L 4N3
MFRC Daycare Namao	Bldg 161, RR244 and Mon Ave.	Lancaster Par., AB T0A 2H0
Milron	12145-156 Street	Edmonton, AB T5V 1N4
Montana's	#10 445 St.Albert Road	St. Albert, T8N 6T9
Morrow Homes Inc.	P.O. Box 859	Gibbons, AB T0A 1N0
Mr. Lube	450 St.Albert Trail	St.Albert, AB T8N 5J9

Namao Automotive Repair Ltd.	32-24400 Hwy 37	Sturgeon County, AB T8T 0E9
Namao Fire Hall		Namao, AB T0A 2N0
No Frills	8901-100 Street	Morinville, AB T8R 1V5
Northgate Chevrolet	13215 - 97th Street,	Edmonton, AB T5E 4C7
Papa Murphy's - Oxford	15220-127 Street	Edmonton, AB T5V 0C5
Pedgerachny Farm	Box 5 Site 15, RR1	Legal, AB T0G 1L0
Pereira & Moniz Landscape Contractors	25103 TWP RD 550	Sturgeon County, AB T8T 1N8
Pizza Hut	#410 St.Albert Trail	St. Albert, AB T8N 6M9
Plasma Tec.	7336-36 Street	Edmonton, AB T6B 3E8
Provincial Lathing (2001) Ltd.	54314 Range Rd. 255	Sturgeon County, AB T8T 0T8
R & T Networking Solutions	8009-102 Street	Edmonton, AB T6E 4A2
Radway Construction		
Redwater Health Centre	Box 39 - 4812-58 Street	Redwater, AB T0A 2W0
Response Auto Centre Ltd.	12525-72 Street	Edmonton, AB T5B 1Y5
Richard's Quality Auto Repair Inc.	5019-51 Street	Gibbons, AB T0A 1N0
Riverside Honda	15 Inglewood Drive	St. Albert, AB T8N 5E2
Ron Krywko Farms	54509 Rge Rd. 263	Sturgeon County, AB T8T 1B7
RONA Namao Plaza	9603-165 Ave.	Edmonton, AB T5Z 3S3
Russel Lakusta, Redwater Ranch Ltd.	Box 12	Opal, AB T0A 2R0
Safeway	9450-86 Avenue	Fort Sask., AB T8L 4P4
Sal's Famous	406 - 50 St.	Gibbons, AB T0A 1N0
Save On Foods	12903-153 Ave.	Edmonton, AB T6V 0C5
Scandia Texturing (2010) Ltd.	13349 - 154 Ave.	Edmonton, AB T6V 1G4
Shoppers Drug Mart	100 - 665 St.Albert Rd.	St.Albert, AB T8N 3L3
Smith Music	9917-100 Street	Morinville, AB
Sobeys	392 St. Albert Road	St. Albert, AB T8N 5J9
Southgate Buick	9751-34 Avenue	Edmonton, AB T6E 5X9
St. Albert RCMP	96 Bellerose Drive	St. Albert, AB T8N 7A4
St.Albert Gymnastics Club	2A Riel Drive	St.Albert, AB T8N 3Z7
Stoke Industrial	174 Sturgeon Industrial Park	Sturgeon County, AB T8L 2N9
Sturgeon Auto Body Shop Ltd.	36 Rayborn Cres.	St.Albert, AB T8N 5B5
Sturgeon County	9613-100 Street	Morinville, AB T8R 1L9
Sturgeon County - Redwater Fire Dep.	9613-100 Street	Morinville, AB T8R 1L9
Sturgeon Hospital Gift Shop	201 Boudreau Road	St. Albert, AB T8N 6C4

Sturgeon Valley Golf Club	25114 Sturgeon Road	Sturgeon County, AB T8T 1S6
Subway	5040-49 Avenue Box 970	Redwater, AB T0A 2W0
Subway	4619-50 Ave.	Gibbons, AB T0A 1N0
Sunnyside Fruit & Vegetables	Box 5, Site 1 RR1	Legal, AB T0G 1G0
Tim Horton's	8809 - 100 Street,	Morinville, AB T8R 1J4
Tim Horton's	10080-88 Avenue	Fort Sask., AB T8L 2T1
Tim Horton's	30 Westpark Blvd.	Fort Sask. AB T8L 0B2
Tim Horton's	CFB Edmonton	Edmonton, AB T5J 4J5
TNT Production Testing	RR260, TWP RD 552	
Tokema	RR1 Site 6 Box 19	Morinville, AB T8R 1P4
Toltec Foods (1997) Ltd. - Taco Time	18 Muir Drive	St.Albert, AB T8N 1G3
Town of Gibbons	Box 68	Gibbons, AB T0A 1N0
Van Beek Developments	P.O Box 1647	Gibbons, AB T0A 1N0
Ventures Manufacturing Inc.	Bag#2019	St.Albert, AB T8N 2G3
Vimy Diesel Injection Inc.	58527 RR254	Vimy, AB T0G 2J0
Walmart - Fort Saskatchewan	9551-87 Ave.	Fort Sask. AB T8L 4N3
Waterloo Ford Lincoln Sales Ltd.	11420 - 107 Ave.	Edmonton, AB T5H 0Y5
Westmore Terminal	RR2	Morinville, AB T8R 1P5

Redwater School OFF-CAMPUS EDUCATION 2012-2013

The Off-campus Education program at Redwater School consists of the Work Experience Program both on and off campus; the Registered Apprenticeship Program (RAP) for those students interested in trades, and the Health Internship Program (HIP) for students interested in a health care career.

<p>20 students earned Work Experience credits at various locations throughout the division.</p>	<p>Cowley Publishing FasGas Five Star Poultry LTD Oilfield Services Mudslinger Motor Pembina Place Red Apple Redwater Esso Redwater Town Library Redwater Golf Course Redwater Review Newspaper Sobeys Sports/Gibbons Motor Toys Subway</p>
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1 student was an Art Studies Intern earning Work Experience credits at Redwater School.

2 students earned Health Intern and Work Experience credits at the Redwater Hospital

3 students earned Early Learning / Child Care credits at the Little Steps Daycare and Red Apple Child Care facilities in Redwater.

10 students are currently earning credits at the following locations:

Anchor Industries
Country Cones (Gibbons)
Dr. Vanderwalt's office
Ft. Mac Pipefitting
Hockey Referee (Redwater)
Redwater Dodge
Roots Concrete
Sobey's
Terry Strawson
Tru Value Hardware
Walmart

4 students are currently earning Registered Apprenticeship credits at the following locations:

FasGas
Gibbons Motor Toys
HanTor Bus Lines
Sobey's

1 student is earning her Green Certificate at Equine.



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Board Memorandum

Date: September 25, 2013
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: 2012/2013 Year End

The preliminary financial results for the 2012-2013 school year will be presented at the September 25, 2013 meeting.



Board Memorandum

Date: September 25, 2013
To: The Board
From: Associate Superintendent
Subject: Operations and Maintenance Summer Work

Attached is a summary of O&M summer projects

REPORT TO BOARD – Operations and Maintenance Dept., Summer work

September 25, 2013

O&M Summer Work

Namao:

- The drainage issue is completed
- North bus parking lot upgrade
- Some painting has been done in the hallways.
- 1 barrier-free access added.

SCHS:

- Parking "curbs" replacement
- Lockers painted
- Skylight leaking remediated
- Flooring replacements
- Dysfunctional compactor removed
- HVAC upgrades: re-conditioned 2 condensers, replaced 2 compressors, replaced 2 roof-top units; there is now AC for the entire school (was 50%).
- Plumbing upgrades
- Repaired welding shop unit heaters.

Camilla:

- The pump/lift station repair and upgrade is done.
- 1 barrier-free access added.
- Security system upgrade
- New flooring

LT:

- New Modular: Sept. 25 is now the ETA.
- Replaced vanity countertops with stainless ones.

LS:

- Drainage remediation complete.
- Replaced vanity countertops with stainless ones.
- Replaced 2 furnaces.
- Replaced emergency power transfer switch.

Sturgeon Heights:

- The City of St. Albert has remediated the drainage issue to the northeast of the school
- Driveway paving for the school for the bus lane; concrete.
- 1 new furnace
- 1 barrier-free access added
- Security system upgrade
- Venting upgrade

Gibbons:

- Block wall removed from front of school. It had been the access point for the roof for kids.
- 2 new furnaces
- New flooring

BACS:

- 2 new furnaces

OP

- Air handling repair
- Bus lane repair

Redwater

- Upgrades on plumbing flooring and ducting

MPES

- No summer work

Guthrie

- DND remediated the drainage in the south parking lot



Memorandum

Date: September 25, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy B/II/5 Trustee Code of Conduct

Background:

At the September 11, 2013 Committee of the Whole meeting Trustees reviewed Policy B/II/5—Trustee Code of Conduct and directed the following amendments:

Section 2.8:

The Board Chair is the official spokesperson for the board of Trustees, and therefore, the only person authorized to ~~spea~~**to the public, media or other entities** and communicate corporate decisions or positions on behalf of the Board. ~~to the public, media or other entities.~~

Section 2.9.1:

Unless an absence has been previously approved by the Board, **or in emergent situations, the Board Chair**, failure to attend Regular and Special Board Meetings as well as scheduled committee meetings, will result in the deduction from salary of a per diem rate.

Recommendation:

That Trustees approve Policy B/II/5 Trustee Code of Conduct.

BOARD 7.1



EFFECTIVE:

REVISED:

REVIEW:

1.0 POLICY

The Sturgeon School Division Board believes that, at all times, Trustees must conduct themselves lawfully, with integrity and high ethical standards, in order to model the behaviours expected of employees and students and to build public confidence and credibility.

The Board of Trustees further believes that a Trustee Code of Conduct should serve to provide guidance and direction for the ongoing behaviour of trustees.

2.0 GUIDELINES

2.1 In keeping with the policy statement, Trustees for Sturgeon School Division shall conduct themselves in an ethical and prudent manner which includes proper use of authority and appropriate decorum in group and individual behaviour.

2.1.1 Additionally, Trustees shall behave in a manner that reflects respect for the dignity and worth of all individuals.

2.2 Trustees shall be loyal to the interests of Sturgeon School Division. This loyalty supersedes loyalty to:

2.2.1 The personal interest of any trustee whether acting as an individual consumer of the School Division's services or not.

2.3 Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. To this end, Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

2.4 Trustees shall avoid any conflict of interest with respect to their pecuniary interests as per Policy B/II/3 and the School Act (S80).

2.5 Trustees will file, and update forthwith if changes occur, with the Secretary-Treasurer, a disclosure of interest statement as required by the *School Act* (s. 81).

2.6 Trustees shall act in accordance with the role description provided for in Policy B/I/1 - Trustee Functions, Trusteeship & Policy as amended from time to time and shall not attempt to exercise individual authority over the organization and/or schools; the Superintendent of Schools; or any member of the staff. In particular:

References:	Board Policies:	B/II/1 – Trustee Functions, Trusteeship & Policy B/II/3 – Requirement to Declare Conflict of Interest E/II/11 – Harassment Policy E/II/15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



EFFECTIVE:

REVISED:

REVIEW:

- 2.6.1 Individual trustees will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred forthwith to the Superintendent for investigation and resolution.
- 2.6.2 Trustees shall not encourage direct communication with employees and members of the public who attempt to bypass school or central office administration but shall encourage employees and members of the public to utilize reporting lines at the school level or within Central Office Administration to bring their concerns to the Board.
- 2.6.3 Trustees shall comply with their fiduciary duty to inform administration of concerns brought to their attention.
- 2.7 Trustees shall not use Board information for their own direct benefit or advantage. This requires that Board deliberations during in-camera or closed board planning meetings be kept confidential as required by law.
- 2.8 The Board Chair is the official spokesperson for the Board of Trustees, and therefore, the only person authorized to communicate corporate decisions or positions on behalf of the Board, to the public, media or other entities.
 - 2.8.1 Without limiting the right of trustees to express their own personal views, when interacting with the public, media or other entities, Trustees shall accurately represent and accept the corporate decision of the Board, once a decision has been made.
- 2.9 Trustees shall be prepared for Board deliberations
 - 2.9.1 Trustees shall attend all regularly scheduled or special meetings of the Board of Trustees and any committee meetings to which they are assigned, on a regular and punctual basis. Provisions for absence because of illness and penalties for unapproved absences are delineated as follows:
 - 2.9.1.1 Unless an absence has been previously approved by the Board, or in an emergent situation, the Board Chair, failure to attend Regular and Special Board Meetings as well as scheduled committee meetings, will result in the deduction from salary of a per diem rate.
 - 2.9.1.2 Notwithstanding 2.9.1, two days per year are allowed without deduction for illness on the part of the Trustee, and two days compassionate leave are also permitted. If, however, a Trustee is absent from any Regular or Special Meeting of the Board or

References:	Board Policies:	B/II/1 – Trustee Functions, Trusteeship & Policy B/II/3 – Requirement to Declare Conflict of Interest E/II/11 – Harassment Policy E/II/15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



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scheduled committee meetings due to illness, beyond the two sick days permitted, he/she must produce a doctor’s certificate and no deduction from salary will be made.

2.9.2 Trustees shall attend and take part in meetings, such as Trustee Orientation and Renewal sessions, Board Retreats, School Council meetings, Student Discipline Hearings, Teacher Transfer Hearings, meetings with external organizations (such as Municipal Councils and Chamber of Commerce). Trustees are also expected to attend the annual general meetings of the PSBAA and/or the ASBA and other conferences as approved by the Board.

2.9.3 The presence or absence of every Trustee shall be recorded in the minutes. If a Trustee wishes to absent himself/herself during the course of a meeting, he/she will declare this wish and ensure that the recording secretary has noted it. Failure to do so will result in inaccuracies in the recording of minutes.

2.9.4 As outlined in the School Act, a person is disqualified from remaining as a Trustee of a board if that person absents himself/herself, without being authorized by a resolution of the board to do so, for three consecutive regular meetings of the board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.

2.9.5 Repeated partial or late attendance shall be cause for disciplinary action, as determined by the Board.

2.10 A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

2.11 A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall

2.11.1 File a letter of complaint with the Chair, or Vice Chair in the absence of the Board Chair, or in cases when the complaint is about the Chair,

2.11.2 Indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee.

2.12 The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise

References:	Board Policies:	B/II/1 – Trustee Functions, Trusteeship & Policy B/II/3 – Requirement to Declare Conflict of Interest E/II/11 – Harassment Policy E/II/15 – Healthy Interactions Model
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applicable by the Vice Chair, within five (5) days of receipt by the Chair/Vice Chair of the letter of complaint.

2.12 When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation this Trustee Code of Conduct.

2.12.1 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.

2.13 Upon receipt of a complaint, a special meeting of the Board of Trustees shall be called. The Chair shall indicate at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the Special Meeting.

2.14 Violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:

2.14.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the Special Meeting of the Board. Trustees are allowed to vote if they do not have a conflict of interest and/or personal bias relative to the matter under consideration. The Trustee filing the complaint as well as the Trustee alleged to have violated the code shall not be eligible to vote;

2.14.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;

2.14.3 Having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board.

2.15 The Board may vote, at its discretion, to make public its findings at the Special Meeting, or at a Regular Meeting of the Board, where the Board has not upheld the complaint alleging a violation of the Board’s Code of Conduct or, where there has been a withdrawal of the complaint or, under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

References:	Board Policies:	B//I – Trustee Functions, Trusteeship & Policy B//II/3 – Requirement to Declare Conflict of Interest E//11 – Harassment Policy E//15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



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3.0 PROCEDURES – CODE OF CONDUCT HEARING

Without limiting what appears below, the Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

- 3.1 The Code of Conduct complaint shall be conducted at an in-camera session, “Code of Conduct Hearing”, of a Special Board Meeting convened for that purpose.
 - 3.1.1 The Board, in its sole discretion, may record the in-camera session of the Special Board Meeting by electronic means. Where recording will take place, trustees shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing.
- 3.2 The sequence of the Code of Conduct Hearing shall be:
 - 3.2.1 The information supporting the complaint shall be presented to members of the Board of Trustees and may be written or oral or both;
 - 3.2.2 The respondent Trustee shall provide a presentation which may be written or oral or both;
 - 3.2.3 The Trustee advancing the complaint shall then be given an opportunity to reply to the respondent Trustee’s presentation;
 - 3.2.4 The respondent Trustee shall then be provided a further opportunity to respond to any additional information or presentation and subsequent remarks;
 - 3.2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;
 - 3.2.6 The Trustee advancing the complaint shall be given the opportunity to make final comments; and
 - 3.2.7 The respondent Trustee shall be given the opportunity to make final comments.
- 3.3 Following the presentation of the respective positions of the parties, the parties, and all persons, other than the remaining Trustees who do not have a conflict of interest, shall be required to leave the room, and the remaining Trustees shall deliberate in private. The Board may however, in its discretion, call upon legal advisors to assist them on points of law, or the drafting of a possible resolution.

References:	Board Policies:	B/II/1 – Trustee Functions, Trusteeship & Policy B/II/3 – Requirement to Declare Conflict of Interest E/II/11 – Harassment Policy E/II/15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



B/II/5 Trustee Code Of Conduct

B/II/5

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- 3.4 If the remaining Trustees, in deliberation, require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess, or if necessary, an adjournment of the Code of Conduct Hearing to a later date.
- 3.5 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.
- 3.6 The remaining Trustees, in deliberation, may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee.
- 3.7 The presiding Chair shall reconvene the parties to the Code of Conduct Hearing and request a motion to revert to the open meeting, in order to pass the resolution.
- 3.8 All documentation or records related to the Code of Conduct Hearing shall be returned to the Superintendent of Schools or designate immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements.
- 3.9 The presiding Chair shall declare the Special Board Meeting adjourned.

References: Board Policies: B/II/1 – Trustee Functions, Trusteeship & Policy
 B/II/3 – Requirement to Declare Conflict of Interest
 E/II/11 – Harassment Policy
 E/II/15 – Healthy Interactions Model
 School Act: Sections 80; 81; 82; 83



Board Memorandum

Date: September 25, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: School Year Calendar 2013-2014

Background:

The Board of Trustees was informed of a conflict in dates on the 2013-2014 school year calendar. There is a diploma exam scheduled on June 13th which is currently scheduled as a professional development/staff meeting day with no students.

Recommendation:

That the Board of Trustees amend the 2013-2014 school year calendar by moving the professional development/staff meeting date to June 6th, 2014.



Board Memorandum

Date: September 25, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Corporate-Style Financial Statements

Background:

At the September, 2013 Committee of the Whole meeting, the Board of Trustees reviewed corporate-style financial statements that have previously been prepared by the Auditors for no extra fee, in addition to the Audited Financial Statements as prescribed by Alberta Education.

As there would be a one-time fee of \$2,500 to convert the corporate-style financial Statements due to the changes in reporting standards, and the Audited Financial Statements normally offer more information than the corporate-style financial statements, the Board referred the decision to prepare corporate-style financial statements to the September, 2013 Board Meeting.

Recommendation:

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.



Board Memorandum

Date: September 25, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Council of School Councils Meeting

Background:

The Board of Trustees has hosted, at Frank Robinson Education Centre, the first meeting of the Sturgeon Council of School Councils. A date and time was discussed by the Board at the September 11th Committee of the Whole meeting.

Recommendation:

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.



Board Memorandum

Date: September 25, 2013
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Organizational Meeting

The 2013 Election will be held on Monday, October 21, 2013. As per section 97(2) of the Local Authorities Election Act:

“The returning officer shall, at 12 noon on the 4th day after election day, at the office of each local jurisdiction for which an election was held,

- (a) announce or cause to be announced, or
- (b) post or cause to be posted

a statement of the results of the voting for candidates, including a declaration that the candidate receiving the highest number of votes for each office to be filled is elected.”

Previously, the Organizational Meeting has been held on the same date as the regular scheduled board meeting for the month of October. The board meeting for October, 2013 is scheduled for October 23, 2013.

With the Election scheduled for Monday, October 21, 2013, and the results declared on Friday, October 25, 2013, it is not possible, according to the Local Authorities Election Act, for the Organizational Meeting to be held prior to Friday, October 25th.

As per Section (64 (1) of the School Act:

“The organizational meeting of a board

- (a) subject to clause (b), shall be held annually, and
- (b) in any year in which a general election takes place, shall be held within 4 weeks following the date of that election.

Alberta Education has confirmed that we are not able to hold our organizational meeting until such time as the election results are announced.

Recommendation

That the Board of Trustees review the date for the Organizational Meeting and advise Senior Admin accordingly.



Board Memorandum

Date: September 25, 2013

To: Board of Trustees

From: Wolfgang Jeske, Director of Curriculum and Instruction

Subject: **Locally Developed Courses Approval**

Forensic Science Studies 35 (5 credits) acquired from Pembina Hills Regional Division #7

Background:

Alberta Education requires school divisions to approve or renew locally developed courses within a three year cycle.

The process includes:

- Sending notification to the originating board
- Receiving their approval to use the requested locally developed course
- Course submission to Alberta Education after completing the section with our implementation details
- Approval from Alberta Education to proceed with Board motion
- Board motion to approve use within our division
- Submission of motion to Alberta Education
- Assignment of a course code by Alberta Education

As per these guidelines, through the LDCOM (Locally Developed Courses Online Management System), Sturgeon School Division has received both outside board approval and Alberta Education pre-approval, for extending or renewing the above noted course. The next step in this process is to receive Sturgeon Board approval for this authorization. Upon the Board motion a copy will be submitted to Alberta Education for final approval and assignment of a course code.

The course description for the locally developed course Forensic Science Studies 35 for 5 credits was acquired from Pembina Hills Regional Division No. 7.

Recommendation:

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.

BOARD 7.6

LOCALLY DEVELOPED COURSE OUTLINE

Forensic Science Studies 35-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:

Board Motion

Motion Conclusion

Motion Date

Motion Number

Motions

Course Basic Information

Course Name	Forensic Science Studies 35
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Advanced Forensic Science 35 is a distributed learning course that allows students to study scientific concepts and technologies related to solving crime in society in an anytime, anyplace, any pace model. Through the study of forensic science techniques, students are given the opportunity to explore and further understand how basic scientific concepts apply specifically to this unique field of study. This course encourages an engaging and interdisciplinary approach to learning that has been successful for many years at the Alberta Distance Learning Centre.
Course Prerequisite	



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WELCOME BACK TO SCHOOL!

Our Survey Monkey Link is still open for those of you that attended the August PSBC Meeting and have yet to fill it out, your feedback is very important to us, we appreciate you taking the time to complete the Survey: <http://www.surveymonkey.com/s/AugustPSBC2013>

For those of you that attended the Governance Session Hosted by Hour Zero we appreciate your feedback as well please use the following link to fill out the Survey for the "School Emergency Preparedness Seminar"; <http://www.surveymonkey.com/s/HourZero>

Both Surveys will remain open until Tuesday 01 October 2013. If you should have any questions regarding the Surveys please contact that Association Office at (780) 479-8080.



Fall Events – Our Save the Date Brochure can be viewed online now at: [Fall Events Brochure 2013 Annual General Meeting](#)

The Annual General Meeting will take place on Friday 15 November 2013, 9:00 a.m. – 3:00 p.m. at the Sutton Place Hotel. Agenda packages were sent out to all Secretary Treasurers on Thursday 05 September 2013. This year, the Association will elect a President, First Vice President and one Director. Please note that the Executive Committee Candidate Speeches will take place on Friday 15 November 2013 at 10:00 a.m. sharp!

Our exciting Pre-University programs takes place on 13 November 2013 and includes a great line up of engaging sessions, including:

Brian Woodland, Communications Director, Peel School District; Maureen Towns, Consultant; and Maurice Fritze, Government Relations Consultant.

We will also be welcoming back **Dr. Fred and Dr. Pat Renihan as facilitators for our University I.** Please use the following link below to register now for our Fall Events:

<https://publicschools.wufoo.eu/forms/psbaa-fall-events-2013/>

At the August 2013 Executive Committee Meeting your Executive approved the new Four Year Calendar, which is posted on our website and may be accessed by clicking on the following link:



[Four Year Calendar](#)

If you missed them here are our August PSBC Highlights: [August 2013 PSBC Highlights](#)

The Association has been pleased to post a number of Public School Trustee Candidate Campaign Videos on our YouTube Channel. If you have a Campaign Video that you would like us to post, please contact our offices directly (gensec@public-schools.ab.ca). Please visit our YouTube Channel to view Trustee Candidate Campaign Videos:

<http://www.youtube.com/user/PublicSchoolsAlberta>