



# **Committee Meeting Agenda**

## **February 12, 2014 – 6:00 p.m.**

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- 1. Call to Order**
- 2. Approval of Agenda**
  - 2.1 Additions to Agenda
  - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Approval of Committee Notes**
  - 4.1 Amendment/Correction of Notes
  - 4.2 Approval of Committee Notes – January 8, 2014
- 5. Presentations**
- 6. Reports from Senior Administration**
  - 6.1 Superintendent
  - 6.2 Deputy Superintendent
  - 6.3 Secretary Treasurer
  - 6.4 Associate Superintendent

## **7. Reports from Trustees and Standing Committees**

- 7.1 Chair's Report
- 7.2 Trustees Report
- 7.3 Building
- 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 Linkages/JACC
- 8.4 Policy Advisory (ATA)
- 8.5 Policy Review (CUPE)

## **9. New Business**

- 9.1 Policy Tracker

9.2 Policy B/I/04 – Board Representation to Other Organizations

9.3 Policy D/I/02 – System Budget Development

9.4 Locally Developed Courses Approval –  
Religious Studies 15 – 3 credits,  
Religious Studies 25 – 3 credits  
Religious Studies 35 – 3 credits

## **10. Unfinished Business**

## **11. Information Items**

## **12. Pending List**

## **13. Adjournment**



# Committee of the Whole

Summary of Motions  
Wednesday, January 8, 2014  
Sturgeon School Division

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## **Items Referred to January 22, 2014 Public Board Meeting**

- Policy D/I/7 – Revenue from Property Tax Sources
- Policy E/III/4 – Healthy Employees at Work
- Policy H/2 – Caretaking Staff Allocations



# Notes of the Meeting of The Committee of the Whole Held at Morinville on January 8, 2014

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## **Roll Call**

Present were Trustees, Mr. Terry Jewell (Chair); Ms. Tracy Nowak (Vice Chair); Mrs. Misty Featherley; Mrs. Liz Kohle; Mrs. Wendy Miller; Mrs. Michelle Mychasiw; Mrs. Iva Paulik (Secretary Treasurer); Mr. Wolfgang Jeske (Director of Curriculum & Instruction); Mr. Dave Johnson (Associate Superintendent)

Absent: Mr. Gerry Schick (Deputy Superintendent);

## **Call to Order**

The Vice Chair called the meeting to order at 6:05 p.m.

## **Approval of Agenda**

Moved by Mr. Jewell that the agenda be approved.

CARRIED 6/0

## **Appointments**

Representatives from the Namao United Church Pastoral Charge met with the Board to discuss their concerns regarding the expression of Christian faith in public schools.

## **Approval of Committee Notes**

Moved by Mr. Jewell that the notes of December 11, 2013 be approved.

CARRIED 6/0

## **Presentations**

There were no presentations.

## **Reports from Senior Administration**

- 6.1 Superintendent**  
A verbal report was provided.
- 6.2 Deputy Superintendent**  
A written report was provided.
- 6.5 Secretary-Treasurer**  
A written report was provided.
- 6.6 Associate Superintendent**  
No report.

## **Reports from Trustees and Standing Committees**

### **7.1 Chair's Report**

#### **Chair Jewell (Gibbons/Lamoureux)**

A verbal report was provided.

Chair Jewell reported that he attended Christmas Concerts at Gibbons and Landing Trail Schools, as well as the Legal Head Start Program.

### **7.2 Trustees' Reports**

Verbal reports were provided.

### **7.3 Building**

No report was provided.

### **7.4 Finance & Human Resources**

A verbal report provided an update of a meeting held on January 8, 2014.

### **7.5 Education Policy**

A verbal report was provided.

A meeting is scheduled for Wednesday, January 22, 2014 @ 4:00 p.m.

**7.6 Advocacy Committee**

Mrs. Kohle noted that a meeting is scheduled for Wednesday, January 22, 2014@ 3:00 p.m.

**7.7 Transportation**

An update was provided with respect to a meeting that was held with contractors on January 8, 2014.

**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**

Mrs. Kohle noted that a meeting is scheduled for Thursday, February 6, 2014.

**8.3 Linkages/JACC**

Mrs. Miller provided a verbal report.

**8.4 Policy Advisory Committee (ATA)**

No report was provided.

**8.5 Policy Review Committee (CUPE)**

No report was provided.

**New Business****9.1 Policy Tracker**

Received as information.

**9.2 Policy D/I/7 – Revenue From Property Tax Sources**

Moved by Mr. Jewell that the Board of Trustees refer amended Policy D/I/7 – Revenue from Property Tax Sources to the January Board Meeting.

CARRIED 6/0

**9.3 Policy E/III/4 – Healthy Employees at Work**

Moved by Mrs. Kohle that the Board of Trustees refer Policy E/III/4 – Healthy Employees at Work to the January Board Meeting.

CARRIED 6/0

**9.4 Policy H/2 – Caretaking Staff Allocations**

Moved by Mr. Jewell that the Board of Trustees refer Policy H/2 – Caretaking Staff Allocations to the January Board Meeting to be rescinded.

CARRIED 6/0

**9.5 Board Priorities**

A written report was provided by Dr. Dick. Discussion followed.

**Unfinished Business****10.1 Public Disclosure of Expenses**

Reporting for Public Disclosure of Expenses will be piloted from February 1 – 28, 2014. Mrs. Paulik will email Public Disclosure forms to Trustees and Senior Administration.

**Information Items****Pending List****Adjournment**

The meeting adjourned at 8:16 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: February 12, 2014  
To: Committee of the Whole  
From: Wolfgang Jeske, Acting Associate Superintendent  
Subject: Fieldtrip Report

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## **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**

### Lilian Schick School

March 6-7, 2014                      29 Junior High students to Camp Nakamun for band camp.  
March 20-21, 2014                      50 Junior High students for a Physical Education ski trip to Marmot Basin in Jasper.

### Namao School

March 6-7, 2014                      32 Junior High students to Camp Nakamun for band camp.  
May 21-23, 2014                      29 Junior High students to Red Deer/Banff for band retreat.

### Redwater School

Jan. 31 - Feb. 1, 2014                      11 male Senior High students to Rocky Mountain House for a basketball tournament.  
March 6-7, 2014                      29 Junior High students to Camp Nakamun for band camp.

### Sturgeon Composite High School

August 27 - 31, 2014                      4 male Senior High students to Los Angeles with Bellerose High School for a football camp.

COMMITTEE 6.2

## **Student Learning Assessments**

Please find attached the most recent update provided by Alberta Education with respect to the '*Student Learning Assessments*' to be introduced in the fall of 2014. Jurisdictions were given the choice to administer either or both the SLA and PAT at the grade three level through this cycle of examinations. As previously indicated, Sturgeon schools will be writing only the Learning Assessment at the grade three level. Students at the grade six and nine level will continue to write Provincial Achievement Exams until the introduction of the SLAs at those grade levels. A session dedicated to these assessments is being offered at the Inspiring Education Symposium on February 19th.

## **Sturgeon Heights School – Technology Grant**

Sturgeon Heights School is excited with the news that they have received a \$25,000.00 grant through the Community Initiative Program to go towards technology enhancements in the school. These funds are combined with matching dollars provided by the Parent Fundraising Association, which has worked very hard over the past couple of years to raise the other \$25,000.00. This provides the school with a total of \$50,000 to go towards this project. Plans are in place to purchase Chromebooks for Junior High and elementary classes to be able to work with Google Docs, and iPads for our elementary and primary classes to help facilitate the guided reading and daily five implementation as well as project-based learning opportunities. This is an excellent opportunity for our staff and student community to benefit from the hard work of our parents.

# Student Learning Assessments Update

## Background

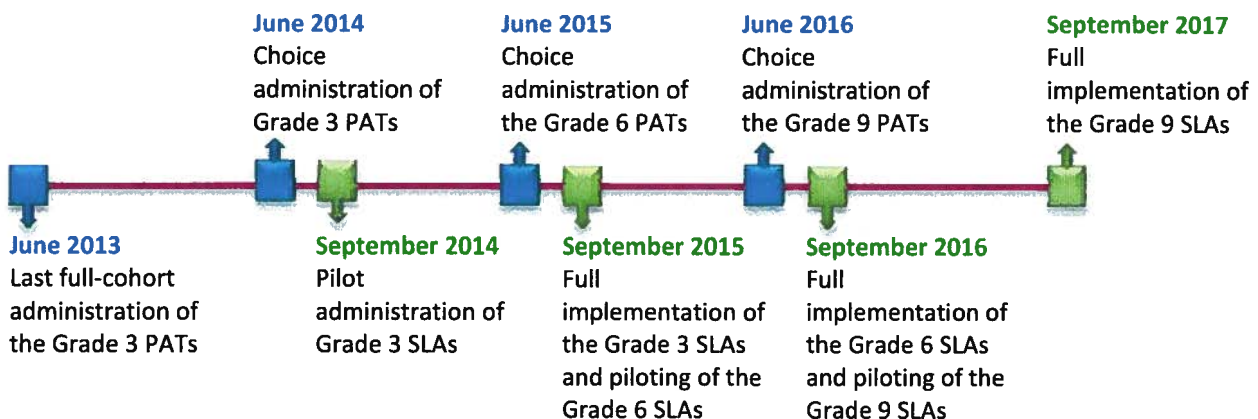
In May 2013, Education Minister Jeff Johnson announced that Alberta would be giving teachers more support to help students succeed by introducing assessments that will replace the existing Provincial Achievement Tests (PATs).

The new Student Learning Assessments (SLAs) contribute to realizing the vision of *Inspiring Education* by enabling parents and teachers to be aware of a child's strengths or areas needing improvement at the start of the school year. The new SLAs will support student learning while more effectively assessing literacy, numeracy, and competencies such as critical thinking, problem solving, and the ability to apply knowledge to different scenarios. Alberta Education, in partnership with classroom teachers, is developing the new SLAs. They will be administered at the start of grades 3, 6, and 9.

## Timeline for Implementation

Grade 3 students will be the first to write the new assessments, with pilots starting in September 2014. Full implementation for Grade 3 is expected by September 2015. Pilots for grades 6 and 9 are scheduled to begin in 2015 and 2016, respectively.

School authorities have a choice, school-by-school, whether to administer the Grade 3 PATs in June 2014, the Grade 3 SLAs in September 2014, or both. Alberta Education contacted school authorities in fall 2013 to confirm their participation in the Grade 3 PATs and/or SLAs. Based on school board decisions to date, nearly all Grade 3 students in Alberta will write the Grade 3 pilot assessment in September 2014, with approximately 30 per cent of Grade 3 students also writing the PATs in June 2014.



## Literacy and Numeracy

The SLAs will be provided digitally and assess students within the context of the **working** definitions of literacy and numeracy that Alberta Education is currently using to guide its work:

- Literacy is acquiring, creating, connecting, and communicating meaning in a wide variety of contexts; and
- Numeracy is the confidence and habits of mind to engage with, critically assess, reflect upon, and apply quantitative and spatial information when making judgments and decisions or taking action in all aspects of daily living.

## Structure of the Grade 3 SLAs

Components of the Grade 3 SLAs have been determined in partnership with the Alberta School Boards Association, Alberta School Councils Association, Alberta Teachers' Association, College of Alberta School Superintendents, and Alberta Assessment Consortium.

The four components of the Grade 3 SLAs are the following:

- a digitally scored literacy component;
- a literacy performance-task component;
- a digitally scored numeracy component; and
- a numeracy performance-task component.

The SLAs will reference the current provincial programs of study until the implementation of new curriculum through the Curriculum Redesign Initiative.

## English and French

The literacy components of the SLAs are being developed independently for English, French Immersion, and Francophone students. The numeracy portions are being developed in English, and the French Immersion and Francophone versions will be translations of the English version. Grade 3 students take the SLAs in the language of their instruction (i.e., Grade 3 Francophone students will take only the French components).

## Length

The SLAs are being designed to provide teachers with scheduling flexibility. While none of the Grade 3 SLA components will be timed when students write them, the components will each be designed for students to typically complete within 60 minutes. For example, teachers may wish to complete the digitally scored components with students in more than one session. The SLA components for grades 6 and 9 students will likely have longer administration times.

The two digitally scored components of the Grade 3 SLAs will consist of item formats such as multiple choice, numerical response, and short answer, as well as new and innovative formats that leverage the digital platform, including drag-and-drop, rearrangement, and highlighting.

### Teacher Involvement

Early in the school year, many teachers in the early grades typically administer placement and readiness assessments in order to determine their students' areas of strengths and improvement. Many teachers also administer performance tasks. The SLAs are designed to assist teachers by providing an assessment created by Alberta teachers for Alberta students. The performance-task components, as part of the SLA, respond to requests that the new assessment be a cooperative combination of local and provincial information regarding student learning.

The two performance-task components of the SLAs will be provided to teachers digitally, but students will respond in whatever way is appropriate for the performance tasks, which may not be digitally. Teachers will administer the components under prescribed conditions, score the components using provided scoring guides and exemplars, and then report the results to Alberta Education digitally.

Alberta teachers will continue to be involved in blueprinting, item development, field testing, test validation, French translation validation, standards setting, and results interpreting.

## Purpose Statements

Assessment is a process, and the primary purpose of assessment is to improve student learning. To facilitate this, assessment information can be used by:

- a student to be informed about, to reflect upon, and to initiate activities to enhance his or her learning;
- parents to have meaningful conversations with their child and their child's teacher(s); and
- a teacher to assist in meeting the learning needs of a student.

Assessment information is also available to enhance instruction for students. To facilitate this, assessment information can be used by:

- a teacher to be informed about, to reflect upon, and to initiate activities to enhance his or her instruction;
- a principal to strategically support instructional practices and address the organizational needs within the school;
- a school council to give advice about the learning opportunities, resources, and services provided by the school;
- a superintendent to allocate resources appropriately and promote effective instructional practices;
- trustees to create or amend authority policies and to guide their advocacy work; and
- Alberta Education to be informed about the implementation and delivery of curriculum.

Assessment information also assures Albertans that the education system meets the needs of students and achieves the outcomes of the *Ministerial Order on Student Learning*.

Provincial assessment programs, including SLAs, are sources of information that must be interpreted, used, and communicated within the context of regular and continuous assessment by classroom teachers.

## For Further Information

If you have questions or require further information, please contact Ken Marcellus, Director of the Achievement Testing Program, at [Ken.Marcellus@gov.ab.ca](mailto:Ken.Marcellus@gov.ab.ca) or 780-427-0010 (toll-free by dialing 310-0000).



# POLICY TRACKER (School Year 2013-2014)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					Committee of the Whole	Public Board	
<b>AUGUST 2013</b>							
B/II/5	Trustee Code of Conduct	2013-Aug-11 2013-Nov-13	<ul style="list-style-type: none"> <li>o COW</li> <li>o Education</li> <li>o Bldg</li> <li>o HR</li> <li>o Transportation</li> <li>o O &amp; M</li> </ul>		Committee of the Whole	Approved 2013-Nov-27	
<b>SEPTEMBER 2013</b>							
<b>OCTOBER 2013</b>							
B/II/1	Trustee Functions, Trusteeship & Policy	2013-Oct-9				Approved 2013-Nov-27	
B/II/3	Committees of the Board	2013-Oct-9				Approved 2013-Nov-27	
C/04	Superintendent of Schools	2013-Oct-9				Approved 2013-Nov-27	
<b>NOVEMBER 2013</b>							
D/II/4	Community Partnerships	2013-Nov-13				Approved 2013-Nov-27	
D/II/7	Central Services Roles and Responsibilities	2013-Nov-13				Approved 2013-Nov-27	
E/VI/3	Growth, Supervision and Evaluation of School Administrators	2013-Nov-13				Deferred to 2014-2014 SY	



# POLICY TRACKER (School Year 2013-2014)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
			<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			
<b>DECEMBER 2013</b>							
<b>JANUARY 2014</b>							
D/1/7	Revenue from Property Tax Sources						Approved 2014-Jan-22
E/1/1/04	Healthy Employees at Work						Approved 2014-Jan-22
H/2	Caretaking Staff Allocation						Rescinded 2014-Jan-22
<b>FEBRUARY 2014</b>							
B/1/04	Board Representation to Other Organizations						
D/1/02	System Budget Development						
<b>MARCH 2014</b>							
B/1/1/03	Policy Development						
E/1/1/02	Trustee Remuneration and Expense Reimbursement						
E/1/1/5	Personnel Records						
I/06	Selection of School Bus Contractors						







# Memorandum

Date: February 12, 2014  
To: Committee of the Whole  
From: Michele Dick, Superintendent  
Subject: Policy B/I/4 Board Representation to Other Organizations

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## **Background:**

Attached for Trustee review is a draft copy of B/I/4 Board Representation to Other Organizations. Suggestions for revision have been included for Trustee consideration.

## **Recommendation:**

That the Board review Policy of B/I/4 Board Representation to Other Organizations and advise Administration accordingly.



## 1.0 POLICY

1.1 The Board believes that ongoing partnerships and open lines of communication with various groups and organizations serves to inform and enhance its work on behalf of the division.

1.2 To this end, the Board may, from time to time, appoint a trustee to act as liaison representative to ~~other~~ such organizations or groups as:-

## ~~2.0~~ EXHIBIT

~~2.1 Administrators' Council (One trustee)~~

~~2.2~~ 1.2.1 Alberta School Boards Association (ASBA) Zone II (One trustee)

~~2.3~~ 1.2.2 Public School Board Association (PSBAA) (One trustee)

1.2.3 M.D. of Sturgeon County Community Services Board (One trustee)

~~2.4~~ Central Alberta Media Services Joint Policy Committee (CAMS) (One trustee)

~~2.5~~ 1.2.4 School Joint Use Committee (Local trustee and principal, except Sturgeon Composite High School where the Chair of the Building Committee and principal serve)

~~2.6~~ 1.2.5 School Councils (Local trustee, except Sturgeon Composite High School where, yearly, trustees are appointed each year) develop a rotating schedule of attendance)

~~2.7~~ 1.2.6 Sturgeon Further Education Council (Administrator appointed by the Superintendent)

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References: School Act: 63(1)



## Board Memorandum

Date: February 12, 2014  
To: Committee of the Whole  
From: Iva Paulik, Secretary Treasurer  
Subject: Policy D/I/2 – *System Budget Development*

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### **Background:**

Please find attached Policy D/I/12 – *System Budget Development*. Also attached is the supporting Administrative Practices Equipment & Facilities Management 1 - Capital Plan Development, Financial Management 1 - Budget Development, Financial Management 2 - Instructional Material Fees, and Financial Management 3 - Reserve Funds.

This policy is scheduled for review and is brought to the attention of Committee of the Whole with revisions suggested.

### **Recommendation:**

That the Committee of the Whole review revised Policy D/I/2 - *System Budget Development* and advise Senior Administration accordingly.



## 1.0 POLICY

1.1 The Board believes that the annual system budget **and** the Three Year Educational Plan, together with annual school budgets **and blueprints**, ~~and the Three Year Board Budget Priority Plan—Appendix A~~ are key planning documents for the continuous improvement of the quality of education for the Division's students.

~~1.2 The budget proposal should provide for efficiency and economy.~~

## 2.0 GUIDELINES

2.1 The Superintendent directs the preparation and presentation of the system budget. The Secretary-Treasurer coordinates the system budget process.

2.2 The Principal of each school directs the preparation and presentation of the school budget.

2.3 The system budget submitted to the Board for approval shall reflect the goals and objectives of the Division and shall include:

2.3.1 Details of estimated enrolments

2.3.2 Details of estimated revenues

2.3.3 Details of estimated expenditures for support functions:

2.3.3.1 ECS - Gr 12 Instruction

2.3.3.2 Plant Operations and Maintenance

2.3.3.3 Transportation

2.3.3.4 Board Governance and System Administration

2.3.3.5 External Services

2.3.4 Details on allocations of revenues to schools

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References: *Admin Practice(s): EFM 1 – Capital Plan Development  
FM 1 – Budget Development  
FM 2 – Instructional Material Fees  
FM 3 – Reserve Funding*

*School Act: Sections 147, 152, 183, 185, 186, 187*



- 2.3.5 Current year's budget data for comparison purposes.
- 2.3.6 Year-end projection of current year's data including projection of ending accumulated surplus/deficit position.

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References: *Admin Practice(s): EFM 1 – Capital Plan Development  
FM 1 – Budget Development  
FM 2 – Instructional Material Fees  
FM 3 – Reserve Funding*

*School Act: Sections 147, 152, 183, 185, 186, 187*



## EQUIPMENT & FACILITIES MANAGEMENT 1 – Capital Plan Development

Date: June 1, 2002

Responsible Administrator: Superintendent

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### 1.0 RATIONALE

All sites in the Division shall be maintained at as high a level as possible within the available resources. Careful planning is a critical part in enabling this to happen and will:

- 1.1 provide a safe welcoming learning environment;
- 1.2 be cost effective;
- 1.3 enhance learning;
- 1.4 enable common consistent maintenance procedures;
- 1.5 allow for efficiencies in selection and distribution of supplies;
- 1.6 allow for planning for long term maintenance of facilities.

### 2.0 PROCESS

The Coordinator of Facilities will facilitate a consultative process which leads to a recommendation being brought forward to the Board.

### 3.0 GUIDELINES

- 3.1 Three-year Plans and BQRP Plans will be developed by the Coordinator of Facilities in consultation with the Secretary Treasurer and principals.
- 3.2 Schedules for BQRP and annual maintenance items shall be communicated to the schools.
- 3.3 The Coordinator of Facilities will oversee a collaborative process whereby standards for equipment and furniture will be developed. Once developed, these standards will be adhered to.

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References: *Board Policy: D/II/2*

**FINANCIAL MANAGEMENT 1 – Budget Development**

Date: May 15, 2002

Responsible Administrator: Secretary Treasurer

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**1.0 RATIONALE**

- 1.1 The allocation of funds is a consultative process that is key to the system and its schools operating in an effective and efficient manner.
- 1.2 The appropriate distribution of funds is a necessity for a healthy school division.
- 1.3 Involvement by stakeholders in the development of the budget process is key to having the final budget understood, accepted and properly administered.

**2.0 PROCESS**

The Secretary Treasurer will facilitate a consultative process that will lead to the development of a draft budget being brought forward to the Board of Trustees.

**3.0 GUIDELINES**

- 3.1 Authority to approve system budget and allocate funds rests with the Board. The Board and senior administration shall meet to plan the annual budget process.
- 3.2 Recommendations will be solicited from appropriate stakeholder groups.
- 3.3 Central Office structure and funding envelopes will be presented to principals.
- 3.4 Principals will recommend the disbursement of school directed instructional funds.
- 3.5 Budget development templates, procedures and timelines will be explained to principals.
- 3.6 Budget Timelines
  - 3.6.1 September-October: Board Beliefs and Plans  
Board sets direction by looking at beliefs/philosophies on items with financial implications and develops guidelines.

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References: *Board Policy: D//2*



## FINANCIAL MANAGEMENT 1 – Budget Development

Date: May 15, 2002

Responsible Administrator: Secretary Treasurer

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- 3.6.2 September to December: Committee Work  
Any budget items, such as allocation framework, that requires committee work to be completed. Work completed after the end of December will be reflected in the following year's budget.
- 3.6.3 November: Trustees/Admin Issues Forum  
Board, principals and Central Office leadership team meet to identify and deal with issues.
- 3.6.4 January: Board Sets Budget Guidelines  
Board sets the criteria and envelope allocations for the upcoming budgets.
- 3.6.5 February to April: Budget Document Preparation
- Enrolment projections submitted first week of February
  - Revenue projections developed by middle of March – depending on Alberta Education
  - Adjustments made to instruction pool – divisional initiatives set by mid March
  - Allocations given to cost centers following the establishment of the pool
  - Cost center budgets completed by the end of the first week of April
  - Divisional budget completed
- 3.6.6 Draft Budget: First meeting in May
- 3.6.7 Budget Passed: Second meeting in May

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References: *Board Policy: D/1/2*



## **FINANCIAL MANAGEMENT 2 – Instructional Material Fees**

Date: September 01, 2009

Revised: Mar. 27, 2013

Responsible Administrator: Secretary Treasurer

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### **1.0 RATIONALE**

The Board assesses Instructional Material Fees to provide needed materials to students to enhance their educational opportunities.

### **2.0 PROCESS**

At the start of each year's budget process, the Secretary Treasurer will have the Board determine Instructional Material Fees for the following year.

### **3.0 GUIDELINES**

#### **3.1 Basic Elementary Materials Fees for the 2013 - 2014 school year are:**

- 3.1.1 Elementary \$55.00 per year
- 3.1.2 Junior High \$67.00 per year
- 3.1.3 Senior High \$55.00 per semester, \$110.00 per year, or for those students in less than a 10 credit load, \$4.50 per credit

#### **3.2 Rental of individual textbooks Pursuant to the Guidelines in Policy D/I/13**

#### **3.3 Out of Boundary students, registering in SCHS, shall be charged a \$50.00 deposit. Upon attendance to the school the deposit will be applied to offset their school fees.**

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References: *Board Policy: D/I/2 System Budget Development*  
*D/I/13 Instructional Materials*



## FINANCIAL MANAGEMENT 3 – Reserve Funds

Date: March 4, 2003

Revised: Jan. 9, 2013

Responsible Administrator: Secretary Treasurer

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### 1.0 RATIONALE

The creation of reserves through the regular budget process is prudent fiscal practice for:

- 1.1 the purchase, replacement or upgrading of assets; and
- 1.2 to stabilize the ongoing operational needs of a site.

### 2.0 PROCESS

Site budgeting and planning processes will include all pertinent information regarding their reserves.

### 3.0 GUIDELINES

#### 3.1 Operating Designated Reserves

- 3.1.1 This fund must have a specific purpose clearly defined in the site plan and annual budget.
- 3.1.2 The purpose of the fund must be to acquire an appropriate product or service that could not normally be funded within the allocations for a single year.
- 3.1.3 The annual allocation to the fund must be consistent with the overall effective operation of the site and shall not be detrimental to the site's programs/operation for a single year.
- 3.1.4 Where appropriate, sites must have funds and approved evergreening plans for technology, furniture and equipment and instructional resources.
- 3.1.5 Any reallocation of these funds will require the written approval of the Superintendent.

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References: *Board Policy: D//5 – Reserve Funds*



## Committee of the Whole Memorandum

Date: February 12, 2014  
To: Committee of the Whole  
From: Wolfgang Jeske, Acting Associate Superintendent  
Subject: **Locally Developed Courses Approval** -  
Religious Studies 15 - 3 credits  
Religious Studies 25 - 3 credits  
Religious Studies 35 - 3 credits

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### **Background:**

Alberta Education has implemented a new approval process LDCOM (Locally Developed Courses Online Management System), for extending or renewing currently authorized locally developed courses. The new system requires all renewals of locally developed courses now be done on-line beginning with a "Notice of Intent" to be sent to Alberta Education prior to March 15<sup>th</sup> for the following semester. To date we have received outside board approval, as well as Alberta Education pre-approval for the above noted courses. The next step in this acquisition is to submit a request to the Board for your authorization. Upon receipt of a board motion we will electronically submit that motion to Alberta Education for their final approval and assignment of a course code.

### **Recommendation:**

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

Religious Studies 15 - 3 credits; Religious Studies 25 - 3 credits; and Religious Studies 35 - 3 credits acquired from the Edmonton School District No. 7, to be authorized as courses of study within Sturgeon School Division for the period of February 1, 2014 to August 31, 2015, using the listed resources as per the course outline.

**LOCALLY DEVELOPED COURSE OUTLINE**

# **Religious Studies 15-3**

**Submitted By:  
Sturgeon School Division No. 24**

**Submitted On:  
Jan. 9, 2014**

## Course Basic Information

<b>Course Name</b>	Religious Studies 15
<b>Credit Number</b>	3
<b>Hours of Instruction</b>	62.50 hrs
<b>Implementation Dates</b>	2/1/2014 - 8/31/2015
<b>Proposal Type</b>	New
<b>Development Type</b>	Acquired
<b>Designed Grade Level</b>	Grade 10 Grade 11 Grade 12
<b>Course Description</b>	<p>Religious Studies 15 – 25 - 35 was developed by Millwoods Christian School, an Evangelical Christian Alternative Program as defined by the school's vision and mission statement authorized by Alberta Education, Locally Developed Religious Studies Course Policy 1.2.2 (February 1997).</p> <p>In this course, students become familiar with the Bible as the word of God. This course will help students to gain an understanding of the content and structure of the Bible and thus to grow in their understanding of the Christian faith.</p> <p>This course will consist of a study of the Bible, its order, structure, divisions, themes, geographical, historical, and cultural setting. The course will include a comparative review of holy writings of other religions, including Judaism's Holy Scriptures, Islam's Qur'an, and Hinduism's Vedas.</p>
<b>Course Prerequisite</b>	

**LOCALLY DEVELOPED COURSE OUTLINE**

# **Religious Studies 25-3**

**Submitted By:  
Sturgeon School Division No. 24**

**Submitted On:  
Jan. 9, 2014**

## Course Basic Information

<b>Course Name</b>	Religious Studies 25
<b>Credit Number</b>	3
<b>Hours of Instruction</b>	62.50 hrs
<b>Implementation Dates</b>	2/1/2014 - 8/31/2015
<b>Proposal Type</b>	New
<b>Development Type</b>	Acquired
<b>Designed Grade Level</b>	Grade 10 Grade 11 Grade 12
<b>Course Description</b>	<p>Religious Studies 15 – 25 - 35 was developed by Millwoods Christian School, an Evangelical Christian Alternative Program as defined by the school's vision and mission statement authorized by Alberta Education, Locally Developed Religious Studies Course Policy 1.2.2 (February 1997).</p> <p>In this course, students become familiar with the Bible as the word of God. This course will help students to gain an understanding of the content and structure of the Bible and thus to grow in their understanding of the Christian faith.</p> <p>This course will consist of a study of the Bible, its order, structure, divisions, themes, geographical, historical, and cultural setting. The course will include a comparative review of holy writings of other religions, including Judaism's Holy Scriptures, Islam's Qur'an, and Hinduism's Vedas.</p>
<b>Course Prerequisite</b>	



**LOCALLY DEVELOPED COURSE OUTLINE**

# **Religious Studies 35-3**

**Submitted By:  
Sturgeon School Division No. 24**

**Submitted On:  
Jan. 9, 2014**

## Course Basic Information

<b>Course Name</b>	Religious Studies 35
<b>Credit Number</b>	3
<b>Hours of Instruction</b>	62.50 hrs
<b>Implementation Dates</b>	2/1/2014 - 8/31/2015
<b>Proposal Type</b>	New
<b>Development Type</b>	Acquired
<b>Designed Grade Level</b>	Grade 10 Grade 11 Grade 12
<b>Course Description</b>	<p>Religious Studies 15 – 25 - 35 was developed by Millwoods Christian School, an Evangelical Christian Alternative Program as defined by the school's vision and mission statement authorized by Alberta Education, Locally Developed Religious Studies Course Policy 1.2.2 (February 1997).</p> <p>In this course, students become familiar with the Bible as the word of God. This course will help students to gain an understanding of the content and structure of the Bible and thus to grow in their understanding of the Christian faith.</p> <p>This course will consist of a study of the Bible, its order, structure, divisions, themes, geographical, historical, and cultural setting. The course will include a comparative review of holy writings of other religions, including Judaism's Holy Scriptures, Islam's Qur'an, and Hinduism's Vedas.</p>
<b>Course Prerequisite</b>	