



Board Meeting Agenda

February 26, 2014 – 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 January 22, 2014
- 5. Presentations**
- 6. Reports from Senior Administration**
 - 6.1 Superintendent of Schools
 - 6.2 Associate Superintendent, Education Services
 - 6.3 Secretary Treasurer
 - 6.4 Associate Superintendent

7. Reports from Trustees and Standing Committees

- 7.1 Chair's Report
- 7.2 Trustees' Reports
- 7.3 Building
- 7.4 Finance & Human Resources
- 7.5 Education Policy
- 7.6 Advocacy Committee
- 7.7 Transportation

8. Reports from Special Committees

- 8.1 Alberta School Boards Association Representative
- 8.2 Public School Boards Association of Alberta Representative

9. New Business

- 9.1 Policy B/I/4 – Board Representation to Other Organizations
- 9.2 Policy D/I/2 – System Budget Development
- 9.3 Locally Developed Course Approval:
 - Religious Studies 15 (3 credits)
 - Religious Studies 25 (3 credits)
 - Religious Studies 35 (3 credits)
- 9.4 Language Immersion Educational Agreement –
Elk Island Public Schools

9.5 Draft Advocacy Plan

9.6 Exceptional Service Nomination

10. Unfinished Business

11. Notices of Motion

12. Information

12.1 ATA; CUPE

12.2 Community Members

12.3 Media

13. Question Period

14. Requests for Information

15. Adjournment



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on January 22, 2014**

UNAPPROVED DRAFT

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**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on January 22, 2014**

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; Dr. Michèle Dick (Superintendent); Mrs. Iva Paulik (Secretary Treasurer); Mr. Dave Johnson (Associate Superintendent); Mr. Wolfgang Jeske (Director, Curriculum & Instruction);

Absent: Mr. Gerry Schick (Deputy Superintendent);

Call to Order

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

Approval of Agenda

#01/2014 – Moved by Mrs. Kohle that the agenda be approved.

CARRIED 6/0

Appointments

There were no appointments.

Approval of Minutes

#02/2014 - Moved by Ms. Nowak that the minutes of the Regular Meeting of November 27, 2013 be approved.

CARRIED 6/0

Presentations

There were no presentations.

#03/2014 – 4:40 p.m. – Moved by Mrs. Miller that the Board go in camera.

CARRIED 6/0

#04/2014 – 5:39 p.m. – Moved by Ms. Nowak that the Board go out of camera.

CARRIED 6/0

Reports from Senior Administration

Superintendent of Schools

A written report was provided.

Deputy Superintendent of Schools

A written report was provided.

Secretary-Treasurer

No report was provided.

Associate Superintendent

No report was provided.

Reports from Officers and Standing Committees

Chair's Report

A written report was provided.

Trustees' Reports

Verbal reports were provided.

Building

A verbal report was provided.

Finance & Human Resources

A verbal report was provided.

Education Policy

A verbal report was provided.

Advocacy Committee – Board Advocacy Plan

A verbal report was provided.

#05/2014 – Moved by Mrs. Featherley that the Board of Trustees approve that the Superintendent explore the creation of a 75th Anniversary History Book.

CARRIED 6/0

Transportation

A verbal report was provided.

Reports from Special Committees

Alberta School Boards Association Representative

A verbal report was provided.

Public School Boards Association of Alberta Representative

A verbal report was provided.

New Business

Policy D/I/7 – Revenue from Property Tax Sources

#06/2014 – Moved by Mr. Jewell that the Board of Trustees approve Policy D/I/7 – Revenue from Property Tax Sources.

CARRIED 6/0

Policy E/III/04 – Healthy Employees at Work

#07/2014 – Moved by Mrs. Kohle that the Board of Trustees approve Policy E/III/04 – Healthy Employees at Work.

CARRIED 6/0

Policy H/2 – Caretaking Staff Allocations

#08/2014 – Moved by Mrs. Featherley that the Board of Trustees rescind Policy H/2 – Caretaking Staff Allocations.

CARRIED 6/0

Child Check Mate System on Buses

#09/2014 – Moved by Mr. Jewell that the Board of Trustees approve the recommendation:

That any bus transporting Sturgeon School Division students to and from school or to and from a field trip be equipped with a child check system that is engaged when the first student is picked up and is deactivated by the driver when they turn off their bus. The system must be installed on every bus in Sturgeon School Division by the start of the 2014-2015 school year. The addition of this system will be a contractual obligation for all current and future contractors.

CARRIED 6/0

By-election Ward 3 – Alcomdale/Villeneuve

#10/2014 – Moved by Mr. Jewell that the Board of Trustees approve that polling stations be located at Calahoo and Riviere Qui Barre on March 24, 2014; and that an advance vote be held at Riviere Qui Barre on Monday, March 10, 2014, should an election be required in the By-election for Ward 3 – Alcomdale/ Villeneuve.

CARRIED 6/0

Program Appeal Request

#11/2014 – Moved by Mrs. Miller that the Board of Trustees deny the parental request to appeal the decision of the Superintendent with respect to the student's programming.

CARRIED 6/0

ATA Collective Agreement Ratification

#12/2014 – Moved by Ms. Nowak that the Board of Trustees ratify the ATA Memorandum of Agreement for the 2012-2016 ATA Collective Agreement.

CARRIED 6/0

Unfinished Business

2014-15 Operational School Year Calendar and Details

#13/2014 – Moved by Ms. Nowak that the Board of Trustees approve the 2014-15 Operational School Year Calendar, School Year Operational Calendar Details, and the School Operational Year Calendar Day-Count as presented.

CARRIED 6/0

Notices of Motion

There were no Notices of Motion.

Information

ATA: CUPE

No report was provided.

Community Members

No report was provided.

Media

No report was provided.

Question Period

No questions were raised.

Requests for Information

There were no requests for information.

Close of Meeting

The Chair adjourned the meeting at 7:48 p.m.

Chair

Date

Secretary-Treasurer



Memorandum

Date: February 26, 2014
To: Public Board
From: Michele Dick
Superintendent
Subject: Superintendent's Report

“WE” Day

Camilla School has been busy working on an exciting new undertaking as part of the international WE Day movement aimed at inspiring young people to lead local and global change. Teens from across Sturgeon County and beyond were invited to hear guest speakers presenting on a range of topics including social justice; bullying; homelessness and overcoming adversity. The Key Note Speaker, Spencer West, climbed Mount Kilimanjaro on his hands and in a wheelchair in 2012 after losing his legs as a child. The students and staff are to be congratulated on such a monumental and valuable initiative.

C2 Committee

Division senior admin and ATA Local representatives are continuing to meet as per the guidelines established by the Framework Agreement established by the government and the provincial A.T.A. Our discussions are progressing well and we are beginning to identify areas of opportunity as we contemplate ways to reduce teacher workload and increase teacher efficacy and student learning. A more detailed report and associated timelines, planned for the spring, will offer greater clarity as well as the major steps anticipated for the coming years (2014-2015; 2015-2016).

Gibbons Parent & Community Meeting

On Thursday evening, February 20, 2014, Sturgeon School Division staff and Gibbons community support services representatives met with parents and community members in the Town of Gibbons. The purpose of the meeting was to provide an opportunity for individuals to discuss ways in which to best support young people who may have been affected by the recent death of a Gibbons student. Community support agencies represented at the meeting included: Gibbons and Sturgeon County Family and Community Support Services (FCSS); Alberta Health Services: Mental Health; the Morinville RCMP detachment; clergy from the local Alliance and United Churches; and Sturgeon School Division school and Central Office personnel.

BOARD 6.1



Board Memorandum

Date: February 26, 2014
To: Board of Trustees
From: Wolfgang Jeske
Subject: Associate Superintendent, Education Services Report

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

Camilla School

March 6 – 7, 2014 22 junior high students to Camp Nakamun for music camp.

Guthrie School

March 6 – 7, 2014 12 junior high students to Camp Nakamun for music camp.



Board Memorandum

Date: February 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: Policy B/I/4 – Board Representation to Other Organizations

Background:

At the February 12, 2014 Committee of the Whole meeting Trustees reviewed Policy B/I/4 – Board Representation to Other Organizations and forwarded it to this evening's Public Board meeting with the following amendments:

- 1.2.3 Sturgeon County Community Services **Advisory** Board.
- 1.2.6 Remove Sturgeon Further Education Council
Add **Linkages**

Recommendation:

That the Trustees approve B/I/4 – Board Representation to Other Organizations.



1.0 POLICY

1.1 The Board may, from time to time, appoint a trustee to act as liaison representative to other organizations or groups.

2.0 EXHIBIT

2.1 Administrators' Council (One trustee)

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

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 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 School Councils (Local trustee, except Sturgeon Composite High School where trustees are appointed each year)

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

References: *School Act: 63(1)*



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 such organizations or groups as:
 - 1.2.1 Alberta School Boards Association (ASBA) Zone II (One trustee)
 - 1.2.2 Public School Board Association (PSBAA) (One trustee)
 - 1.2.3 Sturgeon County Community Advisory Services Board (One trustee)
 - 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)
 - 1.2.5 School Councils (Local trustee, except Sturgeon Composite High School where, yearly, trustees develop a rotating schedule of attendance)
 - 1.2.6 Linkages

References: *School Act: 63(1)*



Board Memorandum

Date: February 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: Policy D/I/2 – *System Budget Development*

Background:

Policy D/I/2 – *System Budget Development* with suggested revisions was reviewed at the February, 2014 Committee of the Whole meeting.

Recommendation:

That the Board of Trustees approve Policy D/I/2– *System Budget Development*.



1.0 POLICY

- 1.1 The Board believes that the annual system budget and the Three Year Educational Plan, together with annual school budgets are key planning documents for the continuous improvement of the quality of education for the Division's students.

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
 - 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.

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



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1.0 POLICY

1.1 The Board believes that the annual system budget, 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.

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

School Act:



Board Memorandum

Date: February 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Courses Approval** -
Religious Studies 15 - 3 credits
Religious Studies 25 - 3 credits
Religious Studies 35 - 3 credits

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
- 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.

The course description for the locally developed courses Religious Studies 15 - 3 credits; Religious Studies 25 - 3 credits; and Religious Studies 35 - 3 credits were acquired from Edmonton School District No. 7.

Recommendation:

That the Board of Trustees approve the following locally developed courses: 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

Course Name	Religious Studies 15
Credit Number	3
Hours of Instruction	62.50 hrs
Implementation Dates	2/1/2014 - 8/31/2015
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	<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>
Course Prerequisite	

LOCALLY DEVELOPED COURSE OUTLINE

Religious Studies 25-3

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

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

Course Basic Information

Course Name	Religious Studies 25
Credit Number	3
Hours of Instruction	62.50 hrs
Implementation Dates	2/1/2014 - 8/31/2015
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	<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>
Course Prerequisite	

LOCALLY DEVELOPED COURSE OUTLINE

Religious Studies 35-3

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

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

Course Basic Information

Course Name	Religious Studies 35
Credit Number	3
Hours of Instruction	62.50 hrs
Implementation Dates	2/1/2014 - 8/31/2015
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	<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>
Course Prerequisite	



Board Memorandum

Date: February 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: Educational Agreement - Language Immersion -
Sturgeon School Division Transported Students
Elk Island Public Schools Regional Division # 14

Background:

At the February, 2014 Committee of the Whole meeting, the Board of Trustees referred the Educational Agreement – Language Immersion – Sturgeon School Division Transported Students with Elk Island Public Schools Regional Division # 14 with the revised schedule to the February Board meeting.

Attached you will find the revised draft Education Agreement for the 2013-2014 school year for Elk Island Public Schools Regional Division # 14.

Recommendation:

That the Board of Trustees approve the Educational Agreement – Language Immersion – Sturgeon School Division Transported Students with Elk Island Public Schools Regional Division # 14 with the revised schedule for the 2013-2014 school year.

Language Immersion Education Agreement

Sturgeon School Division No 24. agrees to enter into this Education Agreement with Elk Island Public Schools Regional Division # 14 for the 2013-2014 school year.

This agreement is based on the following provisions:

1. The Board of Trustees of Sturgeon School Division No 24 directs our students, listed herein on Schedule A, to the French Immersion program in Elk Island Public Schools Regional Division # 14 as Sturgeon School Division No 24 does not offer language immersion programs.
2. Sturgeon School Division No 24 will submit and be the recipient of the Alberta Education Transportation funds. Elk Island Public Schools Regional Division # 14 will register and be the recipient of the Alberta Education Instructional funds.

Signed:

Sturgeon School Division No 24

Per: _____
Board Chair

Secretary-Treasurer

Date: _____

Elk Island Public Schools Regional Division # 14

Per: _____

Date: _____

SCHEDULE A

2013-2014 School Year

The transportation by Sturgeon School Division No. 24 of the following students during the 2013-2014 School Year is mutually agreed to by the parties to this agreement.

<u>NAME</u>	<u>AB ED ID #</u>	<u>ADDRESS</u>	<u>GRADE</u>	<u>SCHOOL</u>	<u>JURISDICTION</u>
Student "A"			8	Ardrossan	Elk Island Public Schools
Student "B"			8	Ardrossan	Elk Island Public Schools
Student "C"			4	Rudolph Hennig	Elk Island Public Schools
Student "D"			6	Rudolph Hennig	Elk Island Public Schools
Student "E"			4	Rudolph Hennig	Elk Island Public Schools
Student "F"			6	Rudolph Hennig	Elk Island Public Schools
Student "G"			3	Rudolph Hennig	Elk Island Public Schools
Student "H"			5	Rudolph Hennig	Elk Island Public Schools
Student "I"			1	Rudolph Hennig	Elk Island Public Schools



Memorandum

Date: February 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: Draft Advocacy Plan

Background:

Attached for Trustee review is a draft copy of the Advocacy Plan.

Recommendation:

That the Board review the draft Advocacy Plan and advise Advocacy Committee accordingly.

BOARD 9.5

Sturgeon School Division Board

Advocacy Plan 2013 – 2014 – Four “E’s” to Success

PRIORITY OUTCOME 1:

ENHANCE student participation and involvement in decisions that affect their education and school experience.

Strategies:

- Investigate opportunities for student to attend board meetings and or Board/division functions
- Encourage School Councils to invite and include students in school council meetings
- **Establish a forum for students to provide input into their educational desires, and create a measurement tool to monitor student involvement**

Measure:

- Number of opportunities for students to participate in activities and decisions that affect their education and school experience.

PRIORITY OUTCOME 2:

ENGAGE people in our communities to build value for and facilitate their participation in the public education of our students

Strategies:

- Conduct public engagement forums based upon relevant topics that will strengthen the Board’s ability to engage the public in division activities and plans.
- **Further the involvement of trustees in the community**
- Engage in activities designed to educate the public about Trusteeship and Sturgeon School Division

Measure:

- Improved public satisfaction with opportunities to be involved in or to be made aware of decisions that affect children’s education

PRIORITY OUTCOME 3:

ESTABLISH relationships with external organizations to broaden support for schools and enhance student and community well-being.

Strategies:

- Identify, plan and pursue opportunities to develop diverse partnerships with external organizations

Measure:

- Improved relationships with external organizations (including local and provincial government authorities)
- Improved Board communication throughout the community
- **Increase in: Board visibility; invitations to participate in community and school activities, meetings and celebrations; as well as Board attendance at such**

PRIORITY OUTCOME 4:

ENCOURAGE innovation in division projects that are directly related to enhancing student achievement and success

Strategies:

- **Support administration, school councils, parents, and others in the implementation of innovative ways and projects that support unique and enhanced learning for our students**

Measure:

- Evidence of innovation in schools and throughout the division, as reported to the Board yearly
- Number of opportunities for Trustees to champion and share the successes of innovative projects in particular schools and throughout the division



Memorandum

Date: February 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: Exceptional Service Recognition

Background:

At the February 12, 2014 Closed Committee of the Whole meeting Trustees reviewed the submission of three nominations for Certificate of Exceptional Service, as per division Policy E/III/1 - Employee Recognition.

Recommendation:

“That the Board of Trustees approve the three nominations for the division’s Certificate of Exceptional Service.”