



Committee Meeting Agenda

January 8, 2014 – 6:00 p.m.

- 1. Call to Order**
- 2. Approval of Agenda**
 - 2.1 Additions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
 - 3.1 Namao Pastoral Charge (6:00 p.m.)
- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – December 11, 2013
- 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 D/I/7 – Revenue from Property Tax Sources

9.3 Policy E/III//04 – Healthy Employees at Work

9.4 Policy H/2 – Caretaking Staff Allocation

9.5 Board Priorities

10. Unfinished Business

10.1 Public Disclosure of Expenses

11. Information Items

12. Pending List

13. Adjournment



Committee of the Whole

Summary of Motions

Wednesday, December 11, 2013

Sturgeon School Division

Items Referred to January 8, 2014 Committee of the Whole Meeting

- Appointment with Namao Pastoral Charge (@6:00 p.m.)
- Public Disclosure of Expenses

Items Referred to January 22, 2014 Public Board Meeting

- Child Check Mate System on Busses



Notes of the Meeting of The Committee of the Whole Held at Morinville on December 11, 2013

Roll Call

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

Absent: Mrs. Michelle Mychasiw; Mr. Gerry Schick (Deputy Superintendent);

Call to Order

The Vice Chair called the meeting to order at 6:30 p.m.

Approval of Agenda

Moved by Mrs. Kohle that the agenda be approved.

CARRIED 5/0

Appointments

There were no appointments.

Approval of Committee Notes

Moved by Mr. Jewell that the notes of November 13, 2013 be approved.

CARRIED 5/0

Presentations

There were no presentations.

Reports from Senior Administration

6.1 Superintendent

A written report was provided.

6.2 Deputy Superintendent

A written report was provided.

6.5 Secretary-Treasurer

The Department is continuing on with regular business.

6.6 Associate Superintendent

The Department is continuing on with regular business.

Reports from Trustees and Standing Committees

7.1 Chair's Report

A verbal report was provided.

Chair Jewell (Gibbons/Lamoureux)

Trustee Jewell reported that he attended the Gibbons School Parent Council Meeting and the Awards Ceremony at Sturgeon Composite High School.

Mr. Jewell also attended meetings with Sturgeon County, the Transportation Committee and the Building Committee.

7.2 Trustees' Reports

Verbal reports were provided.

Trustee Miller (Sturgeon Valley/West St. Albert)

Trustee Miller reported that she attended the Christmas Concert at Sturgeon Heights School.

Trustee Featherley (Morinville)

Trustee Featherley reported that the Morinville Public Elementary School Parent Council Meeting was postponed.

Mrs. Featherley reported that she attended the Morinville Public Elementary School Christmas Concert at the Morinville Community Cultural Centre.

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that she attended the Awards Ceremony at Sturgeon Composite High School.

Trustee Nowak (Cardiff/Garrison)

Trustee Nowak reported that she attended the Camilla School Parent Council Meeting.

Trustee Featherley will attend the next Camilla School Parent Council Meeting.

7.3 Building

Ms. Nowak provided a verbal report.

7.4 Finance & Human Resources

Mr. Jewell noted that a meeting is scheduled for January 8, 2014 @ 3:30 p.m.

7.5 Education Policy

No report was provided.

7.6 Advocacy Committee

Mrs. Kohle noted that the meeting will be rescheduled.

7.7 Transportation

Transportation Fees were discussed.

A letter will be sent to schools to be distributed to parents.

Information will be posted on the Sturgeon School Division website, as well as in school newsletters.

Moved by Ms. Nowak that all busses must have a Child Check Mate System installed by September 1, 2014 be referred to the January Public Board meeting.

CARRIED 5/0

Reports from Special Committees/Task Groups**8.1 Alberta School Boards Association Zone 2/3**

Mrs. Miller provided a verbal report.

8.2 Public School Boards Association of Alberta

Mrs. Kohle provided a verbal report.

Mrs. Kohle noted that a PD Session is scheduled for Thursday January 16th, 2014. The topic is Advocating for Public School Education.

8.3 Linkages/JACC

Mrs. Miller provided a verbal report with respect to RCSD.

8.4 Policy Advisory Committee (ATA)

No report was provided.

8.5 Policy Review Committee (CUPE)

No report was provided.

Ms. Nowak is attending the Sturgeon County Community Services Advisory Board meeting.

New Business

9.1 Policy Tracker

Received as information.

9.2 Class Size Information

Mr. Jeske provided a written report with respect to Class Size Information.

Unfinished Business

Information Items

Pending List

Adjournment

The meeting adjourned at 7:07 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: January 8, 2014
To: Committee of the Whole
From: Dr. Mary McGregor, Associate Superintendent
Subject: Deputy Superintendent's 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

Redwater School
February 4-5, 2014

55 Junior and Senior High students for a Physical Education ski trip to Marmot Basin in Jasper.

COMMITTEE 6.2



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		
			<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				
AUGUST 2013							
B/1/5	Trustee Code of Conduct	2013-Aug-11 2013-Nov-13					Approved 2013-Nov-27
SEPTEMBER 2013							
OCTOBER 2013							
B/1/1	Trustee Functions, Trusteeship & Policy	2013-Oct-9					Approved 2013-Nov-27
B/1/3	Committees of the Board	2013-Oct-9					Approved 2013-Nov-27
C/04	Superintendent of Schools	2013-Oct-9					Approved 2013-Nov-27
NOVEMBER 2013							
D/1/4	Community Partnerships	2013-Nov-13					Approved 2013-Nov-27
D/1/7	Central Services Roles and Responsibilities	2013-Nov-13					Approved 2013-Nov-27
E/1/3	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
			<ul style="list-style-type: none"> <input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bidg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M 	Committee of the Whole			
DECEMBER 2013							
JANUARY 2014							
D/I/7	Revenue from Property Tax Sources						
E/I/II/04	Healthy Employees at Work						
H/I/2	Caretaking Staff Allocation						
FEBRUARY 2014							
B/I/04	Board Representation to Other Organizations						
D/II/02	System Budget Development						
I/06	Selection of School Bus Contractors						
MARCH 2014							
B/III/03	Policy Development						
E/II/02	Trustee Remuneration and Expense Reimbursement						
E/IV/5	Personnel Records						



Board Memorandum

Date: January 8, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy D/I/7 – *Revenue From Property Tax Sources*

Background

Attached for Trustee review is Policy D/I/7 - *Revenue From Property Tax Sources*.

As obtaining revenue from property tax sources is governed by the Special School Tax Levy Plebiscite Regulation, it is suggested that Sturgeon School Division does not require this policy, and it be deleted.

In the event that Trustees prefer to retain this policy, suggestions for revision to the policy have also been included.

Recommendation

That the Committee of the Whole review Policy D/I/7 – *Revenue From Property Tax Sources* and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board recognizes that support of education is provided through revenues coming from local education tax and the provincial government.
- 1.2 The Board however believes that additional local property tax may be required to fund the education programs and services.
 - 1.2.1 The level of local property tax should be determined only as part of the budget process.

2.0 GUIDELINES

- 2.1 In determining the level of property tax revenue, the financial status of the Division along with the Board's goals of education and current program and service needs should be interpreted through an ongoing public information program including:
 - 2.1.1 Open Committee of the Whole meetings;
 - 2.1.2 Informal budget information meetings as required;
 - 2.1.3 Appropriate news releases;
 - 2.1.4 An Annual Meeting, if held;
 - 2.1.5 The Public Notice requirements for a special school tax levy.
 - 2.1.5.1 Notice of Motion – March Board Meeting
 - 2.1.5.2 Motion – May Board Meeting
- 2.2 Local property taxes shall be raised only through a plebiscite process held every three years in conjunction with the Local Authorities Election.
 - 2.2.1 The amount required would be raised by a special school tax levy.
 - 2.2.2 The Minister may, from time to time, establish a limit on the amount to be raised by a special school tax levy.

References: *Admin Practice(s):*
School Act: Division 4, Sections 170 to 178 and Division 5, Sections 179-182



1.0 — POLICY

~~1.1 — The Board recognizes that support of education is provided through revenues coming from local education tax and the provincial government.~~

~~1.2 — The Board however believes that additional local property tax may be required to fund the education programs and services.~~

~~1.2.1 — The level of local property tax should be determined only as part of the budget process.~~

2.0 — GUIDELINES

~~2.1 — In determining the level of property tax revenue, the financial status of the Division along with the Board's goals of education and current program and service needs should be interpreted through an ongoing public information program including:~~

~~2.1.1 — Open Committee of the Whole meetings;~~

~~2.1.2 — Informal budget information meetings as required;~~

~~2.1.3 — Appropriate news releases;~~

~~2.1.4 — An Annual Meeting, if held;~~

~~2.1.5 — The Public Notice requirements for a special school tax levy.~~

~~2.1.5.1 — Notice of Motion — March Board Meeting~~

~~2.1.5.2 — Motion — May Board Meeting~~

~~2.2 — Local property taxes shall be raised only through a plebiscite process held every three four years in conjunction with the Local Authorities Election.~~

~~2.2.1 — The amount required would be raised by a special school tax levy.~~

~~2.2.2 — The Minister may, from time to time, establish a limit on the amount to be raised by a special school tax levy.~~

References: ~~Admin Practice(s):
School Act: Division 4, Sections 170 to 178 and Division 5, Sections 170-182~~



1.0 POLICY

1.1 The Board recognizes that support of education is provided through revenues coming from local education tax and the provincial government.

1.2 The Board however believes that ~~additional local property tax may be required to fund the education programs and services~~ there may be instances in which the division and electors may want to raise additional funds beyond those provided by government, for a specific purpose.

~~1.2.1 The level of local property tax should be determined only as part of the budget process.~~

~~2.0~~ GUIDELINES

~~2.1 In determining the level of property tax revenue, the financial status of the Division along with the Board's goals of education and current program and service needs should be interpreted through an ongoing public information program including:~~

~~2.1.1 Open Committee of the Whole meetings;~~

~~2.1.2 Informal budget information meetings as required;~~

~~2.1.3 Appropriate news releases;~~

~~2.1.4 An Annual Meeting, if held;~~

~~2.1.5 The Public Notice requirements for a special school tax levy.~~

~~2.1.5.1 Notice of Motion March Board Meeting~~

~~2.1.5.2 Motion May Board Meeting~~

~~2.2 Local property taxes~~ A special School Tax Levy shall be raised only through a plebiscite

1.3 process held every ~~three~~ four years in conjunction with the *Local Authorities Election Act*.

1.4 The Board must adhere to the Special School Tax Levy Plebiscite Regulation.

References: *Admin-Practice(s):*
School Act: Division 4, Sections 170 to 178 and Division 5, Section 164 (1)(6), Sections 179- 182 181, Sections 190-193
Special School Tax Levy Plebiscite Regulation

EFFECTIVE: April 5, 1989

REVISED: June 7, 1995

REVIEW: 2013-2014

~~2.2.1 The amount required would be raised by a special school tax levy.~~

~~2.2.2 The Minister may, from time to time, establish a limit on the amount to be raised by a special school tax levy.~~

References: ~~Admin Practice(s):~~
~~School Act: Division 4, Sections 170 to 178 and Division 5, Section 164 (1)(6), Sections 179- 182 181, Sections 190-193~~
~~Special School Tax Levy Plebiscite Regulation~~



Committee of the Whole Memorandum

Date: January 8, 2014
To: Committee of the Whole
From: Associate Superintendent
Subject: Policy E/III/4 – Healthy Employees at Work

Background:

Please find attached Policy E/III/4 – Healthy Employees at Work. This policy has been updated to reflect the new Org. Titles. Also, the relevant AP's have been cited and the School Act reference has been added.

Recommendation:

That the Committee of the Whole review Policy E/III/4 – Healthy Employees at Work and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board believes that Sturgeon employees should be provided with a healthy working environment.

2.0 GUIDELINES

- 2.1 Sturgeon School Division provides programs and services designed to support its employee's health and wellness.
- 2.2 The Associate Superintendent of ~~Human Resources~~ is responsible for the implementation and monitoring of this **Human Resources** policy.

References: *Admin Practice(s):ADM 17 – Health and Safety; ED 17 – Healthy School Communities;
EFM 3 – Hazardous Materials; HRM 6 – Healthy Interactions;
School Act: sec. 44(8) – (re: safe and caring schools)*



Committee of the Whole Memorandum

Date: January 8, 2014
To: Committee of the Whole
From: Associate Superintendent
Subject: H/2 – Caretaking Staff Allocations

Background:

Please find attached H/2 – Caretaking Staff Allocations. This policy actually address custodian allocations and does not address caretaking staff allocations. Further, we are currently reviewing options for addressing budget constraints that this policy stands in the way of.

Recommendation:

That the Committee of the Whole review H/2 – Caretaking Staff Allocations and advise Senior Administration accordingly.



H/2 – Caretaking Staff Allocations

H/2

EFFECTIVE: June 25, 2003

REVISED: January 22, 2014

REVIEW:

1.0 POLICY

- 1.1 The Board believes that each school should be cared for by a full-time custodian.
- 1.2 The Board also believes that in addition to a full-time custodian, each school shall have additional caretaking staff allocated.

2.0 GUIDELINES

- 2.1 It is the Board's intention that all caretakers perform under the supervision of a custodian.

References: *Admin Practice(s):*
School Act:



Memorandum

Date: January 8, 2013
To: Committee of the Whole
From: Michèle Dick, Superintendent
Subject: Board Priorities

Background:

Attached for Board review is an update of work and progress in aide of priorities established by the Board of Trustees some years ago. This document reflects only higher level and/or major projects related to these priorities.

Senior Admin will respond to any questions the Board may have regarding this document.

Recommendation:

That Trustees review Board Priorities and advise Administration accordingly.

GUIDING PRINCIPLES

- 1.** Engaging in regular discussions, review and reflection allows administration to continuously improve and, at the same time, focuses attention on whether agreed upon goals are being successfully achieved.
- 2.** Establishing a common understanding between the Superintendent (and senior administration) and the Board regarding work expectations (ie. the work to be accomplished), coupled with frequent feedback regarding progress, assists in fostering an environment of high expectations, collective capacity, intelligent accountability and resolute leadership.
- 3.** Regular progress updates allow the Board to provide oversight and public assurance that policies are being implemented as expected; resources appropriately directed and planning and reporting effectively undertaken. They also serve to keep the school board informed about and integrally involved in division activities and the work being undertaken in the pursuit of goals and priorities.
- 4.** Discussions and reviews related to progress and continuous improvement are most meaningful when conducted in an atmosphere that exhibits:
 - a.** Commitment to frank and honest communication
 - b.** Confidentiality
 - c.** Trust, respect and professionalism
 - d.** Willingness on behalf of all participants to be introspective about their role in creating and sustaining a team.



**BOARD PRIORITIES
2013-2014**

New Initiatives: Division Level	School Based Initiatives	Upcoming Challenges/Priorities
	<ul style="list-style-type: none">□	<ul style="list-style-type: none">□ & M funding shortfall□ Transportation deficit□



**BOARD PRIORITIES
2013-2014**

BOARD PRIORITY #1 Human Resources:

The Superintendent is committed to hiring the brightest and the best, and encouraging continuous improvement in employees.

PRIORITY ACTIVITIES	2013-2014
Division P.D. Calendar	<ul style="list-style-type: none"> ▫ New structure for delivery of P.D. (1 Friday/month) ▫ Increased personalization of staff P.D. by school (see attached calendar)
Admin P.D.	<ul style="list-style-type: none"> ▫ Instructional Leadership with focus on Inspiring Education; Literacy; Relationship Building; Technology and Inclusive Education (see attached schedule)
V.P. Cohort	<ul style="list-style-type: none"> ▫ Could be partly combined with Admin P.D. as VP's are now attending the monthly Admin Council meetings ▫ Inclusion session done; next session focusing on budget
Teacher Leadership Cohort	<ul style="list-style-type: none"> ▫ A joint venture between the ATA and SSD (sharing costs, planning) ▫ Focusing on building leadership capacity within our schools ▫ An introduction to elements of leadership for those who are also interested in pursuing administrative leadership ▫ Topics: <ul style="list-style-type: none"> ● Teacher growth and supervision (Oct. 15) ● Community Engagement, book study, the role of parent councils, clear and effective communication (Jun. 11) ● Budgeting and staffing proposed (March 6) ▫ To be discussed (May 7)
Counselling Cohort	<ul style="list-style-type: none"> ▫ Introduction to counselling skills and role (1st of 2 years) ▫ Partnership with A.T.A. Local
Behavior Cohort	<ul style="list-style-type: none"> ▫ Bruce Perry, Trauma and Behavior strategies (final year)



BOARD PRIORITIES 2013-2014

<p>BOARD PRIORITY #1 Human Resources: (cont'd) The Superintendent is committed to hiring the brightest and the best, and encouraging continuous improvement in employees.</p>	
<p>2013-2014</p>	
<p>PRIORITY ACTIVITIES Succession Planning</p>	<ul style="list-style-type: none"> ▫ Superintendent to develop a comprehensive succession plan for next 3 years, relative to leadership
<p>360 HR Department Review (Survey and school visits)</p>	<ul style="list-style-type: none"> ▫ To gauge the effectiveness of HR services to principals, managers, education leaders and Sr. Admin. ▫ Survey of all 'clients' sent to the above group in November ▫ Preliminary analysis of survey returns in December ▫ Re-contact with other clients also in December ▫ Final analysis of returns in January ▫ School/departments visits – January thru May – to discuss current and targeted needs, improvements, training and orientation
<p>Implement Social Media in recruitment process</p>	<ul style="list-style-type: none"> ▫ Evaluation of LinkedIn, Twitter, Facebook, etc. (Ongoing) ▫ Review of options ▫ Selective implementation during 2013-2014
<p>SRB Implementation</p>	<ul style="list-style-type: none"> ▫ Complete implantation of SRB absence module for all employees – Jan-ATA; Spring-CUPE ▫ Finalize instructions to school staff about reviewing all absences in SRB – Jan. ▫ Finalize instructions to Principals/Supervisors about authorization and approval of absences – Jan. ▫ Continued training for all HR and payroll staff throughout the year to enable us to serve the clients better with SRB



**BOARD PRIORITIES
2013-2014**

<p>BOARD PRIORITY #2 Learning and Teaching: The superintendent knows what students need to know and be able to do and ensures that students have access to programs and resources that enable them to challenge their potential</p>	
<p>ASSOCIATED ASPECTS</p>	<p align="center">2013-2014</p>
<p>Implementation of new Vision, Mission and Values Statement</p>	<ul style="list-style-type: none"> ▫ Admin P.D. ▫ Focus of “spotlight” in local papers ▫ Included in all staff email signatures ▫ Highlighted on website ▫ Communications Plan ▫ Alignment with Three Year Education Plan ▫ Approved by Board: November 2013
<p>Completion and implementation of division Three Year Education Plan</p>	
<p>Inspiring Education: implementation of basic principles of transformation</p>	<ul style="list-style-type: none"> ▫ Exploration: High School Redesign ▫ Preparing for introduction of Competencies ▫ Preparing for introduction of CTF program (Career and Technology Foundation)
<p>Embedding programming choice in division schools</p>	<ul style="list-style-type: none"> ▫ Expansion of “Bring Your Own Device” project (“Bring It”) Gibbons, Redwater and SCHS ▫ Leader in Me (Year 3) ▫ Reggio Emilia: Program implementation review
<p>Refining service delivery and access to supports and resources</p>	<ul style="list-style-type: none"> ▫ RCSD Implementation: Year 2 ▫ Wrap Around Initiative



**BOARD PRIORITIES
2013-2014**

BOARD PRIORITY #2 (cont'd)

Learning and Teaching: The superintendent knows what students need to know and be able to do and ensures that students have access to programs and resources that enable them to challenge their potential

ASSOCIATED ASPECTS	2013-2014
High School Completion Research project	<ul style="list-style-type: none"> ▫ Partnership project with U of A ▫ Determine high school completion reasons and possible interventions ▫ Increase student engagement
Division Literacy Project	<ul style="list-style-type: none"> ▫ At the primary and elementary levels enhance literacy through guided reading ▫ At the grades 7 – 12 level strengthen implementation of research based reading strategies across the content areas
Division Technology Focus	<ul style="list-style-type: none"> ▫ Personalized learning through the effective implementation of Apps; Streaming; Ipads; Promethean tools and assistive technologies ▫ Provide P.D. and working groups to teachers
Advancement of French Immersion programming	<ul style="list-style-type: none"> ▫ Continue to support K and Gr. 1 program at MPES and plan for implementation of grade 2 (SY 2014-2015) ▫ Explore possibility



**BOARD PRIORITIES
2013-2014**

BOARD PRIORITY #3	
Organization and Decision-Making Structure: The superintendent accesses and applies the best knowledge and skills to achieve the most effective and efficient use of financial, physical and human resources in schools and the division office.	
ASSOCIATED ASPECTS	2013-2014
C.O. Restructuring: Education Services	<ul style="list-style-type: none"> ▫ Restructuring completed; SY 2013-2014 implementation and refinement
Realignment of Inclusion/Special Education Funding	<ul style="list-style-type: none"> ▫ Clarifying funding directed by government to “special education” (removing subsidization from basic per pupil funding) ▫ Allocation of funding to schools: increased flexibility to better meet student needs; associated accountability to Central Office
C2 Committee Work	<ul style="list-style-type: none"> ▫ October 31st Report completed and submitted to government ▫ Review and consideration of various areas with potential to reduce teacher workload ▫ 907 hour teaching assignment time achieved for all division teachers
Detailed budget review and associated 3-5 year draft plan	<ul style="list-style-type: none"> ▫ Line by line review of division budget ▫ Development of a 3-5 year plan to address funding cuts and increasing costs
Transportation Review	<ul style="list-style-type: none"> ▫ Development of plan to address funding and associated budget deficit; implementation of transportation fees ▫ Review of PUF/HS transportation needs and associated costs ▫ Consideration of cooperative bussing in Morinville



BOARD PRIORITIES 2013-2014

BOARD PRIORITY #3 (cont'd)

Organization and Decision-Making Structure: The superintendent accesses and applies the best knowledge and skills to achieve the most effective and efficient use of financial, physical and human resources in schools and the division office.

ASSOCIATED ASPECTS

2013-2014

O&M Review

- Development of plan to address funding and associated budget deficit

Detailed review of PUF/HS programming and supports

- Review number of children accessing programming; demographic information regarding registered children; retention trends of registered children and plan for future program refinements

Student & Program Accommodation Review

- Planning for a new school in Morinville and determining short and long range implications for the division
- Consideration of French Immersion program expansion
- Consideration of infrastructure needs in Legal



**BOARD PRIORITIES
2013-2014**

<p>BOARD PRIORITY #4 Monitoring and Supervising: The superintendent maintains an organization, reporting and supervisory structure that facilitates efficient and effective decision-making and accountability.</p>	
<p>ASSOCIATED ASPECTS</p>	<p align="center">2013-2014</p>
<p>Policy and Admin Practice Review</p>	<ul style="list-style-type: none"> ▫ See Policy Tracker (attached)
<p>Review and revision of Policy E/V/III: Growth, Supervision and Evaluation of Administrators</p>	<ul style="list-style-type: none"> ▫ Committee review and development of more specific and detailed Admin Practice to guide process and practice—Board Review: SY 2014-2015
<p>Formal school visits: (minimum 2/year) *Superintendent *Education Services *Learning Support *Technology *Finance *O&M</p>	<ul style="list-style-type: none"> ▫ Supt: Principal PGP review; identification of successes and challenges; compliance with division goals & priorities; progress towards “Inspiring Education” ▫ Accountability Pillar review; curriculum compliance; required supports & services ▫ Review of special ed/inclusion opportunities and supports in place for students; review of IPP compliance; identification of school and student needs ▫ Review of school and student needs ▫ Strengthening the extended finance team; reviewing processes & practices ▫ Reviewing school needs and priorities



BOARD PRIORITIES 2013-2014

BOARD PRIORITY #4 (cont'd) Monitoring and Supervising: The superintendent maintains an organization, reporting and supervisory structure that facilitates efficient and effective decision-making and accountability.	
ASSOCIATED ASPECTS	
Introduction of C.O. Department Strategic Plans	<ul style="list-style-type: none">▫ Twice yearly meeting to review progress with Superintendent
Review of cooperative bussing arrangement with GSACRD in Morinville	<ul style="list-style-type: none">▫ Meeting between 2 Superintendents (completed)▫ Follow up meeting of 2 Transportation Managers to consider possibilities and associated efficiencies



BOARD PRIORITIES 2013-2014

BOARD PRIORITY #5

Communication: The superintendent ensures that the organization is open and transparent; people believe they have access to the information they need to make informed judgments and decisions. All aspects of the jurisdiction's work are well-coordinated and scheduled.

ASSOCIATED ASPECTS

2013-2014

Division Communication Plan

- See attached

Provision of Key Messaging and detailed summary reports for Board of Trustees in the case of high profile and/or sensitive division issues (as required)

- As Required/Requested:
 - Namao bussing incident
 - Introduction of transportation fees
 - Religion in schools

Detailed process for responding to stakeholder concerns

- Healthy Interactions policy and processes
- Identification of a "First Responder" at C.O. (Deputy Superintendent)
- Review at Admin. Council of common concerns and "hot topics"

Division website and Facebook

- Division website to be refreshed SY 2013-2014
- Division website to be reconstructed SY 2014-2015
- Weekly updating of both sites

School Websites

- Development of a new website for Sturgeon Composite High School
- Unveiling: November 2013
- Review of other school websites to be followed up with a summary of action to be considered
- Strengthening link between division and school sites



BOARD PRIORITIES 2013-2014

BOARD PRIORITY #5 (cont'd)

Communication: The superintendent ensures that the organization is open and transparent; people believe they have access to the information they need to make informed judgments and decisions. All aspects of the jurisdiction's work are well-coordinated and scheduled.

ASSOCIATED ASPECTS

2013-2014

Provision of reports and presentations at Board meetings

- As requested/required to ensure Board is fully informed on division matters in particular and education topics in general (ongoing)



**BOARD PRIORITIES
2013-2014**

BOARD PRIORITY #6	
Governance: The superintendent is committed to a public school system that is inclusive, locally governed by elected trustees, and that models the principles of civil democracy. The superintendent promotes and strengthens the Board's role and responsibility in the governance system.	
ASSOCIATED ASPECTS	2013-2014
Strengthening the Board's role	<ul style="list-style-type: none"> ▫ Provision of information as required &/or requested to assist Trustees in the completion of their duties
Attendance at ASBA/PSBAA as required &/or requested	<ul style="list-style-type: none"> ▫ November 2013: Fall General Meetings Superintendent selected as Chair for the newly created Public School Boards Superintendent Committee
Sharing Key Messaging regarding the importance of local governance and Trusteeship whenever/whenever possible	<ul style="list-style-type: none"> ▫ To be included, as appropriate, in all speeches/presentations given by Superintendent
Strengthening of relationships between and among system and school leadership, individual schools and Board of Trustees	<ul style="list-style-type: none"> ▫ Invitation to Trustees to participate in August Welcome Back Admin Council ▫ Encouraging principals to build strong and open working relationship with local Trustee ▫ Strong and supportive senior admin team



BOARD PRIORITIES 2013-2014

BOARD PRIORITY #7

Public Relations and Visibility: The superintendent, as the Board's agent, is well-known to students, staff and parents in all schools and their communities.

ASSOCIATED ASPECTS

2013-2014

Attendance of Superintendent and members of the division Leadership & Senior Admin teams at school functions as requested and invited

- Thanksgiving; Remembrance Day; Awards Ceremony (SCHS); Identity Day (BACS) and Christmas concerts/assemblies



Board Memorandum

Date: January 8, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Public Disclosure of Expenses

Background

At the December Closed Committee of the Whole meeting, Trustees reviewed information with respect to Public Disclosure of Expenses. This information was referred to the January Public Committee of the Whole meeting.

Attached you will find a work in progress draft of Public Disclosure of Expenses reporting forms.

Recommendation

That the Committee of the Whole review the Public Disclosure of Expenses information and advise Senior Administration accordingly.

MONTHLY PUBLIC DISCLOSURE OF EXPENSES

To improve accountability and transparency of expenses incurred by elected and division officials, Sturgeon School Division requires all Trustees, Superintendent, Deputy Superintendent, Secretary Treasurer and Associate Superintendent to complete a Monthly Public Disclosure of Expenses Form.

This form is to be completed for each month (1st day to the last day), and submitted to the Secretary Treasurer by the 10th day of the following month. (i.e. Expenses incurred from May 1 to May 31 are to be submitted by June 10th.)

This form will be posted on the Sturgeon School Division website by the 15th of each month. (i.e. May expenses will be disclosed by June 15th).

INSTRUCTIONS

- 1) Include items claimed on your Expense Claim Form. (Items paid for by cash or personal Visa.)
- 2) Include all items claimed on your Corporate Visa if applicable.
- 3) Any items/registration costs paid on your behalf directly by the Division will also be reported on this form. (You will be advised by the Secretary Treasurer of any registration fees that have been paid directly by the division and should be reported on this form.)
- 4) Under Description – describe the event you attended.
(i.e. Parent Council Meeting)
- 5) Please note that this form will not be used for reimbursement. Reimbursements will continue to be paid by submitting an “Employee Expense Report Form” monthly.
- 6) Items to be included on this report:
Expenses (inclusive of GST) claimed for:
 - Mileage
 - Accommodation
 - Meals
 - PD Registration Fees
 - Internet Charges - if applicable
 - Cell Phone Charges - if applicable
- 7) Items to be excluded from this report:
 - Per Diems

