



Board Meeting Agenda

March 26, 2014 – 6:30 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 February 26, 2014

- 5. Presentations**
 - 5.1 High School Completion Project – Mrs. Ruth Kuik, Acting Director of Curriculum and Instruction

- 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/III/3 – Policy Development

9.2 Policy E/IV/5 - Personnel Records

9.3 Policy I/6 - Selection of Bus Contractors

9.4 Policy I/7 - Reduction in Contract School Bus Fleet

9.5 2014 – 2015 Instructional Material Fees

9.6 Transportation Fees

9.7 Lease Agreement – Town of Morinville

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 February 26, 2014**

Table of Contents

	<u>Resolution #</u>
Approval of Agenda	14
Approval of Minutes	15
New Business	
Rotational Team Cleaning Model	16
Policy B/1/4 - Board Representation to Other Organizations	17
Policy D/1/2 - System Budget Development	18
Locally Developed Course Approval: Religious Studies 15 - 3 credits, Religious Studies 25 - 3 credits, Religious Studies 25 - 3 credits	19
Educational Agreement -Language Immersion - Elk Island Public Schools	20
Draft Advocacy Plan	21
Exceptional Service Recognition.....	22



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on February 26, 2014**

Roll Call

Present were Trustees: Mr. Terry Jewell (Chair), Ms. Tracy Nowak (Vice Chair), Mrs. Misty Featherley, Mrs. Wendy Miller & Mrs. Michelle Mychasiw; Dr. Michèle Dick (Superintendent); Mrs. Iva Paulik (Secretary Treasurer); Mr. Dave Johnson (Associate Superintendent); Mr. Wolfgang Jeske (Associate Superintendent, Education Services);

Mrs. Liz Kohle arrived at 4:45 p.m.

Call to Order

The Chair called the meeting to order at 4:36 p.m.

Approval of Agenda

#14/2014 – Moved by Mrs. Miller that the agenda be approved.

CARRIED 5/0

Appointments

There were no appointments.

Approval of Minutes

#15/2014 - Moved by Mrs. Featherley that the minutes of the Regular Meeting of January 22, 2014 be approved.

CARRIED 5/0

Presentations

There were no presentations.

Reports from Senior Administration

Superintendent of Schools

A written report was provided.

Associate Superintendent, Education Services

A written report was provided.

Secretary-Treasurer

A verbal report was provided.

Associate Superintendent

No report was provided.

Reports from Officers and Standing Committees**Chair's Report**

A verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Building

A verbal report was provided.

#16/2014 - Moved by Ms. Nowak that the Board of Trustees approve the Building Committee recommendation to approve a rotational team cleaning model for caretaking services, and instructs administration to proceed toward implementation of this change for September 2014.

CARRIED 6/0

Finance & Human Resources

A verbal report was provided.

Education Policy

No report was provided.

Advocacy Committee – Board Advocacy Plan

No report was provided.

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 B/I/4 – Board Representation to Other Organizations**

#17/2014 – Moved by Mrs. Kohle that the Board of Trustees approve Policy B/I/4 – Board Representation to Other Organizations with the following amendment:

- 1.2.3 Sturgeon County Community Services Advisory Board (One trustee)

CARRIED 6/0

Policy D/I/2 – System Budget Development

#18/2014 – Moved by Mr. Jewell that the Board of Trustees approve Policy D/I/2 – System Budget Development with the following amendment:

Under References add: Resource Allocation Committee

CARRIED 6/0

Locally Developed Courses Approval

#19/2014 – Moved by Ms. Nowak that the Board of Trustees approve the following locally developed courses:

Religious Studies 15 – 3 credits
 Religious Studies 25 – 3 credits
 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.

CARRIED 6/0

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

#20/2014 – Moved by Mrs. Kohle 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.

CARRIED 6/0

Draft Advocacy Plan

#21/2014 – Moved by Mrs. Mychasiw that the Board of Trustees approve the draft Advocacy Plan.

CARRIED 6/0

Exceptional Service Recognition

#22/2014 – Moved by Mrs. Kohle that the Board of Trustees approve the three nominations for the division's Certificate of Exceptional Service.

CARRIED 6/0

Unfinished Business

Correspondence has been received from the Minister of Education advising that two modular classrooms have been approved for Landing Trail School.

Notices of Motion

There were no Notices of Motion.

Information**ATA; CUPE**

A verbal 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 6:22 p.m.

Chair

Date

Secretary-Treasurer



Board Memorandum

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

Accountability Surveys

As an annual check-up on the education system, the Accountability Pillar provides an opportunity for Alberta Education and school authorities to ensure that we are equipping students for success. The Accountability Pillar uses a set of 16 indicators consisting of surveys of students, parents and teachers on various aspects of quality; student outcomes such as dropout and high school completion rates; and provincial assessments of student learning.

Beginning January through to the middle of March, Alberta Education conducted the annual Accountability Pillar Survey. In January, parents of students in grades 4, 7 and 10 received a survey from Alberta Education. Students in grades 4, 7 and 10 and all teachers completed their online surveys at school as of March 14, Data gathered through this process will be shared with jurisdictions in late spring.

Sturgeon Night of Music

We are again pleased to sponsor the Sturgeon Night of Music on May 1, 2014 at Sturgeon Composite High School. This is an opportunity to showcase the outstanding musical talent from across our Division and to acknowledge our music teachers and the work they do with our students.

Curriculum Redesign

Please find attached, two recent documents published by Alberta Education with respect to the curriculum redesign process. The first document, entitled *Curriculum Redesign at a Glance*, provides a summary outline of the Inspiring Education and Curriculum Redesign projects. It describes anticipated policy shifts, guiding principles and outcomes for the design and development of future curriculum.

The second document provides an overview of the Curriculum Redesign project, together with a projected timeline for this endeavour. More information with respect to these initiatives is available at:

<http://education.alberta.ca/departments/ipr/curriculum.aspx>

VISION

.....
An educated Albertan is one who is an Engaged Thinker and Ethical Citizen with an Entrepreneurial Spirit.

Engaged Thinker

I collaborate to create new knowledge.

Ethical Citizen

I do the right thing because it is the right thing to do.

Entrepreneurial Spirit

I create new opportunities.

VALUES

These values are the beliefs and ideals we consider critical as we make decisions about education.

- Opportunity
- Fairness
- Citizenship
- Choice
- Diversity
- Excellence

INSPIRING EDUCATION

INSPIRING EDUCATION – POLICY SHIFTS

Policy is a blueprint for a consistent course of action.

Focused on Education

Education should expand beyond the school and integrate the community, the environment and the "real world."

Centred on the Learner

For learners to achieve their full potential, education must make the child the centre of all decisions related to learning and education.

Building Competencies

A person is considered knowledgeable if they can gather, analyze and synthesize information . . . to create knowledge or find solutions to problems.

Technology to Support the Creation and Sharing of Knowledge

Engage learners to use new technologies as designers and creators of knowledge. Some students may require additional technologies to more fully participate in learning activities.

CURRICULUM POLICY SHIFTS
Influence and inform policy

- > Student-focused
- > Focus on competencies
- > Opportunities for local decision-making and greater depth of study
- > Balance among formative and summative assessment
- > Digitally based
- > Collaborative and co-development models
- > Synchronous development

GUIDING PRINCIPLES FOR CURRICULUM DEVELOPMENT

- > Literacy, numeracy and cross-curricular competencies
- > Exploration and understanding
- > Student-centred and inclusive
- > Ways of knowing
- > Ways of learning
- > Flexible learning environments
- > Responsive

OUTCOMES FOR THE DESIGN OF FUTURE CURRICULUM
Frame and orient activities and actions toward common goals.

- Curriculum will:
- > provide clear evidence of cross-curricular competencies within and across subject/discipline areas.
 - > provide clear evidence of literacy and numeracy within and across subject/discipline areas.
 - > enable learning with flexible timing and pacing in a range of learning environments to meet diverse student needs and choice.
 - > be developmentally appropriate for the cognitive, affective and psychomotor learning domains.
 - > provide opportunities for transferability of learning to support broad exploration that leads to deeper learning.
 - > include learning outcomes that are observable and measurable.
 - > include assessment that is purposeful and fair, respecting students' diverse learning needs and student choice.
 - > be inclusive of and accessible to all Alberta students.
 - > include First Nations, Métis and Inuit perspectives.
 - > support the linguistic development and cultural identity of Francophone students.
 - > be available in English and French.
 - > be reviewed on a continuous basis to ensure accuracy, currency and relevancy.

PROGRESS TO DATE

- Ministerial Order on Student Learning (announced May 2013)
- Student Learning Assessments Grades 3, 6, 9 (announced May 2013)
- Provincial Dual Credit Strategy (announced May 2013)
- Online Diploma Examinations (announced May 2013)
- Strategic Review of Locally Developed Courses (completed)
- Curriculum Development Prototyping (January 2014–December 2014)
- Curriculum Development and Management Application (April 2013–September 2015)
- Review of Alberta High School Credentialing (October 2012–September 2015)
- Provincial Resource Strategy (2014–2015)

MEASURES OF SUCCESS

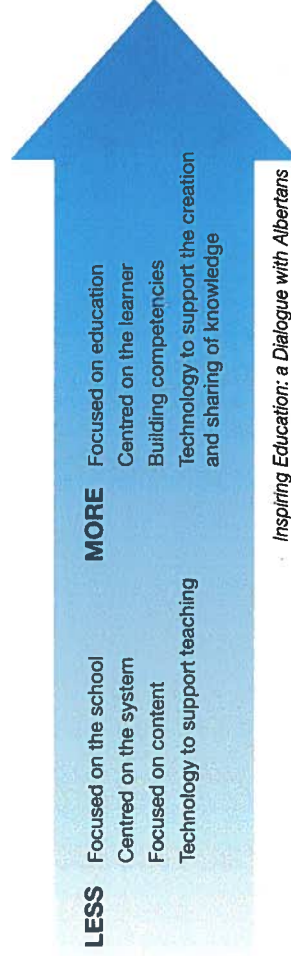
- > Increased levels of student engagement
- > Increased levels of student performance on provincial, national and international tests will improve in subjects for which new standards for curriculum development have been used
- > Increase in percentage of students entering post-secondary programs (including apprenticeship) within six years of entering Grade 10
- > Increase in high school completion rate of students within five years of entering Grade 10
- > Increase in satisfaction of parents, teachers and public that students demonstrate attitudes, skills, knowledge and behaviours to be successful when they finish school

LINKS TO OTHER GOVERNMENT OF ALBERTA INITIATIVES

- > Building Alberta Plan
- > Government of Alberta Collaborative Library Policy
- > Learning and Technology Policy Framework
- > Moving Forward: Implementing First Nations, Métis and Inuit Collaborative Frameworks
- > Social Policy Framework
- > Together We Raise Tomorrow: The Alberta Approach to Early Childhood Development
- > Youth Workforce Strategy

Directions for Future Curriculum

To achieve the vision of an educated Albertan in 2030 as an Engaged Thinker and Ethical Citizen with an Entrepreneurial Spirit, Albertans said we need to make the following shifts in policy:



Through Curriculum Redesign, Alberta Education with its stakeholders identified the following shifts for provincial curriculum (programs of study, assessments, and learning and teaching resources) as well as shifts for the development and design of that curriculum:

- LESS**
- > System-focused
 - > Content-focused
 - > Prescriptive curriculum with limited flexibility
 - > Primarily focused on summative assessment
 - > Print-based
 - > Ministry-led development
 - > Sequential development

MORE

- > Student-focused
- > Focus on competencies
- > Opportunities for local decision making and greater depth of study
- > Balance among formative and summative assessments
- > Digitally based
- > Collaborative and co-development models
- > Synchronous development

What is Curriculum Redesign?

Through the Inspiring Education public consultations in 2009, Albertans created a collective vision for education to ensure every student experiences relevant, personalized and engaging learning opportunities.

Curriculum Redesign is one of the ministry's initiatives to build on the success of our current education system and the innovative educational practices already underway throughout the province. The redesign process is thoughtful, evidence-based and involves teachers, parents, school boards and employers.

Alberta Education is building a dynamic curriculum that includes the basics while also incorporating 21st century competencies such as innovation, communication and critical thinking that are applied in all subjects. Literacy and numeracy will be embedded as the foundation to every subject, at every grade level. Alberta's new curriculum will maintain our high standards while also providing more opportunities for students to focus more deeply in an area of study and make it easier for teachers to support personalized learning for their students. As a result, students will have the attitudes, skills and knowledge to be successful in their learning, work and other aspects of their lives.

WE ARE.

inspiring
education

Curriculum Redesign Overview

Why change?

Our world is changing and we must prepare students so they have the attitudes, skills and knowledge to succeed in a dynamic, technological and global society.

Through the province-wide Inspiring Education consultations, Albertans shared their vision to transform education where all students are Engaged Thinkers and Ethical Citizens with an Entrepreneurial Spirit.

One of the ways we're bringing this vision to life is by redesigning Alberta's curriculum.

What will change?

We're proud of our students' achievements and the important role of our education partners.

Building on these strengths, Alberta's **future provincial curriculum** will:

- > Be more student-centred and inclusive of economic, social and cultural perspectives
- > Focus on students' development of competencies
- > Emphasize a foundation of literacy and numeracy
- > Encourage more flexibility to address local needs

What are the competencies?

Students will still learn subjects, such as language arts and math, as well as develop the 10 competencies identified in the *Ministerial Order on Student Learning*:

- > Know how to learn
- > Think critically
- > Identify and solve complex problems
- > Manage information
- > Innovate
- > Create opportunities
- > Apply multiple literacies
- > Demonstrate good communication skills and work cooperatively with others
- > Demonstrate global and cultural understanding
- > Identify and apply career and life skills

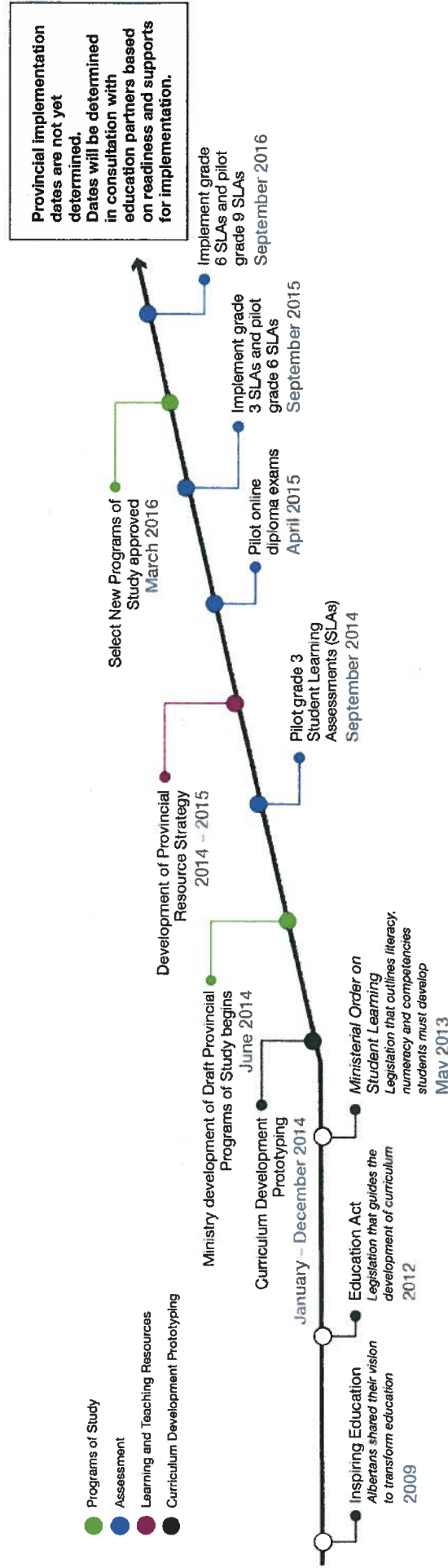
How will it change?

We're collaborating with our education partners in innovative ways to develop responsive and engaging curriculum for our students.

Through this shared focus, we're working together to ensure **students will have more opportunities** to:

- > learn at their own pace using a variety of formats
- > demonstrate their learning in different ways
- > apply what they learn to real-life situations
- > explore topics of interest in greater detail
- > use technology to support the creation and sharing of knowledge

Curriculum Redesign Timeline



Learn more about Curriculum Redesign at: education.alberta.ca/curriculumredesign



Board Memorandum

Date: March 26, 2014
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Secretary Treasurer's Report

6 Months Financial Results

The 2nd quarter interim financial results for the 2013-2014 school year will be presented at the March 26 meeting. The Finance Department will be able to provide more up-to-date analysis with respect to the 2013-2014 school year, specifically updated AB Education revenues and half year benchmark for expenditures.

Forecast will include updated PUF grant, prior period adjustment in CEUs, adjustments due to lost priority school conflicts and estimates of any likely savings in expenses.

Landing Trail Modular (capital project)

The project is almost complete. Remaining work is schedule for June 2014. It includes skirting, sodding, backfilling and other landscaping items.

Year to date costs of the modular are \$182K. The original budget approved by AB Infrastructure was \$219.7K. Remaining costs are estimated to be around \$15K. It appears that installation costs may come under budget. Once the project is completed, SSD will prepare a statement of final costs. The provincial portion of the total project cost is 50%. The other half of the project costs are funded by utilizing SSD capital reserve – estimated to be in a range of \$110K.

Landing Trail Modular (Vestibule/Mud room)

This portion of the project is covered by IMR dollars. It is completed. The original budget estimate was \$42K. Actual costs of the project amounted to \$23,364.

2014-2015 SSD AB Education Revenue Profile

The chart below outlines a revenue breakdown of AB Education as a result of student growth, new grant increases and other adjustments reflected in the 2014 provincial budget. It has been revised to reflect a PUF increase in revenues.

2014-2015	SSD REVENUE PROFILE	Growth	Grant Increase	Other	Total Impact
Base Funding					
	Early Childhood Services Base Grant	88,583			88,583
	Base Instruction 1-9	885,827			885,827
	Base Instruction 10-12 (36 vs 35 CEUs)	182,436			182,436
	Home Education	4,924			4,924
	CSI - ECS (2%)	17,551	12,831		30,382
	CSI - Gr 1-3 (2%)	90,681	34,544		125,225
	CSI - Gr 10-12 - 2%		20,000		20,000
Differential Funding					
	Budget Mitigation Grant	-		(114,000)	(114,000)
	ECS PUF (based on 13-14 grant)	311,146	-		311,146
	ESL	(589)			(589)
	Equity of Opportunity	3,506	-		3,506
	FNMI	4,123	-		4,123
Inclusive Ed					
	- New Model - Differential Factors	-		(73,064)	(73,064)
	- Program Equity (Transition)	-	-		-
	- Additional Per Student	64,679	43,493		108,172
	PO&M (growth to be determined)	-	-		-
	Small Schools By Necessity	(5,138)			(5,138)
	Socio-Economic Status	11,879			11,879
	Transportation (status quo assumption)	-	-		-
Other Funding					
	Reduction in SB Admin spending	-		(59,308)	(59,308)
	AB Education revenues	1,659,608	110,868	(246,372)	1,524,104
				Net change	(135,504)

Summary:

Growth	- \$1.6M increase in AB Ed revenues is calculated based on estimated 2014-2015 enrolment growth of 3% (137 students). - Growth revenues include a PUF profile growth of \$311K.
Grant	- 2014 Provincial Budget for Education included a 2% grant increase for CSI and per student Inclusive Ed resulting in \$111K .
Other	- Mitigation grant eliminated; 10% reduction of School Board System Admin maximum allowable spending higher due to our growth - additional \$60K. - Differential Factors grant within Inclusive Ed Grant reduced by AB Education in February of 2014 by \$73K (associated with Children in Care allocation).
Overall	- Overall anticipated increase in AB education revenues is \$1.5 million . There is a net reduction of \$135K (grant increases less other reductions).



Board Memorandum

Date: March 26, 2014
To: Board of Trustees
From: Associate Superintendent
Subject: Landing Trail Modulars

Background:

Plans for the installation of these two modular are well under way. It is fully anticipated that students will be using them for the start of the 2014-15 school year. We are fortunate to learn that school divisions' contributions to installation costs have been capped at \$50,000 per unit. (As opposed to the 50% required for the previous Landing Trail modular.) The Secretary-Treasurer and the Associate Superintendent recommend that the \$100,000 required for these installations be taken from Capital Reserves.

Recommendation:

That the Board consider this recommendation and advise administration accordingly.



Board Memorandum

Date: March 26, 2014
To: Board of Trustees
From: Associate Superintendent
Subject: Rotational Team Cleaning

Background:

At its Public meeting of February 26, 2014, the Board of Trustees approved the Rotational Team Cleaning initiative to address the operating deficit in the Operations and Maintenance Department. Meetings were conducted with all impacted staff – school principals, custodians, and caretakers – on March 14. Staff were informed that some caretakers would be laid off at the end of the summer cleaning schedule for 2014. They were advised to strategize in the identified operating groups during the next two weeks. The Department is ‘open’ to amended schedules that meet school needs but that do not result in increased cost, over and above the planned adjustments. Hours could be adjusted but not increased. That same day, March 14, a letter went home to all parents and staff explaining the initiative (attached). At the end of March, offers of employment and layoff notices will be issued as required.

Recommendation:

That the Board of Trustees receive as information a report on Rotational Team Cleaning.



March 14, 2014

Dear Parents,

For the past few years now, we have faced repeated shortfalls in our Operations budget. We have made several changes in response to this need, however it has become necessary for a major adjustment to be made to our school cleaning program to achieve a balanced budget. As we move forward, each school will continue to have a full time custodian who will look after daytime cleaning and maintenance duties. However, effective at the start of the 2014-15 school year (late August) Caretakers will be shared between schools in certain areas. The schools in Redwater will have a team of caretakers. The schools in Gibbons will have another team, as will the schools in Bon Accord. Namao School and Guthrie School will share a team. Morinville School and Camilla School will share another. Sturgeon Composite and Sturgeon Heights will continue to use stand-alone cleaning operations with their number of caretaker hours reduced and aligned with those of other schools.

Please be assured that each of our schools will be cleaned each day. Washrooms, hallways and teaching stations will be clean and operational every day. Rotational attention will be paid to all other school cleaning and maintenance requirements. Services to students and teachers will be maintained at safe, secure levels. School principals and custodians will have the flexibility to adjust services so as to most effectively serve each school's needs and priorities.

For further information about your school's program, please call the school's principal, who may in turn refer you to central services, depending on the nature and complexity of your concern.

Yours truly,

Dave Johnson
Associate Superintendent



Board Memorandum

Date: March 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: Policy B/III/3 – Policy Development

Background:

At the March 12, 2014 Committee of the Whole meeting Trustees reviewed Policy B/III/3 – Policy Development and forwarded it to this evening’s Public Board meeting with the following amendments:

- 2.2 Change “shall” to “may”
Delete the word “appropriate”

Recommendation:

That the Trustees approve Policy B/III/3 – Policy Development.



1.0 POLICY

1.1 The Board believes that the primary means by which it provides governance to Sturgeon School Division is through written policies. These policies provide direction for the action of the Board, Superintendent, staff, students, electors and other agencies.

1.1.1 Accordingly, the initiation and/or adoption of new Board policies and revision and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

1.2 The Board also believes that development and ongoing review of policies is necessary to ensure the governance and operation of the division remain consistent with Board beliefs, School Division needs, and compliance with the School Act and Alberta Education regulations.

2.0 GUIDELINES

2.1 The Superintendent of Schools shall make recommendations to the Board for the revision, rescission, and/or reclassification of existing Board Policies.

2.1.1 At any time, division stakeholders or stakeholder groups may submit recommendations regarding the need for policy development and/or review or rescission of existing policies.

2.1.2 Stakeholder recommendations, including supporting rationale, are to be forwarded, in writing, to the Superintendent, who will subsequently inform the Board.

2.2 Stakeholders may be provided with opportunity for consultation and involvement in the development, review and/or rescission of policy statements through School Councils, the division's Policy Advisory Committee and/or any other means as determined by the Board and/or its Standing Committees.

2.2.1 An up-to-date Policy Tracker will identify policies under review as well as their current status and will be provided to the Board at both their Committee of the Whole meeting.

References: *Admin Practice(s): Governance 2 – Process for Policy Works*
Administration 3 – Developing Administrative Practices
School Act:



-
- 2.2.2 Unless otherwise determined by the Board, all policy development and review will be concluded by the end of the school year in which it was initiated.
 - 2.2.3 In the event of an emergent or other situation where the board considers that it is in the interests of the jurisdiction to do so, the Board acknowledges that it may take immediate action on a policy matter.
 - 2.3 Each policy statement shall be reviewed on a cyclical basis unless otherwise determined by the Board.
 - 2.4 The Superintendent is responsible for developing the specific implementation steps required to operationalize a Board Policy.
 - 2.4.1 Administrative Practices are not subject to Board approval but are available to the Board for information at the time of Policy approval and thereafter on an ongoing basis. The Board expects that Administrative Practices will be developed by obtaining any necessary technical advice, stakeholder input, and legal opinions.
 - 2.5 At any time the Board may delete or suspend a policy and subsequently delegate to the Superintendent authority over a particular area.

References: *Admin Practice(s): Governance 2 – Process for Policy Works*
Administration 3 – Developing Administrative Practices
School Act:



1.0 POLICY

1.1 The Board believes that the primary means by which it provides governance to Sturgeon School Division is through written policies. These policies provide direction for the action of the Board, Superintendent, Staff, Students, electors and other agencies.

1.1.1 Accordingly, the initiation and/or adoption of new Board policies and revision and/or rescission of existing policies is solely the responsibility of the Board of Trustees.

1.2 The Board also believes that development and ongoing review of policies is necessary to ensure the governance and operation of the division remain consistent with Board beliefs, School Division needs, and compliance with the School Act and Alberta Education regulations.

2.0 GUIDELINES

2.1 The Superintendent of Schools shall make recommendations to the Board for the revision, rescission, and/or reclassification of existing Board Policies.

2.1.1 At any time, division stakeholders or stakeholder groups may submit recommendations regarding the need for policy development and/or review or rescission of existing policies.

2.1.2 Stakeholder recommendations, including supporting rationale, are to be forwarded, in writing, to the Superintendent, who will subsequently inform the Board.

2.2 Stakeholders shall be provided with appropriate opportunity for consultation and involvement in the development, review and/or rescission of policy statements through School Councils, the division's Policy Advisory Committee and/or any other means as determined by the Board and/or its Standing Committees.

2.2.1 An up-to-date Policy Tracker will identify policies under review as well as their current status and will be provided to the Board at both their Committee of the Whole and Public Board meetings.

References: *Admin Practice(s): Governance 2 – Process for Policy Works*
Administration 3 – Developing Administrative Practices
School Act:



- 2.2.2 Unless otherwise determined by the Board, all policy development and review will be concluded by the end of the school year in which it was initiated.

- 2.2.3 In the event of an emergent or other situation where the board considers that it is in the interests of the jurisdiction to do so, the Board acknowledges that it may take immediate action on a policy matter.

- 2.3 Each policy statement shall be reviewed on a cyclical basis unless otherwise determined by the Board.

- 2.4 The Superintendent is responsible for developing the specific implementation steps required to operationalize a Board Policy.
 - 2.4.1 Administrative Practices are not subject to Board approval but are available to the Board for information at the time of Policy approval and thereafter on an ongoing basis. The Board expects that Administrative Practices will be developed by obtaining any necessary technical advice, stakeholder input, and legal opinions.

- 2.5 At any time the Board may delete or suspend a policy and subsequently delegate to the Superintendent authority over a particular area.

References: *Admin Practice(s): Governance 2 – Process for Policy Works*
Administration 3 – Developing Administrative Practices
School Act:



Board Memorandum

Date: March 26, 2014
To: Board of Trustees
From: Committee
Subject: Policy E/IV/5 – Personnel Records

Background:

Policy E/IV/5 – Personnel Records.
Admin Practice HRM 53 is attached for your information.

Recommendation:

That the Board of Trustees approve Policy E/IV/5 – Personnel Records.



1.0 POLICY

- 1.1 The Board believes that effective operation of the school system requires the maintenance of employee records.
- 1.2 The Board also believes that such records should be accurate and accessible only to system officials and the employee. Furthermore certain types of data should only be gathered or released with the employee's consent.
- 1.3 In accordance with these beliefs, the Board has established guidelines and procedures governing the administration of employee records.

2.0 GUIDELINES

2.1 Collection of Data

- 2.1.1 The Superintendent shall ensure that necessary information regarding staff is gathered and maintained.
- 2.1.2 Where the Superintendent has not authorized the gathering of a specific type of information, then prior informed consent of the employee is required.
- 2.1.3 The Superintendent shall establish classes of data and procedures for obtaining consent.

2.2 Classification and Maintenance of Data

The Superintendent shall ensure that employee data is classified in terms of sensitivity and degree of reliability and period of retention.

References: *Admin Practice(s): HRM 53 – Personnel records*
SS 5 – Student Records Management
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



1.0 POLICY

- 1.1 The Board believes that effective operation of the school system requires the maintenance of employee records.
- 1.2 The Board also believes that such records should be accurate and accessible only to system officials and the employee. Furthermore certain types of data should only be gathered or released with the employee's consent.
- 1.3 In accordance with these beliefs, the Board has established guidelines and procedures governing the administration of employee records.

2.0 GUIDELINES

2.1 Collection of Data

- 2.1.1 The Superintendent shall ensure that necessary information regarding staff is gathered and maintained.
- 2.1.2 Where the Superintendent has not authorized the gathering of a specific type of information, then prior informed consent of the employee is required.
- 2.1.3 The Superintendent shall establish classes of data and procedures for obtaining consent.

2.2 Classification and Maintenance of Data

The Superintendent shall ensure that employee data is classified in terms of sensitivity and degree of reliability and period of retention.

2.3 Administration of Security

- 2.3.1 The Associate Superintendent of Human Resources is responsible for record maintenance, security and access at the system level.
- 2.3.2 Employees shall have the right to challenge the validity of any data.
- 2.3.3 Administrative practice will provide guidance to employees in this regard.

References: *Admin Practice(s): HRM 53 – Personnel records*
SS 5 – Student Records Management
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



2.4 Release of Information

School system personnel may not divulge, in any form, information contained in personnel records except as required by law or with written employee consent.

2.4.1 Employees shall be informed that information has been released and will be provided with a copy of the information upon request.

2.4.2 Employees shall have right of access to their personnel file. Administrative practice regarding release of information and access by employees will provide direction in this regard.

3.0 PROCEDURES

3.1 Collection of Data

3.1.1 A single record file shall be maintained by the Human Resources Department for each employee.

3.1.2 No information shall be collected from employees without either their prior informed consent or as required by the Board of Trustees.

3.1.2.1 The Board of Trustees requires that the following data be collected:

3.1.2.1.1 written evaluations as provided for in Board policy.

3.1.2.1.2 contractual and employment arrangements.

3.1.2.1.3 payroll data.

3.1.2.1.4 personal identifying information.

3.1.2.1.5 prior experience and training.

3.1.2.1.6 health information.

3.1.2.1.7 correspondence between the school system and employee.

3.1.2.1.8 data legally required by other government agencies.

3.1.2.2 Individual informed consent of each employee is required for the gathering of information, other than that required under 3.1.2.1 above.

3.2 Classification and Maintenance of Data

References: *Admin Practice(s): HRM 53 – Personnel records*
SS 5 – Student Records Management
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



The reliability and sensitivity of data collected varies widely and must, therefore, be classified as to period of retention, the degree of security required and methods of access. The following classifications shall apply:

3.2.1 Category “A” Data: This data classification includes official administrative records that constitute the minimum personal data necessary for operation of the school system.

Specifically this would include identifying data, birth date, academic work completed, level of achievement, academic and employment data.

3.2.1.1 These records shall be maintained no longer than seven years following the last date of employment and are subject to the conditions set out under Clause 3.3: Administration of Security.

3.2.1.2 Conditions of access to these data are given under Clause 3.4: Release of Information.

3.2.2 Category “B” Data: This data classification includes verified information of clear importance, but not absolutely necessary to the school system, over time. Specifically, health data, family information, systematically gathered evaluation reports and verified reports of serious or recurrent behaviour patterns are included in this category.

3.2.2.1 Category "B" data should be reviewed periodically and upon termination of employment with the view to eliminating information that is no longer relevant or is no longer accurate.

3.2.2.2 Conditions of access to these data are given under Clause 3.4: Release of Information,

References: *Admin Practice(s): HRM 53 – Personnel records*
SS 5 – Student Records Management
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



3.2.3 Category "C" Data: This data classification includes potentially useful information but not yet verified or clearly needed beyond the immediate present. Such things as unevaluated documents which may be needed in ongoing investigations and disciplinary or counselling actions are included in the category.

3.2.3.1 Such data should be reviewed at least once a year and destroyed as soon as their usefulness is ended, or transferred to Category "B". Transfer to Category "B" may be made only if the continuing usefulness of the information is clearly demonstrated.

3.2.4 Supervisors may maintain notes and other memory aids for their personal use in assisting employees. This information is the property of Sturgeon School Division and may only be used for official purposes if it is added to the employee's personnel file and the employee is so notified.

3.3 Administration of Security

3.3.1 The Associate Superintendent of Human Resources is responsible to the Superintendent for personnel record maintenance and access. He/She is also responsible for the periodic training of personnel in the proper application of these policies, and the conditions established by the Freedom of Information and Protection of Privacy Act (F.O.I.P.P.) with emphasis upon privacy rights of employees.

3.3.2 Records should be kept under lock and key when direct supervision of records by the Associate Superintendent of Human Resources or his designee is not possible.

3.3.3 Formal procedures are established whereby an employee may challenge the validity of any of the information contained in Categories "A" or "B".

3.3.3.1 The Superintendent or his/her designee shall determine the validity of Category "C" data, and provide for challenges of such data on occasions where their transfer to Category "B" is held to be desirable.

3.3.3.2 With respect to both challenges and verifications, employees shall have right to counsel, to present evidence and to cross-examine witnesses. Further, employees shall receive written notice of these proceedings and shall be given reasonable time to prepare for them.

References: *Admin Practice(s): HRM 53 – Personnel records*
SS 5 – Student Records Management
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



3.3.3.3 The Associate Superintendent of Human Resources shall ensure that a periodic review is made of all data retained in Categories "B" and "C". The principle that good cause must be shown for the retention of any of these data categories should be followed.

3.3.4 Files containing Category "A" and "B" data, with accompanying identifying information shall be retained after the employee leaves the school system and in accordance with 3.2.1.1 and 3.2.2.1.

3.4 Release of Information Regarding Employees

3.4.1 The Associate Superintendent of Human Resources may, without consent of the employee release an employee's permanent record file to:

3.4.1.1 other officials within the School Division who have a legitimate reason for access. A record indicating the name of the employee, the name of the school system official having access and the date of access shall be maintained. This record shall be available to employees and to the Superintendent as a means of auditing the operation of the system.

3.4.1.2 The Minister of Education and his officers or subordinates, so long as the intended use of the data is consistent with the Minister's statutory powers and responsibilities.

3.4.2 School system personnel may not divulge, in any form, to any persons other than those listed in 3.4.1, any information contained in employee records except:

3.4.2.1 with written consent of the employee specifying the records to be released, and to whom and with a copy of the records to be released to the employee if desired.

3.4.2.2 administrative agencies where those agencies have the power of subpoena. Employees shall be notified of all such orders and of the school systems' compliance.

3.4.3 Under no conditions, except as in 3.4.2.2 shall the school system release information:

3.4.3.1 in Category "C".

References: *Admin Practice(s): HRM 53 – Personnel records*
SS 5 – Student Records Management
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



EFFECTIVE: June 19, 1985

REVISED: October 8, 2008

REVIEW: 2013-2014

- 3.4.3.2 gathered by any non-school system agency, but included in the employee file.
- 3.4.4 Each matter of request for consent must be handled separately. Blanket permissions for the release of data within a extended period of time may not be solicited since they, by definition, do not provide an opportunity for informed consent.
- 3.4.5 School system personnel shall comply with employee requests for the release of information to other persons or agencies.
- 3.4.6 Either an employee or the employee's legal representative may have access to Category "A", "B" and "C" data as provided in this section.
- 3.4.8 The school system may face instances in which governmental agencies, local, provincial and federal, mandate the release of information on individuals. The principle of informed consent should apply in all cases. Where identification of individuals is nevertheless legally required, with or without consent, employees shall be informed of the specific information which has been provided.

References: *Admin Practice(s): HRM 53 – Personnel records*
SS 5 – Student Records Management
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009
Superintendent HR

Revised: March 17, 2014

Responsible Administrator: Associated

1.0 RATIONALE

Sturgeon School Division believes in managing personnel information as a strategic resource, in compliance with provincial legislation and in the best interests of the division and its employees.

2.0 PROCESS

A standard vocabulary, process of evaluation, method of storage, schedule of retention, method of disposal, and legislative requirements shall be administered by the Human Resources Department, in co-operation and collaboration with the Payroll Department.

3.0 DEFINITIONS

- 3.1 'record' means a piece of information in any form and includes notes, images, documents, drawings, photographs, letters, vouchers, and other material capable of being stored physically or electronically, but does not include software or other mechanism that produces records
- 3.2 'significant record' refers to results of a significant daily activity, advice or recommendation to management, a problem noted or resolved, interaction with the public, a parent, a student, stakeholder, consultant, vendor, business associate, or other school jurisdiction, legal agreement and supporting documentation, policy, plan, performance measurement, work done for the division by a consultant, and financial transactions done by or on behalf of the division
- 3.3 'essential record' is any record without which the operation of the division would be compromised
- 3.4 'transitory record' is a duplicate primarily existing in another file within the division, a document that no longer has any operational value, an advertisement, a template or blank form, a 'draft' marked as such or in any way that indicates that it is not a final, operating version, external publications
- 3.5 'active record' is one used on a frequent or regular basis without which division operation is incomplete
- 3.6 'closed record' is one that is no longer required for division operation

References: Board Policy: E/IV/5 Personnel Files
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009
Superintendent HR

Revised: March 17, 2014

Responsible Administrator: Associated

- 3.7 'personal information' is record information about an identifiable individual referenced under the *Freedom of Information and Protection of Privacy Act*, as amended from time to time, or in provincial legislation that replaces this Act
- 3.8 'employee' includes senior administrators, managers, employees covered by General Employment Conditions, teachers, school support staff, and others who may from time to time be included in normal division payroll transactions; and excludes contractors, employees of contractors, consultants, volunteers, students, and independent service provider

4.0 GUIDELINES

The Human Resources Department shall administer a consistent records classification scheme, a records retention schedule, and a process and standards for access to information for personnel information that limits personnel files to relevant information and limits access to this information that is respectful of employee's privacy and is compliant with provincial legislation.

4.1 Personnel Records Classification

Each record must be assigned to the file based on 'primary subject'. (ie. general correspondence, evaluation, payroll, etc.)

4.2 Collection of Data

The Superintendent shall ensure that necessary information regarding staff is gathered and maintained.

Where the Superintendent has not authorized the gathering of a specific type of information, then prior informed consent of the employee is required.

The Superintendent shall establish classes of data and procedures for obtaining consent.

4.3 Classification and Maintenance of Data

The Superintendent shall ensure that employee data is classified in terms of

References: Board Policy: E/IV/5 Personnel Files
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009
Superintendent HR

Revised: March 17, 2014

Responsible Administrator: Associated

sensitivity and degree of reliability and period of retention.

4.4 Administration of Security

The Associate Superintendent of ~~Human Resources~~ is responsible for record maintenance, security and access at the system level.

Employees shall have the right to challenge the validity of any data.

Administrative practice will provide guidance to employees in this regard.

4.5 Retention Schedule

Records are closed at the end of the school year in which an employee is terminated from all employment with the Division. The Alberta Records Management Association recommends that records be kept as follows:

six years from file closure – records related to employee name, address, birth date, occupation, telephone number, commencement, pay, hours of work, benefits, statutory holidays, vacation and vacation pay, taxation, CPP, EI, record of employment

two years from file closure – resumes, applications, reference letters, hiring assessments, letters of reference, workers' compensation claims and appeals, performance evaluations, sick/medical records and claims,

References: Board Policy: E/IV/5 Personnel Files
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009
Superintendent HR

Revised: March 17, 2014

Responsible Administrator: Associated

4.6 Content

Personnel files shall be limited to information directly related to employees' terms and conditions of work and the evaluation and review of them. No document or record may be included in an employee's file without the employee's knowledge. If it found that a document is included in an employee's file without the employees' knowledge it must either be removed or a dated copy must be provided to the employee. The validity of a record or document so included is effective the date on the employee's copy.

4.7 Access

An employee may request access to his/her file. Access shall be provided [a] during hours of Central Office administration, [b] upon reasonable notice. An employee may request copies of records or documents from the file. Individual documents of a few pages shall be copied and provided during the period of access [i.e. – the same day]. Larger amounts of photo-copied material shall be provided within seven calendar days.

An administrator may request to review an employee's file when [a] the employee reports directly to the administrator, [b] the employee is a staff member of the school or other work location under the administrator's supervision, or [c] the employee has applied for or is otherwise being considered for appointment to a position under the [direct or indirect] supervision of the administrator.

All access to personnel file shall be administered by the Human Resources Department.

4.8 Release of Information

School system personnel may not divulge, in any form, information contained in personnel records except as required by law or with written employee consent.

Employees shall be informed that information has been released and will be provided with a copy of the information upon request.

References: *Board Policy: E/IV/5 Personnel Files*
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009
Superintendent HR

Revised: March 17, 2014

Responsible Administrator: Associated

Employees shall have right of access to their personnel file. Administrative practice regarding release of information and access by employees will provide direction in this regard.

5.0 PROCEDURES

5.1 Collection of Data

A single record file shall be maintained by the Human Resources Department for each employee.

No information shall be collected from employees without either their prior informed consent or as required by the Board of Trustees.

5.1.1 The Board of Trustees requires that the following data be collected:

- 5.1.1.1 written evaluations as provided for in Board policy.
- 5.1.1.2 contractual and employment arrangements.
- 5.1.1.3 payroll data.
- 5.1.1.4 personal identifying information.
- 5.1.1.5 prior experience and training.
- 5.1.1.6 health information.
- 5.1.1.7 correspondence between the school system and employee.
- 5.1.1.8 data legally required by other government agencies.

5.1.2 Individual informed consent of each employee is required for the gathering of information, other than that required under 3.1.2.1 above.

5.2 Classification and Maintenance of Data

The reliability and sensitivity of data collected varies widely and must, therefore, be classified as to period of retention, the degree of security required and methods of access. The following classifications shall apply:

References: Board Policy: E/IV/5 Personnel Files
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009
Superintendent HR

Revised: March 17, 2014

Responsible Administrator: Associated

5.2.1 Category “A” Data: This data classification includes official administrative records that constitute the minimum personal data necessary for operation of the school system.

Specifically this would include identifying data, birth date, academic work completed, level of achievement, academic and employment data.

5.2.1.1 These records shall be maintained no longer than seven years following the last date of employment and are subject to the conditions set out under Clause 3.3: Administration of Security.

5.2.1.2 Conditions of access to these data are given under Clause 3.4: Release of Information.

5.2.2 Category “B” Data: This data classification includes verified information of clear importance, but not absolutely necessary to the school system, over time. Specifically, health data, family information, systematically gathered evaluation reports and verified reports of serious or recurrent behaviour patterns are included in this category.

5.2.2.1 Category "B" data should be reviewed periodically and upon termination of employment with the view to eliminating information that is no longer relevant or is no longer accurate.

5.2.2.2 Conditions of access to these data are given under Clause 3.4: Release of Information,

References: Board Policy: E/IV/5 Personnel Files
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009
Superintendent HR

Revised: March 17, 2014

Responsible Administrator: Associated

5.2.3 Category "C" Data: This data classification includes potentially useful information but not yet verified or clearly needed beyond the immediate present. Such things as unevaluated documents which may be needed in ongoing investigations and disciplinary or counselling actions are included in the category.

5.2.3.1 Such data should be reviewed at least once a year and destroyed as soon as their usefulness is ended, or transferred to Category "B". Transfer to Category "B" may be made only if the continuing usefulness of the information is clearly demonstrated.

5.2.4 Supervisors may maintain notes and other memory aids for their personal use in assisting employees. This information is the property of Sturgeon School Division and may only be used for official purposes if it is added to the employee's personnel file and the employee is so notified.

5.3 Administration of Security

5.3.1 The Associate Superintendent of ~~Human Resources~~ is responsible to the Superintendent for personnel record maintenance and access. He/She is also responsible for the periodic training of personnel in the proper application of these policies, and the conditions established by the Freedom of Information and Protection of Privacy Act (F.O.I.P.P.) with emphasis upon privacy rights of employees.

5.3.2 Records should be kept under lock and key when direct supervision of records by the Associate Superintendent of ~~Human Resources~~ or his designee is not possible.

5.3.3 Formal procedures are established whereby an employee may challenge the validity of any of the information contained in Categories "A" or "B".

5.3.3.1 The Superintendent or his/her designee shall determine the validity of Category "C" data, and provide for challenges of such data on occasions where their transfer to Category "B" is held to be desirable.

5.3.3.2 With respect to both challenges and verifications, employees shall have right to counsel, to present evidence and to cross-examine

References: Board Policy: E/IV/5 Personnel Files
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009
Superintendent HR

Revised: March 17, 2014

Responsible Administrator: Associated

witnesses. Further, employees shall receive written notice of these proceedings and shall be given reasonable time to prepare for them.

5.3.3.3 The Associate Superintendent of ~~Human Resources~~ shall ensure that a periodic review is made of all data retained in Categories "B" and "C". The principle that good cause must be shown for the retention of any of these data categories should be followed.

5.3.4 Files containing Category "A" and "B" data, with accompanying identifying information shall be retained after the employee leaves the school system and in accordance with 3.2.1.1 and 3.2.2.1.

5.4 Release of Information Regarding Employees

5.4.1 The Associate Superintendent of ~~Human Resources~~ may, without consent of the employee release an employee's permanent record file to:

5.4.1.1 other officials within the School Division who have a legitimate reason for access. A record indicating the name of the employee, the name of the school system official having access and the date of access shall be maintained. This record shall be available to employees and to the Superintendent as a means of auditing the operation of the system.

5.4.1.2 The Minister of Education and his officers or subordinates, so long as the intended use of the data is consistent with the Minister's statutory powers and responsibilities.

5.4.2 School system personnel may not divulge, in any form, to any persons other than those listed in 3.4.1, any information contained in employee records except:

5.4.2.1 with written consent of the employee specifying the records to be released, and to whom and with a copy of the records to be released to the employee if desired.

References: Board Policy: *E/IV/5 Personnel Files*
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009
Superintendent HR

Revised: March 17, 2014

Responsible Administrator: Associated

- 5.4.2.2 administrative agencies where those agencies have the power of subpoena. Employees shall be notified of all such orders and of the school systems' compliance.
- 5.4.3 Under no conditions, except as in 3.4.2.2 shall the school system release information:
 - 5.4.3.1 in Category "C".
 - 5.4.3.2 gathered by any non-school system agency, but included in the employee file.
- 5.4.4 Each matter of request for consent must be handled separately. Blanket permissions for the release of data within a extended period of time may not be solicited since they, by definition, do not provide an opportunity for informed consent.
- 5.4.5 School system personnel shall comply with employee requests for the release of information to other persons or agencies.
- 5.4.6 Either an employee or the employee's legal representative may have access to Category "A", "B" and "C" data as provided in this section.
- 5.4.7 The school system may face instances in which governmental agencies, local, provincial and federal, mandate the release of information on individuals. The principle of informed consent should apply in all cases. Where identification of individuals is nevertheless legally required, with or without consent, employees shall be informed of the specific information which has been provided.

References: Board Policy: E/IV/5 Personnel Files
Freedom of Information and Protection of Privacy (F.O.I.P.P.): Chapter F-25



Board Memorandum

Date: March 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: Policy I/6 – *Selection of Bus Contractors*

Background:

Please find attached Policy I/6 – *Selection of Bus Contractors and Board Regulation Transportation 1 – Contract School Bus Service*. This policy and Board Regulation were reviewed at the March 12, 2014 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve Policy I/6 – *Selection of Bus Contractors and Board Regulation Transportation 1 – Contract School Bus Service*.



1.0 POLICY

- 1.1 The Board believes that safe and efficient transportation services can be provided by private firms and individuals.

2.0 GUIDELINES

- 2.1 Contracts shall be awarded to the most qualified applicant and in compliance with Board Regulation *Transportation 1*.
- 2.2 Manager of Transportation, a Human Resources representative and one other administrator appointed by the Superintendent or designate shall administer the process for selection of a new contractor.

References: *Admin Practice(s): Transportation 8 - Contract School Bus Service*
 Board Regulation(s): Transportation 1 - Contract School Bus Service
 School Act:



1.0 POLICY

- 1.1 The Board believes that safe and efficient transportation services can be provided by private firms and individuals. Contracts shall be awarded to the most qualified applicant and in compliance with Board Regulation *Transportation 1*.

2.0 GUIDELINES

- 2.1 The Manager of Transportation Services is directed by the Superintendent of Schools to develop and maintain the administrative practices required by this policy.
- 2.2 Manager of Transportation, a Human Resources representative and one other administrator appointed by Superintendent or designate shall administer the process for selection of a new contractor.

References: *Admin Practice(s): Transportation 8 - Contract School Bus Service*
Board Regulation(s): Transportation 1 - Contract School Bus Service
School Act:



BOARD REGULATION

TRANSPORTATION 1

TRANSPORTATION 1 – Contract School Bus Service

Date: Oct. 14, 2009

Responsible Administrator: Manager, Transportation Services

- 1.0** Board Regulation, Transportation 1 – Contract School Bus Services shall be administered in compliance with Policies I-6 and I-7 and Admin Practice *Transportation 08*.
- 1.1** Increases of the school bus fleet shall be administered in compliance with Policy I-6, Board Regulation Transportation 1 and Admin Practice *Transportation 08*.
- 1.2** Decreases of the school bus fleet must be administered in compliance with Policy I-7, Board Regulation Transportation 1 and Admin Practice *Transportation 08*.
- 2.0 PROCESS**
- 2.1** The Manager of Transportation Services shall administer this Regulation.
- 2.2** To comply with Policy I-6 and sections 3.3.2 and 3.3.3 of Admin Practice *Tr 08* - Increases in School Bus Fleet - the sequence of events shall be [1] the selection committee makes a recommendation to the Superintendent; [2] once the Superintendent has accepted this recommendation, the Transportation Manager shall communicate to the Transportation Committee of the Board; this communication shall be made at a meeting of the Transportation Committee or in another manner as approved by the Transportation Committee; [3] once the Transportation Committee has been advised of the name of the successful contractor, the Manager of Transportation Services may advise the successful contractor of this decision.
- 2.3** To comply with Policy I-7 sections 3.6 and 3.7 of Admin Practice *Tr 08* - Decreases in School Bus Fleet - the sequence of events shall be [1] the Manager of Transportation Services makes a recommendation to the Superintendent; [2] once the Superintendent has accepted this recommendation, the Transportation Manager shall communicate to the Transportation Committee of the Board; this communication shall be made at a meeting of the Transportation Committee or in another manner as approved by the Transportation Committee; [3] once the Transportation Committee has been advised of the name of the run to be eliminated and the contractor affected, the Manager of Transportation Services may advise the affected contractor of this decision.

References: Board Policy(s): I/6 – Selection of School Bus Contractors
I/7 – Reduction in Contract School Bus Fleet
Admin Practice(s): Transportation 08



BOARD REGULATION

TRANSPORTATION 1

TRANSPORTATION 1 – Contract School Bus Service

Date: Oct. 14, 2009

Responsible Administrator: Manager, Transportation Services

- 1.0 Board Regulation, Transportation 1 – Contract School Bus Services shall be administered in compliance with Policies I-6 and I-7 and Admin Practice *Transportation 08*.
- 1.1 Increases of the school bus fleet shall be administered in compliance with Policy I-6, Board Regulation Transportation 1 and Admin Practice *Transportation 08*.
- 1.2 Decreases of the school bus fleet must be administered in compliance with Policy I-7, Board Regulation Transportation 1 and Admin Practice *Transportation 08*.
- 2.0 **PROCESS**
- 2.1 The Manager of Transportation Services shall administer this Regulation.
- 2.2 To comply with Policy I-6 and sections 3.3.2 and 3.3.3 of Admin Practice *Tr 08* - Increases in School Bus Fleet - the sequence of events shall be [1] the selection committee makes a recommendation to the Superintendent; [2] once the Superintendent has accepted this recommendation the decision must be communicated to the Transportation Committee of the Board; this communication shall be made at a meeting of the Transportation Committee or in another manner as approved by the Transportation Committee; [3] once the Transportation Committee has been advised of the name of the successful contractor, the Manager of Transportation Services may advise the successful contractor of this decision.
- 2.3 To comply with Policy I-7 sections 3.6 and 3.7 of Admin Practice *Tr 08* - Decreases in School Bus Fleet - the sequence of events shall be [1] the Manager of Transportation Services makes a recommendation to the Superintendent; [2] once the Superintendent has accepted this recommendation the decision must be communicated to the Transportation Committee of the Board; this communication shall be made at a meeting of the Transportation Committee or in another manner as approved by the Transportation Committee; [3] once the Transportation Committee has been advised of the name of the run to be eliminated and the contractor affected, the Manager of Transportation Services may advise the affected contractor of this decision.

References: Board Policy(s): I/6 and I/7
Admin Practice(s): *Transportation 08*



Board Memorandum

Date: March 26, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy I/7 – *Reduction in Contract School Bus Fleet*

Background:

Please find attached Policy I/7 – *Reduction in Contract School Bus Fleet*. This policy was reviewed at the March 12, 2013 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve Policy I/7 – *Reduction in Contract School Bus Fleet*.



1.0 POLICY

- 1.1 The Board believes that when it becomes necessary to reduce the size of its contract school bus fleet that the procedures used to achieve this fleet reduction should be fair and equitable in every aspect.
- 1.2 The Board further believes that reductions in contract school bus fleet capacity should be achieved in a manner that will ensure that the safe and efficient operation of the student transportation system can be sustained.

2.0 GUIDELINES

- 2.1 Board Regulation *Transportation 1* shall also be observed.

References: *Admin Practice(s): Transportation 8 Contract School Bus Service*
 Board Regulation(s): Transportation 1 Contract School Bus Service
 School Act:



1.0 POLICY

- 1.1 The Board believes that when it becomes necessary to reduce the size of its contract school bus fleet that the procedures used to achieve this fleet reduction should be fair and equitable in every aspect.
- 1.2 The Board further believes that reductions in contract school bus fleet capacity should be achieved in a manner that will ensure that the safe and efficient operation of the student transportation system can be sustained.

2.0 GUIDELINES

- 2.1 The Superintendent shall establish procedures to be utilized in the reduction of contract school bus fleet capacity.
- 2.2 Board Regulation *Transportation 1* shall also be observed.

References: *Admin Practice(s): Transportation 8 Contract School Bus Service*
Board Regulation(s): Transportation 1 Contract School Bus Service
School Act:



Board Memorandum

Date: March 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: 2014-2015 Instructional Material Fees

History:

Attached is:

1. A seven year history of the collections of the Instructional Material Fees in Sturgeon School Division
2. Material Fees Survey for 2013-2014 School Year
3. Policy D/1/13 Instructional Materials
4. Amended Administrative Practice Financial Management 2

Instructional Material Fees were reviewed at the March 12, 2014 Committee of the Whole meeting. A motion was made that the Instructional Material Fees for 2014-2015 be amended as follows:

Elementary	\$60.00 per year
Junior High	\$70.00 per year
Senior High	\$60.00 per semester, \$120.00 per year, or for those students in less than a 10 credit load, \$ 5.00 per credit

Recommendation:

That the Board of Trustees approve the Instructional Material Fees for the 2014-2015 school year.

**STURGEON SCHOOL DIVISION
REPORT OF INSTRUCTIONAL MATERIAL FEES
FOR THE SCHOOL YEAR 2013-2014**

BUDGET	FEES	Total IMF Due Sept 30/13 A	Total Received to date B	Total Outstanding to date	% Received to Feb 25, '14
8,168.00	BON ACCORD	9,075.00	7,400.00	1,675.00	81.54%
20,012.00	CAMILLA	22,235.00	19,056.00	3,179.00	85.70%
15,784.00	GIBBONS	17,538.00	15,055.00	2,483.00	85.84%
14,687.00	GUTHRIE	16,319.00	14,590.20	1,728.80	89.41%
15,939.00	LANDING TRAIL	17,710.00	15,563.57	2,146.43	87.88%
14,363.00	LILIAN SCHICK	15,959.00	13,873.10	2,085.90	86.93%
11,731.00	MPES	13,035.00	9,687.00	3,348.00	74.32%
20,815.00	NAMAO	23,128.00	18,256.80	4,871.20	78.94%
7,177.00	OCHRE PARK	7,975.00	7,450.00	525.00	93.42%
19,157.00	REDWATER	21,285.00	14,786.15	6,498.85	69.47%
80,091.00	STURGEON COMP	88,990.00	74,651.00	14,339.00	83.89%
15,017.00	STURGEON HEIGHTS	16,686.00	15,725.10	960.90	94.24%
	MORINVILLE LEARNING CNTR		7,905.00		
	STURGEON LEARNING CNTR		2,150.00		
242,941.00	TOTAL	269,935.00	236,148.92	43,841.08	84.30%

236,148.92

6,792.08 below budgeted amount

2007-2008	93.38%
2008-2009	92.03%
2009-2010	91.24%
2010-2011	90.09%
2011-2012	95.51%
2012-2013	92.00%
2013-2014	84.30%

Annual Fees	07/08	10/11	11/12	12/13	13/14
Elementary	45.00	45.00	55.00	55.00	55.00
Junior High	57.00	57.00	67.00	67.00	67.00
Sr. High	99.00	99.00	110.00	110.00	110.00

**Material Fees Survey
Neighbouring Jurisdictions 2013 - 2014**

<u>Jurisdiction Name</u>	<u>ECS</u>	<u>Ele.</u>	<u>Jr. High (7-8)</u>	<u>Jr. High (9)</u>	<u>Senior High</u>	<u>Other Relevant Fee Info</u>
STURGEON SCHOOL DIV	N/A - SGF	\$55	\$67	\$67	\$110	Sr. High - \$4.50/credit if < 10 credit load
Black Gold	N/A - SGF	\$60	\$60	\$70	\$110	Sr High: \$60 if 11 credits or </semester
Edmonton Catholic	N/A - SGF	\$55	\$70	\$70	\$75	
Edmonton Public	0	\$0	\$0	\$0	\$0	
Elk Island Catholic	N/A - SGF	\$50	\$65	\$65	\$110	Sr. High - \$5/credit to a maximum of \$110
Elk Island Public	\$25	\$50	\$55	\$55	\$120/\$120/\$100	Grades 10 & 11 - \$120; Grade 12 - \$100
Greater St. Albert	\$130	\$60	\$70	\$70	\$100	
Parkland	\$57	\$57	\$77	\$77	\$121	Family plan = \$280 maximum charge
St. Albert Protestant	N/A - SGF	\$55	\$65	\$65	\$110	
St. Thomas Aquinas	\$75	\$70	\$90	\$90	\$120	



1.0 POLICY

- 1.1 The Board believes that access to appropriate instructional resources, including textbooks and workbooks is an integral part of education.
- 1.2 The Board allocates funding to provide the necessary instructional resources, including textbooks and workbooks.
- 1.3 The Board has the authority to establish fees with respect to instructional resources, including textbooks and workbooks.

2.0 GUIDELINES

- 2.1 Instructional Material Fees shall be determined by the Board through the school year budget development procedures.

References:	<i>Admin Practice(s):</i> <i>Board Policy:</i> <i>School Act:</i>	<i>Financial Management 2 – Instructional Materials Fees</i> <i>Administration 11 – Instructional Materials Fees Procedures</i> <i>Administration 12 – Instructional Materials Fees Collection</i> <i>Curriculum and Resources 1 – Resources</i> <i>Educational Services 7 – Curricular and Extra-Curricular Fees</i> <i>D/I/2; System Budget Development</i> <i>Section 60(2)(j)</i>
-------------	---	---



FINANCIAL MANAGEMENT 2 – Instructional Material Fees

Date: September 01, 2009 Revised: Mar. 27, 2013 Responsible Administrator: Secretary Treasurer

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 2014 - 2015 school year are:

3.1.1 Elementary \$55.00 \$60.00 per year

3.1.2 Junior High \$67.00 \$70.00 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 \$60.00 per semester, \$120.00 per year, or for those students in less than a 10 credit load, \$5.00 per credit

3.2 Rental of individual textbooks Pursuant to the Guidelines in Policy D/I/13 – 1.3

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.

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



Board Memorandum

Date: March 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: Transportation Fees

History:

Transportation Fees were reviewed at the March 12, 2014 Committee of the Whole meeting. A motion was made that Transportation Fees be implemented for the 2014-2015 as follows:

Early Bird Transportation Fees paid by the end of June:

Kindergarten -	\$ 75.**
Grades 1 – 12	\$150.
Non Resident	\$175.

The maximum rate for families with more than three children is \$450.

** Noon Kindergarten riders - \$150 (rather than \$75)

An additional \$25 charge will be applied to each of the Transportation Fees if not paid by the early bird deadline of June 30.

Recommendation:

That the Board of Trustees approve Transportation Fees for the 2014-2015 school year.



Board Memorandum

Date: March 26, 2014
To: Board of Trustees
From: Committee of the Whole
Subject: Lease Agreement – Town of Morinville

Background:

Please find attached a draft Lease Agreement with the Town of Morinville that was reviewed at the March 12, 2014 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve the Lease Agreement with the Town of Morinville.

Lease Agreement

(Section 62 (1) (c) of the School Act)

This Agreement made in duplicate this _____ day of _____, 2014.

BETWEEN:

The Council of the Town of Morinville

(hereinafter called "the Council")

of the first part,

- and -

**The Board of Trustees of the
Sturgeon School Division No. 24**

(hereinafter called "the Board")

of the second part.

WITNESSETH as follows:

The Board as owner of a parcel of land, legal description Lot 11, Block 4, Plan 792-1912, located at 9820 – 104 Street in the Town of Morinville, hereby agrees to lease to the Council a portion of that parcel of land as determined by the Board's Coordinator, Facility Services and subject to the following conditions.

1. The period of lease shall be xxxxx effective xxxxxxxxxxxxxx to xxxxxxxxxxxxxx.
2. The lease rate payable by the Council to the Board shall be xxxxxxxxxxx per year payable at September 1st, 2014.
3. The Council shall be responsible for installing fencing around the parcel of land subject to this lease.
4. The Council shall be responsible for maintenance of the parcel of land subject to this lease.
5. The Council shall include coverage for the parcel of land subject to this lease on the Council's liability insurance policy.
6. Prior to the erection of any structures other than ball diamonds and back stops on the parcel of land subject to this lease, the Council will obtain the specific approval of the Board.

- 7. This agreement may be terminated
 - 7.1 by the Board giving the Council thirty (30) days prior written notice.
 - 7.2 By the Council giving the Board thirty (30) days notice.
- 8. This agreement or any part hereof shall not be assigned without the prior written consent of the other party.
- 9. Any communications required or permitted by this agreement shall be in writing and shall be forwarded to the Town Manager, Town of Morinville, 10125 – 100 Avenue, Morinville, Alberta T8R 1L6, or the Secretary-Treasurer, Sturgeon School Division No. 24, 9820 – 104 Street, Morinville, Alberta T8R 1L8.

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

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year written above.

The Council of the Town of Morinville

**The Board of Trustees of the
Sturgeon School Division No. 24**

Mayor

Chair

Town Manager

Secretary-Treasurer