



Committee Meeting Agenda

March 12, 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**
- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – February 12, 2014
- 5. Presentations**
- 6. Reports from Senior Administration**
 - 6.1 Superintendent
 - 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 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
- 8.4 Policy Advisory (ATA)
- 8.5 Policy Review (CUPE)
- 8.6 Community Services Advisory Board

9. New Business

9.1 Policy Tracker

9.2 Policy B/III/03 - Policy Development

9.3 Policy E/II/02 - Trustee Remuneration and Expense Reimbursement

9.4 Policy E/IV/05 - Personnel Records

9.5 Policy I/6 - Selection of School Bus Contractors

9.6 Policy I/7 - Reduction in Contract School Bus Fleet Capacity

9.7 2014 – 2015 Instructional Material Fees

10. Unfinished Business

10.1 Transportation Fees

11. Information Items

12. Pending List

13. Adjournment



Committee of the Whole

Summary of Motions

Wednesday, February 12, 2014

Sturgeon School Division

Items Referred to February 26, 2014 Public Board Meeting

- Policy B/1/4 – Board Representation to Other Organizations
- Policy D/1/2 – System Budget Development
- Locally Developed Courses – Religious Studies 15, 25, 35 (3 credits)
- Language Immersion Educational Agreement –
Elk Island Public Schools
- Draft Advocacy Plan
- Exceptional Service Nomination



Notes of the Meeting of The Committee of the Whole Held at Morinville on February 12, 2014

Roll Call

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

Call to Order

The Vice Chair called the meeting to order at 6:10 p.m.

Approval of Agenda

Moved by Mr. Jewell that the agenda be approved.

CARRIED 6/0

Appointments

There were no appointments.

Approval of Committee Notes

Moved by Mrs. Mychasiw that the notes of January 8, 2014 be approved.

CARRIED 6/0

Presentations

There were no presentations.

Reports from Senior Administration

6.1 Superintendent

A verbal report was provided.

Dr. Dick advised that Excellence in Teaching Recognition will be held on Wednesday, March 26, 2014 @ 6:30 p.m.

Dr. Dick noted that Camilla School will celebrate “We Day” on February 24, 2014. The theme of this celebrations is “The Importance of Giving Locally”.

6.2 Deputy Superintendent

A written report was provided.

6.3 Secretary-Treasurer

A verbal report was provided.

Moved by Mr. Jewell that the Board of Trustees refer the Elk Island Public Schools – Language Immersion Education Agreement to the February Board Meeting.

CARRIED 6/0

6.4 Associate Superintendent

A verbal report was provided.

Reports from Trustees and Standing Committees

7.1 Chair’s Report

Chair Jewell (Gibbons/Lamoureux)

A verbal report was provided.

Chair Jewell reported that he attended the Transportation meeting in Redwater.

7.2 Trustees’ Reports

Verbal reports were provided.

Trustee Miller (Sturgeon Valley/West St. Albert)

Trustee Miller commended Camilla School for the success of their “Bring a Teacher’s Parent to School Day”.

Trustee Featherley (Morinville)

Trustee Featherley reported that the Grade 1 Sidewalk Safety Presentation at Morinville Public Elementary School Parent Council Meeting was well received.

Mrs. Featherley reported that she attended the Morinville Public Elementary School Parent Council Meeting. It is the consensus of the Parent Council that the school name be changed to Morinville Public School.

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle applauded the collaboration between Bon Accord Community School and Lilian Schick School.

Trustee Mychasiw (Redwater/Coronado)

Trustee Mychasiw reported that she attended the Transportation meeting at Redwater and Ochre Park Schools.

Dr. Dick noted that the Town of Redwater has requested a meeting with the Board of Trustees. The meeting is scheduled for Wednesday, March 19th @ 5:00 p.m. @ Central Office.

7.3 Building

No report was provided.

A meeting is scheduled for Friday, February 21st @ 8:30 a.m. at Central Office.

7.4 Finance & Human Resources

No report was provided.

7.5 Education Policy

No report was provided.

7.6 Advocacy Committee

Mrs. Mychasiw provided a draft copy of the Advocacy Plan. Trustees are asked to review the draft and respond.

Moved by Mr. Jewell that the Board of Trustees refer Draft Advocacy Plan to the February Board Meeting.

CARRIED 6/0

7.7 Transportation

A meeting is scheduled for Friday, February 14th, 2014.

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.
- 8.3 Linkages**
Mrs. Miller provided a verbal report.
A meeting is scheduled for Thursday, March 13th, 2014.
- 8.4 Policy Advisory Committee (ATA)**
No report was provided.
A meeting is scheduled for Thursday, March 20th, 2014 @ 4:00 p.m.
- 8.5 Policy Review Committee (CUPE)**
No report was provided.
- 8.6 Community Services Advisory Board**
Mrs. Nowak provided a verbal report.

New Business

- 9.1 Policy Tracker**
Received as information.
- 9.2 Policy B/I/4 – Board Representation to Other Organizations**
Moved by Mrs. Miller that the Board of Trustees refer Policy B/I/4 – Board Representation to Other Organizations to the February Board Meeting with the following amendments:
- Amend 1.2.3 Sturgeon County Community Services **Advisory** Board.
- Amend 1.2.6 Remove Sturgeon Further Education Council
Add **Linkages**

CARRIED 6/0

9.3 Policy D/I/2 – System Budget Development

Moved by Mrs. Kohle that the Board of Trustees refer Policy D/I/2 – System Budget Development to the February Board Meeting.

CARRIED 6/0

9.4 Locally Developed Courses Approval –

Religious Studies 15 – 3 credits

Religious Studies 25 – 3 credits

Religious Studies 35 – 3 credits

Moved by Mr. Jewell that the Board of Trustees refer Locally Developed Courses Approval – Religious Studies 15 – 3 credits, Religious Studies 25 – 3 credits, Religious Studies 35 – 3 credits to the February Board Meeting.

CARRIED 6/0

Unfinished Business

Information Items

Pending List

Adjournment

The meeting adjourned at 8:00 p.m.

**Discussions on items are held at Committee of the Whole Meetings.
Decisions on items are made at Board Meetings.**



Memorandum

Date: March 12, 2014
To: Committee of the Whole (OPEN)
From: Michele Dick
Superintendent
Subject: Superintendent's Report

EXCELLENCE IN TEACHING, EDWIN PARR and CERTIFICATE OF EXCEPTIONAL SERVICE AWARDS AND RECOGNITION

Attached for Trustee information are copies of the invitations for the March 26th recognition of our Excellence in Teaching and Edwin Parr nominees as well as Certificate of Exceptional Service recipients. These awards serve to recognize individuals who are making a significant contribution to the education system and our division through exemplary practice and/or service to the division and our students. These are among the highest honors awarded to teachers and, in the case of the "Certificate of Exceptional Service, Friends of Sturgeon," members of our extended community.

COMMITTEE 6.1

*Every yesterday is but a memory of dreams
Yet every tomorrow is a vision of opportunity*



*It is with great pride that we honour the
following staff for Excellence in Teaching:*

*Jacquelyn Austin
Kathleen Baker
Joseph Chapman
Darla Clark
Patricia Coxen
Garland Koch
Saranya Moodliar
Julaine Percy
Jason Stronciski
Stephanie Young*

As nominees for The 2014 Excellence in Teaching Awards

Date: Wednesday, March 26, 2014

Time: 4:30 pm

*Location: Rendez Vous Senior Centre
9913 – 104 Street
Morinville AB*

*We would be honoured if you could help us to celebrate
their achievements*



You are cordially invited to honour

Mr. Andrew Visscher

as an

Edwin Parr Nominee

Date: Wednesday, March 26, 2014

Time: 4:30 pm

*Location: Morinville Seniors Rendez Vous Centre
Morinville AB*

Please RSVP smceachern@sturgeon.ab.ca by March 17, 2014



You are cordially invited to honour

Mr. Andrew Visscher

as an

Edwin Parr Nominee

Date: Wednesday, March 26, 2014

Time: 4:30 pm

*Location: Morinville Seniors Rendez Vous Centre
Morinville AB*

Please RSVP smceachern@sturgeon.ab.ca by March 17, 2014



You are cordially invited to honour

Mr. Andrew Visscher

as an

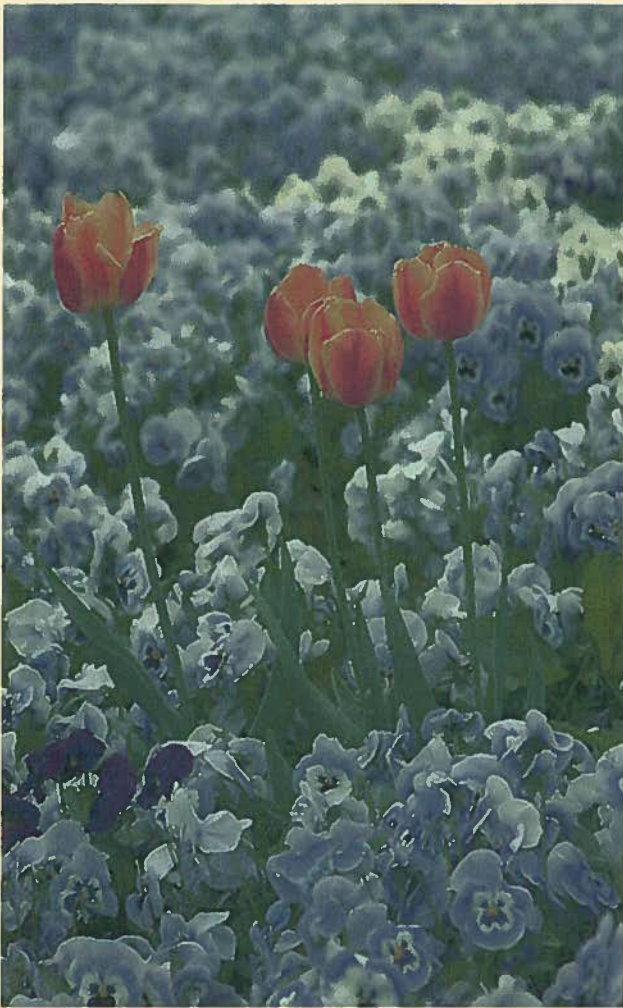
Edwin Parr Nominee

Date: Wednesday, March 26, 2014

Time: 4:30 pm

*Location: Morinville Seniors Rendez Vous Centre
Morinville AB*

Please RSVP smceachern@sturgeon.ab.ca by March 17, 2014



*You are cordially invited to the
Certificate of Exceptional Service Celebration*

honouring:

*Mr. Alan Traub and Mr. Anton Smith
(Oak Hill Boys Ranch)*

*Mrs. Donna Hunter
(Supporter of Public Education)*

*Mr. Bill Nimmo
(Retired Mayor, Town of Gibbons)*

Date: Wednesday, March 26, 2014

Time: 4:30 pm

*Location: Morinville Seniors Rendez Vous Centre
Morinville AB*

Please RSVP smceachern@sturgeon.ab.ca by March 17, 2014

*You are cordially invited to the
Certificate of Exceptional Service Celebration*

honouring:

*Mr. Alan Traub and Mr. Anton Smith
(Oak Hill Boys Ranch)*

*Mrs. Donna Hunter
(Supporter of Public Education)*

*Mr. Bill Nimmo
(Retired Mayor, Town of Gibbons)*

Date: Wednesday, March 26, 2014

Time: 4:30 pm

*Location: Morinville Seniors Rendez Vous Centre
Morinville AB*

Please RSVP smceachern@sturgeon.ab.ca by March 17, 2014



Committee of the Whole Memorandum

Date: March 12, 2014
To: Committee of the Whole
From: Wolfgang Jeske,
Associate Superintendent, Education Services
Subject: Fieldtrip 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

March 14 - 15, 2014 10 Senior High boys to Hinton for Zones Basketball Tournament



Committee of the Whole Memorandum

Date: March 12, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Secretary Treasurer's Report

Electricity Contract

SSD entered into a new electricity contract for the period January 1, 2014 through to December 31, 2018 at the price of \$0.05713/kWh. The previous electricity contract was at \$0.05532/kWh.

Gas Alberta

SSD extended a natural gas hedge for the month of May (\$4.59/GJ) on 75% of our monthly consumption. This is in reaction to higher natural gas prices at the end of the first quarter (weather and low inventory levels in Alberta).

Health Spending Account

The total forfeited credits for the divisional HSA for the September 1, 2012 to August 31, 2013 amounted to \$91,667.59 (11-12 - \$82,210).

Program Unit Funding Grant (PUF) 2013-2014

The PUF grant application was submitted on March 5, 2014 for the 2013-2014 school year in the amount of \$6,073,856 for 281 children. The 2012-2013 PUF grant was \$5,235,772 (252 children).



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 Review	Committee of the Whole			
AUGUST 2013							
B/II/5	Trustee Code of Conduct	2013-Aug-11 2013-Nov-13	<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				Approved 2013-Nov-27
SEPTEMBER 2013							
OCTOBER 2013							
B/II/1	Trustee Functions, Trusteeship & Policy	2013-Oct-9					Approved 2013-Nov-27
B/II/3	Committees of the Board	2013-Oct-9					Approved 2013-Nov-27
C/04	Superintendent of Schools	2013-Oct-9					Approved 2013-Nov-27
NOVEMBER 2013							
D/II/4	Community Partnerships	2013-Nov-13					Approved 2013-Nov-27
D/II/7	Central Services Roles and Responsibilities	2013-Nov-13					Approved 2013-Nov-27
E/II/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						Approved 2014-Jan-22
E/III/04	Healthy Employees at Work						Approved 2014-Jan-22
H/2	Caretaking Staff Allocation						Rescinded 2014-Jan-22
FEBRUARY 2014							
B/I/04	Board Representation to Other Organizations						Approved 2014 - Feb - 26
D/II/02	System Budget Development						Approved 2014 - Feb - 26
MARCH 2014							
B/III/03	Policy Development						
E/II/02	Trustee Remuneration and Expense Reimbursement						
E/IV/5	Personnel Records						
I/06	Selection of School Bus Contractors						
I/07	Reduction in Contract School Bus Fleet Capacity						



POLICY TRACKER (School Year 2013-2014)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
			<input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bidg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M			Committee of the Whole	Public Board	
APRIL 2014								
EN/2	Support Staff Performance Review							
G/III/2	Public Use of School Buildings and Property							
MAY 2014								
NEW	Whistle Blower							



Memorandum

Date: March 12, 2014
To: Committee of the Whole
From: Michele Dick
Subject: Policy B/III/3 Policy Development

Background:

Attached for Trustee review is a copy of Policy B/III/3 – Policy Development and associated Administrative Practices Administration 3 – Developing Administrative Practices and Governance 2 – Process for Policy Works. Suggested revision is provided for Trustee consideration.

Recommendation:

That the Board review the attached policy and advise the Administration accordingly.



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~~staff, ~~Students~~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:



ADMINISTRATION 3 – Developing Administrative Practices

Date: September 17, 2008 Responsible Administrator: Human Resources

Developing Administrative Practices

1. Rationale

This Administrative Practice is to ensure consistency regarding the development of Administrative Practices.

2. Process

Senior administrators will be responsible for the development of Administrative Practices pertinent to their areas of responsibility.

3. Guidelines

- 3.1 A draft Administrative Practice is submitted to the Superintendent for review.
- 3.2 **As required,** this draft is forwarded to the Leadership Team and/or Administrators' Council for review and input.
- 3.3 Revisions to the draft Administrative Practice will be completed by the appropriate senior administrator and forwarded to the Superintendent for final approval.
- 3.4 The Executive Assistant to the Superintendent will ~~distribute the final, approved draft and ensure~~ its placement on the Division's website.

References: *Board Policy B/III/3; D/II/14*



GOVERNANCE 2 – Process for Policy Works

Date: July 4, 2002

Responsible Administrator: Superintendent

1.0 RATIONALE

A process for policy work is required in order for the Division to operate in an effective and efficient manner.

2.0 PROCESS

~~The Superintendent will ensure that the Board has in place a process that they will follow during the development or revision of policies.~~

3.0 GUIDELINES

- 3.1 The need to deal with a revised or a new policy is identified by either ~~the appropriate Task Group, the Committee of the Whole, or the Board of Trustees,~~ **Board Committee or the Superintendent.**
- 3.2 By ~~resolution~~ **motion**, the Board of Trustees decides whether the ~~suggested~~ **recommended** policy work is to be initiated.
- 3.3 Administration ~~and the appropriate Task Group~~ **identifies** legal or regulatory information of relevance pertaining to the proposed revised or new policy.
- 3.4 A draft is developed by administration and then submitted to ~~the appropriate Task Group for input, and then forwarded to the Board of Trustees~~ **Committee of the Whole for further direction.**
- 3.5 Administration forwards the revised or new draft policy to appropriate stakeholders for input, **as directed by the Board.**
- 3.6 Input from appropriate stakeholders is considered and a final version is drafted.
 - 3.6.1 ~~The appropriate Task Group and a~~ Administration reviews **any** input collected. Consultation may be face-to-face, by telephone or by email, as deemed appropriate by ~~both Task Group~~ **the Board** and/or administration.
 - 3.6.2 Administration writes the final draft.
 - 3.6.3 The final draft is forwarded to the Board of Trustees for approval or rejection.

References: *Board Policy: B/III/3 – Policy Development*



Board Memorandum

Date: March 12, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy E/II/02 – *Trustee Remuneration and Expense Reimbursement*

Background:

Please find attached Policy E/II/02 – *Trustee Remuneration and Expense Reimbursement*. Also attached is the supporting Administrative Practice Financial Management 7 – Employee Expense Reimbursement.

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

Recommendation:

That the Committee of the Whole review revised Policy E/II/02 – *Trustee Remuneration and Expense Reimbursement* and advise Senior Administration accordingly.



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: Nov. 23, 2011

REVIEW: 2018-2019

1.0 POLICY

- 1.1 The Board believes that trustees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.
- 1.2 The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations.
- 1.3 Trustee remuneration shall change at the same rate and at the same time as changes to the salary scales contained in the General Employment Conditions.

2.0 GUIDELINES

- 2.1 Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in travelling on personal business.
- 2.2 Approved expenses incurred by trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.
- 2.3 Advances will not be paid to cover any approved expenses.
- 2.4 Claims for reimbursement of expenses should be submitted promptly and preferably within ~~two (2)~~ one (1) months of the expenses being incurred.
- 2.5 All expense reimbursement claims must be on an individual trustee basis other than expenses incurred pursuant to Guideline 2.6.
- 2.6 A Division credit card will be provided to the Board chair upon request.
 - 2.6.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.
- 2.7 Approved expenses will be reimbursed for the following activities:
 - 2.7.1 Attendance at conferences, workshops, seminars and meetings, when such attendance has been approved by the Board for trustee attendance.

References: *Admin Practice(s): FM 7 – Employee Expense Reimbursement*
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: Nov. 23, 2011

REVIEW: 2018-2019

2.7.2 Other approved activities carried out by trustees in the performance of their duties, e.g. Board appointees to Ad Hoc Committees or other organizations.

2.8 Approved expenses will be reimbursed at the rates set out in an exhibit applicable to this policy.

3.0 PROCEDURES

3.1 Claims for the reimbursement of approved expenses are to be submitted for payment to the Superintendent or designate. Questions will be directed to the Board chair.

4.0 EXHIBIT

4.1 Approved expenses will be paid at the following rates:

4.1.1 Actual distance travelled in Alberta in the trustee's vehicle, at the following approved Canada Customs and Revenue Agency rate.

4.1.2 Actual voucher expenses for travel incurred by means other than the use of the trustee's vehicle – receipts required.

4.1.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.

4.1.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.

4.2 Standard per kilometre distances between schools, Central Office and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached to this policy.

4.3 A general expense allowance determined annually as part of the budget process.

References: *Admin Practice(s): FM 7 – Employee Expense Reimbursement*
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: Nov. 23, 2011

REVIEW: 2018-2019

EXHIBIT

Trustee Remuneration/Benefits – effective September 1, 2011-2013

Chairman		\$18,977
Vice Chair		\$18,236
Trustees	(5 x 17,534)	\$87,670
Benefits		\$ 5,049

Travel and Subsistence

Board, Committee, Negotiating, etc.		
Including suppers		\$ 13,162

ASBA Delegate

Meetings		
Per Diem	400	
Registration	900	
Accommodation/Meals	600	
Travel	450	\$ 2,350

PSBAA Designate

Meetings		
Per Diem	1,200	
Registration	400	
Accommodation/Meals	1,250	
Travel	540	\$ 3,390

Zone 2/3

Per Diem	800	
Expenses	200	\$ 1,000

Admin Council

Per Diem	400	
Expenses	240	\$ 640

Discipline (Pooled)

Per Diem	3600	
Expenses	1620	\$ 5,220

References: Admin Practice(s): FM 7 – Employee Expense Reimbursement
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: Nov. 23, 2011

REVIEW: 2018-2019

Adult Education, Healthy Interactions and LISA (Pooled)		
 Per Diem	1400	\$ 1,400
Individual Trustee Per Diems and PD (7x\$3,400)		\$ 23,800
Chairman Meetings		\$ 1,000

References: Admin Practice(s): *FM 7 – Employee Expense Reimbursement*
 School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: Nov. 23, 2011

REVIEW: 2018-2019

GUIDELINES FOR TRUSTEE EXPENSE AND PER DIEM CLAIMS

The following expenses and per diems are payable by the Board. In the case of any uncertainty, the claim will be referred to the Chairman for decision. Claims for expenses other than below will be subject to prior Board approval.

1. Expenses

- Kilometre Allowances
- Committee Meetings
- School Council Meetings
- ASBA, PSBAA, AMFC, CAMS, ~~Zone 2/3, Admin Council, etc.~~
- Board Retreats
- Conferences, Workshops, Seminars
- Joint Use Meetings
- Board Approved Business
- Graduation/Year End Exercises (tickets included)
- School Concerts, Plays, Music Events, etc.
- School Awards

Expenses – Meals, Accommodation, Telephone, Parking, Taxi

2. Per Diem

- Board Retreats
- Conferences, Workshops, Seminars, etc.
- ASBA, PSBAA, AMFC, CAMS, ~~Zone 2/3, Admin Council~~
- Board Approved Business (Prior Approval)
- Discipline Hearings
- ~~Sturgeon Adult Learning Council~~
- Community Services Advisory Board
- Negotiations – 7th Meeting Onward (including 7th meeting)
- NOTE: Does Not Include Task Group

Per Diem - Full Day - \$100 - greater than four hours (home to home)
- Half Day - \$ 50

References: *Admin Practice(s): FM 7 – Employee Expense Reimbursement*
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: Nov. 23, 2011

REVIEW: 2018-2019

Bon Accord	18	39	20	32	30	0	19	2	26	13	24	11	41 45	39 32	39	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	37 40	35 31	34	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43	47 53	45 41	48		14	32
*Edmonton Central	34	20	22	64	62	39	21	41	53	40	18	38	7	8		48	34	39
*Edmonton North	34	13 16	21 15	72 59	70 57	39 32	20 14	44 34	46	39	15 13	37	2 14		8	45 41	35 31	39 32
*Edmonton South	36 40	15 31	23 28	74 72	72 70	41 45	22 27	43 47	59	41 49	17 24	39 46		2 14	7	47 53	37 40	41 45
Gibbons	27	47	26	27	25	11	27	10	32	2	31		39 46	37	38	43	45	11
Guthrie	26	20	5	56	54	24	5	26	38	33		31	17 24	15 13	18	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	33		33	2	41 49	39	40	45	47	13
Legal	21	40	33	56	54	26	33	25		33	38	32	59	46	53	37	21	26
Lilian Schick	20	41	22	31	29	2	21		25	12	26	10	43 47	41 34	41	34	37	2
Namao	21	21	1	51	49	19		21	33	29	5	27	22 27	20 14	21	42	31	19
Oak Hill	18	39	20	32	30		19	2	26	13	24	11	41 45	39 32	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	54	27	54	25	72 70	70 57	62	67	66	30
Redwater	52	71	50		2	32	51	31	56	29	56	27	74 72	72 59	64	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	33	28	5	26	23 28	21 15	22	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	40	49	20	47	15 31	13 16	20	42	26	39
CO/MLC/MPES		21	22	52	50	18	21	20	21	29	26	27	36 40	34	34	23	18	18
	CO/MLC/MPES	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Edmonton Central	Colony	Camilla	Bon Accord

- * The address used for mileage: **Edmonton North -9450 – 137 Avenue**
Edmonton Central - 10088 – 108 Street
Edmonton South – 5015 – 111 Street

References: Admin Practice(s): *FM 7 – Employee Expense Reimbursement*
 School Act:

**FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement**

Date: Sept. 1, 2009

Revised: Nov. 23, 2011

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The Board acknowledges that system personnel may incur additional expenses in completing their assigned duties. Therefore, the Board is prepared to reimburse these individuals for authorized expense claims.

2.0 PROCESS

School system personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved employee expense reimbursement form with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

3.0 GUIDELINES

3.1 Claims for reimbursement of expenses should be submitted promptly and preferably within ~~two~~ one months- of the expenses being incurred.

3.2 Approved expenses will be reimbursement for the following activities:

3.2.1 Supervision of both extra-curricular and co-curricular activities, when such attendance has been approved by the Principal, Superintendent or designate.

3.2.2 Other activities carried out by employees in the performance of their duties, eg. travel to medical facilities, necessary pickups and deliveries and home visits, when such attendance has been approved by the Principal, Superintendent or designate.

3.3 Approved expenses will be paid at the following rates:

3.3.1 Actual distance traveled in Alberta in the employee's vehicle, at the approved Canada Customs and Revenue Agency rate.

3.3.2 Actual expenses for travel incurred by means other than the use of the employee's vehicle – receipts required.

3.3.3 Actual accommodation and meal expenses with receipts.

References: Board Policy: *E/III/1 – Employee Expense Reimbursement*
E/III/2 – Trustee Remuneration and Expense Reimbursement

FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: Nov. 23, 2011

Responsible Administrator: Secretary Treasurer

-
- 3.3.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where receipts are not available.

 - 3.3.5 Standard per kilometer distances between schools, Morinville locations and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached.

References: Board Policy: *E/II/1 – Employee Expense Reimbursement*
E/II/2 – Trustee Remuneration and Expense Reimbursement

FINANCIAL MANAGEMENT 7

FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: Nov. 23, 2011

Responsible Administrator: Secretary Treasurer

Bon Accord	18	39	20	32	30	0	19	2	26	13	24	11	41 45	39 32	39	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	37 40	35 31	34	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43	47 53	45 41	48		14	32
*Edmonton Central	34	20	22	64	62	39	21	41	53	40	18	38	7	8		48	34	39
*Edmonton North	34	13 16	24 15	72 59	70 57	39 32	20 14	44 34	46	39	15 13	37	2 14		8	45 41	35 31	39 32
*Edmonton South	36 40	15 31	23 28	74 72	72 70	41 45	22 27	43 47	59	41 49	17 24	39 46		2 14	7	47 53	37 40	41 45
Gibbons	27	47	26	27	25	11	27	10	32	2	31		39 46	37	38	43	45	11
Guthrie	26	20	5	56	54	24	5	26	38	33		31	17 24	15 13	18	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	33		33	2	41 49	39	40	45	47	13
Legal	21	40	33	56	54	26	33	25		33	38	32	59	46	53	37	21	26
Lilian Schick	20	41	22	31	29	2	21		25	12	26	10	43 47	41 34	41	34	37	2
Namao	21	21	1	51	49	19		21	33	29	5	27	22 27	20 14	21	42	31	19
Oak Hill	18	39	20	32	30		19	2	26	13	24	11	41 45	39 32	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	54	27	54	25	72 70	70 57	62	67	66	30
Redwater	52	71	50		2	32	51	31	56	29	56	27	74 72	72 59	64	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	33	28	5	26	23 28	24 15	22	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	40	49	20	47	15 31	13 16	20	42	26	39
CO/MLC/MPES		21	22	52	50	18	21	20	21	29	26	27	36 40	34	34	23	18	18
	CO/MLC/MPES	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Edmonton Central	Colony	Camilla	Bon Accord

* The address used for mileage: **Edmonton North - 9450 – 137 Avenue**
Edmonton Central - 10088 – 108 Street
Edmonton South – 5015 – 111 Street

References: Board Policy: *E/II/1 – Employee Expense Reimbursement*
E/II/2 – Trustee Remuneration and Expense Reimbursement



Committee of the Whole Memorandum

Date: March 12, 2014
To: Committee of the Whole
From: Associate Superintendent
Subject: Policy E/IV/5 – Personnel Records

Background:

Please find attached Policy E/IV/5 – Personnel Records. This policy had been brought up to current public administration standards via an exhaustive research process in 2008. However, much of the administrative information had been placed in policy, rather than in Admin Practice. The revised policy, here, shows this information as deleted from the policy. The AP, HRM 53, has been amended to include all the information deleted from the policy, and is attached for information.

Recommendation:

That the Committee of the Whole review Policy E/IV/5 – Personnel Records. If approved, it would be referred to the Board to replace the current version of this policy.



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

Revised:

Responsible Administrator: Associated Superintendent HR

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*



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009

Revised:

Responsible Administrator: Associated Superintendent HR

- 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 sensitivity and degree of reliability and period of retention.

References: *Board Policy: E/IV/5 Personnel Files*



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009

Revised:

Responsible Administrator: Associated Superintendent HR

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*



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009

Revised:

Responsible Administrator: Associated Superintendent HR

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*



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009

Revised:

Responsible Administrator: Associated Superintendent HR

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:

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.

References: *Board Policy: E/IV/5 Personnel Files*



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009

Revised:

Responsible Administrator: Associated Superintendent HR

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*



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009

Revised:

Responsible Administrator: Associated Superintendent HR

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*



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009

Revised:

Responsible Administrator: Associated Superintendent HR

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.

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.

References: *Board Policy: E/IV/5 Personnel Files*



HUMAN RESOURCES MANAGEMENT 53 – Personnel Records

Date: Apr. 2, 2009

Revised:

Responsible Administrator: Associated Superintendent HR

-
- 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*



Board Memorandum

Date: March 12, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy I/6 – *Selection of Bus Contractors*

Background:

Please find attached Policy I/6 – *Selection of Bus Contractors*. Also attached is the supporting Administrative Practice Transportation 8 – Contract School Bus Service and Board Regulation – Contract School Bus Service.

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

Recommendation:

That the Committee of the Whole review revised Policy I/6 – *Selection of Bus Contractors* and advise Senior Administration accordingly.



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 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:



TRANSPORTATION 8 – Contract School Bus Service

Date: June 16, 2009 Revised: Nov. 25, 2009 Responsible Administrator: Manager, Transportation Services

1.0 RATIONALE

School bus contracts should be awarded to the most qualified applicant. The process for increasing or reducing the capacity of the Board's contract school bus fleet shall be fair and equitable to all concerned.

2.0 PROCESS

The Manager of Transportation Services shall maintain this Administrative Practice.

3.0 GUIDELINES

- 3.1 The Manager of Transportation Services may engage a school bus contractor on an emergency basis (for a period not to exceed a total of 20 operating days in each instance).
- 3.2 When it is necessary to contract an additional school bus or buses, the Manager of Transportation Services shall place an advertisement listing the Board's requirements in weekly newspapers circulated within the School Division. This advertisement will also be forwarded via first class mail to all school bus contractors currently under contract with the Board.
- 3.3 Applicants shall be short-listed and interviewed by a committee consisting of the Secretary Treasurer, the Manager of Transportation Services and an Representative from Human Resources as designated by the Superintendent.
 - 3.3.1 Prior to the interview the committee will determine the criteria for the interview process.
 - 3.3.2 When the selection is complete, the committee will advise the Superintendent of their recommendation.
 - 3.3.3 The Secretary Treasurer shall advise the Trustees on the decision of the Superintendent recommendation.

References: *Board Policy: 1/6 Selection of School Bus Contractors
1/7 Reduction in Contract School Bus Fleet
Board Regulation Transportation 1 Contract School Bus Service*

TRANSPORTATION 8 – Contract School Bus Service

Date: June 16, 2009 Revised: Nov. 25, 2009 Responsible Administrator: Manager, Transportation Services

- 3.4 To be considered for a school bus contract, an applicant should have met or exceeded the following conditions:
 - 3.4.1 Provided the names of three (3) references who have been contacted, attesting to the general good character of the applicant and the applicant's ability to operate a business and provide service as a school bus contractor.
 - 3.4.2 Provided a driver's abstract for the proposed regular and spare drivers of the school bus to be used to fulfill the contract requirements.
 - 3.4.3 Agreed to provide a school bus with a model year not in excess of eight (8) years of age.

- 3.5 When all the previously listed conditions are equally met by two (2) or more applicants, the school bus contract shall be awarded to the applicant who, in the opinion of the interview committee, is best suited to provide the service required for the current contract school bus opportunity.

- 3.6 When the Manager of Transportation Services determines that the Board has an excess amount of school bus fleet capacity under contract, he/she shall make a recommendation to the Superintendent for the termination of school bus contracts.

- 3.7 Upon the recommendation of the Manager of Transportation Services, the Superintendent shall determine which school bus contract(s) shall be terminated and will advise the Board to that effect.
 - 3.7.1 The following criteria will be considered by the Manager of Transportation Services in making a decision as to which school bus or contract(s) should be recommended for termination:
 - 3.7.1.1 Relative level of past service:
 - 3.7.1.1.1 reliability of equipment
 - 3.7.1.1.2 attitude and cooperation of contractor and driver
 - 3.7.1.1.3 number of legitimate recorded complaints
 - 3.7.1.1.4 punctuality
 - 3.7.1.2 The proximity of existing contractors to available routes and their willingness to relocate as required.

References: *Board Policy:* *I/6 Selection of School Bus Contractors*
 I/7 Reduction in Contract School Bus Fleet
 Board Regulation Transportation 1 Contract School Bus Service

TRANSPORTATION 8 – Contract School Bus Service

Date: June 16, 2009 Revised: Nov. 25, 2009 Responsible Administrator: Manager, Transportation Services

3.7.1.3 Age of contracted school bus.

3.7.1.4 Where a reasonable recommendation for the termination of a contract(s) cannot be achieved using the above criteria, the contract(s) with the least tenure with the Board shall be recommended for termination.

3.8 The holder of a contract that has been terminated in accordance with criteria outlined in this administrative practice may appeal the termination of contact to the Board of Trustees. Application to appeal must be reviewed within ten (10) days of the Notice of Termination.

4.0 FLEET REDUCTION

4.1 When the Manager of Transportation Services determines that the Board has an excess amount of school bus fleet capacity under contract, he/she shall make recommendations to the Transportation Committee for the termination of school bus contracts.

4.2 The Transportation Committee upon receipt of the recommendation of the Director of Transportation Services shall determine which school bus contract(s) should be recommended for termination, and will make a recommendation to the Board to that effect.

4.3 The following criteria will be considered by the Transportation Committee in making a decision as to which school bus or contracts should be recommended for termination.

4.3.1 Relative level of past service

- reliability of equipment
- attitude and co-operation of contractor and driver
- number of legitimate recorded complaints
- punctuality

4.3.2 The proximity of existing contractors to available routes and their willingness to relocate as required

4.3.3 Age of contracted school bus.

References: *Board Policy: /1/6 Selection of School Bus Contractors
 /1/7 Reduction in Contract School Bus Fleet
 Board Regulation Transportation 1 Contract School Bus Service*

TRANSPORTATION 8 – Contract School Bus Service

Date: June 16, 2009 Revised: Nov. 25, 2009 Responsible Administrator: Manager, Transportation Services

4.2.4 Where a reasonable recommendation for the termination of a contract or contracts cannot be achieved utilizing the above criteria the contract(s) with the least tenure with the Board shall be recommended to the Board for termination.

References: *Board Policy: 1/6 Selection of School Bus Contractors*
 1/7 Reduction in Contract School Bus Fleet
 Board Regulation Transportation 1 Contract School Bus Service



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 **Transportation Manager shall** 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 **Transportation Manager shall** 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~~
I/6 – Selection of School Bus Contractors
I/7 – Reduction in Contract School Bus Fleet
Admin Practice(s): *Transportation 08*



Board Memorandum

Date: March 12, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy I/7 – *Reduction in Contract School Bus Fleet*

Background:

Please find attached Policy I/7 – *Reduction in Contract School Bus Fleet*. Also attached is the supporting Administrative Practice Transportation 8 – Contract School Bus Service and Board Regulation – Contract School Bus Service.

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

Recommendation:

That the Committee of the Whole review revised Policy I/7 – *Reduction in Contract School Bus Fleet* and advise Senior Administration accordingly.



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~~ 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:



TRANSPORTATION 8 – Contract School Bus Service

Date: June 16, 2009 Revised: Nov. 25, 2009 Responsible Administrator: Manager, Transportation Services

1.0 RATIONALE

School bus contracts should be awarded to the most qualified applicant. The process for increasing or reducing the capacity of the Board's contract school bus fleet shall be fair and equitable to all concerned.

2.0 PROCESS

The Manager of Transportation Services shall maintain this Administrative Practice.

3.0 GUIDELINES

- 3.1 The Manager of Transportation Services may engage a school bus contractor on an emergency basis (for a period not to exceed a total of 20 operating days in each instance).
- 3.2 When it is necessary to contract an additional school bus or buses, the Manager of Transportation Services shall place an advertisement listing the Board's requirements in weekly newspapers circulated within the School Division. This advertisement will also be forwarded via first class mail to all school bus contractors currently under contract with the Board.
- 3.3 Applicants shall be short-listed and interviewed by a committee consisting of the Secretary Treasurer, the Manager of Transportation Services and an Representative from Human Resources as designated by the Superintendent.
 - 3.3.1 Prior to the interview the committee will determine the criteria for the interview process.
 - 3.3.2 When the selection is complete, the committee will advise the Superintendent of their recommendation.
 - 3.3.3 The Secretary Treasurer shall advise the Trustees on the decision of the Superintendent recommendation.

References: *Board Policy: 1/6 Selection of School Bus Contractors*
 1/7 Reduction in Contract School Bus Fleet
 Board Regulation Transportation 1 Contract School Bus Service

TRANSPORTATION 8 – Contract School Bus Service

Date: June 16, 2009 Revised: Nov. 25, 2009 Responsible Administrator: Manager, Transportation Services

- 3.4 To be considered for a school bus contract, an applicant should have met or exceeded the following conditions:
 - 3.4.1 Provided the names of three (3) references who have been contacted, attesting to the general good character of the applicant and the applicant's ability to operate a business and provide service as a school bus contractor.
 - 3.4.2 Provided a driver's abstract for the proposed regular and spare drivers of the school bus to be used to fulfill the contract requirements.
 - 3.4.3 Agreed to provide a school bus with a model year not in excess of eight (8) years of age.
- 3.5 When all the previously listed conditions are equally met by two (2) or more applicants, the school bus contract shall be awarded to the applicant who, in the opinion of the interview committee, is best suited to provide the service required for the current contract school bus opportunity.
- 3.6 When the Manager of Transportation Services determines that the Board has an excess amount of school bus fleet capacity under contract, he/she shall make a recommendation to the Superintendent for the termination of school bus contracts.
- 3.7 Upon the recommendation of the Manager of Transportation Services, the Superintendent shall determine which school bus contract(s) shall be terminated and will advise the Board to that effect.
 - 3.7.1 The following criteria will be considered by the Manager of Transportation Services in making a decision as to which school bus or contract(s) should be recommended for termination:
 - 3.7.1.1 Relative level of past service:
 - 3.7.1.1.1 reliability of equipment
 - 3.7.1.1.2 attitude and cooperation of contractor and driver
 - 3.7.1.1.3 number of legitimate recorded complaints
 - 3.7.1.1.4 punctuality
 - 3.7.1.2 The proximity of existing contractors to available routes and their willingness to relocate as required.

References: *Board Policy: 1/6 Selection of School Bus Contractors
1/7 Reduction in Contract School Bus Fleet
Board Regulation Transportation 1 Contract School Bus Service*

TRANSPORTATION 8 – Contract School Bus Service

Date: June 16, 2009 Revised: Nov. 25, 2009 Responsible Administrator: Manager, Transportation Services

3.7.1.3 Age of contracted school bus.

3.7.1.4 Where a reasonable recommendation for the termination of a contract(s) cannot be achieved using the above criteria, the contract(s) with the least tenure with the Board shall be recommended for termination.

3.8 The holder of a contract that has been terminated in accordance with criteria outlined in this administrative practice may appeal the termination of contact to the Board of Trustees. Application to appeal must be reviewed within ten (10) days of the Notice of Termination.

4.0 FLEET REDUCTION

4.1 When the Manager of Transportation Services determines that the Board has an excess amount of school bus fleet capacity under contract, he/she shall make recommendations to the Transportation Committee for the termination of school bus contracts.

4.2 The Transportation Committee upon receipt of the recommendation of the Director of Transportation Services shall determine which school bus contract(s) should be recommended for termination, and will make a recommendation to the Board to that effect.

4.3 The following criteria will be considered by the Transportation Committee in making a decision as to which school bus or contracts should be recommended for termination.

4.3.1 Relative level of past service

- reliability of equipment
- attitude and co-operation of contractor and driver
- number of legitimate recorded complaints
- punctuality

4.3.2 The proximity of existing contractors to available routes and their willingness to relocate as required

4.3.3 Age of contracted school bus.

References: *Board Policy: I/6 Selection of School Bus Contractors
I/7 Reduction in Contract School Bus Fleet
Board Regulation Transportation 1 Contract School Bus Service*

TRANSPORTATION 8 – Contract School Bus Service

Date: June 16, 2009 Revised: Nov. 25, 2009 Responsible Administrator: Manager, Transportation Services

4.2.4 Where a reasonable recommendation for the termination of a contract or contracts cannot be achieved utilizing the above criteria the contract(s) with the least tenure with the Board shall be recommended to the Board for termination.

References: *Board Policy: 1/6 Selection of School Bus Contractors
 1/7 Reduction in Contract School Bus Fleet
 Board Regulation Transportation 1 Contract School Bus Service*



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~~ **Transportation Manager shall** 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~~ **Transportation Manager shall** 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~~
I/6 – Selection of School Bus Contractors
I/7 – Reduction in Contract School Bus Fleet
Admin Practice(s): *Transportation 08*



COMMITTEE OF THE WHOLE

Date: March 12, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
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. Policy D/1/13 Instructional Materials
3. Administrative Practice Financial Management 2 with suggested revision

The current Basic Material Fees for 2013-2014 school year are:

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

Recommendation:

The Committee of the Whole review and recommend to the Board of Trustees the Instructional Material Fees for 2014-2015 school year.

COMMITTEE 9.7

**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



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

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

3.2 Rental of individual textbooks Pursuant to ~~the Guidelines in~~ Policy D/I/13 – 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/I/2 System Budget Development
D/I/13 Instructional Materials*



Board Memorandum

Date: March 12, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Transportation Fees

Background:

Over the past few years, Sturgeon School Division has been experiencing operating deficits in transportation (2012/2013 - \$422,000; 2011/2012 - \$212,000). SSD reviewed and considered many options to balance the transportation budget ranging from streamlining routes, reducing operating days and dipping into reserves. We have a transportation area of 839 square kilometers that include sparsely populated areas and geographical anomalies. Costs associated with bussing students continue to rise, specifically fuel, maintenance and contracting costs.

The financial situation worsened when AB Education eliminated a fuel contingency grant in the spring of 2013. This budget cut resulted in a loss of \$350,000 for the 2013-2014 school year, which represents almost 7% of the total transportation revenues. A letter was sent to the Minister of Education on behalf of the Sturgeon School Division Board of Trustees expressing concern with respect to the suspension of the fuel contingency grant funding.

The Board of Trustees has spent significant time consulting with community members and discussing possible ways to eliminate the transportation deficit.

Elimination of more routes doesn't necessarily equate to more efficiencies. In some cases, it translates into longer ride times for students. 154 of our students (approximately 4% of our transported student population) are presently experiencing ride times over 1 hour long each way. We also have a number of students with ride times exceeding 110 minutes.

Board Memorandum
Subject: Transportation Fees
March 12, 2014
Page 2

As a result of discontinuation of the fuel contingency grant and inability to further subsidize the transportation deficit with operating reserves, the Board of Trustees is now faced with the implementation of transportation fees.

A newsletter informing parents about possible implementation of the transportation fees was sent out on December 16, 2013 (copy attached). Administration, along with trustee representation, also met with all bus contractors with respect to the transportation fees.

In January and February of 2014, trustees attended parent council meetings to discuss the divisional need for transportation fees and also to address any concerns or questions parents may have.

The **Early Bird Transportation Fees** (paid by the end of June) as recommended by the Sturgeon School Division Transportation Committee are as follows:

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

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

** Noon Kindergarten riders - \$150.00 (rather than \$75)

The proposed fee schedule is consistent in format with that of our neighbouring school jurisdictions. The fee amounts are less.

Recommendation:

That the Committee of the Whole review the recommendation from the Transportation Committee with respect to the implementation of Transportation Fees, as well as the additional charge for Transportation Fees not paid by the early bird deadline of the end of June, and advise Senior Administration accordingly.



December 16, 2013

Dear Parents,

As many of you know, last spring the Government of Alberta announced several changes to the funding for school jurisdictions throughout the province. As a result, Sturgeon School Division's funding for school year 2013-2014 was reduced by approximately \$1.3 million. Part of this reduction impacted our Transportation Department which experienced a cut to the fuel contingency funding in the spring (2013) of approximately \$100,000.00 and another \$350,000.00 (approximately) for the current school year (2013-2014).

Over the past months, the Board of Trustees has spent significant time reviewing the reductions to various budget lines and exploring ways to maintain and sustain the services we offer to our students. Given the impact on our Transportation Department the Board is currently considering the implementation of bussing fees. While we have made every effort over the past years to keep our overall fees to a minimum, with budget cuts and increasing costs, we find we are now facing a projected deficit of \$400,000.00 in transportation alone. Given our limited division reserves, we are unable to subsidize the various demands of our bussing system and hence are now in a position where we must levy fees for students accessing transportation services.

In the coming months, trustees are hoping to gather input from parents relative to possible policies and processes regarding the implementation of bussing fees. At this time we are contemplating one fee for all students, grades 2-12, in the range of \$150.00/year. Furthermore, we are proposing that students in kindergarten and grade 1 be exempt from the fee structure.

It is important to note that it is not our intention to build any level of surplus within the Transportation Department but, rather, to ensure that the cost of bussing our students is properly supported and the service maintained at its current level.

We invite you to attend your January/February School Council meetings at which time we hope to engage in a discussion regarding this topic. However, if you find it more convenient, please feel free to call or e-mail your local Trustee or our Superintendent of Schools, Dr. Michele Dick (780-939-4341; mdick@sturgeon.ab.ca), to share your thoughts and opinions. A final decision will be made at the March Public Board meeting (March 26, 2014).

Thank you for your understanding in relation to this matter; we look forward to meeting and talking with you as we work through this complex issue.

Sincerely,

Terry Jewell
Board Chair

Ward 1 Redwater/Coronado Area	Mrs. Michelle Mychasiw, Trustee	780-942-3908	michelle.mychasiw@sturgeon.ab.ca
Ward 2 Bon Accord/Legal Area	Mrs. Liz Kohle, Trustee	780-921-3304	elizabeth.kohle@sturgeon.ab.ca
Ward 3 Alcomdale/Villeneuve Area	c/o Mr. Terry Jewell, Board Chair	780-686-3367	terry.jewell@phoenixland.ca
Ward 4 Sturgeon Valley/W. St. Alberta Area	Mrs. Wendy Miller, Trustee	780-973-3164	wendy.miller@sturgeon.ab.ca
Ward 5 Morinville Area	Mrs. Misty Featherley, Trustee	780-939-0419	misty.featherley@sturgeon.ab.ca
Ward 6 Cardiff/Garrison Area	Mrs. Tracy Nowak, Vice Chair	780-973-3113	tracy.nowak@sturgeon.ab.ca
Ward 7 Gibbons/Lamoureux Area	Mr. Terry Jewell, Board Chair	780-686-3367	terry.jewell@phoenixland.ca

