



# **Committee Meeting Agenda**

## **April 9, 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 – March 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 E/V/2 – Support Staff Performance Review

9.3 Policy G/III/02 – Public Use of School Buildings and Property

9.4 Book Award Rate/Class

9.5 Locally Developed Courses Approval –  
Forensic Science Studies 35 – 5 credits

**10. Unfinished Business**

**11. Information Items**

**12. Pending List**

**13. Adjournment**





# Committee of the Whole

## Summary of Motions

Wednesday, March 12, 2014

Sturgeon School Division

---

### **Items Referred to March 26, 2014 Public Board Meeting**

- Policy B/III/3 - Policy Development
- Policy E/IV/5 - Personnel Records
- Policy I/6 - Selection of Bus Contractors
- Policy I/7 - Reduction in Contract School Bus Fleet
- 2014 – 2015 Instructional Material Fees
- Transportation Fees

### **Items Referred to May 14, 2014 Committee of the Whole Meeting**

- Policy E/II/2 - Trustee Remuneration and Expense Reimbursement



# Notes of the Meeting of The Committee of the Whole Held at Morinville on March 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 7:35 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 February 12, 2014 be approved.

CARRIED 6/0

## **Presentations**

There were no presentations.

## **Reports from Senior Administration**

### **6.1 Superintendent**

A written report was provided.

**6.2 Associate Superintendent, Education Services**

A written report was provided.

**6.3 Secretary-Treasurer**

A written report was provided.

**6.4 Associate Superintendent**

No 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 a meeting with representatives of Alexander First Nation. He has also attended the Landing Trail Parent Council meeting, the "Inspired Education" symposium in Calgary, the Election forum in Camilla and the Flag Ceremony at Guthrie School.

**7.2 Trustees' Reports**

Verbal reports were provided.

**Trustee Miller (Sturgeon Valley/West St. Albert)**

Trustee Miller reported that she attended the Council of School Councils meeting.

**Trustee Featherley (Morinville)**

Trustee Featherley updated the fundraising efforts at Morinville Public Elementary School.

**Trustee Kohle (Bon Accord/Legal)**

Trustee Kohle noted that schools were pleased to receive books in memory of Gerry Schick.

Trustee Kohle attended the Parent Council meeting at Camilla School, as well as the Election Forum in Camilla.

**Trustee Nowak (Cardiff/Garrison)**

Trustee Nowak reported that she attended a Coffee Meeting with Mrs. Pollman. She also attended the Community Services Advisory Board meeting. These meetings are scheduled for the second Monday of the month.

**7.3 Building**

A verbal report was provided.

**7.4 Finance & Human Resources**

No report was provided.

**7.5 Education Policy**

No report was provided.

**7.6 Advocacy Committee**

No report was provided.

**7.7 Transportation**

Meetings with an executive team that is representing bus contractors will be held either Monday, April 7, 2014 or Tuesday, April 15, 2014 from 9:00 a.m. – 10:30 a.m. at Central Office.

**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.

Meetings are scheduled for Thursday, April 10, 2014 to Saturday, April 12, 2014.

**8.3 Linkages**

Mrs. Miller provided a verbal report.

A meeting is scheduled for Thursday, March 13, 2014.



**8.4 Policy Advisory Committee (ATA)**

Mr. Jewell provided a verbal report.

A meeting is scheduled for Thursday, March 20<sup>th</sup>, 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/III/3 – Policy Development**

Moved by Mr. Jewell that the Board of Trustees refer Policy B/III/3 – Policy Development to the March Board Meeting with the following amendments:

2.2 “Stakeholders ~~shall~~ may be provided with appropriate .....

CARRIED 6/0

**9.3 Policy E/II/2 – Trustee Remuneration and Expense Reimbursement**

Moved by Mrs. Kohle that the Board of Trustees table Policy E/II/02 – Trustee Remuneration and Expense Reimbursement to the May Committee of the Whole Meeting.

CARRIED 6/0

**9.4 Policy E/IV/5 – Personnel Records**

Moved by Mr. Jewell that the Board of Trustees refer Policy E/IV/5 – Personnel Records to the March Board Meeting.

CARRIED 6/0

**9.5 Policy I/6 – Selection of Bus Contractors**

Moved by Mr. Jewell that the Board of Trustees refer Policy I/6 – Selection of Bus Contractors to the March Board Meeting.

CARRIED 6/0

**9.6 Policy I/7 – Reduction in Contract School Bus Fleet**

Moved by Mrs. Miller that the Board of Trustees refer Policy I/7 – Reduction in Contract School Bus Fleet to the March Board Meeting.

CARRIED 6/0

**9.7 2014 – 2015 Instructional Material Fees**

Moved by Mr. Jewell that the Board of Trustees refer 2014 – 2015 Instructional Material Fees to the March Board Meeting with the following amendments:

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

CARRIED 6/0

**Unfinished Business****10.1 Transportation Fees**

Moved by Ms. Featherley that the Board of Trustees refer the recommendation from the Transportation Committee with respect to the implementation of Transportation fees as follows to the March Board Meeting:

Early Bird Transportation Fees paid by the end of June:

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

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

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

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

CARRIED 6/0

## **Information Items**

## **Pending List**

## **Adjournment**

The meeting adjourned at 9:20 p.m.

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





# Memorandum

Date: April 9, 2014  
To: Committee of the Whole (OPEN)  
From: Michele Dick  
Superintendent  
Subject: Superintendent's Report

---

## **Cenovus Helps Schools Commemorate Canadian History**

In response to the March 12<sup>th</sup> flag lowering at schools across Alberta, Cenovus is offering each participating school a \$500.00 donation to put towards their salute to the end of Canada's 12-year military mission in Afghanistan. Cenovus is encouraging schools to send them pictures and/or stories of the events held at the school to help them enjoy the many different activities that occurred throughout the province. In return, they will provide a cheque for \$500.00 to help offset costs incurred. The March 12<sup>th</sup> event offered an exceptional opportunity for Sturgeon students to commemorate a piece of Canadian history and the associated support from Cenovus will be appreciated by each of our schools.

## **Division Website**

This year we have undertaken a "refresh" of our Division website (attached for Trustee reference is a screen of the revamped front page). During the 2014-2015 school year we will undertake a complete reworking of the website but the present refresh is intended to be a little more engaging and easily navigated by users. Trustees will note that we have added a section for community input on selected topics and quick access to our Division Facebook page.

COMMITTEE 6.1



- ABOUT US
- PROGRAMS
- NEWS
- STUDENTS
- PARENTS
- SCHOOLS
- BOARD
- CAREERS

STURGEON SCHOOL DIVISION



← Scroll!

Quick Links

- Literacy Video
- PowerSchool Users Guide
- Power School Parent Portal
- Weather Report
- School Year Calendar
- Division Brochure
- Three Year Plan Overview
- Transportation



What's New

**Sturgeon Heights School Introduces Texting**  
This year, Sturgeon Heights School is exploring new technologies that help the conversations flow among home, classroom and office. [\(more...\)](#)

**From the Personal to the Technological at SCHS**  
Communication at Sturgeon Composite runs the gamut from personal meetings to Twitter and Facebook. [\(more...\)](#)

**Learning Choices Bring Learning Successes**  
When it comes to learning, one size does not fit all. Students do not learn at the same rate or in the same ways. [\(more...\)](#)

[View Archives...](#)

Thoughts?

If we were to redesign our website, what would you like to see on it?

Your Name:

Your Comments:

SEND

Join the Discussion



Sturgeon School Division

Like



Sturgeon School Division

Communication at Sturgeon Composite School really runs the gamut to keep students, parent and the community informed. Read more about it!

[Sturgeon School Division > News > News Archives > From the Personal to the Technological at SCHS](#)

[www.sturgeon40.ca](http://www.sturgeon40.ca)

Communication at Sturgeon Composite runs the

Yesterday at 9:05am



Sturgeon School Division

Domini 111 is a real-time monitoring school. 257 people like Sturgeon School Division.



Facebook social plug-in



## Committee of the Whole Memorandum

Date: April 9, 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**

#### Gibbons School

May 22 - 24, 2014                      30 junior high students to attend a band clinic and perform in Cochrane, AB.

#### Redwater School

March 28 – April 4, 2015              Proposed trip to Honolulu, Hawaii OR Orlando, Florida.  
(Approved in Principle pending more information).

#### Sturgeon Heights School

March 27 – April 5, 2015              Proposed Travel Club trip to Paris, Normandy, Amsterdam, and London. (Approved in Principle pending more information).

# 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
			COW	Education Bidg HR Transportation O & M			
<b>AUGUST 2013</b>							
B//I/5	Trustee Code of Conduct	2013-Aug-11 2013-Nov-13				Committee of the Whole	Approved 2013-Nov-27
<b>SEPTEMBER 2013</b>							
<b>OCTOBER 2013</b>							
B//I/1	Trustee Functions, Trusteeship & Policy	2013-Oct-9					Approved 2013-Nov-27
B//I/3	Committees of the Board	2013-Oct-9					Approved 2013-Nov-27
C/04	Superintendent of Schools	2013-Oct-9					Approved 2013-Nov-27
<b>NOVEMBER 2013</b>							
D//I/14	Community Partnerships	2013-Nov-13					Approved 2013-Nov-27
D//I/17	Central Services Roles and Responsibilities	2013-Nov-13					Approved 2013-Nov-27
E//I/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
			COW	Education			
<b>DECEMBER 2013</b>							
<b>JANUARY 2014</b>							
D/1/7	Revenue from Property Tax Sources	2014-Jan 8					Approved 2014-Jan-22
E/III/04	Healthy Employees at Work	2014-Jan 8					Approved 2014-Jan-22
H/2	Caretaking Staff Allocation	2014-Jan 8					Rescinded 2014-Jan-22
<b>FEBRUARY 2014</b>							
B/III/04	Board Representation to Other Organizations	2014-Feb-12					Approved 2014 - Feb - 26
D/II/02	System Budget Development	2014-Feb-12					Approved 2014 - Feb - 26
<b>MARCH 2014</b>							
B/III/03	Policy Development	2014-Mar-12					Approved 2014 - Mar - 26
E/II/02	Trustee Remuneration and Expense Reimbursement	2014-Mar-12		2014-May-14 CoW			
E/IV/5	Personnel Records	2014-Mar-12					Approved 2014 - Mar - 26
I/06	Selection of School Bus Contractors	2014-Mar-12					Approved 2014 - Mar - 26
I/07	Reduction in Contract School Bus Fleet Capacity	2014-Mar-12					Approved 2014 - Mar - 26



# POLICY TRACKER (School Year 2013-2014)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
			<input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bldg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M			Committee of the Whole	Public Board	
<b>APRIL 2014</b>								
EN/2	Support Staff Performance Review	2014-Apr-9						
G/III/2	Public Use of School Buildings and Property	2014-Apr-9						
<b>MAY 2014</b>								
NEW	Whistle Blower							





## Committee of the Whole Memorandum

Date: April 9, 2014  
To: Committee of the Whole  
From: Associate Superintendent  
Subject: Policy E/V/2 – Support Staff Performance Review

---

### **Background:**

Please find attached Policy E/V/2 – Support Staff Performance Review and also Admin Practice HRM 50 - Support Staff Performance Review. This policy has been reviewed and it is found that no amendments are required at this time.

### **Recommendation:**

That the Committee of the Whole review Policy E/V/2 – Support Staff Performance Review and advise Senior Administration accordingly.





## **1.0 POLICY**

- 1.1 The Board recognizes that excellence in education for students is determined by many factors including the quality and commitment of all staff.
- 1.2 Sturgeon School Division supports an on-going process that facilitates continuous growth, monitoring and reporting of non-teaching staff performance.

## **2.0 GUIDELINES**

- 2.1 The purpose of the non-teaching staff performance review process is:
  - 2.2.1 To provide regular feedback to employees on their work performance in relation to the standards established by Sturgeon School Division;
  - 2.2.2 To provide the employee the opportunity for input into work expectations for his/her position.
  - 2.2.3 To share with the supervisor a common understanding of the Sturgeon School Division Standards for non-teaching staff.
  - 2.2.4 To provide Sturgeon School Division with information necessary to manage its employees.
- 2.2 The Superintendent shall ensure that an administrative practice is in place that supports the intent of this policy.
- 2.3 The Superintendent shall ensure that Sturgeon School Division standards for non-teaching staff are reviewed and updated on a regular basis in keeping with current expectations and requirements.

---

References: *Admin Practice(s): HRM 50 – Support Staff Performance Review*





## HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

---

### 1.0 RATIONALE

- 1.1 Sturgeon School Division supports an on-going process that facilitates continuous growth, monitoring and reporting of support staff performance.
- 1.2 It is the responsibility of the school administrator\*\*\* to carefully monitor and complete a performance review of support staff employees.

### 2.0 PROCESS

- 2.1 The Superintendent or designate is responsible for maintaining a process for support staff performance review.
- 2.2 The specific process of this Admin Practice is outlined in the Sturgeon School Division “Guide to Performance Review of Support Staff”.

### 3.0 GUIDELINES

- 3.1 This Admin Practice is guided by the “Sturgeon School Division Standard for Support Staff”.
- 3.2 The Sturgeon School Division Standard for Support Staff consists of three components. The employee must meet all three components of the Sturgeon School Division Standard which are:
  - 3.2.1 General Workplace Responsibilities.
  - 3.2.2 Sturgeon School Division Specific Conduct Expectations.
  - 3.2.3 Job Specific Expectations as outlined in the employee’s job description. An individual support staff employee’s job description may vary slightly from that of another employee of the same job classification.

---

References: *Board Policy: E/V/2*



## HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

---

- 3.3 The following are three distinct phases to the Support Staff Performance Review process:
  - 3.3.1 Work expectations clarification.
  - 3.3.2 Ongoing monitoring.
  - 3.3.3 A Performance Review Report.
- 3.4 All support staff performance review reports and work improvement plans will be written on the templates attached in Appendix A.
- 3.5 The Performance Review Report process is undertaken and completed:
  - 3.5.1 During the first year of employment following a probationary contract.
  - 3.5.2 When a major change of job assignment, school or site program location occurs.
  - 3.5.3 When there is a change in the principal, subject to developing a performance review schedule with the Superintendent or designate.
  - 3.5.4 As operational re-organization occurs.
  - 3.5.5 Upon the written request of a support staff member.
  - 3.5.6 At least once every four years; or
  - 3.5.7 As initiated by a school administrator to determine the on-going performance of the employee.
- 3.6 Notwithstanding Section 3.3, the school administrator shall review the work expectations with each employee at the commencement of each school year, and continue on-going monitoring, even if a formal performance review is not to be undertaken with that employee that year.

\*\*\*School Administrator – School based principal or vice-principal.

---

References: Board Policy: E/V/2

**HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review**

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

**APPENDIX A**

**Support Staff Performance Review Report**  
(Please use Sturgeon School Division Letterhead)

**Confidential**

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sturgeon School/Program; \_\_\_\_\_ (School Name – Grade) \_\_\_\_\_

School/Site Address: \_\_\_\_\_

School/Site Phone Number: \_\_\_\_\_

Employee's Current Status (Permanent, Part-Time, Temporary): \_\_\_\_\_

Position Title: \_\_\_\_\_

Position Summary: \_\_\_\_\_ (Classification Description, e.g. Education Assistant 2) \_\_\_\_\_

**Sturgeon School Division Standard for Support Staff**

The Sturgeon School Division Standard for Support Staff consists of three components as outlined below and the employee must meet all three components. On the basis of information collected by the school administrator, the following is a summary of the employee's performance ratings.

1. General Workplace Responsibilities

Sturgeon employees are required to meet the Sturgeon School Division Standard for Support Staff in the following areas of responsibility. (See Appendix A)

<b>The Support Staff Employee:</b>	<b>Meets the Standards</b>	<b>Does Not Meet the Standard</b>
1.1. Is punctual		
1.2. Is dependable and reliable		
1.3. Communicates effectively		
1.4. Communicates appropriately		
1.5. Works with minimum supervision		
1.6. Completes assigned duties on time		
1.7. Adapts appropriately to changing work demands		
1.8. Appropriately maintains required records		
1.9. Properly follows lines of authority		

(Rating Code: X indicates employee meets standard)

References: Board Policy: EV/2

## HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

2. Sturgeon School Division Specific Conduct Expectations

Sturgeon employees are required to meet the Sturgeon School Division standard in the following areas of conduct. (See Appendix A)

The Support Staff Employee:	Meets the Standards	Does Not Meet the Standard
2.1. Sturgeon Conflict Resolution		
2.2. Personal conduct		
2.3. Conduct towards the rights of others		
2.4. Conduct towards employers		
2.5. Conduct towards students		
2.6. Conduct with regard to confidential information		

(Rating Code: X indicates employee meets standard)

(If the employee does not meet the standard, comments are required below. Comments are also encouraged if the employee is meeting the standard.)

Comments:

---



---



---

3. Sturgeon Job Specific Expectations

The third component of the Sturgeon School Division Standard for Support Staff is particular to each employee's job specific expectations.

Under the direction of the principal, the support staff employee with:	Meets the Standards	Does Not Meet the Standard
<i>Insert Job Description details, e.g. Education Assistant 2</i>		
3.1. Varied instructional support		
3.2. Varied student behaviour management		
3.3. Preparation of instructional materials		
3.4. Student supervision, indoor and outdoor		
3.5. Student hygiene and personal care		
3.6. Providing input into the formation of the Individual Program Plan		
3.7. Independent, discretionary reinforcement of educational programs		
3.8. May include the administration of medication to students		
3.9. Provides services to students related to physical and educational needs requiring short term, informal training (i.e. tube feeding or catheterize)		
3.10. Other duties appropriate to the classification as assigned by the teacher		

(Rating Codes: X and N/A - not applicable)

(If the employee does not meet the standard, comments are required below. Comments are also encouraged if the employee is meeting the standard.)

Comments:

---



---



---

References: Board Policy: EN/2

# HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

## Findings of the Performance Review Report

Based upon input collected from a variety of sources, it is the professional judgment of the school administrator that: *(place an x in the appropriate box)*

\_\_\_\_\_ The employee's performance has met the standard.

\_\_\_\_\_ The employee's performance has not met the standard. A work improvement plan will be developed in consultation with the employee and a written summary of the plan will be provided within thirty working days of this report.

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Procedures for Appeal

*A support staff member who does not agree with a written Performance Review Report has the right to appeal the report to first, the school administrator and, if not resolved, to the Superintendent's designate. The appeal must be in writing and sent by registered mail or presented in person to the principal within fifteen working days of the date of the Performance Review Report.*

Note: a copy of this Performance Review Report is forwarded to the Human Resources Department of Sturgeon School Division; a second copy is given to the employee; and the school administrator retains the third copy.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*The employee's signature indicates the employee has read the Performance Review Report.*

School Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

References: *Board Policy: E/V/2*

## **HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review**

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

---

### **APPENDIX A**

#### **1. General Workplace Responsibility Standards**

Sturgeon employees are required to meet the Sturgeon School Division Standard for Support Staff in the following areas of responsibility.

1.1 Is Punctual

The employee adheres to time schedules established by his/her supervisor, policy or school/office directives.

1.2 Is Dependable and Reliable

The employee understands his/her work duties and ensures work is completed as required by the supervisor, policy or school/office directives.

1.3 Communicates Effectively

The employee understands what and to whom they are to communicate and uses acceptable processes and courteous language.

1.4 Communicates Appropriately

The employee uses Sturgeon School Division conflict resolution processes to resolve matters, i.e. Healthy Interactions and maintains workplace confidentiality at all times.

1.5 Works with Appropriate Supervision

The employee works within guidelines established by the supervisor, policy or school/office directives.

1.6 Completes Assigned Duties on Time

The employee adheres to timelines established by the supervisor, policy or school/office directives for completing tasks.

1.7 Adapts Appropriately to Changing Work Demands

The employee uses reasonable judgment and reacts suitably to fluctuations in the work environment.

---

References: *Board Policy: EV/2*

## HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

---

1.8 Appropriately Maintains Required Records

The employee understands what records he/she is responsible for maintaining and does so accurately and within timelines/expectations established by the supervisor, policy or school/office directives.

1.9 Properly Follows Lines of Authority

The employee follows directives from the supervisor. If conflict arises between the employee and his/her supervisor, the employee seeks resolution first through the supervisor, and secondly, if necessary, through the supervisor's supervisor using Healthy Interactions process.

## 2. Sturgeon School Division Specific Conduct Expectations

Sturgeon employees are required to meet the Sturgeon School Division Standard in the following areas of conduct:

2.1 Conflict Resolution

The employee resolves conflicts by successfully using Sturgeon Healthy Interaction processes.

2.2 Personal Conduct

The employee serves as a positive role model for students, parents and the community. Because the employee is entrusted to work with students, the Sturgeon employee shall maintain a high standard of personal character and conduct.

2.3 Conduct Towards the Rights of Others

The employee performs his/her duties in a manner that respects the dignity and rights of all persons without prejudice as to race, religious beliefs, color, sex, sexual orientation, physical characteristics, age, ancestry or place of origin. The employee has a duty to contribute to the smooth functioning of the workplace by treating fellow employees, supervisors, students, parents and the public with courtesy and respect. In meeting this obligation, the employee is expected:

2.3.1 To avoid behaviour which might endanger or cause distress to other employees, or otherwise contribute to disruption of the workplace.

2.3.2 To refrain from allowing workplace relationships to adversely affect the performance of duties.

---

References: *Board Policy: E/V/2*

## HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

---

2.3.3 To have due regard for the safety of others in the use of school property and resources.

### 2.4 Conduct Towards Employer

The employee shall:

2.4.1 Willingly assume the tasks assigned to him/her.

2.4.2 Review and accept the performance standards expected of him/her.

2.4.3 Cooperate with the employer in the monitoring and performance review processes.

2.4.4 Recognize that supervisors have a responsibility to perform monitoring and performance reviews, and provide feedback on performance within a framework of open and honest two-way communication.

### 2.5 Conduct Towards Students

The employee treats all students with respect. The employee shall not commit any degrading, abusive act or exploitation with, to, or in the presence of a student, whether or not that student is or has been under the care or supervision of that employee.

### 2.6 Conduct With Regard to Confidential Information

The employee keeps in confidence personally identifiable information regarding school programs, staff, students or their family members that has been obtained in the course of their duties, unless disclosure is required or permitted by law or is necessary for the personal safety of the student or others.

---

References: *Board Policy: EN/2*

# HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

## Support Staff Work Improvement Plan (Please use Sturgeon School Division Letterhead)

### Confidential

Employee's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sturgeon School/Program; \_\_\_\_\_ (School Name – Grade) \_\_\_\_\_

School/Site Address: \_\_\_\_\_

School/Site Phone Number: \_\_\_\_\_

Employee's Current Status (Permanent, Part-Time, Temporary): \_\_\_\_\_

Position Title: \_\_\_\_\_ (Classification Title, e.g., Education Assistant 2): \_\_\_\_\_

Position Summary: \_\_\_\_\_ (Classification Description, e.g., Education Assistant 2) \_\_\_\_\_

As a recent performance review has determined that the employee has not met the standard, the following work improvement plan becomes necessary. The employee is expected to follow this work improvement plan and to develop the required skills and competencies within the timeframe(s) as outlined below:

1. Identification of which component(s) of the Sturgeon School Division Standard for Support Staff have not been met by the employee on the last performance review. (School administrator inserts/selects those areas from previous performance review not meeting the standard.)
  - 1.1 The employee does not meet the following General Workplace Responsibilities component of the Sturgeon School Division Standard for Support Staff employees:
    - 1.1.1 Is punctual
    - 1.1.2 Is dependable and reliable
    - 1.1.3 Communicates effectively
    - 1.1.4 Communicates appropriately
    - 1.1.5 Works with minimum supervision
    - 1.1.6 Completes assigned duties on time

References: Board Policy: EN/2



## HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

---

- 1.1.7 Adapts appropriately to changing work demands
- 1.1.8 Appropriately maintains required records
- 1.1.9 Properly follows lines of authority
- 1.2 The employee does not meet the following Specific Conduct Expectations component of the Sturgeon School Division Standard for Support Staff employees:
  - 1.2.1 Sturgeon Conflict Resolution Conduct
  - 1.2.2 Personal Conduct
  - 1.2.3 Conduct toward the Rights of Others
  - 1.2.4 Conduct toward Employers
  - 1.2.5 Conduct toward Students
  - 1.2.6 Confidential Information Conduct
- 1.3 The employee does not meet the following Job Specific Expectations component of the Sturgeon School Division Standard for Support Staff employees:
  - 1.3.1 Varied instructional support
  - 1.3.2 Varied student behaviour management
  - 1.3.3 Preparation of instructional materials
  - 1.3.4 Student supervision, indoor and outdoor
  - 1.3.5 Student hygiene and personal care
  - 1.3.6 Providing input into the formation of the IPP
  - 1.3.7 Tracking and reporting student progress
  - 1.3.8 Independent, discretionary reinforcement of educational programs
  - 1.3.9 May include the administration of medication to students
  - 1.3.10 Provides services to students related to physical and educational needs requiring short term, informal training (i.e. tube feeding or catherization)

---

References: *Board Policy: EV/2*

## HUMAN RESOURCES MANAGEMENT 50 – Support Staff Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

1.3.11 Other duties appropriate to the classification as assigned by the teacher

2. Identification of what is required of the employee to meet the Sturgeon School Division Standard for Support Staff employees:

The above Section 1 outlines the skills and competencies to be addressed and developed in order to meet the standard. Listed below are the actions required of the employee in order to develop the required skills and competencies:

2.1 Insert - e.g. The employee must develop Healthy Interactions skills; the employee is to review these Healthy Interactions processes with school administrator

2.2 Insert

2.3 Insert

3. Identification of the support(s) available to the employee

Insert - e.g. Sturgeon Healthy Interactions training sessions – see Sturgeon Professional Development calendar for dates/locations; periodic reviews these Healthy Interactions processes with school administrator

Insert

Insert

4. Timelines

Insert time frame - e.g. Employee will attend the Healthy Interactions training sessions on \_\_\_\_\_(date).

Insert time frame - e.g. Periodic reviews of these same processes with school administrator on \_\_\_\_\_(date).

5. Results of Improvement Plan Completion

Based upon input collected from a variety of sources, it is the professional judgment of the school administrator that:

\_\_\_\_\_ The employee's performance has met the standard and the employee will continue in the employ of Sturgeon School Division.

---

References: *Board Policy: E/V/2*

HUMAN RESOURCES MANAGEMENT 50 – Support Staff  
Performance Review

Date: April 23, 2014

Responsible Administrator: Associate Superintendent; Human Resources

\_\_\_\_\_ The employee's performance has not met the standard and the school administrator will make a recommendation to the employer which may result in the lay-off of the employee.

6. Recommendation to Superintendent

The school administrator's recommendation to the Superintendent's designate is:

\_\_\_\_\_ Continue remediation services to the employee until \_\_\_\_\_ (Date)

\_\_\_\_\_ Lay-off the employee

Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Distribution of Work Improvement Report: one copy each to the Human Resources Department of Sturgeon School Division; to the employee; and to the school administrator.

*The employee's signature indicates the employee has read this Performance Review Report*

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

School Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

References: *Board Policy: E/V/2*



## Board Memorandum

Date: April 9, 2014  
To: Committee of the Whole  
From: Iva Paulik, Secretary Treasurer  
Subject: Policy G/III/2 – *Public Use of School Buildings and Property*

---

### **Background:**

Please find attached Policy G/III/2 – *Public Use of School Buildings and Property*. New Administrative Practice Financial Management XX *Public Use of School Buildings and Property* is also attached for Trustee information.

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 G/III/2 – *Public Use of School Buildings and Property* and advise Senior Administration accordingly.



EFFECTIVE: July 6, 1988

REVISED:

REVIEW:

## 1.0 POLICY

- 1.1 The Board may permit public use of school buildings and property by approved community groups or individuals.

## 2.0 GUIDELINES

- 2.1 Buildings and property referred to in this policy do not include those parts of school buildings and/or equipment which are part of a joint-use agreement between the Board and a municipal body or a community organization.
- 2.2 The Board **Division** may permit the use of school buildings and equipment for functions which are sponsored by local community organizations **and/or members of the school community**.
- 2.3 Functions sponsored by the school or by Sturgeon School Division shall take preference over those sponsored by any other organization.
- ~~2.4 Requests for use of school buildings and property by community organizations shall be made directly to the school principal or designee.~~
- ~~2.5 Whenever permission is granted for the use of school buildings and/or property, the conditions for use shall be communicated to the organizations requesting permission.~~
- ~~2.6 Permission for use of school buildings and/or property may be withdrawn from any group which fails to meet the conditions under which permission for use was granted.~~

## ~~3.0 PROCEDURES~~

- ~~3.1 Upon receiving a request for use of school buildings and/or property under this policy, the principal or designee shall make the decision after consultation with appropriate personnel.~~
- ~~3.2 The principal or designee shall advise the organization of conditions under which use of the school building and/or property is granted.~~

References: *Admin Practice(s): Financial Management XX – Public Use of School Buildings and Property School Act:*



## G/III/2 – Public Use of School Buildings and Property

G/III/2

EFFECTIVE: July 6, 1988

REVISED:

REVIEW:

---

~~3.3 The principal or designee shall advise the local trustee whenever permission to use the school building and/or property is granted except in the case of Sturgeon Composite High School where the Chairman of the Board shall be advised.~~

---

References: Admin Practice(s): *Financial Management XX – Public Use of School Buildings and Property School Act:*



# FINANCIAL MANAGEMENT XX – Public Use of School Buildings and Property

Original Date:

Revised Date:

Responsible Administrator:

---

## 1.0 RATIONALE

Sturgeon School Division may permit public use of school buildings and property by approved community groups or individuals.

## 2.0 PROCESS

Requests for use of school buildings and property by community organizations shall be made directly to the school principal or designee.

## 3.0 GUIDELINES

- 3.1 Whenever permission is granted for the use of school buildings and/or property, the conditions for use shall be communicated to the organizations requesting permission.
- 3.2 Permission for use of school buildings and/or property may be withdrawn from any group which fails to meet the conditions under which permission for use was granted.
- 3.3 Upon receiving a request for use of school buildings and/or property under this policy, the principal or designee shall make the decision after consultation with appropriate personnel.
- 3.4 The principal or designee shall advise the organization of conditions under which use of the school building and/or property is granted.
- 3.5 The principal or designee shall advise the local trustee **Secretary Treasurer** whenever permission to use the school building and/or property is granted, ~~except in the case of Sturgeon Composite High School where the Chairman of the Board shall be advised.~~

---

References:

*Board Policy G/III/2 – Public Use of School Buildings and Property*

---







# COMMITTEE OF THE WHOLE

Date: April 9, 2014  
To: Committee of the Whole  
From: Iva Paulik  
Secretary Treasurer  
Subject: Book Award Rate/Class

---

## **History:**

As per Policy F/III/3, Awards Policy, (copy attached) the Board approves all costs associated with the Awards Program as part of the budget process. Also attached, for information, is Admin Practice Educational Services 8 – Division Awards (Student).

The school book award rate per class was increased to \$50 as of June, 2009.

## **Recommendation:**

That the Board of Trustees review and advise Senior Admin accordingly.



## Committee of the Whole Memorandum

Date: April 9, 2014  
To: Committee of the Whole  
From: Wolfgang Jeske, Associate Superintendent  
Subject: **Locally Developed Courses Approval** -  
Forensic Science Studies 35 - 5 credits

---

### **Background:**

Alberta Education has extended approval for the above noted Locally Developed course. Forensic Science Studies 35 for 5 credits has now been approved by Alberta Education through to August 31, 2016; originally it was approved only to August, 2014.

### **Recommendation:**

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

Forensic Science Studies 35 - 5 credits acquired from Pembina Hills Regional Division No. 7, to be authorized as a course of study within Sturgeon School Division for the period of September 1, 2014 to August 31, 2016, using the listed resources as per the course outline.

COMMITTEE 9.5

LOCALLY DEVELOPED COURSE OUTLINE

# Forensic Science Studies 35-5

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

Submitted On:

## Board Motion

Motion Conclusion

Motion Date

Motion Number

Motions

## Course Basic Information

<b>Course Name</b>	Forensic Science Studies 35
<b>Credit Number</b>	5
<b>Hours of Instruction</b>	125.00 hrs
<b>Implementation Dates</b>	9/1/2013 - 8/31/2016
<b>Proposal Type</b>	New
<b>Development Type</b>	Acquired
<b>Designed Grade Level</b>	Grade 10 Grade 11 Grade 12
<b>Course Description</b>	Advanced Forensic Science 35 is a distributed learning course that allows students to study scientific concepts and technologies related to solving crime in society in an anytime, anyplace, any pace model. Through the study of forensic science techniques, students are given the opportunity to explore and further understand how basic scientific concepts apply specifically to this unique field of study. This course encourages an engaging and interdisciplinary approach to learning that has been successful for many years at the Alberta Distance Learning Centre.
<b>Course Prerequisite</b>	