



Board Meeting Agenda

February 27, 2013 – 4:30 p.m.

- 1. Call to Order**
- 2. Approval of Agenda**
 - 2.1 Additions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Reading and Approving of Minutes**
 - 4.1 Amendment/Correction of Minutes
 - 4.2 Approval of Minutes of the Regular Meeting of January 23, 2013
- 5. Presentations**
 - 5.1 Project Based Digital Literacy –
Mr. M. Lockwood, Mrs. R. Filipchuk, Mrs. N. Woodford
- 6. Reports from Officers and Standing Committees**
 - 6.1 Superintendent of Schools
 - 6.2 Chief Deputy Superintendent
 - 6.3 Associate Superintendent, Student Services

- 6.4 Director of Curriculum & Instruction
- 6.5 Secretary Treasurer
- 6.6 Associate Superintendent, Human Resources
- 6.7 Chair's Report
- 6.8 Trustees' Reports
- 6.9 Alberta School Boards Association Representative
- 6.10 Public School Boards Association of Alberta Representative

7. New Business

- 7.1 Policy C/1 – Organization Chart
- 7.2 Policy D/I/4 – School Budget Allocations
- 7.3 Policy D/II/15 – Charter Schools
- 7.4 Policy D/II/16 – Shared Services for Schools
- 7.5 Policy E/III/1 – Employee Recognition
- 7.6 Policy E/V/1 – Growth, Supervision and Evaluation of Professional Staff
- 7.7 Policy F/I/10 – Locally Developed Courses
- 7.8 Policy F/I/21 – Health/CALM Programs (Human Sexuality)
- 7.9 Policy I/2 – School Bus Safety
- 7.10 Policy I/4 – School Bus Crash/Response Procedures

7.11 Alberta School Boards Association -
Letter to the Minister of Education

7.12 Board Meeting – March 27, 2103

8. Unfinished Business

9. Reports from Committees

9.1 Building

9.2 Finance & Human Resources

9.3 Education Policy

9.4 Advocacy Committee
- Board Advocacy Plan

9.5 Transportation

10. Notices of Motion

11. Information

11.1 Alberta School Boards Association -
Bylaw Amendments and Proposed Policy Positions

12. Question Period

13. Requests for Information

14. Adjournment



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on January 23, 2013**

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**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on January 23, 2013**

Roll Call

Present were Trustees Mr. Terry Jewell (Chair), Ms. Tracy Nowak (Vice Chair), Mr. Brent Gray, Mr. Daryl Krieger; Mrs. Wendy Miller & Mrs. Shelley Porter; Dr. Michèle Dick (Superintendent); Mr. Gerry Schick (Chief Deputy Superintendent); Mrs. Karen Parasynchuk (Secretary Treasurer); Mr. Dave Johnson (Associate Superintendent, Human Resources); Dr. Mary McGregor (Associate Superintendent, Student Services); Mr. Wolfgang Jeske (Director, Curriculum & Instruction).

Call to Order

The Chair called the meeting to order at 4:35 p.m.

Approval of Agenda

#01/2013 – Moved by Mr. Gray that the agenda be approved as amended:

Additions:

7.12 Policy B/1/2 – Electoral Wards

7.13 By-Law 1-12, A By-Law to Establish Electoral Wards Within the Division

7.14 By-Law 1-13, A By-Law to Establish Electoral Wards Within the Division

CARRIED 7/0

Appointments

There were no appointments.

Approval of Minutes

#02/2013 - Moved by Ms. Nowak that the minutes of the Regular Meeting of November 28, 2012 be approved.

CARRIED 7/0

#03/2013 - Moved by Mrs. Miller that the minutes of the Special Meeting of December 12, 2012 be approved.

CARRIED 7/0

Presentations

Mr. Neil O Shea, Principal of Camilla School provided information with respect to the “Tell Them From Me” program and an update on the success of the program at Camilla School.

Reports from Officers and Standing Committees

Superintendent of Schools

A written report was provided.

Chief Deputy Superintendent of Schools

A written report was provided.

Associate Superintendent, Student Services

No report was provided.

Director of Curriculum & Instruction

A verbal report was provided.

Secretary-Treasurer

A verbal report was provided.

Associate Superintendent, Human Resources

No report was provided.

Chair's Report

A verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Alberta School Boards Association Representative

No report was provided.

Public School Boards Association of Alberta Representative

No report was provided.

New Business

Policy C/3 – School Councils

#04/2013 – Moved by Mr. Gray that the Board of Trustees approve C/3 – School Councils.

CARRIED 7/0

Policy C/5 – Job Descriptions for Other Staff

#05/2013 – Moved by Ms. Nowak that the Board of Trustees approve Policy C/5 – Job Descriptions for Other Staff.

CARRIED 7/0

Policy D/I/5 – Reserve Funds

#06/2013 – Moved by Mrs. Miller that the Board of Trustees approve Policy D/I/5 – Reserve Funds.

CARRIED 7/0

Policy D/II/12 – Staff Use of School Facilities

#07/2013 – Moved by Mrs. Porter that the Board of Trustees approve Policy D/II/12 – Staff Use of School Facilities and Equipment.

CARRIED 7/0

Policy D/II/13 – Advertising or Canvassing in Schools

#08/2013 – Moved by Mrs. Kohle that the Board of Trustees approve Policy D/II/13 – Advertising or Canvassing in Schools.

CARRIED 7/0

Policy F/III/2 – Course Challenge

#09/2013 – Moved by Mr. Krieger that the Board of Trustees approve Policy F/III/2 – Course Challenge.

CARRIED 7/0

Policy G/II/15 – Crisis and Critical Incidents

#10/2013 – Moved by Mr. Gray that the Board of Trustees approve Policy G/II/15– Crisis and Critical Incidents.

CARRIED 7/0

Policy I/1 – Student Transportation Services

#11/2013 – Moved by Mrs. Miller that the Board of Trustees approve Policy I/1– Student Transportation Services.

#12/2013 – Moved by Mrs. Porter that the Board of Trustees approve Policy I/1– Student Transportation Services with the following amendment:

- 2.5 “The Manager, Transportation Services shall maintain the administrative practices associated with this Policy.”

CARRIED 7/0

The Chair called the vote on the revised motion.

CARRIED 7/0

Draft Operational School Year Calendar 2013-2014

#13/2013 – Moved by Mr. Krieger that the Board of Trustees approve in principle the amended draft Operational School Year Calendar 2013-2014.

CARRIED 7/0

Confirmation of Auditors for 2013/2014

#14/2013 – Moved by Mr. Jewell that the Board of Trustees reaffirm the firm of Hawkings Epp Dumont, LLP Chartered Accountants, as the Division’s auditors for the 2013/2014 school year.

CARRIED 7/0

Election – 2013**Special Ballots for Election October 21, 2013**

#15/2013 – Moved by Mrs. Porter that the Board of Trustees pass a resolution providing for “Vote by Special Ballot” for the 2013 election of the local jurisdiction.

The application for special ballots may be made by any one or more of the following methods:

- (a) in writing;
- (b) by telephone;
- (c) by telecopier;
- (d) in person,
- (e) by email.

CARRIED 7/0

Appointment of Returning Officer

#16/2013 – Moved by Ms. Nowak that as per Section 12(1) of the Local Authorities Election Act, the Board of Trustees appoint the Secretary Treasurer of Sturgeon School Division as the Returning Officer for the 2013 election of the local school jurisdiction.

CARRIED 7/0

Policy B/1/2 – Electoral Wards

#17/2013 – Moved by Ms. Nowak that the Board of Trustees approve Policy B/1/2 – Electoral Wards.

CARRIED 7/0

By-Law 1-12, A By-Law to Establish Electoral Wards Within the Division

#18/2013 – Moved by Ms. Nowak that the Board of Trustees repeal By-Law 1-12, A By-Law to Establish Electoral Wards Within the Division.

CARRIED 7/0

#19/2013 - Moved by Mrs. Miller that the Board of Trustees complete all three distinct separate readings of By-law 1-13, A By-Law to Establish Electoral Wards Within the Division, at the January 23, 2013 meeting.

CARRIED 7/0

Mr. Jewell presented By-Law 1-13, A By-Law to Establish Electoral Wards Within the Division for Trustee approval.

#20/2013 Moved by Ms. Nowak that By-Law 1-13, be read for the first time.

CARRIED 7/0

#21/2013 Moved by Mrs. Porter that By-Law 1-13, be read for the second time.

CARRIED 7/0

#22/2013 Moved by Mr. Krieger that By-Law 1-13, be read for the third time and passed on this 23rd day of January, 2013.

CARRIED 7/0

Unfinished Business

Reports From Committees

Building

No report was provided.

Finance & Human Resources

No report was provided.

Education Policy

A meeting was held on January 23, 2013.

Advocacy Committee

#23/2013 Moved by Mr. Krieger that the Board of Trustees adopt the Sturgeon School Division Board of Trustees Advocacy Plan 2012 – 2015 as presented.

#24/2013 Moved by Mr. Jewell that the Sturgeon School Division Board of Trustees Advocacy Plan 2012 – 2015 be amended as follows:

- Delete item # 4

CARRIED 4/3

- Opposed: Mr. Gray, Mr. Krieger, Mrs. Porter

#25/2013 Moved by Mr. Jewell that the Sturgeon School Division Board of Trustees Advocacy Plan 2012 – 2015 be amended as follows:

- Amend item # 5 by removing the words “by supporting funding and support” and reword “for division projects” to read “in the Division projects”.

CARRIED 7/0

The Chair called the vote on the revised motion.

CARRIED 7/0

Transportation

No report was provided.

Notices of Motion

There were no Notices of Motion.

Information

There were no Information Items.

Question Period

No questions were raised.

Requests for Information.

There were no requests for information.

Close of Meeting

The Chair adjourned the meeting at 7:03 p.m.

Chair

Date

Secretary-Treasurer



Board Memorandum

Date: February 27, 2013
To: Board of Trustees
From: Gerry Schick, Chief Deputy Superintendent
Subject: Chief Deputy Superintendent's Report

Field Trips

Board Policy F/II/4, "Field Trips" and Administrative Practice Administration 5, "Field Trip Operational Procedures" require that "the principal must have the approval of the Superintendent for field trips that are overnight or exceed two (2) school days and/or are outside of the Province of Alberta". The Administrative Practice further stipulates that "the Board shall be provided, as information, all field trips that are overnight and/or out-of-province".

Overnight

Camilla School

- Feb. 21-22, 2013 12 junior high school students to Camp Warwa near Darwell for an outdoor education trip.
- Mar. 7-8, 2013 13 junior high school students to Camp Nakamun for music camp.
- March 18-19, 2013 40-50 junior and high school students to Marmot Basin in Jasper for skiing.

Guthrie School

- Mar. 7-8, 2013 13 junior high school students to Camp Nakamun for music camp.



Board Memorandum

Date: February 13, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy C/1 – Organization Chart

Background:

At the February 13, 2013 Committee of the Whole meeting Trustees reviewed Policy C/1 – Organization Chart and forwarded it to this evening Public Board meeting for further consideration.

Recommendation:

That the Trustees approve Policy C/1 – Organization Chart.



C/1 – Organization Chart

EFFECTIVE: July 3, 1985

REVISED: June 25, 2008

REVIEW: 2014-2015

1.0 POLICY

- 1.1 The Board has formally adopted the Organization Chart set out in this policy.
- 1.2 All Board employees are accountable to the Superintendent and report through him/her to the Board of Trustees in the performance of their duties. The final appeal shall be to the Board of Trustees.
- 1.3 Additional staff positions may be added on a temporary basis from time to time as required and as approved by the Superintendent, to respond to School Division needs.
- 1.4 Any proposed changes to the Organization Chart shall be implemented only upon Board approval.

2.0 ORGANIZATIONAL CHART

As attached.

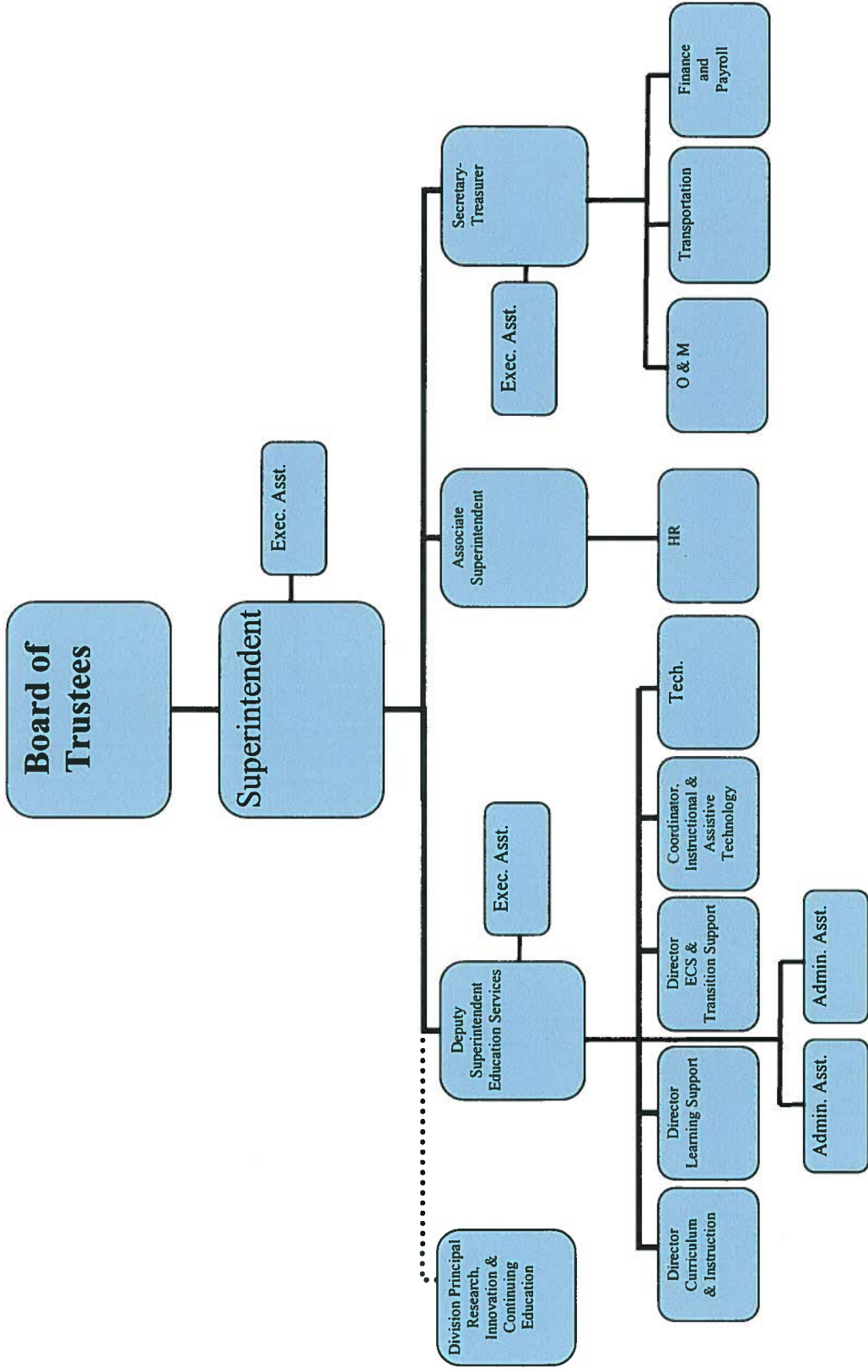
References:



EFFECTIVE: July 3, 1985

REVISED: June 25, 2008

REVIEW: 2014-2015



References:



Board Memorandum

Date: February 27, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy D/I/4 – *School Budget Allocations*

Background:

Please find attached Policy D/I/4 – *School Budget Allocations*. This policy was reviewed at the February 13, 2013 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve Policy D/I/4– *School Budget Allocations*.



D/I/4 – School Budget Allocations

D/I/4

EFFECTIVE: January 21, 1998

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board believes that the allocation of budget funds by schools should be carried out in a consistent manner while ensuring compliance with Board policies.

References: *Admin Practice(s):Financial Management 11*
Board Approved School Reporting Form



SCHOOL NAME
 Quarterly Report to School Council
 For the Period Ending: XXXXXXXX

Allocations:		Comments/Purpose	Update
RAC	Staffing FTE		
	Allocation Per Student (Includes IMF)		
	\$ \$		
Special Education	Staffing		
	\$ \$		
AISI	\$ \$		
Evergreening	\$ \$		
School Collected Fees Course/Activity Fees	\$ \$		
Previous Year Carry Forward	\$ \$		

Reference : Per Policy D//1 - Fiscal Management

January, 2013



Board Memorandum

Date: February 27, 2013
To: Board of Trustees
From: Mary McGregor, Associate Superintendent Student Services
Subject: Policy (D/II/15) - (Charter Schools)

Background:

Policy (D/II/15) - (Charter Schools) is attached for your consideration.
Admin Practice (Administration 14 – Charter Schools) is attached for your information.

Recommendation:

That the Board of Trustees approve Policy (D/II/15 – Charter Schools).



1.0 POLICY

- 1.1 The Board believes that charter schools can provide students and their parents with different choices in education to better serve their needs.

2.0 GUIDELINES

- 2.1 The Board will consider the establishment of a charter school if it is satisfied that:
- 2.2.1 the school will have significant support from the community in which it is to be located;
 - 2.2.2 the program to be offered will potentially improve the learning of students as it is measured by the Minister in schools operated by the Board that are not chartered schools.
- 2.2 The Superintendent is responsible for assuring that this policy is administered according to the requirements of the School Act.

References: *Admin Practice(s): Administration 14 – Charter Schools*
School Act: Section 31
Charter Schools Regulation 212/2002



ADMINISTRATION 14 – Charter Schools

Date: June 30, 2004

Responsible Administrator: Superintendent

1.0 RATIONALE

Sturgeon School Division recognizes the need to establish Charter Schools.

2.0 PROCESS

The Superintendent **or designate** is responsible to administer this Administrative Practice.

3.0 GUIDELINES

- 3.1 Upon receipt of an application, the Superintendent will review the application and make a recommendation to the Board of Trustees.
- 3.2 If the Board approves the application, the Board will recommend to the Minister of **Education that Learning** the charter be approved. If the application is rejected, the Board will inform the charter organizers and the Minister, in writing, stating the reasons for rejection.
- 3.3 The Board may **revoke** its charter in the event an approved charter school does not conform with expectations for its operation, in accordance with School Board policy, The School Act, and the Alberta **Education Learning** Charter School Handbook.
- 3.4 The Alberta **Education Learning** Charter School Handbook contains a provision that the Minister may conduct a review if the charter is revoked by the School Board.

References: *Board Policy: D/II/15*
School Act: Section 31
Charter Schools Regulation 212/2002



Board Memorandum

Date: February 27, 2013
To: Board of Trustees
From: Mary McGregor, Associate Superintendent Student Services
Subject: Policy (D/II/16) - (Shared Services for Schools)

Background:

Policy (D/II/16 - (Shared Services for Schools) is an outdated policy that has been replaced be updated practices such as Resource Allocation Committee.

Recommendation:

That the Board of Trustees rescind Policy (D/II/16) – (Shared Services for Schools).



EFFECTIVE: May 28, 2003

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board recognizes that there are advantages to schools sharing certain services.
- 1.2 The Board believes that there is a need to identify a process to facilitate decision making related to proposed shared services for schools.

2.0 GUIDELINES

- 2.1 The Superintendent shall establish the process to be used to facilitate decisions related to proposed shared services for schools.

References: *Admin Practice(s): Curriculum & Resources 4 – Shared Services for Schools*
School Act:



CURRICULUM & RESOURCES 4 – Shared Services for Schools

Date: May 13, 2003

Responsible Administrator: Chief Deputy Superintendent

1.0 RATIONALE

It is advantageous to share certain school services throughout the schools in Sturgeon School Division. This collaborative effort:

- 1.1 promotes the sharing of services for economic benefits;
- 1.2 enables common professional development initiatives;
- 1.3 is more efficient in researching and sharing of resources;
- 1.4 is beneficial in the development of supporting instruction;
- 1.5 takes advantage of group expertise;
- 1.6 promotes the use of a good process for the selection of appropriate services.
- 1.7 allows for a standard level of education in the Division.

2.0 PROCESS

A Central Office staff member will facilitate a collaborative process, which leads to a recommendation being brought forward to Admin Council for action.

3.0 GUIDELINES

- 3.1 The services will be facilitated in the three-year educational plans.
- 3.2 An annual action plan will be in place including:
 - 3.2.1 Cycles for review.
 - 3.2.2 A long-term plan showing how services will be implemented and supported.
 - 3.2.3 Emergent issues being brought forward to Admin Council.
 - 3.2.4 A Central Office staff member overseeing a periodic audit of the services and their necessity.

References: *Board Policy: D/II/16*



Board Memorandum

Date: February 13, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy E/III/1 – Employee Recognition

Background:

At the February 13, 2013 Closed Committee of the Whole meeting Trustees reviewed the submission nomination for Certificate of Exceptional Service, as per division Policy E/III/1 - Employee Recognition.

Recommendation:

“That the Trustees approve the nominated recipient of the division’s Certificate of Exceptional Service.”



Board Memorandum

Date: February 13, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy E/V/1 – Growth, Supervision and Evaluation of Professional Staff

Background:

Please find attached Policy E/V/1 – Growth, Supervision and Evaluation of Professional Staff.

Recommendation:

That the Board of Trustees approve Policy E/V/1.



EFFECTIVE: April 23, 2003

REVISED: February 27, 2013 REVIEW: 2018

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 staff.
- 1.2 The Board believes that the primary function of school administration is to ensure effective teaching in every classroom and program.
- 1.3 The Division supports a program of continuous growth, supervision and evaluation of staff performance to ensure that a quality education is afforded to students.

2.0 GUIDELINES

- 2.1 The teaching quality standard in Sturgeon School Division consists of the Ministerial Order KSAs (Knowledge, Skills and Attributes) as outlined in Alberta Education regulations and the Sturgeon Guide to Growth and Supervision of Professional Staff and the Guide to Evaluation of Professional Staff.
 - 2.1.1 Teachers with interim certificates are to meet the Interim KSAs (Knowledge, Skills and Attributes).
 - 2.1.2 Teachers with permanent certification are to meet the Permanent KSAs (Knowledge, Skills and Attributes).
- 2.2 The Superintendent or designate is responsible for the implementation of this policy.

References: *Admin Practice(s): HRM 33*
Alberta Learning Regulations 2.1.5
Sturgeon Guide to Growth and Supervision of Professional Staff
Sturgeon Guide to Evaluation of Professional Staff



Board Memorandum

Date: February 27, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy F/I/10 – Locally Developed Courses

Background:

Please find attached Policy F/I/10 - *Locally Developed Courses*.
This policy was reviewed at the February 13, 2013 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve Policy F/I/10 - *Locally Developed Courses*.



1.0 POLICY

- 1.1 The Board believes that locally developed courses ~~may~~ meet specific educational needs of students.

2.0 GUIDELINES

The Superintendent or designate shall ensure that all activities undertaken in the implementation of locally developed courses are carried out in accordance with the procedures prescribed by Alberta Education.

References: *Admin Practice(s): ES 6 – Locally Developed Courses*
School Act: Section 39(1)
Guide to Education: Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses
Alberta Education Policy 1.2.1
Submission Criteria for Locally Developed/Acquired and Authorized Courses



Board Memorandum

Date: February 27, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy F/I/21 – Health/CALM Programs (Human Sexuality)

Background:

Please find attached Policy F/I/21 - *Health/CALM Programs (Human Sexuality)*. This policy was reviewed at the February 13, 2013 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve Policy F/I/21 - *Health/CALM Programs (Human Sexuality)*.



1.0 POLICY

- 1.1 The Board believes that the primary responsibility for the teaching of human sexuality belongs to the family.
- 1.2 The Board believes that instruction in human sexuality will be provided by schools unless parents make an informed decision to exclude their children from such instruction.

2.0 GUIDELINES

- 2.1 The Superintendent is delegated the responsibility and authority to maintain procedures and guidelines for the offering of human sexuality components of the Health/CALM curriculum in our schools.
- 2.2 Resources for the Human Sexuality component of the curriculum shall be selected using the Division policies and administrative practices. The Superintendent shall approve the resources to be used in Division schools.

References: *Admin Practice(s): ES 17 – CALM/Health Human Sexuality*
School Act:



Board Memorandum

Date: February 27, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy I/2 - *School Bus Safety*

Background:

Please find attached Policy I/2 - *School Bus Safety*. This policy was reviewed at the February 13, 2013 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve Policy I/2 – *School Bus Safety*.



EFFECTIVE: February 25, 2004

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board has a responsibility to ensure that the transportation service provided is safe.
- 1.2 The Board also believes that the responsibility for the provision of safe student transportation service is shared by employees of the Board, school bus contractors, school bus operators, parents and students.

2.0 GUIDELINES

- 2.1 School buses will only be operated by operators who are properly licensed and who have been approved by the Manager, Transportation Services.
- 2.2 School bus operators shall operate their school buses at all times in compliance with any legislation-federal, provincial or municipal with respect to student transportation and school bus operation.
- 2.3 School bus operators shall operate their school buses at all times in compliance with administrative practices.
- 2.4 The Manager, Transportation Services shall maintain the administrative practices associated with this policy.

References: *Admin Practice(s): Administration 17 – Health and Safety
Transportation 3 – Support Staff and Bus Riding Duties
Transportation 6 – School Bus Safety*
School Act: Transportation 51 (1)



Board Memorandum

Date: February 27, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: Policy I/4 - *School Bus Crash/Response Procedures*

Background:

Please find attached Policy I/4 - *School Bus Crash/Response Procedures*. This policy was reviewed at the February 13, 2013 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve Policy I/4 – *School Bus Crash/Response Procedures*.



EFFECTIVE: January 28, 2004

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board will make every reasonable effort to ensure that the school buses operated by the Board are not involved in collisions.
- 1.2 The Board recognizes that if circumstances occur whereby a school bus operated by the Board is involved in a crash situation, actions taken by school bus operators and by the employees of the Board must be appropriate to safeguard the well-being of school bus passengers and the public at large.

2.0 GUIDELINES

- 2.1 All school bus operators shall be familiar with school bus emergency response and evacuation procedures.
- 2.2 All school bus operators shall be familiar with their responsibilities regarding the reporting of school bus crashes.
- 2.3 The Manager, Transportation Services shall maintain the administrative practices associated with this policy.

References: *Admin Practice(s): Transportation 7 – School Bus Crash/Response Procedures*
School Act:



Board Memorandum

Date: February 27, 2013

To: Board of Trustees

From: Committee of the Whole

Subject: Alberta School Boards Association Letter to the Minister of Education

At the February 13, 2013 Closed Committee of the Whole Meeting, the following motion was made:

“Moved by Mr. Jewell that a letter of support regarding the continuation of AISI funding be referred to the February Board Meeting.”

Recommendation:

The Board of Trustees advise Senior Admin accordingly.



Board Memorandum

Date: February 27, 2013
To: Board of Trustees
From: Committee of the Whole
Subject: March 27, 2013 - Board of Trustees Meeting

As per the motion of the Organizational Meeting of the Board of Trustees, a Board meeting is scheduled for the 27th day of March, 2013, which is during spring recess.

Recommendation:

The Board of Trustees review this date and advise Senior Admin accordingly.



(Via e-mail)

February 15, 2013

To: Board Chairs
Zone Chairs

Dear Board/Zone Chair:

RE: BYLAW AMENDMENTS AND PROPOSED POLICY POSITIONS

Processes for addressing the business of the Association are outlined in the Association's bylaws and Board of Directors' governance policies and include as follows:

1. The ASBA's annual budget, bylaw amendments, any policies adopted by the Board of Directors since the last general meeting, and elections (as required) are determined by the membership at Spring General Meetings; and
2. Proposed Association policies and elections (as required) are discussed at Fall General Meetings.

Association Bylaws

As you may be aware, the ASBA bylaws are currently being reviewed by the Bylaws Review committee, comprised of members of the Policy Development Advisory Committee (PDAC) as well as representatives appointed at large.

Presentation, discussion, and receipt of input on the proposed bylaw amendments will occur at each zone meeting in March 2013.

The final draft of the proposed bylaws, along with the proposed ASBA budget for 2013-14, will be included in the *Budget & Bylaws Bulletin* which will be sent to boards on or before April 3, 2013.

The revised bylaws and 2013-14 budget will then be considered by the membership at the 2013 Spring General Meeting.

By March 30, 2013, any additional proposed bylaw amendments may be submitted via email to Heather Tkachuk (htkachuk@asba.ab.ca). A copy of the current ASBA bylaws can be found in the *ASBA Governance Handbook*.

2013 FGM policy development process

- ♦ Boards are encouraged to identify matters on which ASBA policy is required and forward these to their Zone.
 - When identifying possible policy positions, please review the policies in the current *Governance Handbook*, as the matter you identify may already be addressed in the *Handbook*.
 - You may choose to identify new policy positions, or propose amendments, reaffirmations or deletions of existing policy positions.
 - The provision of background information based on research to support proposed policy positions is helpful.
- ♦ Each Zone is to submit a maximum of three proposals (a maximum of six proposals from Zone 2/3) by email to Heather Tkachuk (htkachuk@asba.ab.ca) by **May 30, 2013**.
- ♦ The Policy Development Advisory Committee will develop draft policy positions from the submissions.
- ♦ The draft policy positions will be circulated back to Zones for review and response in the fall.
- ♦ This input will then be used to develop the final wording of the proposed policy positions that will be presented for consideration at the Fall General Meeting in November.

Appended are three documents containing supplemental information:

- ♦ The 2013 Timelines document, which outlines the ASBA policy, bylaws and budget processes and timelines for bringing matters to the SGM and the FGM;
- ♦ A graphic depiction of the policy process; and
- ♦ An overview of the ASBA policy process.

Please feel free to contact me with any questions on the policy or bylaw processes at csmith@asba.ab.ca, or Heather Tkachuk at 780.451.7125/ htkachuk@asba.ab.ca.

Sincerely,



Cheryl Smith
Chair, ASBA Policy Development Advisory Committee

cc: Superintendents
Secretary-Treasurers

Encl.

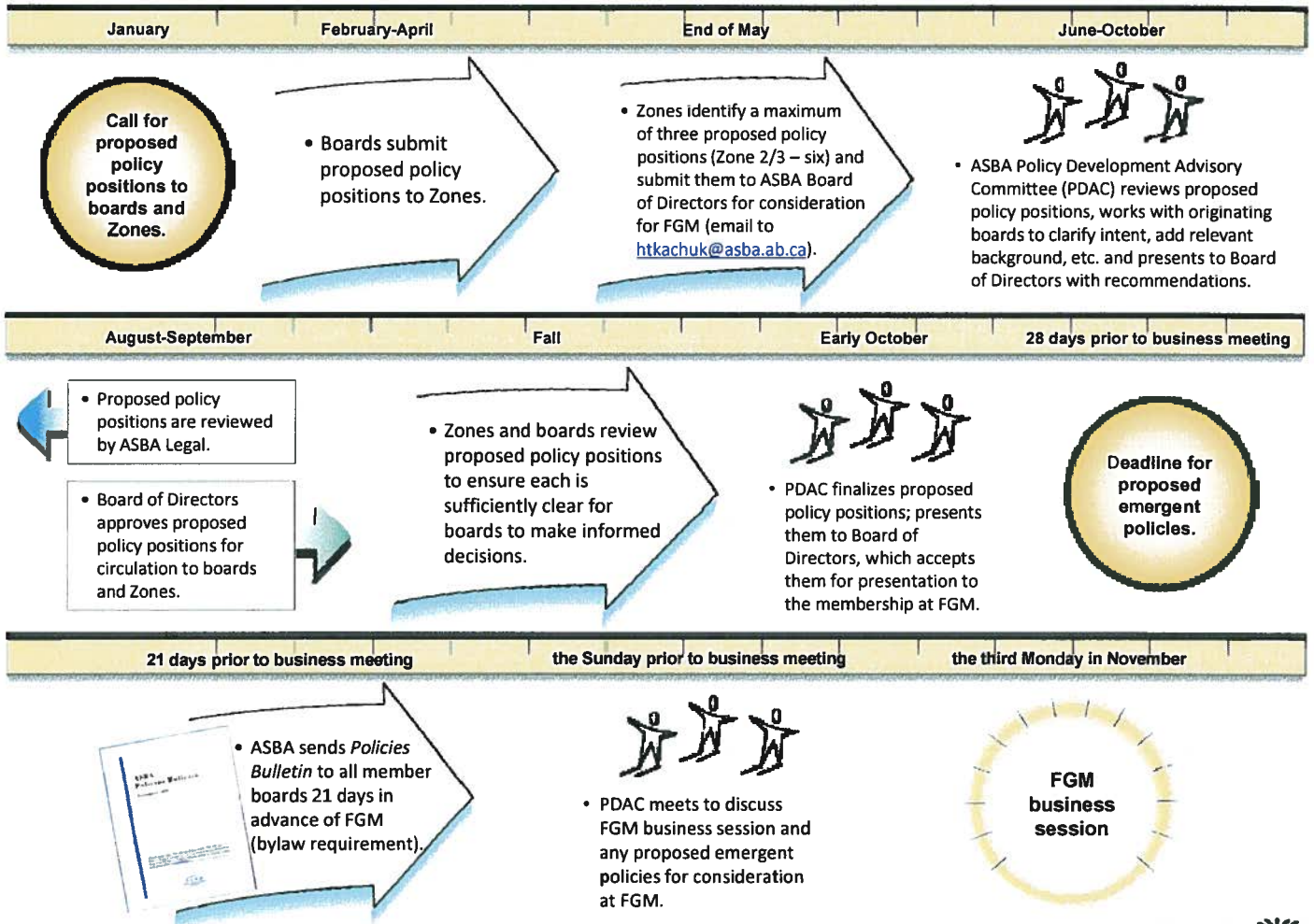
ASBA Policy, Bylaws and Budget Processes – 2013

SPRING GENERAL MEETING (Budget and Bylaws)		FALL GENERAL MEETING (Policy Positions)	
January 2013	ASBA Call for Bylaw Amendments letter from ASBA Policy Development Advisory Committee (PDAC) Chair to all Board Chairs	January 2013	ASBA Call for Proposed Policy Positions letter from ASBA Policy Development Advisory Committee (PDAC) Chair to all Board Chairs, Zone Chairs; cc. Superintendents, Secretary-Treasurers
<u>Mar. 30, 2013</u>	Boards to submit proposed bylaw amendments to ASBA (Please submit via e-mail to: hkachuk@asba.ab.ca)	March-April 2013	Boards to submit proposed policy positions for FGM 2013 to zones; timelines and process at discretion of zones
		April-May 2013	Zones to identify a maximum of three (3) proposed policy positions to be submitted to the ASBA Board of Directors for consideration for the FGM (Zone 2/3 – maximum of six)
April 3, 2013	Budget & Bylaws Bulletin sent to all member boards (bylaw requirement of 60 days notice before SGM)	<u>May 30, 2013</u>	Zones to submit a maximum of three (3) proposed policy positions to ASBA for FGM (Zone 2/3 – maximum of six) Please submit via e-mail to: hkachuk@asba.ab.ca
		June 2, 2013	ASBA Policy Development Advisory Committee (PDAC) to meet to review proposed policy positions submitted by zones and determine wording of proposed policy positions to be presented to the Board of Directors
April-May 2013	ASBA budget presented to zones	June 2013	ASBA Legal staff to review proposed policy positions
<u>May 5, 2013</u>	Boards to submit any proposed emergent policies to ASBA by 4:00 p.m. for the SGM. Please submit via e-mail to: hkachuk@asba.ab.ca (28 days notice required)	June/August 2013	Board of Directors to review proposed policy positions presented by the Policy Development Advisory Committee (PDAC) and approve for circulation to boards and zones

ASBA Policy, Bylaws and Budget Processes – 2013

SPRING GENERAL MEETING (Budget and Bylaws)		FALL GENERAL MEETING (Policy Positions)	
June 2, 2013	ASBA Policy Development Advisory Committee (PDAC) to meet to discuss SGM business meeting and any proposed emergent policies for consideration at SGM	Early Sept. 2013	ASBA to circulate all proposed policy positions to boards/zones to ensure they accurately reflect the original intent and to ensure the background is sufficiently clear for boards to make informed decisions
June 3, 2013	Call to Order SGM: ASBA Business Session	<u>Sept. 30, 2013</u>	Zones to discuss proposed policy positions and submit any suggested wording changes or further background information required. Please submit via e-mail to: hkchuk@asba.ab.ca
		Early Oct. 2013	ASBA Policy Development Advisory Committee (PDAC) to meet to refine proposed policy positions based on feedback from zones and present final wording to Board of Directors. ASBA Board of Directors to accept proposed policy positions for presentation to the membership at the 2013 Fall General Meeting
		<u>Oct. 20, 2013</u>	Boards to submit proposed emergent policies to ASBA by 4:00 p.m. for the FGM. Please submit via e-mail to: hkchuk@asba.ab.ca (28 days notice required)
		Oct. 27, 2013	ASBA to send <i>Policies Bulletin</i> to all member boards (bylaw requirement of 21 days notice)
		Nov. 17, 2013	ASBA Policy Development Advisory Committee (PDAC) to meet to discuss FGM business meeting and any proposed emergent policies for consideration at the FGM
		Nov. 18, 2013	Call to Order FGM: ASBA Business Session

ASBA POLICY PROCESS TIMELINE



Overview of the ASBA policy process

The following information provides an overview of the policy process, which can be found in detail in the Board of Directors' Governance Policies 10, 11 and 12 in the *ASBA Governance Handbook*.

Matters may be brought forward in three different forms: as a proposed policy position, as a proposed directive for action, or as a proposed issue.

1. Proposed policy positions:

- ♦ Are “guidelines for future discretionary action”.
- ♦ Can amend, reaffirm or delete current ASBA policies.
- ♦ Serve as a foundation for ASBA advocacy positions.
- ♦ Require ratification by the membership at general meetings in order to become Association policy.
- ♦ Are to be submitted by boards to their Zone.
- ♦ Are sent to the ASBA Policy Development Advisory Committee (PDAC) by Zones for submission to the FGM.

2. Proposed directives for action:

- ♦ Demand that a particular and fairly immediate action take place.
- ♦ Can be submitted by your board through your Zone or metro board representative to the ASBA Board of Directors at any time.

The Board of Directors will determine the appropriate action to take.

3. Proposed issues:

- ♦ Are matters which may develop into an Association policy position or a directive for action.
- ♦ Can be submitted by your board through your Zone or metro board representative to the ASBA Board of Directors at any time.

The Board of Directors will determine the appropriate action to take.

The PDAC will work with submitting boards/Zones to determine the disposition of the matter and provide a recommendation to the Board of Directors.