



# **Board Meeting Agenda**

## **January 23, 2013 – 4:30 p.m.**

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- 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 November 28, 2012
  - 4.3 Approval of Minutes of the Special Meeting of December 12, 2012
- 5. Presentations**
  - 5.1 Tell Them from Me – Camilla School

## **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/3 – School Councils
- 7.2 Policy C/5 – Job Descriptions for Other Staff
- 7.3 Policy D/I/5 – Reserve Funds
- 7.4 Policy D/II/12 – Staff Use of School Facilities and Equipment
- 7.5 Policy D/II/13 – Advertising or Canvassing in Schools

- 7.6 Policy F/III/02 – Course Challenge
- 7.7 Policy G/II/15 – Crisis and Critical Incidents
- 7.8 Policy I/1 – Student Transportation Services
- 7.9 Draft Operational School Year Calendar 2013-2014
- 7.10 Confirmation of Auditors for 2013-2014
- 7.11 Election 2013
  - 7.11.1 Special Ballots
  - 7.11.2 Appointment of Returning Officer

## **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**

**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 November 28, 2012**

UNAPPROVED DRAFT

**Table of Contents**

	<u><b>Resolution #</b></u>
Approval of Agenda .....	89
Approval of Minutes .....	90/91
<b>Presentations</b>	
Three Year Education Plan 2012-2015 and Annual Education Results Report 2011-2012 .....	92
<b>New Business</b>	
Policy B/II/3 - Requirement to Declare Conflict of Interest .....	93
Policy B/II/4 - Requirement to Take Oath of Office .....	94
Policy D/II/1 - Fiscal Management .....	95
Policy D/II/12 - Income Tax Deductible Receipts for Donations .....	
Received by the Division .....	96
Policy E/II/14 - Employee Conflict of Interest .....	97
December 26, 2012 Board of Trustees Meeting .....	98
Town of Morinville Joint Use Agreement - .....	99
Electoral Ward Review .....	100



**Minutes of the Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on November 28, 2012**

## **Roll Call**

Present were Trustees 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).

Absent: Mr. Terry Jewell (Chair)

Mrs. Elizabeth Kohle participated in the meeting via telephone.

## **Call to Order**

The Vice Chair called the meeting to order at 4:50 p.m.

## **Approval of Agenda**

#89/2012 – Moved by Mr. Gray that the agenda be approved.

CARRIED 5/0

## **Appointments**

There were no appointments.

## **Approval of Minutes**

#90/2012 - Moved by Mr. Krieger that the minutes of the Organizational meeting of October 24, 2012 be approved.

CARRIED 5/0

#91/2012 - Moved by Mrs. Porter that the minutes of the regular meeting of October 24, 2012 be approved.

CARRIED 5/0

## **Presentations**

Mr. W. Jeske presented the Three Year Education Plan 2012-2015 and Annual Education Results Report 2011-2012.

#92/2012 - Moved by Mr. Gray that the Board of Trustees approve the Three Year Education Plan 2012-2015/Annual Education Results Report 2011-2012.

CARRIED 5/0

## **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**

A written report was provided.

### **Director of Curriculum & Instruction**

A written report was provided.

### **Secretary-Treasurer**

A verbal report was provided with respect to the delay of the submission of the Sturgeon School Division Audited Financial Statements.

### **Associate Superintendent, Human Resources**

A verbal report was provided.

### **Chair's Report**

A verbal report was provided.

### **Trustees' Reports**

Verbal reports were provided.

### **Alberta School Boards Association Representative**

A verbal report was provided.

The Alberta School Boards Association is beginning their strategic planning for 2013/2014. Ideas for the Alberta School Boards Advocacy Plan is referred to the January Committee of the Whole meeting.

### **Public School Boards Association of Alberta Representative**

A verbal report was provided.

## **New Business**

### **Policy B/II/3 – Requirement to Declare Conflict of Interest**

#93/2012 – Moved by Mr. Krieger that the Board of Trustees approve Policy B/II/3 – Requirement to Declare Conflict of Interest.

CARRIED 5/0

**Policy B/II/4 – Requirement to Take Oath of Office**

#94/2012 – Moved by Mrs. Porter that the Board of Trustees approve Policy B/II/4 – Requirement to Take Oath of Office.

CARRIED 5/0

**Policy D/I/1 – Fiscal Management**

#95/2012 – Moved by Mrs. Miller that the Board of Trustees approve Policy D/I/1 – Fiscal Management.

CARRIED 5/0

**Policy D/II/12 – Income Tax Deductible Receipts for Donations Received by the Division**

#96/2012 – Moved by Mr. Gray that the Board of Trustees approve Policy D/II/12 – Income Tax Deductible Receipts for Donations Received by the Division.

CARRIED 5/0

**Policy E/II/14 – Employee Conflict of Interest**

#97/2012 – Moved by Mrs. Miller that the Board of Trustees approve Policy E/II/14 – Employee Conflict of Interest

CARRIED 5/0

**December 26, 2012 Board of Trustees Meeting**

#98/2012 – Moved by Mr. Krieger that the Board of Trustees hold a meeting on December 26, 2012.

DEFEATED 0/5

**Town of Morinville Joint Use Agreement**

#99/2012 – Moved by Mrs. Miller that the Board of Trustees approve the Town of Morinville Joint Use Agreement with the following amendment; and that the Agreement be sent to the Town of Morinville for consideration.

Schedule “E - # 11 – amend

“Liability Insurance in the amount of 2 million dollars” to read

“Liability Insurance in the amount of 5 million dollars”

CARRIED 5/0

**Unfinished Business****Electoral Ward Review**

#100/2012 – Moved by Mrs. Miller that the Board of Trustees send a letter to the Minister of Education notifying the Minister of the Board’s intention to change the ward structure of Sturgeon School Division.

CARRIED 5/0

A Special Board Meeting will be held on December 12, 2012 @ 2:00 p.m.

**Reports From Committees****Building**

A verbal report was provided with an update from the meeting held on November 28, 2012.

- 1) O & M Department update
- 2) Gym floor refinishing plan
  - Sturgeon Composite High School – one year
  - Other schools – as needed
- 3) Joint Use Agreement – Morinville Public Elementary School
- 4) Sturgeon Heights School parent request regarding hands free taps

### **Finance & Human Resources**

No report was provided.

### **Education Policy**

A meeting is scheduled for December 5, 2012 @ 10:00 a.m.

### **Advocacy Committee**

A meeting is scheduled for December 12, 2012 @ 3:00 p.m.  
Mr. Krieger will provide Trustees with an agenda.

### **Transportation**

No report was provided.

## **Notices of Motion**

There were no Notices of Motion.

## **Information**

### **Annual School Council Review Template**

Received as information.

## **Question Period**

No questions were raised.

## **Requests for Information.**

There were no requests for information.

#101/2012 – 7:05 p.m. – Moved by Mrs. Porter that the Board go in camera.

CARRIED 5/0

#102/2012 – 7:47 p.m. – Moved by Mr. Krieger that the Board go out of camera.

CARRIED 5/0

**Close of Meeting**

The Vice Chair adjourned the meeting at 7:47 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary-Treasurer



**Minutes of the Special Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on December 12, 2012**

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**Table of Contents**

	<u>Resolution #</u>
Approval of Agenda .....	S-09
2011/2012 Audited Financial Statement.....	S-10
Policy B//2 - Electoral Wards .....	S-11
Repeal By-Law 2-10, A Bylaw to Establish Electoral Wards Within the Division .....	S-12
Complete Three Separate Distinct Readings of By-Law 1-12, A Bylaw to Establish Electoral Wards Within the Division .....	S-13
By-Law 1-12, A Bylaw to Establish Electoral Wards Within the Division .....	S-14/15/16



**Minutes of the Special Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on December 12, 2012**

**Roll Call**

Present were Trustees Mr. Terry Jewell (Chair), Ms. Tracy Nowak (Vice Chair), Mr. Daryl Krieger, and Mrs. Wendy Miller; Dr. Michèle Dick (Superintendent); Mrs. Karen Parasynchuk (Secretary-Treasurer); Mr. Wolfgang Jeske (Director, Curriculum & Instruction).

Absent: Mr. Brent Gray, Mrs. Elizabeth Kohle, Mrs. Shelley Porter; Mr. Gerry Schick (Chief Deputy Superintendent); Dr. Mary McGregor (Associate Superintendent, Student Services); Mr. Dave Johnson (Associate Superintendent, Human Resources).

**Call to Order**

The Chair called the meeting to order at 2:05 p.m.

**Approval of Agenda**

#S-09/2012 – Moved by Mr. Krieger, that the Agenda be approved.

CARRIED 4/0

**2011/2012 Audited Financial Statement**

Mr. Phil Dirks, C.A., Partner, Hawkings Epp Dumont LLP presented the Sturgeon School Division Audited Financial Statement for 2011-2012.

#S-10/2012 - Moved by Ms. Nowak that the Board of Trustees approve the 2011-2012 Audited Financial Statements for Sturgeon School Division.

CARRIED 4/0

**Revised Policy B/I/2 Electoral Wards**

#S-11/2012 – Moved by Mrs. Miller that the Board of Trustees approve Revised Policy B/I/2 Electoral Wards.

CARRIED 4/0

#S-12/2012 – Moved by Mrs. Miller that the Board of Trustees repeal Sturgeon School Division By-Law 2-10, A By-law to Establish Electoral Wards Within the Division.

CARRIED 4/0

#S-13/2012 - Moved by Mrs. Miller that the Board of Trustees complete all three distinct separate readings of By-law 1-12, A By-Law to Establish Electoral Wards Within the Division, at the December 12, 2012 meeting.

CARRIED 4/0

Mr. Jewell presented By-Law 1-12, A By-Law to Establish Electoral Wards Within the Division for Trustee approval.

#S-14/2012 Moved by Mrs. Miller that By-Law 1-12, be read for the first time.  
CARRIED 4/0

#S-15/2012 Moved by Mr. Jewell that By-Law 1-12, be read for the second time.  
CARRIED 4/0

#S-16/2012 Moved by Ms. Nowak that By-Law 1-12, be read for the third time and passed on this 12<sup>th</sup> day of December 2012.  
CARRIED 4/0

### Close of Meeting

The Chair adjourned the meeting at 3:49 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary-Treasurer



# Memorandum

Date: January 23, 2013  
To: Public Board  
From: Michele Dick  
Superintendent  
Subject: Superintendent's Report

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## **Policy A/2: Vision, Mission, Mandate and Beliefs**

Attached for Trustee review and approval is a draft overview of the proposed process for reviewing and refreshing Sturgeon's Vision, Mission, Mandate and Beliefs Statement. This important work is scheduled to begin in February with a projected completion date of August 2013. A Vision Statement is intended to provide a clear and compelling view of the preferred future of an organization as well as clear direction relative to the overarching priority(ies) to be achieved. The proposed process seeks to involve as many Sturgeon stakeholders as possible and includes a student facilitation team that will work alongside Trustees and administration in gathering, analyzing and synthesizing the input and feedback offered during the planned consultative sessions and online survey.

Dr. Dick, Superintendent, will provide verbal comments and respond to Trustee questions at this evening's Public Board meeting.

## **CUPE Food bank Initiative**

Last year our CUPE staff organized a food drive for local Food Banks within Sturgeon County. The theme of "Something from the Heart" saw staff contributing a range of products with a particular emphasis on personal and cleaning items such as soap; perfumes; creams; toilet paper; household cleaners; air freshners; tooth paste and so on. Kudos go out to our CUPE staff for their proactive approach to supporting our local communities and to all our staff for supporting such a worthwhile cause.

## **School Year 2013-2014**

Administration is already busy planning for school year 2013-2014! Attached for Trustee information is an overview of scheduled Open Houses throughout our division. This particular information item will be mailed directly to homes throughout the County as well as the towns served by our schools. In addition, Trustees will find a copy of the new kindergarten information piece being used in our upcoming kindergarten campaign. You will note the refreshed approach which highlights the exciting possibilities available for young students in Sturgeon School Division.

## Sturgeon School Division Approach to Refreshed Vision, Mission, Values, Beliefs

Timeline	Activity	Responsibility
January 2013	Description of the collaborative process developed	Catrin
	Present approach to Board: January 23, 2013	Administration
	Student facilitation team assembled, post January 23 <sup>rd</sup> (six representatives)	Administration
	Student facilitation team met and trained	Catrin

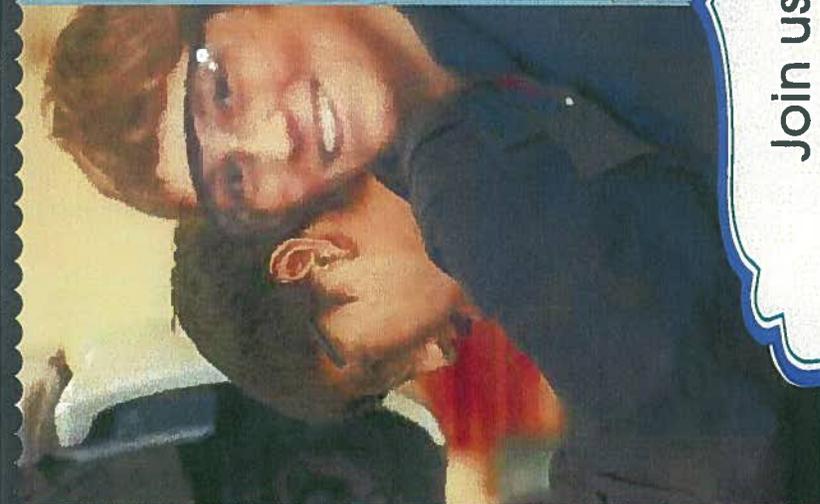
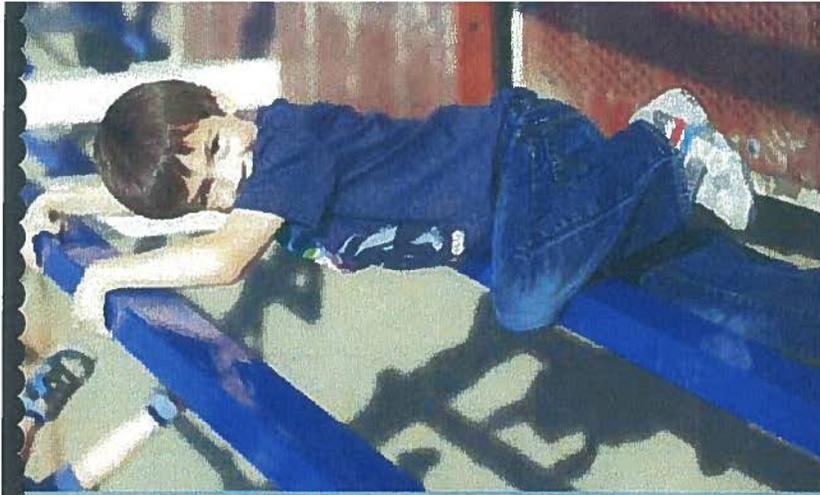
Timeline	Activity	Responsibility
February 2013	Board session held (February 12, 2013)	Catrin / Student Team
	Student session held (25 representatives)	Catrin / Student Team
	Council of School Chairs (COSC) session held	Catrin / Student Team
	Community representatives identified (seniors, business reps, faith community leaders, thought-leaders)	Administration

Timeline	Activity	Responsibility
March 2013	Administration Leadership session (March 1)	Catrin / Student Team
	Staff session held	Catrin or admin / Student Team
	Community session held	Catrin or admin / Student Team
	Student alumni survey developed	Administration / Catrin

Timeline	Activity	Responsibility
April 2013	Input consolidated into "What We Heard" and draft Vision / Mission / Values / Beliefs	Catrin/Administration / Student Team
	Follow up session with Board to affirm direction of strategic foundation statements	Admin/ Student Team

Timeline	Activity	Responsibility
May 2013	Complete Vision / Mission / Values / Beliefs	Catrin/Administration / Student Team
	Wrap up session with Student Facilitation Team	Administration
	Thank all participants	Administration

Timeline	Activity	Responsibility
June – August	Prepare to roll out new Vision / Mission / Values / Beliefs Back to school meetings in August 2013	Administration



Join us for an  
**OPEN HOUSE**

If you do not live within the Sturgeon School Division boundaries and have received this mail piece in error, we apologize for any inconvenience.



for Kindergarten or High School

# Kindergarten Open Houses

## Morinville Public Elementary School

February 13  
5:30 – 7:30 pm  
10020-101 Ave,  
Morinville

## Guthrie School

March 13  
6:00 – 7:30 pm  
Bldg 198,  
Rge Rd 244,  
Edmonton Garrison

## Namao School

February 21  
6:00 – 7:00 pm  
#6, 24400 Hwy 37,  
Namao

## Camilla School

April 3  
7:00 – 8:00 pm  
298, 26500 Hwy 44,  
Riviere Qui Barre

## Sturgeon Heights School

March 7  
5:30 – 7:30 pm  
50 Hogan Rd,  
St. Albert

## Bon Accord School

April 9  
6:30 – 7:30 pm  
Hwy 28 and  
Rge Rd 240,  
Bon Accord

## Landing Trail School

March 13  
7:00 – 9:00 pm  
5325-37 Ave,  
Gibbons

## Ochre Park School

April 16  
6:30 – 8:00 pm  
5024 Ochre Park Rd,  
Redwater

## Our Kindergartens Have Program Power!

- New French Immersion program at Morinville Public Elementary School
- Gifted and Talented program for qualifying children
- Headstart for children in need of extra support
- LOGOS for children to learn in a non-denominational, Christian environment
- Kindergarten classes at eight different schools throughout Sturgeon County and in St. Albert
- Free bussing for eligible students and from various daycares in St. Albert to Sturgeon Heights
- Smaller classes where children receive more individual attention



# High School Open Houses

## Sturgeon Composite High School

March 12  
5:00 – 8:00 pm  
#30 - 24400  
Hwy 37, Namao

## Redwater High School

April 11  
6:00 – 8:00 pm  
5023-50 Ave,  
Redwater

## Our High Schools Have Program Power!

- Advanced Placement for university credit
- Second languages at all levels
- Extensive music and fine arts programs
- Successful sports programs and teams
- Green Certificate agricultural studies
- Paving Health Pathways for careers in healthcare
- Registered Apprenticeship Program
- Hands-on learning in business, design, food, mechanics, cosmetology and much more
- Internships and résumé-building experiences
- Programs for varying needs and abilities



Connect with us at  
[www.facebook.com/SturgeonSD](http://www.facebook.com/SturgeonSD)



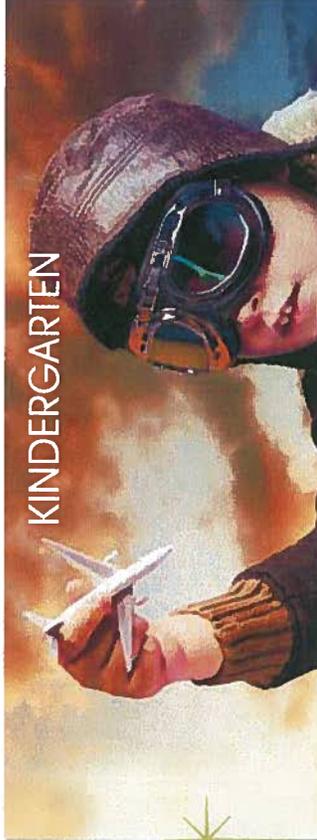
**Register Your Child Today!**  
For more information, visit us at  
[www.sturgeon.ab.ca](http://www.sturgeon.ab.ca)

Dreams come here to grow.

Learn how Sturgeon School Division helps little learners work toward big dreams!

**Kindergarten open houses run from Feb 13-Apr 16.**

Visit [sturgeon.ab.ca](http://sturgeon.ab.ca) for details.



KINDERGARTEN



## KINDERGARTEN



Dreams come here to grow.

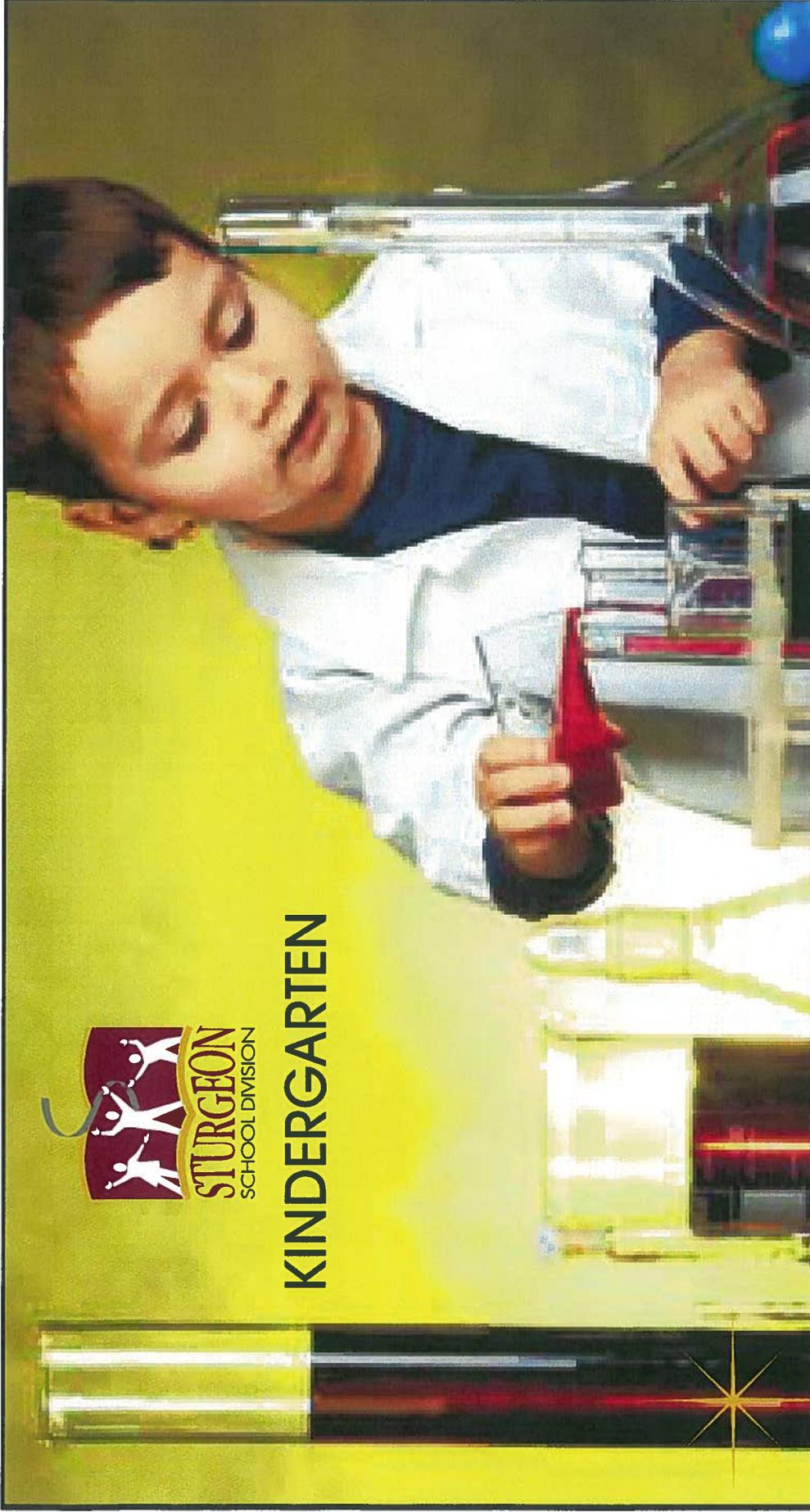
Learn how Sturgeon School Division helps little learners work toward big dreams!

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## KINDERGARTEN



Dreams come here to grow.

Learn how Sturgeon School Division helps little learners work toward big dreams!

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# Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Gerry Schick, Chief Deputy Superintendent  
Subject: Chief Deputy Superintendent's Report

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## 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**

## **Out-of-Province**

## Policy F/III/2 – Course Challenge

During Committee of the Whole review of the above policy question was asked regarding a point in the accompanying administrative practice, specifically as to under what circumstances a principal might refuse a student's application for a course challenge assessment. Such refusal might be made if the application does not fall within the guidelines for course challenge.

- 1) The course challenge provision applies only to non-diploma examination courses and only to the school-awarded mark component of diploma examination courses.
- 2) Since the challenge is to be based on the student's belief that they have the knowledge, skills and attitudes as defined by the program of studies for a given course, students are not able to challenge courses that do not have specifically defined content in the program of studies. A number of courses are excluded from the challenge provisions:
  - a. all RAP courses
  - b. CTS courses completed in grades 7, 8 and 9
  - c. Special Projects 10, 20 and 30
  - d. Work Experience 15, 25 and 35
  - e. all locally developed courses with the exception of locally developed language courses.
- 3) A student may not initiate a course challenge for a course in a lower-level sequence if the student has already completed a course in a higher-level sequence. (Example – after completing Science 30, a student may not challenge Science 24.)

/ ..... 2

BOARD b.2

Chief Deputy Superintendent

January 23, 2013

Page 2

- 4) A student who initiates a course challenge process is required to take responsibility for providing evidence of readiness to challenge a course (e.g. a portfolio, other collection, documentation of work and /or experience, a recommendation from a junior high school teacher).
- 5) A student's readiness for course challenge shall be determined through consultation that includes the senior high school principal, student, parent(s) and the teacher of the course. The consultation shall include discussion of the student's chance of successfully meeting the acceptable standard for the course and the student's apparent capacity to handle successfully the course at the next level.
- 6) The assessment for course challenge must include strategies that assess the breadth and scope of the learning outcomes for the course as outlined in the program of studies (e.g. for a second language course, three aspects must be completed – written production, reading comprehension, and an interview to evaluate listening comprehension and oral production).
- 7) Any specific course may be challenged only once.



## Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy C3 – School Councils

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### **Background:**

At the January 9, 2013 Committee of the Whole meeting Trustees reviewed Policy C3 – School Councils and forwarded it to this evening Public Board meeting for further consideration.

### **Recommendation:**

That the Trustees approve C3 – School Councils.



## **1.0 POLICY**

- 1.1 The Board of Trustees defines school councils as collective associations of parents/guardians, teachers, principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school.
- 1.2 The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board.
- 1.3 The Board of Trustees supports the establishment of school councils in a manner consistent with the School Act, the Alberta Education regulations, the Alberta Education School Councils Handbook, and the conditions outlined as part of this policy.

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References: Admin Practice(s): A 20 – School Councils  
School Acts:  
AB Ed. Regulation 113/2007  
Alberta School Council Resource Manual (2007)



## 1.0 POLICY

- 1.1 The Board of Trustees defines school councils as collective associations of parents/guardians, teachers, principals, staff, students and community representatives who seek to work together to promote the well-being and effectiveness of the entire school community and thereby to enhance student learning. A school council is a means to facilitate cooperation among all the concerned participants in the local school.
- 1.2 The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board.
- 1.3 The Board of Trustees supports the establishment of school councils in a manner consistent with the School Act, the Alberta Education regulations, the Alberta Education School Councils Handbook, and the conditions outlined as part of this policy.

## 2.0 — GUIDELINES

- ~~2.1 — In each school, parents/guardians and the school community shall be provided with the opportunity to establish a school council.~~
- ~~2.2 — The majority of the members of the council shall be parents/guardians of students enrolled in the school~~
- ~~2.3 — School councils may act in an advisory and consultative capacity to the school principal and to the Board.~~
- ~~2.4 — The school council meetings shall provide an opportunity for members to learn about their school and to be given ample opportunity to participate in discussion of issues at the school level; provide advice on development of the school's mission, vision and philosophy, policies, annual education plans, and budget; and receive annual results reports including provincial testing program results.~~
- ~~2.5 — The Board of Trustees may delegate items to the school council, request representatives to sit on Board committees, and request input on various issues that the Board is discussing at any given point in time.~~
- ~~2.6 — Subject to regulations, a school council can make and implement a policy in the school that the council considers necessary to carry out the school council's functions.~~

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References: Admin Pratices(s): A 20 – School Councils  
School Acts:  
AB Ed. Regulation 113/2007  
Alberta School Council Resource Manual (2007)



## 3.0 — PROCEDURES

### Rules for Establishment of School Councils

3.1 — If a school has no school council, or has a parent/guardian advisory council, the principal must, in accordance with the School Act and section 2 of Alberta Regulation 113/2007, hold an establishment meeting within 40 school days after the start of the school year.

3.1.1 — If the school has a parent/guardian advisory council, the principal must, after consulting with that council, decide who is to act as the chair and who is to act as the secretary at the establishment meeting.

3.1.2 — The meeting agenda will include a decision as to the size of the council and executive, the term of office of each member of the council and executive, and the election of the initial members of the school council and executive.

3.1.2.1 Pursuant to section 6(2) of the Regulation, the school council may include all parents of students enrolled in the school who wish to be members.

3.1.2.2 Pursuant to section 9(3) of the Regulation, a member who is not a parent may be elected chair of the executive if no parent is willing to be nominated as chair.

3.1.3 — Only persons who attend the establishment meeting and are parents/guardians of students enrolled in the school or of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised at this meeting.

3.2 — It is recommended that a school council consist of a minimum of seven (7) members if the school is an elementary or junior high or nine (9) members if the school is a senior high.

3.3 — Membership of the school council shall be as specified in subsection 8 of the Alberta Education School Councils Regulation.

3.4 — It shall be the responsibility of the school council to establish bylaws governing its meetings and the conduct of its affairs in accordance with this policy, Alberta Education Regulations and the School Act.

3.5 — If there are fewer than five (5) parents/guardians in attendance at the establishment meeting or if the meeting is not successful in establishing a school council, the principal may establish an advisory council for that year.

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References: Admin Practice(s): A 20 – School Councils  
School Acts:  
AB Ed. Regulation 113/2007  
Alberta School Council Resource Manual (2007)



~~3.6 — No members of a school council shall receive any remuneration for acting as a member of the council.~~

~~3.7 — No school council shall incorporate under the Societies Act or part 9 of the Companies Act.~~

### Rules for Continuance of School Councils

~~3.8 — A general organizational meeting shall be called annually by the principal not later than twenty (20) days after the start of the school year or as specified in the by-laws of the school council.~~

### School Council Reports

~~3.9 — Pursuant to Alberta Education Regulations, the chair of the school council must prepare and submit to the Board annually a written report~~

~~3.9.1 — summarizing the activities of the school council in the school year,~~

~~3.9.2 — including a financial statement relating to money handled by the school council in the school year, and~~

~~3.9.3 — including a copy of the minutes for each meeting of the school council held in the school year.~~

~~3.10 — The school council report shall be submitted to the Board of Trustees on or before July 31 of each year.~~

~~3.11 — The Board shall refer the school council's report to the Superintendent of Schools for consideration and recommendation to the Board.~~

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References: Admin Practice(s): A 20 – School Councils  
School Acts:  
AB Ed. Regulation 113/2007  
Alberta School Council Resource Manual (2007)



## Suspension of School Councils

3.12 — ~~The principal shall inform the Board if a quorum is not available for a meeting of a council and the meeting has been rescheduled on two or more occasions. In this event, the Board may suspend the operation of the council until the following year.~~

3.13 — ~~In the event that the school council is suspended, the principal may establish an advisory committee to carry out the duties of the council until a new council is established.~~

## Appeal Procedure

3.14 — ~~The School Council, or principal, or parents of a local school may appeal to the Board of Trustees any dispute with respect to policies proposed or adopted for a school. The appellant shall forward any request for an appeal hearing before the Board of Trustees, along with written rationale and background concerning the policy dispute, to the Superintendent of Schools, who will arrange for such a hearing within thirty days of receipt of the request. The decision of the Board of Trustees is final and response of the Board shall be provided within seven (7) days.~~

## Relationship Between School Council and ECS Local Advisory Committee (ECS-LAC)

3.15 — ~~ECS-LAC's are established in the agreement between the Board and the Minister of Education for each approved Early Childhood Services Program. Their function is to advise the principal with regard to the Early Childhood Services Program at his/her school. The principal, or designate, and ECS teacher are "ex-officio" members and willing service personnel such as school nurses may also be members. However, representative parents/guardians of children registered in the program should constitute the majority of the Committee. The Committee selects its own Chair and reports directly to the principal and through him/her to the ECS coordinator for the school system.~~

~~School councils will determine the relationship between the school council and ECS Local Advisory Committee.~~

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References: Admin Pratices(s): A 20 – School Councils  
School Acts:  
AB Ed. Regulation 113/2007  
Alberta School Council Resource Manual (2007)



## ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date:

Responsible Administrator: Superintendent

### 1.0 RATIONALE

The Board of Trustees believes that school councils provide valuable advisory assistance to the school principal and to the Board.

### 2.0. PROCESS

The school principal is responsible for ensuring that the following guidelines are adhered to.

### 3.0 GUIDELINES

- 3.1 In each school, parents/guardians and the school community shall be provided with the opportunity to establish a school council.
- 3.2 The majority of the members of the council shall be parents/guardians of students enrolled in the school
- 3.3 School councils may act in an advisory and consultative capacity to the school principal and to the Board.
- 3.4 The school council meetings shall provide an opportunity for members to learn about their school and to be given ample opportunity to participate in discussion of issues at the school level; provide advice on development of the school's mission, vision and philosophy; policies; annual education plans; and budget; and receive for information annual results reports including provincial testing program results.
- 3.5 The Board of Trustees may delegate items to the school council; request representatives to sit on Board committees; and request input on various issues that the Board is discussing at any given point in time.
- 3.6 Subject to regulations, a school council can make and implement a policy in the school that the council considers necessary to carry out the school council's functions.

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References: *Board Policy C/3 – School Councils*  
*School Act:*  
*AB Ed. Regulation 112/2007*  
*Alberta School Council Resource Manual (2007)*

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## ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date:

Responsible Administrator: Superintendent

### 4.0 PROCEDURES

#### Rules for Establishment of School Councils

- 4.1 If a school has no school council, or has a parent/guardian advisory council, the principal must, in accordance with the School Act and section 2 of Alberta Regulation 113/2007, hold an establishment meeting within 40 school days after the start of the school year.
- 4.1.1 If the school has a parent/guardian advisory council, the principal must, after consulting with that council, decide who is to act as the chair and who is to act as the secretary at the establishment meeting.
- 4.1.2 The meeting agenda will include a decision as to the size of the council and executive, the term of office of each member of the council and executive, and the election of the initial members of the school council and executive.
- 4.1.2.1 Pursuant to section 6(2) of the Regulation, the school council may include all parents of students enrolled in the school who wish to be members.
- 4.1.2.2 Pursuant to section 9(3) of the Regulation, a member who is not a parent may be elected chair of the executive if no parent is willing to be nominated as chair.
- 4.1.3 Only persons who attend the establishment meeting and are parents/guardians of students enrolled in the school or of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised at this meeting.
- 4.2 It is recommended that a school council consist of a minimum of seven (7) members if the school is an elementary or junior high or nine (9) members if the school is a senior high.
- 4.3 Membership of the school council shall be as specified in subsection 8 of the Alberta Education School Councils Regulation.

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References: *Board Policy C/3 – School Councils*  
*School Act:*  
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*Alberta School Council Resource Manual (2007)*

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## ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date:

Responsible Administrator: Superintendent

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- 4.4 It shall be the responsibility of the school council to establish bylaws governing its meetings and the conduct of its affairs in accordance with this policy, Alberta Education Regulations and the School Act.
  - 4.5 If there are fewer than five (5) parents/guardians in attendance at the establishment meeting or if the meeting is not successful in establishing a school council, the principal may establish an advisory council for that year.
  - 4.6 No members of a school council shall receive any remuneration for acting as a member of the council.
  - 4.7 No school council shall incorporate under the Societies Act or part 9 of the Companies Act.

### Rules for Continuance of School Councils

- 4.8 A general organizational meeting shall be called annually by the principal not later than twenty (20) days after the start of the school year or as specified in the by-laws of the school council.

### School Council Reports

- 4.9 Pursuant to Alberta Education Regulations, the chair of the school council must prepare and submit to the Board annually a written report
  - 4.9.1 summarizing the activities of the school council in the school year,
  - 4.9.2 including a financial statement relating to money handled by the school council in the school year, and
  - 4.9.3 including a copy of the minutes for each meeting of the school council held in the school year.
- 4.10 The school council report shall be submitted to the Board of Trustees by September 30 of each year.

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References: *Board Policy C/3 – School Councils*  
*School Act:*  
*AB Ed. Regulation 112/2007*  
*Alberta School Council Resource Manual (2007)*



## ADMINISTRATION 20 – School Councils

Original Date: Jan. 9, 2012 Revised Date:

Responsible Administrator: Superintendent

- 4.11 The Board shall refer the school council’s report to the Superintendent of Schools for consideration and recommendation to the Board.

### Suspension of School Councils

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### Appeal Procedure

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- 4.15 ECS-LAC’s are established in the agreement between the Board and the Minister of Education for each approved Early Childhood Services Program. Their function is to advise the principal with regard to the Early Childhood Services Program at his/her school. The principal, or designate, and ECS teacher are “ex-officio” members and willing service personnel such as school nurses may also be members. However, representative parents/guardians of children registered in the program should constitute the majority of the Committee. The Committee selects its own Chair and reports directly to the principal and through him/her to the ECS Director for the school system.

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## ADMINISTRATION 20 – School Councils

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*School Act:*  
*AB Ed. Regulation 112/2007*  
*Alberta School Council Resource Manual (2007)*



## Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy C 05 – Job Descriptions for Other Staff

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**Background:**

Please find attached Policy C 05 – Job Descriptions for Other Staff.

**Recommendation:**

That the Board approve Policy C 05 – Job Descriptions for Other Staff.



# C/5 – Job Descriptions For Other Staff

C/5

EFFECTIVE: March 15, 1995

REVISED: March 26, 2008

REVIEW: 2012-2013

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## 1.0 POLICY

- 1.1 The Board believes that staff members should have job descriptions that clearly define job performance expectations.

## 2.0 GUIDELINES

- 2.1 The Superintendent will ensure that current job descriptions are available for all staff members and that these job descriptions become part of the staff member's personnel file.

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



## Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy D/I/5 – *Reserve Funds*

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### **Background:**

Please find attached Policy D/I/5 – *Reserve Funds*. This policy was reviewed at the January 9, 2013 meeting of the Committee of the Whole.

### **Recommendation:**

That the Board of Trustees approve Policy D/I/5– *Reserve Funds*.



**1.0 POLICY**

- 1.1 The Board believes that the creation of reserves through the regular budget process for the purchase, replacement or upgrading of capital assets and for operational needs is a prudent fiscal practice.
- 1.2 The Board believes the reserves will consist of two components, an contingency operating reserve and a designated capital reserve.

**2.0 GUIDELINES**

- 2.1 The Superintendent is responsible for the administration of the reserves.

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References: *Admin Practice(s): FM 3 – Reserve Funds*  
*School Act:*



## Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy D/II/12 – Staff Use of School Facilities

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**Background:**

Please find attached Policy D/II/12, Staff Use of School Facilities.

**Recommendation:**

That the Board of Trustees approve Policy D/II/12.



EFFECTIVE: May 28, 2003

REVISED:

REVIEW:

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**1.0 POLICY**

1.1 The Board believes that School Division facilities and equipment are constructed or purchased for the educational benefit of students.

**2.0 GUIDELINES**

2.1 The use of School Division facilities and equipment by staff is authorized when such use is directly related to the staff member's assignment.

2.2 The use of School Division facilities and equipment by staff on school days for fitness type activities is encouraged.

2.3 School Division facilities, equipment and vehicles are not to be used by staff for personal use.

2.4 The Superintendent is responsible for the administration of this policy.

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References: *Admin Practice(s): Administration 10 – Staff Use of School Facilities and Equipment*  
*School Act:*



## Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy D/II/13 , *Advertising or Canvassing in Schools*

---

### **Background:**

Policy D/II/13, *Advertising or Canvassing in Schools*, was brought to Trustees at the January 9th, 2013 meeting of Committee of the Whole. Minor revision of the policy was suggested.

The related administrative practice, Administration 6 - *Advertising or Canvassing in Schools*, was also brought to Trustee attention.

### **Recommendation:**

That the Board of Trustees approve revised Policy D/II/13, *Advertising or Canvassing in Schools*.



**1.0 POLICY**

- 1.1 The Board believes that schools should not be used as a means of an economical or convenient avenue of approach to parents, students and staff or for distribution of materials, goods and services by non-school related agencies or individuals.
- 1.2 However, the Board recognizes that certain campaigns, distribution and advertising through schools without undue interference with the educational operation of the school, when they result in direct and specific benefit to students, are deemed to be appropriate for school participation.
- 1.3 **The Board expects administration to ensure that authorization of advertising or canvassing in any Division site occurs only when this is consistent with the Division's beliefs, mission and mandate, is in the best interests of students and staff, and is compatible with community values.**

**2.0 GUIDELINES**

- 2.1 The Superintendent of Schools shall maintain administrative practice to implement this policy.

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References: *Admin Practice: Administration 6 – Advertising or Canvassing in Schools*  
**School Act: Section 27(2)**



## Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy F/III/2, *Course Challenge*

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### **Background:**

Policy F/III/2, *Course Challenge*, was brought to Trustees at the January 9th, 2013 meeting of Committee of the Whole. Minor revision of the policy was suggested.

The related administrative practice, Curriculum and Resources 2 – *Course Challenge* was also brought to Trustee attention.

### **Recommendation:**

That the Board of Trustees approve revised Policy F/III/2, *Course Challenge*.



## 1.0 POLICY

- 1.1 The Board believes that senior high school students in Sturgeon School Division who wish to demonstrate that they already possess the knowledge, skills and attitudes prescribed by the Program of Studies for a course, shall be allowed to demonstrate their competency through a special assessment opportunity.
- 1.2 The Board believes that course challenge allows a senior high school student to be fairly evaluated, given a final course mark and, if successful, earn credits in the challenged course.

## 2.0 GUIDELINES

- 2.1 The Superintendent **or designate shall be delegated the responsibility and authority to establish regulations maintain administrative practice as required to operationalize this policy.**

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References: *Admin Practice(s): Curriculum & Resources 2 – Course Challenge*  
*Guide to Education: ECS to Grade 12, pp. 107-108*



## Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Mary McGregor, Associate Superintendent Student Services  
Subject: Policy (G/II/15) - (Crisis and Critical Incidents)

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### **Background:**

Policy (G/II/15) - (Crisis and Critical Incidents).  
Admin Practice (Crisis and Critical Incidents Student Services 1) is attached for your information.

### **Recommendation:**

That the Board of Trustees approve Policy (G/II/15) - (Crisis and Critical Incidents).



**1.0 POLICY**

- 1.1 The Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students **and staff** in the event of emergency situations.
- 1.2 The Board requires procedures to be in place to ensure the safety of students and staff in the event of an emergency situation.

**2.0 GUIDELINES**

- 2.1 In the case of internal emergencies, (including but not limited to fire, structural collapse, bomb threat, dangerous chemical spills within the buildings, hostage taking, loss of utilities), the principal has the authority to make the final decision regarding school evacuations.
- 2.2 When external emergencies (including but not limited to tornadoes, dangerous chemical spills outside the school buildings, riots, severe weather conditions or other emergency situations that endanger the school’s occupants), the responsibility for evacuating schools will rest with the Superintendent and/or appropriate civil authorities.

References:	Policies:	D/II/2 School Operations in an Emergency G/II/10 Emergency Preparedness G/II/2 Health and Safety
	Admin Practice(s):	SS 1 – Crisis and Critical Incidents A 07 – School Operation in an Emergency A 17 – Health and Safety
	School Act:	



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

### 1.0 RATIONALE

The Board recognizes its responsibility to take reasonable measures to ensure the safety and welfare of students and staff in the event of emergency situations.

### 2.0 PROCESS

The Superintendent ~~and Chief Deputy Superintendent~~ or designate will be responsible for coordinating all communications with the media during emergency situations.

### 3.0 GUIDELINES

3.1 For the purpose of direction to the Most Responsible Person, the MRP for a school is the principal and for Division Office is the Associate Superintendent Human Resources.

~~3.13.2~~ The Division and schools and sites shall develop and maintain a Crisis and Critical Incident Response Plan. The ~~schools site staff~~ shall derive their plan from the Division's plan.

~~3.23.3~~ ~~The Associate Superintendent of Student Services and the~~ The Division Crisis and Critical Incident Response team ~~are is~~ to provide support to individual schools during emergency situations under the supervision of the Associate Superintendent Student Services.

~~3.33.4~~ The principal MRP and the ~~school-based~~ site-based Crisis and Critical Incident Response team ~~is are~~ to respond to emergency situations according to the protocols as developed in the Division and the school or site plan.

~~3.43.5~~ All Support and professional staff members are to be knowledgeable of the Division and school or site plans and fulfill their duties according to those plans.

~~3.5~~ ~~The Superintendent shall make the final decision as to the involvement of the Division Crisis and Critical Incident Response Plan team.~~

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References: *Board Policy: G/II/10 – Emergency Preparedness*  
*G/II/15 - Crisis and Critical Incidents*  
*D/II/2 – School Operations in an Emergency*  
*G/II/10 - Emergency Preparedness*  
*G/II/2 – Health and Safety*  
*Admin Practice:*  
*A 07 – School Operation in an Emergency*  
*A 17 – Health and Safety*



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

3.6 The Division and schools shall follow the procedures as outlined in the Division and school or site-based Crisis and Critical Incident Response Plan for the following:

3.6.1 ~~School~~ Lockdown

Each school or site staff shall perform a lockdown at least ~~once~~ twice per year.

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References: *Board Policy: G/II/10 – Emergency Preparedness*  
*G/II/15 - Crisis and Critical Incidents*  
*D/II/2 – School Operations in an Emergency*  
*G/II/10 - Emergency Preparedness*  
*G/II/2 – Health and Safety*  
*Admin Practice:*  
*A 07 – School Operation in an Emergency*  
*A 17 – Health and Safety*



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

### 3.6.2 School or site Evacuation and Relocation

The school or site staff shall review the plan annually and perform a drill to evacuate the school or site population to an alternate facility site once every two three years. The alternate facility site may be a community site facility within walking distance of the school or site.

### 3.6.3 Fire Drill and Evacuation

3.6.3.1 To comply with fire safety regulations, the MRP principal shall:

- 3.6.3.1.1 Ensure procedures for the elimination of fire hazards within the buildings.
- 3.6.3.1.2 Ensure provision for the application of fire safety drills at least five times per year.
- 3.6.3.1.3 Ensure that all provincial regulations pertaining to fire safety are communicated to staff.
- 3.6.3.1.4 Ensure that staff adheres to these regulations.
- 3.6.3.1.5 Maintain a record of all fire drills which shall include date, evacuation time and any comments relating to the fire drill.

3.6.3.2 Teachers are responsible for:

- 3.6.3.2.1 Discussing evacuation and fire safety procedures with their students.
- 3.6.3.2.2 Participating in fire drills along with their students.
- 3.6.3.2.3 Maintaining “good housekeeping” standards within their classroom to minimize potential fire hazards.
- 3.6.3.2.4 Ensuring that all potentially hazardous materials are properly stored and handled.

3.6.3.3 The MRP is responsible for:

- 3.6.3.3.1 Discussing evacuation and fire safety procedures with staff.
- 3.6.3.3.2 Participating in fire drills along with staff.
- 3.6.3.3.3 Maintaining “good housekeeping” standards within their site to minimize potential fire hazards.

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References: *Board Policy: G/II/10 – Emergency Preparedness*  
*G/II/15 - Crisis and Critical Incidents*  
*D/II/2 – School Operations in an Emergency*  
*G/II/10 - Emergency Preparedness*  
*G/II/2 – Health and Safety*  


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*Admin Practice:*  
*A 07 – School Operation in an Emergency*  
*A 17 – Health and Safety*



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

3.6.3.3.4 Ensuring that all potentially hazardous materials are properly stored and handled.

~~3.6.3.3.~~3.6.3.4 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the principal and teachers shall:

~~3.6.3.3.1~~3.6.3.4.1 Ensure that all storage, mechanical and service rooms are clean and orderly.

~~3.6.3.3.2~~3.6.3.4.2 Ensure that all potentially hazardous materials are properly stored and handled.

~~3.6.3.3.3~~3.6.3.4.3 Ensure that all exit and emergency lights in the school are operable.

~~3.6.3.3.4~~3.6.3.4.4 Ensure that doors are not propped open, obstructed, or secured by unapproved means.

~~3.6.3.3.5~~3.6.3.4.5 Ensure that corridors are free of obstructions (i.e. boxes, tables, etc.)

~~3.6.3.3.6~~3.6.3.4.6 Participate in fire drills.

~~3.6.3.3.7~~3.6.3.4.7 Inspect the school as provided in the School Fire Safety Checklist, included as an Exhibit to these guidelines and to report immediately to the principal who shall immediately take steps to have the deficiencies remedied.

~~3.6.3.4.~~3.6.3.5 Custodians, under the supervision of the Operations and Maintenance Manager through the Associate Superintendent of Human Resources, and in cooperation with the ~~principal~~ MRP and ~~teachers staff~~ shall ensure the following items are evaluated for fire safety. The frequency these items are to be checked is indicated in brackets following the item (Daily-D; Weekly-W; Monthly-M; Yearly-Y).

~~3.6.3.4.1~~3.6.3.5.1 Fire Protection Equipment (M)

- Fire Extinguishers
  - Are they fully charged
  - Are they date-tagged
  - Are they in their proper locations

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References: *Board Policy: G/II/10 – Emergency Preparedness*  
*G/II/15 - Crisis and Critical Incidents*  
*D/II/2 – School Operations in an Emergency*  
*G/II/10 - Emergency Preparedness*  
*G/II/2 – Health and Safety*  
*Admin Practice:*  
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*A 17 – Health and Safety*



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

- Fire Hoses (M)
  - Are all hoses in good repair
  - Are nozzles and wrenches located at each hose station
- Fire Alarm System (M)
  - Is the alarm operative
  - When was the alarm last tested
- Emergency Lighting (M)
  - Is it operative
  - When was it last maintained

### 3.6.3.4.23.6.3.5.2 General Maintenance

- Are corridors free from obstruction (D)
- Are fire exits clear (D)
  - Do doors operate freely
  - Does panic hardware operate freely
- Are all rooms free from litter (D)

---

References: *Board Policy: G/II/10 – Emergency Preparedness*  
*G/II/15 - Crisis and Critical Incidents*  
*D/II/2 – School Operations in an Emergency*  
*G/II/10 - Emergency Preparedness*  
*G/II/2 – Health and Safety*  
*Admin Practice:*  
*A 07 – School Operation in an Emergency*  
*A 17 – Health and Safety*



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

~~3.6.3.4.3~~ ~~3.6.3.5.3~~ Electrical

- Are all electrical wires, conduit and lighting fixtures properly supported and connected (M)
- Are any motors, fuse boxes, or control equipment overheating (D)
- Are covers missing from fuse boxes, junction boxes, etc. (W)
- Are all circuit breakers operational (M)
- Are all emergency lights operational (M)

~~3.6.3.4.4~~ ~~3.6.3.5.4~~ Heating Units

- Are all heating units in good condition and operating properly (W)
- Are all combustible materials removed from these areas (D)
- Are furnace room doors closed? locked? (D)

~~3.6.3.4.5~~ ~~3.6.3.5.5~~ Doors

- Do fire doors close automatically (M)
- Are manual fire doors kept closed (D)

~~3.6.3.4.6~~ ~~3.6.3.5.6~~ Laboratories

- Do gas shut-off valves work properly (D)
- Is a fire extinguisher available (W)
- Is the ventilation system operating properly (M)
- Are dangerous chemicals and flammable liquids properly stored (D)

~~3.6.3.4.7~~ ~~3.6.3.5.7~~ Industrial Arts/Home Economics

- Are welding areas free of combustible or flammable liquids (D)
- Are refuse containers supplied (D)
- Is equipment free of excessive accumulations of oil, grease, and other debris (D)
- Are paints and solvents properly stored (D)
- Is a dry chemical extinguisher supplied (W)
- Is the ventilation system operating properly (M)

---

References: *Board Policy: G/II/10 – Emergency Preparedness*  
*G/II/15 - Crisis and Critical Incidents*  
*D/II/2 – School Operations in an Emergency*  
*G/II/10 - Emergency Preparedness*  
*G/II/2 – Health and Safety*  


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*Admin Practice:*  


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*A 07 – School Operation in an Emergency*  
*A 17 – Health and Safety*



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

### ~~3.6.3.4.8~~ ~~3.6.3.5.8~~ Art Room/Printing Shop

- Are flammable liquids properly stored (D)
- Is kiln area free from combustibles (D)
- Are proper refuse containers supplied (D)
- Are posters and paper work located in such a manner as to not to interfere with heating equipment (D)

3.6.4 ~~For Crisis and Critical Incident response, the The principal-MRP and school or site staff shall follow the procedures as outlined in the Sturgeon School Division under Bomb Threat in the Division and school based-Crisis and Critical Incident Plan Response Plan, for the emergency situations listed below:~~

~~3.6.4.1 Bomb threat~~

~~3.6.4.2 Armed intruder~~

~~3.6.4.3 Abduction~~

~~3.6.4.4 Hostage taking~~

~~3.6.4.5 Assault on school premises~~

~~3.6.4.6 Intruders at school~~

~~3.6.4.7 Severe injury at school~~

~~3.6.4.8 Environmental hazard toxic spill~~

~~3.6.4.9 Loss of utilities~~

~~3.6.4.10 Off-site emergency or school bus accident (with injuries)~~

---

References: *Board Policy: G/II/10 – Emergency Preparedness*  
*G/II/15 - Crisis and Critical Incidents*  
~~*D/II/2 – School Operations in an Emergency*~~  
~~*G/II/10 - Emergency Preparedness*~~  
~~*G/II/2 – Health and Safety*~~  
*Admin Practice:*  
~~*A 07 – School Operation in an Emergency*~~  
~~*A 17 – Health and Safety*~~



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

~~3.6.4.11 Tornadoes/violent winds~~

~~3.6.5 The Division and school personnel shall follow the threat assessment protocol as outlined in the Crisis Critical Incident Response Plan.~~

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References: *Board Policy: G/II/10 – Emergency Preparedness*  
*G/II/15 - Crisis and Critical Incidents*  
*D/II/2 – School Operations in an Emergency*  
*G/II/10 - Emergency Preparedness*  
*G/II/2 – Health and Safety*

*Admin Practice:*  
*A 07 – School Operation in an Emergency*  
*A 17 – Health and Safety*



## STUDENT SERVICES 1 – Crisis and Critical Incidents

Date: June 4, 2003 Revised: Nov. 21, 2011 Responsible Administrator: Associate Superintendent Student Services

3.6.6 The MRP principal and site-based school-based Crisis and Critical Response team shall:

3.6.6.1 Coordinate professional development activities to support the Crisis and Critical Response Plan.

3.6.6.2 Establish procedures for the proper documentation of the incident.

3.6.6.3 Establish procedures and contact lists for coordinating municipal services and Division and school Crisis and Critical Response Plan.

3.6.6.4 Establish a staff fan-out list.

3.6.6.5 Establish a communication plan for staff, media, parents, students and the public.

3.6.6.6 Ensure that the emergency supply list is maintained as outlined in Appendix D of the Crisis and Critical Response Plan.

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References: *Board Policy: G/II/10 – Emergency Preparedness*  
*G/II/15 - Crisis and Critical Incidents*  
*D/II/2 – School Operations in an Emergency*  
*G/II/10 - Emergency Preparedness*  
*G/II/2 – Health and Safety*  
*Admin Practice:*  
*A 07 – School Operation in an Emergency*  
*A 17 – Health and Safety*



## Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy I/1 – *Student Transportation Services*

---

### **Background:**

Please find attached Policy I/1 – *Student Transportation Services*. This policy was reviewed at the January 9, 2013 meeting of the Committee of the Whole.

### **Recommendation:**

That the Board of Trustees approve Policy I/1– *Student Transportation Services*.



## 1.0 POLICY

- 1.1 The Board has established and operates a student transportation system to provide service to a student's directed school. This service is available to all students within the Board's jurisdiction who qualify for this service in accordance with criteria as contained in the School Act of Alberta or as outlined in administrative practices.
- 1.2 Transportation service will be provided on regular a.m. and p.m. school bus routes, for children enrolled in ECS programs operated by the Board.

## 2.0 GUIDELINES

- 2.1 The Board will provide transportation for all students enrolled in an education program, kindergarten to grade 4, who reside further than 1,200 meters from the school to which the board has directed the student to attend.
- 2.2 The Board will provide transportation service for all students whose residence is located further than 1600 meters from the school to which the student has been directed to attend.
- 2.3 Students residing closer to the school site than the distances as specified in Guidelines 1 or 2 of this policy may be provided with transportation service if space is available on an existing school bus route.
- 2.4 The Superintendent of Schools or designate shall ensure that sufficient resources are available to provide transportation service for students in accordance with Board policy.
- 2.5 The Director of Transportation Services is directed by the Superintendent of Schools to develop and maintain the administrative practices required by this policy.

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References: *Admin Practice(s): Transportation 3 – Support Staff & Bus Riding Duties*  
*Transportation 5 – Student Transportation Services*  
School Act: Transportation 51(1)



## Board Memorandum

Date: January 23, 2013  
To: Board of Trustees  
From: Committee of the Whole / G. Schick, Chief Deputy Superintendent  
Subject: Draft Operational School Year Calendar 2013 - 2014

---

### **Background**

A draft operational calendar for school year 2013-2014 was reviewed by the Committee of the Whole on December 12<sup>th</sup>, 2012. School Operational Year Calendar Details and Day-Count information was also provided at that time.

Following discussion at the Administrators' Council meeting on January 16, 2013, a minor amendment to the December 12<sup>th</sup> draft is proposed, specifically the indication that schools would be allowed to dismiss classes one hour early on Wednesday, December 11<sup>th</sup>, and Wednesday, February 12<sup>th</sup>, in order to conduct a staff meeting in those months. This will still allow the instructional day count to remain at 180 days and would not constitute any additional professional development or staff meeting time than is provided for in the 2012-2013 school year calendar.

Following anticipated approval in principle by the Board of Trustees at their January 23<sup>rd</sup>, 2013 meeting, the draft will be taken by principals to meetings of school staff members, by principals or trustees to School Council, by Division administration to the Council of School Councils meeting on February 11<sup>th</sup>, and to a Policy Advisory Committee (ATA) meeting on February 21<sup>st</sup>.

Trustees may also wish to have the draft calendar posted on the Division website or Facebook page and invite parental comment during the month of February, 2013.

/...2

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### *Key Question*

*What have I done today to improve student learning and/or build community in our Division?*

BOARD 7.9



The draft will be brought back to the Board of Trustees for final approval at its meeting on March 27, 2013.

Draft Operational School Year Calendar 2013 – 2014

January 23, 2013

Page 2

### **Recommendation**

That the Board of Trustees approve the inclusion in the draft Operational School Year Calendar 2013 – 2014 designated one-hour early dismissal times in December and February for purposes of conducting school staff meetings.

That the Board of Trustees approve in principle the amended draft Operational School Year Calendar 2013 - 2014.

# 2013-2014

**DRAFT - JANUARY 17, 2013**

## AUGUST, 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## SEPTEMBER, 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## OCTOBER, 2013

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## NOVEMBER, 2013

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## DECEMBER, 2013

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## JANUARY, 2014

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## FEBRUARY, 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## MARCH, 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## APRIL, 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## MAY, 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## JUNE, 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## JULY, 2014

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School offices open August 26  
 Div. Prof. Dev. Day – No classes August 28  
 Div. Prof. Dev. Day – No classes August 29  
 Operational Non-Instructional (K-12) August 30  
 Labour Day – No classes September 2  
 All classes (full day) September 3  
 PD / Staff mtg (p.m.) September 13  
 PD / Staff mtg (p.m.) October 11  
 Thanksgiving Day – No classes October 14  
 PD / Staff mtg (p.m.) November 8  
 Remembrance Day November 11  
 In lieu of Parent/Teacher Interviews November 22  
 Staff mtg 1 hour early dismissal December 11  
 Christmas Vacation Dec. 21 – Jan. 5  
 Classes Resume January 6  
 PD / Staff mtg (p.m.) January 17  
 First day of Semester Two January 30  
 Teachers' Convention – No classes February 6-7  
 Staff mtg 1 hour early dismissal February 12  
 Family Day – No classes February 17  
 PD / Staff mtg (p.m.) March 14  
 In lieu of Parent/Teacher Interviews March 28  
 Spring Recess begins March 29  
 Classes Resume April 7  
 PD / Staff mtg (p.m.) April 11  
 Good Friday - No classes April 18  
 Easter Monday – No classes April 21  
 PD / Staff mtg (p.m.) May 16  
 Victoria Day - No classes May 19  
 PD / Staff mtg (p.m.) June 13  
 No classes except Gr. 12 for provincial exam writing (am); non-instructional (pm) June 26  
 Last day of classes June 27

- Operational Day - No Classes
- Non-Operational Day
- Professional Development Day
- P.D./Staff meeting (pm)
- Staff meeting 1 hour early dismissal

**STURGEON SCHOOL DIVISION**  
 9820-104 Street  
 Morinville, AB T8R 1L8  
 Phone: (780) 939-4341



## School Year 2013-2014

(All dates are inclusive unless otherwise specified)

### AUGUST

Fri.	26	School offices open
Wed.	28	Professional Development Day – No classes
Thurs.	29	Professional Development Day – No classes
Fri.	30	Operational Non-Instructional Day

### SEPTEMBER

Mon.	2	LABOUR DAY - No classes
Tues.	3	All classes (full day)
Thurs.	13	PD / Staff meeting (pm)

### OCTOBER

Fri.	11	PD / Staff meeting (pm)
Mon.	14	THANKSGIVING DAY - No classes

### NOVEMBER

Fri.	8	PD / Staff meeting (pm)
Mon.	11	Remembrance Day – No classes
Fri.	22	Non-instructional day in lieu of Parent-Teacher Interviews

### DECEMBER

Wed.	11	Staff meeting 1 hour dismissal
Sat.	21	Christmas recess begins

### JANUARY

Mon.	6	Classes resume
Fri.	17	PD / Staff meeting (pm)
Thurs.	30	First day of Semester Two

---

References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2013-2014*  
*School Operational Year Calendar Day Count 2013-2014*  
School Act: 56

**FEBRUARY**

Thurs./Fri. 6/7 Teachers' Convention - No classes  
Wed. 12 Staff meeting 1 hour dismissal  
Mon. 17 FAMILY DAY - No classes

**MARCH**

Fri. 14 PD / Staff meeting (pm)  
Fri. 28 Non-instructional day in lieu of Parent-Teacher Interviews  
Sat. 29 Spring recess begins

**APRIL**

Mon. 7 Classes resume  
Fri. 11 PD / Staff meeting (pm)  
Fri. 18 GOOD FRIDAY – No classes  
Mon. 21 EASTER MONDAY – No classes

**MAY**

Fri. 16 PD / Staff meeting (pm)  
Mon. 19 VICTORIA DAY - No classes

**JUNE**

Fri. 13 PD / Staff meeting (pm)  
Thurs. 26 No classes except for Grade 12 provincial exam writing (am); non-instructional (pm)  
Fri. 27 Last day of classes  
Mon. 30 Summer recess begins

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References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2013-2014*  
*School Operational Year Calendar Day Count 2013-2014*  
School Act: 56



**School Year 2013-2014**

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	19.0	19.0	20.0	20.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	2.0	2.0	18.0	18.0	20.0	20.0
DECEMBER	0.0	0.0	15.0	15.0	15.0	15.0
JANUARY	1.0	1.0	17.0	17.0	18.0	18.0
<b>TOTAL – SEMESTER I</b>	8.0	8.0	90.0	90.0	98.0	98.0
JANUARY	0.0	0.0	2.0	2.0	2.0	2.0
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	18.0	18.0	20.0	20.0
APRIL	1.0	1.0	15.0	15.0	16.0	16.0
MAY	1.0	1.0	20.0	20.0	21.0	21.0
JUNE	2.0	2.0	18.0	18.0	20.0	20.0
<b>TOTAL - SEMESTER II</b>	8.0	8.0	90.0	90.0	98.0	98.0
<b>OPERATIONAL YEAR TOTAL</b>	16.0	16.0	180.0	180.0	196.0	196.0

References: Policy: *D/II/1 Operational School Year*  
 Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2013-2014*  
*School Operational Year Calendar Day Count 2013-2014*  
 School Act: 56



## Board Memorandum

**Date:** January 23, 2013  
**To:** Board of Trustees  
**From:** Karen Parasynchuk, Secretary Treasurer  
**Subject:** **Confirmation of Auditors for 2013/2014**

---

### **Background:**

At the April 22, 2009 meeting of the Board of Trustees motion # 51/2009 was unanimously approved appointing *Hawkings Epp Dumont LLP* as the Sturgeon School Division auditors for a five year term commencing in the 2009/2010 school year, with a Board confirmation annually at the January Board meeting,

### **Recommendation:**

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.



## Board Memorandum

**Date:** January 23, 2013  
**To:** Board of Trustees  
**From:** Karen Parasynchuk, Secretary Treasurer  
**Subject:** Election – Special Ballots for Election October 21, 2013

As per Section 77.1 Vote by Special Ballot of the Local Authorities Act

- (2) An elected authority may, by resolution passed no later than 6 months prior to a nomination day, provide for special ballots and provide that 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 e-mail.

### **Recommendation:**

The Board of Trustees pass a resolution providing for “Vote by Special Ballot” for the 2013 election of the local jurisdiction.



## Board Memorandum

**Date:** January 23, 2013  
**To:** Board of Trustees  
**From:** Karen Parasynchuk, Secretary Treasurer  
**Subject:** **Appointment of Returning Officer**

---

As per section 13 of the Local Authorities Election Act:

- (1) An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this act.
- (2) If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.
- (3) The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

### **Recommendation:**

As per Section 13 (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.

**DRAFT**

**Sturgeon School Division Board of Trustees Advocacy Plan 2012-2015**

In their ongoing commitment to excellence in public education and student success in Sturgeon School Division, the Board of Trustees has developed an advocacy framework that establishes the priority areas of focus for the Board in the coming years. While specific strategies and measures will evolve in response to the needs of the division and the communities being served, the initial focus will be on the following **Key Priorities**:

1. **ENHANCE** student participation and involvement in decisions that affect their education and school experience.
2. **ENGAGE** people in their communities to build value for and facilitate their participation in the public education of our students.
3. **ESTABLISH** relationships with external organizations to broaden support for schools, facilitate new opportunities for funding, and enhance student and community well-being.
4. **EDUCATE** the board members to allow Trustees to confidently make informed decisions based on diverse perspectives, stakeholder opinions and current educational research.
5. **ENCOURAGE** innovation by supporting funding and support for division projects that are directly related to enhancing student achievement and success.

In support of the Advocacy Plan, the Board will begin with a public consultation commencing January 2013 and culminating in June 2013 with a new Division Vision, Mission, Mandate and Beliefs Statement (Policy A/2). Throughout this undertaking, Trustees and senior staff will work collaboratively with a student facilitation team and members of the broad division community (staff, students, parents, business and community members) to determine the ways in which Sturgeon Schools can best meet student needs and support the future our stakeholders envision for today's young people.

As the Board's Advocacy Plan continues to evolve, increased information and specificity will be added, along with updates relative to progress being made in the accomplishment of priority area goals and outcomes.

**DRAFT**

# Sturgeon School Division Board

## Advocacy Plan 2011 – 2012 – Five “E’s” to Success

### ***PRIORITY OUTCOME 1:***

***ENHANCE student participation and involvement in decisions that affect their education and school experience.***

#### **Strategies:**

- Investigate opportunities for student to attend board meetings and or functions
- Encourage students to participate in school council meetings
- Establish a forum for students to provide input into their educational desires, and create measurement tools to monitor student involvement

#### **Measure:**

- Increased student engagement, awareness, and involvement in the education process
- Increased student enthusiasm and appreciation of the education being provided (Tell them from me)
- Increased student satisfaction with the safe and caring nature of their school and the overall quality of basic education being provided

### ***PRIORITY OUTCOME 2:***

***ENGAGE people in our communities to build value for and facilitate their participation in the public education of our students***

#### **Strategies:**

- Conduct a Public Engagement Forum based upon relevant topics that will strengthen the Board’s ability to engage the public in school activities and plans.
- Further the involvement of trustees in the community through;
  - Continuing to attend school council meetings and discuss topics of interest
  - Attend a Council of School Councils meeting to further communications between school council’s and the Board
  - Attend community events and explore mutual educational topics of interest
- Provide individual school presentations and or communique’s where possible and appropriate

#### **Measure:**

- Improved parental satisfaction with opportunities to be involved in or to be made aware of decisions that affect their child’s education (Survey?)

***PRIORITY OUTCOME 3:***

***ESTABLISH relationships with external organizations to broaden support for schools, facilitate new opportunities for funding, and enhance student and community well-being.***

**Strategies:**

- Develop a common board goal or objective and:
- Meet with Municipal town councils within the Sturgeon areas and discuss mutually beneficial opportunities
- Work with Police to gain an understanding of local issues and help develop relevant police where appropriate.
- Participate in organizations such as Linkages and JAGG to keep abreast of issues and concerns
- Meet with businesses and service clubs to look for opportunities to assist in improving our students educational experience

**Measure:**

- Improved municipal relationships, and improved board communication throughout the community
- Alternate funding means have been obtained to help with school and or division initiatives
- Improved staff relationships at all levels

***PRIORITY OUTCOME 4:***

***EDUCATE the board members to allow Trustees to confidently make informed decisions based on diverse perspectives, stakeholder opinions and current educational research***

**Strategy:**

- Attend PSBA, ABSA sponsored events
- Establish relationships and work other boards, and through existing associations where appropriate, to determine common issues, opportunities, and educational viewpoints
- Attend relevant conferences and share key learning's with the rest of the board
- Keep abreast of appropriate news articles and educational related issues and share with each other
- Provide direction to administration on what form and format, relevant information and documentation needs to be provided to the board

**Measure:**

- Improved ability to make board decisions based on accurate knowledge of this issue or topic
- Improved ability to set directions based on relevant and meaningful information
- Improved student and parent confidence in board decisions

***PRIORITY OUTCOME 5:***

***ENCOURAGE innovation by supporting funding and support for division projects that are directly related to enhancing student achievement and success***

**Strategies:**

- Work with administration, school councils, parents, and others to determine innovative ways and projects that support unique and enhanced learning for our students
- Support discretionary funding that can be allocated to implement innovative projects

**Measure:**

- One or more projects implemented that demonstrate an innovative and measurable approach to the education for our students.
- Work with administration, school councils, and others to determine innovative ways and projects that support enhanced learning for our students