



# **Committee Meeting Agenda**

## **June 12, 2013 – 6:00 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. Approval of Committee Notes**
  - 4.1 Amendment/Correction of Notes
  - 4.2 Approval of Committee Notes – May 8, 2013
- 5. Presentations**
  - 5.1 Tell Them From Me - SCHS
- 6. Reports from Officers and Standing Committees**
  - 6.1 Superintendent
  - 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 Report
- 6.9 Alberta School Boards Association Zone 2/3
- 6.10 Public School Boards Association of Alberta

## **7. New Business**

- 7.1 Policy Tracker
- 7.2 Policy B/II/5 – Trustee Code of Conduct
- 7.3 Policy H/2 – Caretaking Staff Allocations
- 7.4 School Fees 2013/2014
- 7.5 Board Priorities – Progress Update
- 7.6 July/August Committee of the Whole & Board Meetings
- 7.7 Election 2013 - Voting Hours
- 7.8 Locally Developed Courses Approval –
  - Forensic Science Studies 25, 35 (3 credits)
  - Abnormal Psychology 35 (3 credits)

## **8. Unfinished Business**

## **9. Reports from Special Committees/Task Groups**

9.1 Building

9.2 Finance & Human Resources

9.3 Education Policy

9.4 Advocacy Committee  
- Board Advocacy Plan

9.5 Transportation

9.6 Linkages/JACC

9.7 Policy Advisory (ATA)

9.8 Policy Review (CUPE)

## **10. Information Items**

10.1 Report of Instructional Material Fees for 2012 – 2013

## **11. Pending List**

## **12. Adjournment**



# Committee of the Whole

Summary of Motions  
Wednesday, May 8, 2013  
Sturgeon School Division

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## Items Referred to May 22, 2013 Public Board Meeting

- Policy D/II/18 – Volunteers
- Transportation Agreement – Aspen View Public School Division No. 78
- Supplementary Lease Agreement – Guthrie School
- Locally Developed Courses Approval:
  - Film Studies 15, 25, 35
  - Instrumental Jazz 15, 25, 35
  - Vocal Jazz 15, 25, 35
  - Literature and Composition (AP) 25
  - English (AP) 35
- Preliminary 2013-2014 Sturgeon School Division Budget
- Notices of Motion:
  - Establishment of a plan for school space in Morinville
  - Sturgeon School Division Annual Satisfaction Survey
  - Family School Liaison Program

## Items Referred to June 12, 2013 Committee of the Whole Meeting

- Policy B/II/5 – Trustee Code of Conduct



# Notes of the Meeting of The Committee of the Whole Held at Morinville on May 8, 2013

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## **Roll Call**

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

Ms. Tracy Nowak Chaired the meeting.

## **Call to Order**

The Vice Chair called the meeting to order at 6:23 p.m.

## **Approval of Agenda**

Moved by Mr. Jewell that the agenda be approved as amended.

Additions: 7.4 Preliminary 2013 – 2014 Sturgeon School Division Budget  
9.9 Community Services Advisory Board

CARRIED 7/0

## **Appointments**

Ms. Violet Levasseur addressed the Board of Trustees with respect to Policy D/II/18 – Volunteer Policy; in particular criminal record checks for volunteers.

Ms. Pat Miller addressed the Board of Trustees with respect to Policy D/II/18 – Volunteer Policy; in particular criminal record checks for volunteers.

## **Approval of Committee Notes**

Moved by Mr. Jewell that the notes of April 10, 2013 be approved.

CARRIED 7/0

## **Presentations**

### **Laptop Initiative – Gibbons School**

Mrs. Pat Coxen, Principal, Gibbons School and Mr. Dave Webster, Manager of Technology for Sturgeon School Division, presented an update with respect to the success of the first year of the Bring Your Own Device Project at Gibbons School.

## **Reports from Officers and Standing Committees**

### **6.1 Superintendent**

A verbal report was provided.

Morinville Public Elementary School will be holding a June Carnival on June 1, 2013 from 11:00 a.m. to 2:00 p.m.

### **6.2 Chief Deputy Superintendent**

A written report was provided.

Mr. Schick noted that the third round of school visits are underway.

### **6.3 Associate Superintendent, Student Services**

The Committee of the Whole chose 10 selections from the art work submitted by Sturgeon School Division students, to be used for the 2013 Division Christmas cards.

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

The Department is continuing on with regular business.

### **6.5 Secretary-Treasurer**

A written report was provided with respect to the 2012-2013 Revenue and Expense Statements and the Board of Trustees Budget Report.

### **6.6 Associate Superintendent, Human Resources.**

A verbal report was provided.

Mr. Johnson noted that Professional Staffing for the 2013-2014 school year is 85% complete.

Mr. Johnson noted that he will be attending a meeting on May 9, 2013 with Alberta Environment regarding the Sturgeon Composite High School Lagoon.

## **6.7 Chair's Report**

A verbal report was provided.

Chair Jewell noted that he and other Trustees attended a meeting on April 30, 2013 with Alexander First Nation regarding the education partnership with Sturgeon School Division.

Trustee Jewell & Trustee Kohle attended a meeting on May 6, 2013 with Legal Town Council regarding public education in Morinville/Legal.

Mr. Jewell also attended the Landing Trail School Council meeting on May 7, 2013.

## **6.8 Trustees' Reports**

### **Trustee Krieger (Gibbons)**

Trustee Krieger reported that he attended the Gibbons School Parent Council meeting on May 7, 2013.

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

Trustee Kohle reported that she attended the Sturgeon Night of Music & Art Walk on May 1, 2013.

### **Trustee Porter (Camilla)**

Trustee Porter reported that she attended the Sturgeon Night of Music & Art Walk on May 1, 2013. Mrs. Porter expressed a concern that students do not have an opportunity to sit in the audience during performances.

Mrs. Porter also attended the Camilla School Parent Council Meeting. Transportation Fees were discussed at this meeting.

## **6.9 Alberta School Boards Association Zone 2/3**

Mr. Gray reported that the next Alberta School Boards Association meeting is scheduled for Friday, May 24, 2013 from 1:00 p.m. to 4:00 p.m. at the St. Anthony Centre in Edmonton.

The Edwin Parr Awards will be presented on Friday, May 24, 2013. Mrs. Miller attended the Alberta School Boards Association Zone 2/3 meeting on Friday, April 26, 2013. A handout with information regarding “Get the Nuts & Bolts” from the Alberta School Boards Association Zone 2/3 Advocacy Committee was provided.

Elk Island Catholic Schools has established a committee to develop a Ministerial advisement to reinstate the fuel initiative funding.

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

Mrs. Kohle reported that the Public School Boards Association Resource Binder is available for Trustee information, and is located at Central Office.

The Public School Boards Association of Alberta Spring General meeting will be held in Red Deer from Friday, May 31 – to Sunday, June 2, 2013.

#### **6.11 ATA Report**

Mr. Paul Froese reported that the ATA Local is organizing a Pitching Mental Health Softball Tournament for June 7, 2013, with donations going to Mental Health.

The Sturgeon School Division ATA Local supported the Tripartite Framework.

The ATA Local continues to advocate PD support for teachers.

Mr. Froese provided an update with respect to the improvement of the dress code in our schools.

Mr. Froese noted that overall, Sturgeon School Division continues to be a benchmark for education in the province.

## **New Business**

### **7.1 Policy Tracker**

Received for information.



**7.2 Book Award Rate/Class**

Moved by Mr. Krieger that the Board of Trustees reaffirm that the School Book Award rate remain at \$50.00 per class for the 2012 – 2013 school year.

CARRIED 7/0

**7.3 Locally Developed Courses**

Moved by Mrs. Miller that the following locally developed courses be referred to the May Board Meeting for approval:

**Film Studies 15, 25, 35** for 5 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2013 to August 31, 2016 using the listed resources as per the course outline.

**Instrumental Jazz 15, 25, 35** for 3 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2013 to August 31, 2016 using the listed resources as per the course outline.

**Instrumental Jazz 15, 25, 35** for 5 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2013 to August 31, 2016 using the listed resources as per the course outline.

**Vocal Jazz 15, 25, 35** for 3 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2013 to August 31, 2016 using the listed resources as per the course outline.

**Vocal Jazz 15, 25, 35** for 5 credits acquired from Calgary School District No. 19 to be authorized as courses of study within Sturgeon School Division from September 1, 2013 to August 31, 2016 using the listed resources as per the course outline.

**Literature and Composition (AP) 25** for 3 credits acquired from Parkland School District No. 70 to be authorized as courses of study within Sturgeon School Division from September 1, 2013 to August 31, 2016 using the listed resources as per the course outline.

**English (AP) 35** for 5 credits acquired from Red Deer Public Schools using the listed resources as per the course outline.

CARRIED 7/0

**7.4 Preliminary 2013 – 2014 Sturgeon School Division Budget**

Moved by Mr. Jewell that the Board of Trustees move to receive the Preliminary 2013-2014 Sturgeon School Division Budget as information, and refer this item to the May Board Meeting

CARRIED 7/0

The Board will address Transportation Fees in the 2013-2014 school year, with public input.

Trustee Porter provided information for discussion regarding inclusion of the Sturgeon County Family School Liaison Program in the Sturgeon School Division 2013-2014 Budget.

**Unfinished Business****8.1 Policy D/II/18 – Volunteers**

Moved by Mr. Jewell that Policy D/II/18 – Volunteers be referred to the May Board Meeting with the following amendment:

2.3 revised to read

“The school principal shall ensure, **as a minimum**, that....”

CARRIED 6/1

Opposed: Ms. Nowak

**8.2 Regional Collaborative Service Delivery**

Dr. McGregor provided a report regarding Regional Collaborative Services.

**Reports from Special Committees/Task Groups****9.1 Building**

A verbal report was provided.

A meeting will be held on May 9, 2013 with Alberta Infrastructure regarding the Sturgeon Composite High School Lagoon.

**9.2 Finance & Human Resources**

A verbal report was provided.

Resource Allocation Committee meeting was held on May 2, 2013.

**9.3 Education Policy**

Policy D/II/18 – Volunteer Policy was reviewed at an Education Policy Committee meeting held on May 8, 2013.

Policy B/II/5 – Trustee Code of Conduct will be presented at the June Committee of the Whole Meeting.

**9.4 Advocacy Committee**

- Board Advocacy Plan

A meeting was held on Wednesday, May 8, 2013. An update will be provided by May 22, 2013.

**9.5 Transportation**

A verbal report was provided in discussion with item 7.4 - Preliminary 2013-2014 Sturgeon School Division Budget.

**9.6 Linkages/JACC**

No report was provided.

**9.7 Policy Advisory Committee (ATA)**

No report was provided.

**9.8 Policy Review Committee (CUPE)**

No report was provided.

**9.9 Community Services Advisory Board**

Mrs. Porter provided an update with respect to the Community Services Advisory Board.

**Notices of Motion**

Mrs. Porter moved that:

- 1) Sturgeon School Division work to establish a plan for presenting our need for school space in Morinville to accommodate our public school students' future instructional programming up to and including Grade 12.
- 2) Sturgeon School Division create an annual satisfaction survey to be offered for anonymous completion by all Sturgeon School Division students, staff and parents/guardians.

- 3) ONE: the Board of Trustees approve and budget \$25,000.00 to assist in partnering and partially funding the Family School Liaison Program in Sturgeon County.
- 4) OR TWO: Sturgeon School Division, in partnership with the County of Sturgeon, continue to partially fund the Family School Liaison Program, under the condition that parameters and terms of reference are formulated and contractually agreed upon between Sturgeon School Division and the County.

## **Information Items**

10.1 **ASEBP Premium Rate Notification for the 2013/2014 School Year**  
Received for Information

10.2 **Ministerial Order on Student Learning**  
Received for Information

## **Pending List**

## **Adjournment**

The meeting adjourned at 9:07 p.m.

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



# Committee of the Whole Memorandum

Date: June 12, 2013  
To: Committee of the Whole  
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**

### **Redwater School**

Jan 29 – Feb 1, 2014

27 junior high male and female students to Anaheim, California to attend Disney Magic Music Days to attend music workshops as well as perform.

## **WITS Program**

Included in the agenda package is a copy of a Certificate of Appreciation received from The Society for Safe and Caring Schools and Communities acknowledging the participation of Sturgeon schools in the WITS program pilot project. As reported to you previously, a number of schools actively used the program with grades 1 – 4 students while other schools served as control groups. The program aim is to help children use their WITS to deal with peer conflict and develop problem-solving strategies to prevent peer victimization. Through participation in the pilot program, teachers were able to access lesson plan ideas and classroom reading resources. Surveys were conducted in both participant and control schools. The pilot project, headed by Bonnie Leadbeater, WITS Program Director, from the University of Victoria has now been concluded. However, participant schools may continue to use the program and materials and control schools are able to obtain the reading resources and access the teacher lesson plans.

## **Student Teachers in Sturgeon Schools**

A letter has also been received from Undergraduate Student Services at the University of Alberta, Faculty of Education, thanking the Division and staff in the Division's schools for their willingness to support, encourage and mentor Student Teachers from the U. of A. In 2012-13 eight Sturgeon schools hosted teacher practicum students from the U. of A. and Concordia, as well as education assistant practicum students from Grant MacEwan.

COMMITTEE 6.2

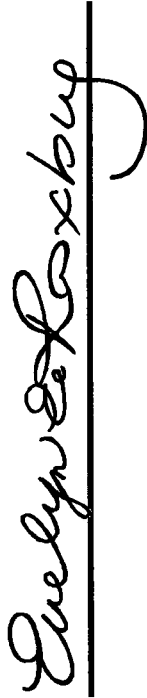
THE SOCIETY FOR SAFE AND CARING SCHOOLS & COMMUNITIES

# CERTIFICATE OF APPRECIATION

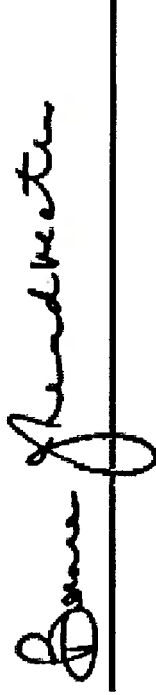
IS HEREBY GRANTED TO:

## Sturgeon School Division

FOR OUTSTANDING PERFORMANCE AND LASTING CONTRIBUTIONS TO  
THE WITS PROGRAMS



EVELYN ROXBURGH, RESEARCH COORDINATOR  
THE SOCIETY FOR SAFE AND CARING SCHOOLS & COMMUNITIES



BONNIE LEADBEATER, WITS PROGRAM DIRECTOR  
UNIVERSITY OF VICTORIA



THANK YOU FOR HELPING BRING TOGETHER SCHOOLS, FAMILIES AND COMMUNITIES  
TO CREATE RESPONSIVE ENVIRONMENTS THAT HELP ELEMENTARY SCHOOL CHILDREN DEAL  
WITH BULLYING AND PEER VICTIMIZATION





## Board Memorandum

Date: June 12, 2013  
To: Committee of the Whole  
From: Mary McGregor, Associate Superintendent, Student Services  
Subject: Follow up to CCIRP Questions

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I have attached, for information, a copy of the questions posed and responses given in a review of the Crisis and Critical Incident Response Plan (CCIRP).

Questions/Answers re: Crisis and Critical Incident Response Plan – April 2013

1. ***Are there any FOIP/Privacy concerns with staff name and phone numbers?*** (Home phone and/or cell numbers)
  - **The purpose of the phone fan out is (with permission from staff) (especially after hours/weekend) to contact staff in the event of an emergency. (FOIP confirmed)**
2. ***Track and inform personnel absent day 1?***
  - **Changed the wording from ‘Track and inform personnel absent day 1’ to ‘Inform personnel absent day 1 regarding the incident’**
3. ***Determine appropriate action regarding contact:***
  - ***On the Division Office contact list (do not see trustee/chair contact at any point on the list***
    - **Trustees contact numbers are listed on the third page of the Division office phone fan out list.**
  - ***Might want to ensure the local Trustee is contacted so knows what is happening.***
    - **This would be a practice of the Superintendent’s office.**
4. **UNDER STUDENT THREAT/RISK ASSESSMENT PROTOCOL** - Imminent High Risk Behaviours - Tab 4
  - ***Sturgeon SD will provide a referral for a comprehensive assessment by the ‘Multi-disciplinary’ team? Who/what is this?***
  - **The multi-disciplinary team would be as follows:**
    - **School admin; director of learning supports; system psychologists; RCMP (where appropriate; (school resource officer; school counsellor; most responsible teacher)**
    - **In the event of a comprehensive assessment the team may also include:**
      - **mental health therapists**
      - **family school liaisons**
      - **social workers**
      - **physician/psychiatrists/psychologists**
  - ***How does this plan align with new school act, re: bullying and the contact with authorities?***
    - **School-based challenge – if an emotional response is required, as a practice, school personnel would contact Director of Learning Support.**



- ***Worrisome behaviours – no suggestion to involve school level counsellors? Would think that school counsellors are the closest to the student body.***
    - **School counsellors are a part of the ‘multi-disciplinary team’**
  
  - ***Query - What about the school counsellor, who receives disturbing information from students in confidence? Do they have protocols for handling personal information shared by students?***
    - **Yes. FOIP gives the right to privacy for all staff and students. Students who have knowledge regarding incidents for at risk students have the right to share appropriately.**
  
  - ***D. Guidelines For Re-entry into School***
    - ***Query - No mention of discipline hearing. Is a student recommended for expulsion due to behaviour, whether worrisome, low risk, moderate risk, imminent high risk, etc. subject to the same process as all other expulsions?***
  
    - **Yes. Please consult with the Deputy Superintendent.**
- 5. Bomb Threat (Tab 8) – Query - Has Sturgeon SD ever had a bomb threat?**
- **Yes there was an evacuation a number of years ago at Sturgeon Composite High School.**

**6. Bus Accident – Tab 9 - Queries**

- ***In the case of a bus accident, the bus driver/contractor or the Manager of Transportation Services/or designate will contact parents of children involved in the accident.***
  - **Yes, with assistance, if necessary.**
- ***This may not be the best – given the driver may be in shock and the Manager of Transportation may not be known by parents. May be better if school personnel called the parents.***
  - **School personnel will assist, when requested. Otherwise a bus operator may be the only one to handle the incident.**
- ***Need to ensure that all families of kids riding on the bus are contacted and told of incident, whether injuries or not, by an adult at the school before child(ren) is/are sent home.***
  - **Bus operator/and or the school personnel calls the families or they may ask for assistance.**

**7. Evacuation – Tab 13**

- ***Query - If evacuation is not immediately required, inform staff to retrieve car keys?***
  - **In a past incident, an evacuation of staff/students was not imminent and they were not permitted to re-enter the school property to retrieve vehicle keys. Staff and students were then transported by bus to a safe location and they were isolated until the evening before being returned to the school to pick up keys.**



# Committee of the Whole Memorandum

**Date:** June 12, 2013  
**To:** Committee of the Whole  
**From:** Karen Parasynchuk, Secretary Treasurer  
**Subject:** Secretary Treasurer Report

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The following reports the financial status of the division at May 31, 2013.

## **1. 2012-2013 REVENUE AND EXPENSE STATEMENT S**

The revenues are recorded for the 2012-2013 year as at May 31, 2013.

The operating expenditures are recorded for the 2012-2013 year as at May 31, 2013.

## **2. BOARD OF TRUSTEES BUDGET REPORT**

This report reflects the financial status of the Board of Trustees budget as at May 31, 2013.



## Sturgeon School Division No. 24

### Budget Report

### Period Ended May 2013

REVENUES	Approved 2012-2013 June Budget	Revised 2012-2013 September Budget	2012-2013 YTD Budget	YTD -9 month Actuals	%	Explanation
Alberta Education	54,838,683	55,019,341	41,264,506	43,235,258	78.58%	IMR Funding at 100% for 12/13 - PUF
Other Government of Alberta		437,471	328,103	392,232	89.66%	Funding due to reporting 2x per year
Federal Government and First Nations	321,958	342,132	256,599	322,870	94.37%	ISHIP revenue pd for 12/13 year complete
Other Alberta School Authorities		0	0	0	0.00%	More students than projected
Out of Province Authorities		0	0	0	0.00%	
Alberta Municipalities-special tax levies		0	0	0	0.00%	
Other Alberta School Authorities	33,980	0	0	0	0.00%	
Fees	482,698	228,291	171,218	239,770	105.03%	IMF Fees Collected
Other Sales and Services	538,400	419,397	314,548	471,619	112.45%	Misc Revenue - School Fees
Investment Income	30,000	30,000	22,500	35,645	118.82%	Interest on Investments
Gifts and Donations	0	10,000	7,500	19,400	194.00%	Ochre Park Donation - not budgeted
Rental of Facilities		0	0	0	0.00%	
Fundraising	800,000	800,000	600,000	666,660	83.33%	
Gains On Disposal of Capital Assets	0	0	0	0	0.00%	
Amortization of Capital Allocations	1,369,614	1,550,000	1,162,500	1,133,805	73.15%	
Reserve Provision	0	438,750	329,063	0	0.00%	
<b>TOTAL REVENUES</b>	<b>58,415,333</b>	<b>59,275,382</b>	<b>44,456,537</b>	<b>46,517,259</b>	<b>78.48%</b>	
<b>EXPENSES</b>						
Certificated Salaries	26,030,548	26,740,213	20,055,160	19,782,705	73.98%	
Certificated Benefits	5,556,121	5,499,686	4,124,765	4,250,770	77.29%	
Non-certificated Salaries and Wages	10,278,372	11,276,957	8,457,718	8,733,524	77.45%	
Non-Certificated Benefits	2,633,313	2,792,831	2,094,623	2,224,952	79.67%	
Services, Contracts and Supplies	11,876,904	10,801,208	8,100,906	9,849,930	91.19%	Expenses not chgd over 12 months -
Net School Generated Funds	800,000	800,000	600,000	666,660	83.33%	just expensed at Sept 1/12
Amortization of Capital Assets	1,575,707	1,679,133	1,259,350	1,295,000	77.12%	
Interest and Charges	22,351	47,106	35,330	4,720	10.02%	
Loss on Disposal of Capital Assets	0	0	0	0	0.00%	
Other Expenses	0	0	0	0	0.00%	
<b>TOTAL EXPENSES</b>	<b>58,773,316</b>	<b>59,637,134</b>	<b>44,727,851</b>	<b>46,808,261</b>	<b>78.49%</b>	
<b>BUDGET SURPLUS/DEFICIT</b>	<b>(357,983)</b>	<b>(361,752)</b>	<b>(271,314)</b>	<b>(291,002)</b>		



Sturgeon School Division  
 9820 - 104 Street  
 Morinville, Alberta  
 T8R 1L8

**Board of Trustees Budget Report**  
**06/06/2013**

Account		Budget	Actual	Commitments	Balance	Pct Exp
1-280-400-550-20	TRUSTEE SAL-KOHLÉ	17,605.00	13,150.26	.00	4,454.74	74.70
1-280-400-551-20	TRUSTEE SAL-JEWELL	19,054.00	14,232.60	.00	4,821.40	74.70
1-280-400-554-20	TRUSTEE SAL-NOWAK	18,193.00	13,676.76	.00	4,516.24	75.18
1-280-400-555-20	TRUSTEE SAL-GRAY	17,605.00	13,150.26	.00	4,454.74	74.70
1-280-400-557-20	TRUSTEE SAL-KRIEGER	17,605.00	13,150.26	.00	4,454.74	74.70
1-280-400-558-20	TRUSTEE SAL-MILLER	17,605.00	13,150.26	.00	4,454.74	74.70
1-280-400-559-20	TRUSTEE SAL-PORTER	17,605.00	13,150.26	.00	4,454.74	74.70
1-281-400-031-20	PER DIEM-ASBA	2,000.00	900.00	.00	1,100.00	45.00
1-281-400-032-20	PER DIEM-PSBA	2,000.00	1,400.00	.00	600.00	70.00
1-281-400-048-20	PER DIEM-PSBC	1,000.00	250.00	.00	750.00	25.00
1-281-400-544-20	PER DIEM-ASBA REPRESENTAT	500.00	500.00	.00	.00	100.00
1-281-400-545-20	PER DIEM-PSBA REPRESENTAT	500.00	600.00	.00	-100.00	120.00
1-281-400-546-20	PER DIEM-ZONE 2/3 REPRES	1,800.00	1,000.00	.00	800.00	55.56
1-281-400-548-20	PER DIEM-DISCIPLINE REP	.00	50.00	.00	-50.00	.00
1-281-400-550-20	PER DIEM-KOHLÉ	.00	.00	.00	.00	.00
1-281-400-551-20	PER DIEM-JEWELL	.00	.00	.00	.00	.00
1-281-400-554-20	PER DIEM-NOWAK	.00	.00	.00	.00	.00
1-281-400-555-20	PER DIEMS-GRAY	.00	.00	.00	.00	.00
1-281-400-557-20	PER DIEMS-KRIEGER	.00	.00	.00	.00	.00
1-281-400-558-20	PER DIEMS-MILLER	.00	.00	.00	.00	.00
1-281-400-559-20	PER DIEMS-PORTER	.00	.00	.00	.00	.00
1-380-400-550-20	TRUSTEE BEN-KOHLÉ	712.00	445.93	.00	266.07	62.63
1-380-400-551-20	TRUSTEE BEN-JEWELL	770.00	301.67	.00	468.33	39.18
1-380-400-554-20	TRUSTEE BEN-NOWAK	736.00	340.14	.00	395.86	46.21
1-380-400-555-20	TRUSTEE BEN GRAY	712.00	222.66	.00	489.34	31.27
1-380-400-557-20	TRUSTEE BEN KRIEGER	712.00	311.84	.00	400.16	43.80
1-380-400-558-20	TRUSTEE BEN-MILLER	712.00	329.90	.00	382.10	46.33
1-380-400-559-20	TRUSTEE BEN-PORTER	712.00	317.04	.00	394.96	44.53
1-381-400-031-20	PER DIEM BEN-ASBA	100.00	176.17	.00	-76.17	176.17
1-381-400-032-20	PER DIEM BEN-PSBA	100.00	207.32	.00	-107.32	207.32
1-381-400-048-20	PER DIEM BEN-PSBC	75.00	41.70	.00	33.30	55.60
1-381-400-544-20	PER DIEM-ASBA REPRESENTAT	.00	55.35	.00	-55.35	.00

Account		Budget	Actual	Commitments	Balance	Pct Exp
1-381-400-545-20	PER DIEM-PSBA REPRESENTAT	.00	71.26	.00	-71.26	.00
1-381-400-546-20	PER DIEM-ZONE 2/3 REPRES	.00	225.30	.00	-225.30	.00
1-381-400-548-20	PER DIEM-DISCIPLINE REP	.00	6.04	.00	-6.04	.00
1-409-400-031-20	PD UNCERT-ASBA	10,000.00	5,324.50	.00	4,675.50	53.24
1-409-400-032-20	PD UNCERT-PSBA	10,000.00	4,964.35	.00	5,035.65	49.64
1-409-400-048-20	PD UNCERT-PSBC	.00	483.80	.00	-483.80	.00
1-409-400-280-20	PD UNCERT-POOL	7,500.00	7,483.15	.00	16.85	99.78
1-409-400-550-20	PD UNCERT-KOHLER	3,400.00	368.85	.00	3,031.15	10.85
1-409-400-551-20	PD UNCERT-JEWELL	3,400.00	300.00	.00	3,100.00	8.82
1-409-400-554-20	PD UNCERT-NOWAK	3,400.00	200.00	.00	3,200.00	5.88
1-409-400-555-20	PD UNCERT-GRAY	3,400.00	.00	.00	3,400.00	.00
1-409-400-557-20	PD UNCERT-KRIEGER	3,400.00	.00	.00	3,400.00	.00
1-409-400-558-20	PD UNCERT-MILLER	3,400.00	770.38	.00	2,629.62	22.66
1-409-400-559-20	PD UNCERT-PORTER	3,400.00	350.00	.00	3,050.00	10.29
1-413-400-556-20	PD-PSBA REPRESENTATIVE	1,600.00	1,334.31	.00	265.69	83.39
1-414-400-555-20	PD-ASBA REPRESENTATIVE	1,600.00	937.33	.00	662.67	58.58
1-416-400-462-20	CONT SERV-PARENT REQUEST	.00	152.40	.00	-152.40	.00
1-416-400-475-20	CONT SERV-CONSULTANT FEE	32,300.00	76,698.73	.00	-44,398.73	237.46
1-442-400-550-20	INTERNET-KOHLER	900.00	456.75	.00	443.25	50.75
1-442-400-551-20	INTERNET-JEWELL	900.00	365.31	.00	534.69	40.59
1-442-400-554-20	INTERNET-NOWAK	900.00	456.75	.00	443.25	50.75
1-442-400-555-20	INTERNET-GRAY	900.00	60.96	.00	839.04	6.77
1-442-400-557-20	INTERNET-KRIEGER	900.00	533.40	.00	366.60	59.27
1-442-400-558-20	INTERNET-MILLER	900.00	475.49	.00	424.51	52.83
1-442-400-559-20	INTERNET-PORTER	900.00	609.12	.00	290.88	67.68
1-550-400-031-20	MEM & DUES-ASBA	36,000.00	39,537.00	.00	-3,537.00	109.82
1-550-400-032-20	MEM & DUES-PSBA	14,500.00	15,488.20	.00	-988.20	106.82
1-610-400-275-20	SUPPLIES-ELECTIONS	.00	457.20	.00	-457.20	.00
1-610-400-280-20	SUPPLIES-TRUSTEE POOL	12,787.00	8,078.41	.00	4,708.59	63.18
1-710-400-048-20	TRAVEL-PSBC	1,200.00	314.96	.00	885.04	26.25
1-710-400-280-20	TRAVEL-BOARD	7,500.00	2,728.91	.00	4,771.09	36.39
1-710-400-544-20	TRAVEL-ASBA REPRESENTATIV	500.00	151.52	.00	348.48	30.30
1-710-400-545-20	TRAVEL-PSBA REPRESENTATIV	500.00	496.79	.00	3.21	99.36
1-710-400-546-20	TRAVEL-ZONE 2/3 REP	500.00	111.21	.00	388.79	22.24
1-710-400-550-20	TRAVEL-KHOLE	.00	708.19	.00	-708.19	.00
1-710-400-551-20	TRAVEL-JEWELL	.00	1,378.79	.00	-1,378.79	.00
1-710-400-554-20	TRAVEL-NOWAK	.00	679.51	.00	-679.51	.00
1-710-400-555-20	TRAVEL GRAY	.00	1,080.84	.00	-1,080.84	.00
1-710-400-557-20	TRAVEL KRIEGER	.00	877.01	.00	-877.01	.00
1-710-400-558-20	TRAVEL-MILLER	.00	704.96	.00	-704.96	.00
1-710-400-559-20	TRAVEL-PORTER	.00	858.51	.00	-858.51	.00
1-714-400-549-20	MTGS & MEALS-BOARD & COW	5,000.00	6,554.82	.00	-1,554.82	131.10
1-715-400-551-20	CHAIR FUNCTIONS	5,000.00	2,669.33	.00	2,330.67	53.39
<b>Expenditure Totals:</b>		<b>315,000.00</b>	<b>286,614.72</b>	<b>.00</b>	<b>28,385.28</b>	<b>90.99</b>
<b>Report Totals:</b>		<b>315,000.00</b>	<b>286,614.72</b>	<b>.00</b>	<b>28,385.28</b>	<b>90.99</b>



# POLICY TRACKER (School Year 2012-2013)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW	Committee of the Whole	
<b>SEPTEMBER 2012</b>							
A/2	Vision, Mission Mandate and Beliefs	2012 Sept. 26	(board direction to Superintendent for initial planning) 2012 Nov. 14 (CoW)				Approved 2013 May 22
F/IV/2	Restricted and Illegal Drugs	2012 June 13	2012 Sept. 12 (CoW)				2012 June 27 2012 Sept 26 Approved - 2012 Oct. 24
<b>OCTOBER 2012</b>							
D/II/15	Financial Accountability and Audit	2012 Oct. 10					Approved - 2012 Oct. 24
D/II/3	Patriotic Exercises/Flag Etiquette	2012 Oct. 10					Approved - 2012 Oct. 24
F/III/3	Awards Policy	2012 Oct. 10					Approved - 2012 Oct. 24
F/IV/5	Student Suspension and Expulsions	2012 Oct. 10					Approved - 2012 Oct. 24
G/II/14	Student Accident Insurance	2012 Oct. 10					Approved - 2012 Oct. 24
H/4	National Flag Etiquette	2012 Oct. 10					Rescinded - 2012 Oct. 24
<b>NOVEMBER 2012</b>							
B/II/3	Requirement to Declare Conflict of Interest	2012 Nov. 14					Approved - 2012 Nov. 28
B/II/4	Requirement to Take Oath of Office	2012 Nov. 14					Approved - 2012 Nov. 28
D/II/1	Fiscal Management	2012 Nov. 14					Approved - 2012 Nov. 28
D/II/12	Income Tax Deductible Receipts for Donations Received by the Division	2012 Nov. 14					Approved - 2012 Nov. 28
E/II/14	Employee Conflict of Interest	2012 Nov. 14					Approved - 2012 Nov. 28



# POLICY TRACKER (School Year 2012-2013)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					Committee of the Whole	Public Board	
<b>DECEMBER 2012</b>							
B//2	Electoral Boundaries	2012 Dec. 12					Approved - 2012 Dec. 12
<b>JANUARY 2013</b>							
C/3	School Councils	2013 Jan 9	2013 Mar 13 (CoW)				Approved - 2013 Jan. 23 Approved - 2013 Mar 27
C/5	Job Descriptions for Other Staff	2013 Jan 9					Approved - 2013 Jan. 23
D//5	Reserve Funds	2013 Jan 9					Approved - 2013 Jan. 23
D//11/12	Staff Use of School Facilities and Equipment	2013 Jan 9					Approved - 2013 Jan. 23
D//11/13	Advertising or Canvassing in Schools	2013 Jan 9					Approved - 2013 Jan. 23
F//11/02	Course Challenge	2013 Jan 9					Approved - 2013 Jan. 23
G//11/15	Crisis and Critical Incidents	2013 Jan 9					Approved - 2013 Jan. 23
I//1	Student Transportation Services	2013 Jan 9					Approved - 2013 Jan. 23
<b>FEBRUARY 2013</b>							
C/1	Organization Chart	2013 Feb. 13	2013 Mar 13 (CoW)				Approved - 2013 Mar 27
D//4	School Budget Allocations	2013 Feb. 13	2013 Apr 10 (CoW)				Approved - 2013 Apr. 24
D//11/15	Charter Schools	2013 Feb. 13					Approved - 2013 Feb. 27





# POLICY TRACKER (School Year 2012-2013)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW	Committee of the Whole	
			<input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bldg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M				
D/II/16	Shared Services for Schools	2013 Feb. 13					Rescinded - 2013 Feb. 27
D/II/18	Volunteer Policy	2013 Feb. 13	2013 Apr. 10 (Ed Com.) 2013 May 8 (CoW)				Approved 2013 May 22
E/V/1	Growth, Supervision and Evaluation of Professional Staff	2013 Feb. 13					Approved - 2013 Feb. 27
F/II/10	Locally Developed Courses	2013 Feb. 13					Approved - 2013 Feb. 27
F/II/21	Health/CALM Programs (Human Sexuality)	2013 Feb. 13					Approved - 2013 Feb. 27
I/2	School Bus Safety	2013 Feb. 13					Approved - 2013 Feb. 27
I/4	School Bus Crash/Response Procedures	2013 Feb. 13					Approved - 2013 Feb. 27
<b>MARCH 2013</b>							
B/II/5	Trustee Code of Conduct	2013 Mar. 13 2013 June 12	2013 Apr. 10 (Ed Com.)				
D/II/07	Attendance Areas	2013 Mar. 13					Approved - 2013 Mar 27
D/II/10	Staff Meetings	2013 Mar. 13					Approved - 2013 Mar 27
D/II/11	Agencies Interviewing Students at Schools	2013 Mar. 13					Approved - 2013 Mar 27
H/2	Caretaking Staff Allocations	2013 Mar. 13 2013 June 12	Next Bldg. Com.				
H/3	Hazardous Materials Policy	2013 Mar. 13	2013 Apr. 10 (CoW)				Approved - 2013 Apr. 24
I/9	Language Immersion Transportation Services	2013 Mar. 13	2013 Apr. 10 (CoW)				Approved - 2013 Apr. 24





# Memorandum

Date: June 12, 2013  
To: Committee of the Whole  
From: Michele Dick  
Superintendent  
Subject: Policy B/II/5 Trustee Code of Conduct

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## **Background:**

Attached for Trustee review and direction is a draft copy of the Trustee Code of Conduct. This is a new policy which has been developed by the Board's Education Committee and it comes forward to this evening's meeting for further discussion and input.

## **Recommendation:**

That the Board review that attached policy and advise the Education Committee accordingly.

COMMITTEE 7.2



EFFECTIVE:

REVISED:

REVIEW:

**1.0 POLICY**

The Sturgeon School Division Board believes that, at all times, Trustees must conduct themselves lawfully, with integrity and high ethical standards, in order to model the behaviours expected of employees and students and to build public confidence and credibility.

The Board of Trustees further believes that a Trustee Code of Conduct should serve to provide guidance and direction for the ongoing behaviour of trustees.

**2.0 GUIDELINES**

2.1 In keeping with the policy statement, Trustees for Sturgeon School Division shall conduct themselves in an ethical and prudent manner which includes proper use of authority and appropriate decorum in group and individual behaviour.

2.1.1 Additionally, Trustees shall behave in a manner that reflects respect for the dignity and worth of all individuals.

2.2 Trustees shall be loyal to the interests of Sturgeon School Division. This loyalty supersedes loyalty to:

~~2.2.1 Any advocacy or special interest groups and membership on other boards or staff positions[A1];~~

~~2.2.2~~ 2.2.1 The personal interest of any trustee whether acting as an individual consumer[A2] of the School Division's services or not.

2.3 Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. To this end, Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

2.4 Trustees shall avoid any conflict of interest with respect to their fiduciary responsibility.

2.5 Trustees will file[A3], and update forthwith[A4] if changes occur, with the Secretary-Treasurer, a disclosure of interest statement as required by the School Act (s. 81).  
~~disclosing[A5];~~



EFFECTIVE:

REVISED:

REVIEW:

- 2.5.1 ~~The trustee's involvement with any other organizations, vendors, or associations which might, or might reasonably be seen to, constitute a conflict of interest with the trustee's role as a member of the Board of Trustees.~~
- 2.6 Trustees shall **act in accordance with the role description provided for in policy as amended from time to notably Trustee Functions, Trusteeship & Policy** and shall not attempt to exercise individual authority over the organization and/or schools[A6]; the Superintendent of Schools; or any member of the staff. In particular:
  - 2.6.1 **Individual trustees** ~~Members~~ will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred **forthwith** to the Superintendent for investigation and resolution[A7].
  - ~~2.6.2 Individual trustees shall make no negative judgments in a public forum of the Superintendent of Schools or individual staff's performance[A8].~~
  - 2.6.2 Trustees shall not encourage direct communication with ~~employees~~**employees and members of the public** who attempt to bypass **school or central office** administration but shall encourage employees **and members of he public** to utilize reporting lines **at school level or within Central Office Administration** ~~the administration~~ to bring their concerns to the Board[A9][A10].
  - 2.6.3 **Trustees shall forthwith fully inform administration of any concerns brought to their attention[A11].**
- 2.7 Trustees shall not use Board information for their own direct benefit or advantage. This requires that Board deliberations during in-camera or Board Planning Meetings be kept confidential ~~whenever~~**as required in the best interests of the School Division** ~~by law~~.
- 2.8 The Board Chair, ~~Superintendent, or designate,~~ is the official spokesperson for the Board of Trustees, and therefore, the only person authorized to speak to the public, media or other entities **and communicate corporate decisions or positions** on behalf of the Board[A12].
  - 2.8.1 Without limiting the right of trustees to express their own personal views, when interacting with the public, media or other entities, Trustees shall accurately represent and support the corporate decision of the Board, once ~~that~~ decision has been made.
- 2.9 **Attendance of Trustees at meetings of the Board is required by the School Act. Provisions are in place for absence because of illness and penalties for unapproved absences.**

{00019818.DOCX; }References:

School Act: Section 82



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- 2.9.1 All Trustees are expected to attend every Regular and Special Meeting of the Board, as well as all meetings of committees of which they are a member unless absence has been previously approved by the Board. Failure to attend Regular and Special Board Meetings will result in the deduction from salary of a per diem rate.
- 2.9.2 Two days per year are allowed without deduction for illness on the part of the Trustee, and two days compassionate leave are also permitted. If, however, a Trustee is absent from any Regular or Special Meeting of the Board due to illness beyond the two sick days permitted, he/she must produce a doctor's certificate and no deduction from salary will be made.
- 2.9.3 The presence or absence of every Trustee will be recorded in the minutes. If a Trustee wishes to absent himself/herself during the course of a meeting, he/she will declare this wish and ensure that the recording secretary has noted it. Failure to do so may result in inaccuracies in the recording of minutes.
- 2.9.4 As outlined in the School Act, a person is disqualified from remaining as a Trustee of a board if that person absents himself/herself, without being authorized by a resolution of the board to do so, for three consecutive regular meetings of the board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.

~~2.92.10~~A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.

~~2.102.11~~ A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall

~~2.10.12.11.1~~ File a letter of complaint with the Chair, or Vice Chair in the absence of the Board Chair, or in cases when the complaint is about the Chair,

~~2.10.22.11.2~~ Indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee.

~~2.112.12~~ The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable, in what follows, by the Vice Chair, within five (5) days of receipt by the Chair/Vice Chair of the letter of complaint.

2.12 When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall

{00010848.DOCX; }References:

School Act: Section 82



EFFECTIVE:

REVISED:

REVIEW:

be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation ~~this Trustee Code of Conduct. of section seven (7) above~~[A13].

2.12.1 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing[A14].

~~2.13 To ensure that the complaint has merit to be considered and reviewed, at least one other Trustee of the Board must provide to the Chair within three days of the notice in writing of the complaint being forwarded to all Trustees, a letter indicating support for having the complaint be heard at a Code of Conduct hearing~~[A15].

~~2.13.1 Any Trustee who forwards such a letter of support shall not be disqualified, from attending at and deliberating upon, the complaint at a Code of Conduct hearing convened to hear the matter, solely for having issued such a letter.~~

~~2.14 Where no letter supporting a hearing is forthcoming, the complaint shall not be heard. The Chair shall notify all other Trustees in writing that no further action of the Board shall occur.~~

~~2.15 Where a letter supporting a hearing is forthcoming, the Chair shall convene as soon as is reasonable, a Special Meeting of the Board to allow the complaining Trustee to present his or her views of the alleged violation of the Code of Conduct.~~

~~2.16~~.13 Upon receipt of a complaint, a special meeting of the board of trustees shall be called. At the Special Meeting of the Board, Tthe Chair shall indicate at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the Special Meeting.

~~2.17~~.14 Violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:

~~2.17.1~~.14.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;

~~2.17.2~~.14.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;

~~2.17.3~~.14.3 Having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board.

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School Act: Section 82



EFFECTIVE:

REVISED:

REVIEW:

2.182.15 The Board may **vote**, in its discretion, **to** make public its findings at the Special Meeting, or at a Regular Meeting of the Board, where the Board has not upheld the complaint alleging a violation of the Board’s Code of Conduct or, where there has been a withdrawal of the complaint or, under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

**3.0 PROCEDURES – CODE OF CONDUCT HEARING**

Without limiting what appears below, the Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

3.1 The Code of Conduct complaint shall be conducted at an in-camera session, “Code of Conduct Hearing”, of a Special Board Meeting convened for that purpose.

3.1.1 The Board, in its sole discretion, may record the in-camera session of the Special Board Meeting by electronic means. Where recording will take place, ~~the complaining Trustee and the respondent Trustees~~ shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing.

3.2 ~~All preliminary matters, including whether one or more Trustees may have a conflict of interest in hearing the presentations regarding the complaint, shall be dealt with prior to the presentation of the complaint on behalf of the complaining Trustee~~<sup>(A16)</sup>.

3.3 The sequence of the Code of Conduct Hearing shall be:

3.3.1 The **information supporting the complaining Trustee complaint** shall ~~provide~~<sup>(A17)</sup> a **presented to members of the Board of Trustees** ~~ation~~ which may be written or oral or both;

3.3.2 The respondent Trustee shall provide a presentation which may be written or oral or both;

3.3.3 The **person advancing the complaint** ~~complaining Trustee~~ shall then be given an opportunity to reply to the respondent Trustee’s presentation;

3.3.4 The respondent Trustee shall then be provided a further opportunity to respond to **any additional information or** ~~the complaining Trustee’s~~ presentation and subsequent remarks;

3.3.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;





EFFECTIVE:

REVISED:

REVIEW:

- 3.3.6 The ~~complaining Trustee~~ **person advancing the complaint**- shall be given the opportunity to make final comments; and
- 3.3.7 The respondent Trustee shall be given the opportunity to make final comments.
- 3.4 Following the presentation of the respective positions of the parties, the parties, and all persons, other than the remaining Trustees who do not have a conflict of interest, shall be required to leave the room, and the remaining Trustees shall deliberate in **private**<sup>[A18]</sup>; ~~without assistance from Administration~~. The Board may however, in its discretion, call upon legal advisors to assist them on points of law, or the drafting of a possible resolution.
- 3.5 If the remaining Trustees in deliberation require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess, or if necessary, an adjournment of the Code of Conduct Hearing to a later date.
- 3.6 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.
- 3.7 The remaining Trustees in deliberation may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee.
- 3.8 The presiding Chair shall reconvene the parties to the Code of Conduct Hearing and request a motion to revert to the open meeting, in order to pass the resolution.
- 3.9 All documentation, including any recording by electronic means, that is related to the Code of Conduct Hearing shall be returned to the Superintendent of Schools or designate immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements.
- 3.10 The presiding Chair shall declare the Special Board Meeting adjourned.



## Committee of the Whole Memorandum

Date: June 12, 2013  
To: Committee of the Whole  
From: Associate Superintendent, Human Resources  
Subject: Policy H/2 – Caretaking Staff Allocations

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### **Background:**

Please find attached Policy H/2 – Caretaking Staff Allocations. It is titled Custodian and Caretaking Staff Allocations.

### **Recommendation:**

That the Committee of the Whole review Policy H/2 – Custodian and Caretaking Staffing, and recommend this policy to the Board for approval.



# H/2 – Custodian and Caretaking Staff Allocations

H/2

EFFECTIVE: June 25, 2003

REVISED: June 12, 2013

REVIEW:

## 1.0 POLICY

1.1 The Board believes that each school should be cared for by a full-time custodian.

1.2 The Board also believes that in addition to a full-time custodian, each school shall have additional caretaking staff allocated.

## 2.0 GUIDELINES

2.1 It is the Board's intention that all caretakers perform under the supervision of a custodian.

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References: *General Employment Conditions Regulations*  
*Job Descriptions*  
*School Act*



# Memorandum

Date: June 12, 2013  
To: Committee of the Whole  
From: Michele Dick  
Superintendent  
Subject: School Fees 2013/2014

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## **Background:**

Each spring, in conjunction with School Councils, school-based staff and administration determine the school fees for the coming year. Attached for Trustee review is a summary of the fees approved for School Year 2013-2014.

COMMITTEE 7.4

# **SCHOOL FEES**

**2013-2014**

## Bon Accord Community School - Fee Schedule

	2013-2014 ★	2012-2013			
<b>Instructional Material Fees</b>					
Elementary	\$55.00	\$55.00			
<b>School</b>					
Student Agenda	\$8.00	\$8.00			
Swimming - Grades 1 - 4	\$37.00	\$37.00			
Kindergarten	\$130.00	\$120.00			
<b>★ Fee Schedule Approved by School Council May 28, 2013</b>					
<b>NOTES</b>					
Other than a year end field trip for classes this will be the total fees charged to our families. Darryl Propp, Principal					

## Camilla School - Fee Schedule

	<u>2013-2014</u> ★	<u>2012-2013</u>
<b>Instructional Material Fees</b>		
Elementary	\$55.00	\$55.00
Junior High	\$67.00	\$67.00
<b>School Fees</b>		
Junior High Complementary Course Fee	\$80.00	\$80.00
Agenda Book	\$9.00	\$9.00
Youth Gathering	TBD	\$80.00
Field Trip Fees	as needed	as needed
Kindergarten	\$175.00	\$155.00
Headstart	TBD	\$130.00
<b>Extra Curricular Sports Team Fees</b>		
Volleyball	\$80.00	\$80.00
Basketball	\$80.00	\$80.00
Badminton	\$20.00	\$25.00
<b>★ Fee Schedule approved by Camilla Parent Council May 7, 2103</b>		
<b>NOTES</b>		
<p>After a careful analysis of expenditures I was able to decrease the badminton fee from \$25.00 to \$20.00. We attempted to do a very careful analysis of how options fees were spent this year as this appeared to be a concern brought forth by parents. It is not as transparent as I hoped it would be but will be working on the close accounting of the dollars in the upcoming school year. Neil O'Shea, Principal</p>		

## Gibbons School - Fee Schedule

	2013-2014 ★	2012-2013
<b>Instructional Material Fees</b>		
Elementary	\$55.00	\$55.00
Junior High	\$67.00	\$67.00
<b>School Fees</b>		
Agenda Fee (cost of agenda)	\$5.00	\$5.00
Optional Yearbook fee	\$20.00	
*Academic Support Classes (Formerly Challenge and ASE classes)	\$100.00	
	\$100.00	
Challenge Class Activity Fee		\$100.00
ASEP Students Lifeskills Activity Fee		\$25.00
**Junior High Option Fee	\$100.00	\$100.00
***Hockey Academy - Elementary Students	\$700.00	\$700.00
***Hockey Academy - Junior High Students	\$1,000.00	\$1,000.00
Field Trip Fees	as needed	as needed
<b>Extra Curricular Sports Team Fees</b>		
Junior High Volleyball	\$45.00	\$45.00
Senior Volleyball	\$85.00	\$85.00
Junior High Basketball	\$45.00	\$45.00
Senior Basketball	\$85.00	\$85.00
Junior High Badminton	\$25.00	\$25.00
Senior Badminton	\$45.00	\$45.00
Jersey Deposit	\$20.00	\$20.00
<b>NOTES</b>		
*Fee is for home ec and swimming lessons		
**Students who are enrolled in the Hockey Academy will pay \$40.00 for their second option (as the Hockey Academy is their first option & covered in their fees).		
***This fee is only administered if the child is accepted into the program.		
All field trips will run on a Pay-As-You-Go format for the 2013-2014 year.		
<b>★ Fee Schedule Approved by Staff and School Council April 4, 2013</b>		



## Guthrie School - Fee Schedule

	2013-2014 ★	2012-2013
<b>Instructional Material Fees</b>		
Elementary	\$55.00	\$55.00
Junior High	\$67.00	\$67.00
<b>School Fees</b>		
Planners (Gr. 1 - 6)	\$7.00	\$7.00
Junior High Option Fee	\$60.00	\$60.00
<b>ECS (voted on in September)</b>	<b>\$115.00</b>	<b>\$115.00</b>
<b>Extra Curricular Sports Team Fees</b>		
Volleyball	\$20.00	\$20.00
Junior Basketball	\$10.00	\$10.00
Senior Basketball	\$20.00	\$20.00
Badminton	\$10.00	\$10.00
<b>★ Fee Schedule Approved by School Council May 13, 2013</b>		



## Lilian Schick School - Fee Schedule

	2013-2014 ★	2012-2013
<b>Instructional Material Fees</b>		
Elementary	\$55.00	\$55.00
Junior High	\$67.00	\$67.00
<b>School Fees</b>		
Student Planner	\$8.00	\$8.00
Student Handbook	\$4.50	\$4.50
Leadership Binder	\$6.00	\$6.00
LOGOS FEE	\$15.00	\$15.00
*Junior High Option Fee	\$100.00	\$100.00
Hockey & Sports Leadership Program - Elementary	\$700.00	\$700.00
Hockey & Sports Leadership Program - Jr. High	\$1,000.00	\$1,000.00
<b>Extra Curricular Sports Team Fees</b>		
Junior High Volleyball	\$40.00	\$40.00
Senior Volleyball	\$50.00	\$50.00
Junior High Basketball	\$40.00	\$40.00
Senior Basketball	\$50.00	\$50.00
Junior High Badminton	\$20.00	\$15.00
Senior Badminton	\$30.00	\$30.00
<b>NOTES</b>		
<p>*\$100.00 flat rate per year will be charged for all six courses in which a student enrolls. The fees are used to supply extra materials such as groceries for foods, art supplies, sheet music, practice golf balls, etc. Funds may also be used for field trips that are related to the course curriculum. We hope a single fee of \$100.00 will be more manageable for our families and will encourage students to participate in any course that may interest them.</p>		
<p>★ School Council is in full support of the fees as listed.</p>		
<p>The fees are the same except for a \$5.00 increase in Jr. High Badminton, which pays for their T-Shirts. Linda McGinitie, Principal</p>		

## Morinville Public Elementary School - Fee Schedule

	2013-2014 ★	2012-2013
<b>Instructional Material Fees</b>		
Elementary	\$55.00	\$55.00
<b>Field Trip Fee</b>		
*Grades 1 - 6	\$70.00	\$70.00
<b>School Fees</b>		
Communication Fee (Agenda/communication binder) (All grades pay the communication fee except KEP)	\$15.00	\$15.00
Classroom Supply Fee (Grades 1 - 6)	\$60.00	\$40.00
Classroom Supply Fee Jr. Kindergarten, PEP, K	\$40.00	
Classroom Supply Fee KEP	\$25.00	
<b>LAC</b>		
Jr. Kindergarten	\$135.00	\$135.00
PEP (Preschool Enrichment Program)	\$200.00	\$200.00
**Community Preschool Enrichment Program	\$200.00 plus \$200/month	
K (Kindergarten)	\$135.00	\$135.00
***KEP (Kindergarten Enrichment Program)	\$65.00	\$65.00
<b>NOTES</b>		
* Students in Grades 4, 5 & 6 have an optional ski trip. This cost is not included in the \$70.		
**Community children in PEP pay the \$200 LAC plus \$200 per month.		
*** Students in KEP pay both K and KEP fees		
<b>★ Fee Schedule has been approved at School Council.</b>		
The Classroom Supply Fee is charged and no supply list will be given to families for them to purchase all the school supplies. Wayne Rufiange, Principal		

## Namao School - Fee Schedule

	2013-2014 ★	2012-2013
<b>Instructional Material Fees</b>		
Elementary	\$55.00	\$55.00
Junior High	\$67.00	\$67.00
Student Planner (required)	\$9.00	\$9.00
<b>Junior High Complementary Courses</b>		
Art - If offered	\$20.00	\$20.00
Food/Fashion Studies	\$40.00	\$40.00
Industrial Arts	\$40.00	\$40.00
Instrumental Music	\$50.00	\$50.00
Science Enrichment (lego robotics)	\$20.00	
Photography		\$20.00
<b>Extra Curricular Sports Team Fees</b>		
Junior High	\$60.00	\$60.00
Basketball	\$70.00	\$70.00
Badminton	\$30.00	\$30.00
<b>Field Trips</b>		
Gr. 1 - 3 2 – 3 trips/class (per trip depending on activity)	\$5.00 – 20.00	\$5.00 – 20.00
Gr. 4 - 6 2 – 4 trips/class (per trip depending on activity)	\$5.00 – 20.00	\$5.00 – 20.00
Jr. High 2 – 3 trips (per trip depending on activity)	\$5.00 – 20.00	\$5.00 – 20.00
Gr. 9 P.A.R.T.Y. program	\$8.00 per year	\$8.00 per year
<b>Swim lessons</b>		
Gr. 1 – 3	\$37.00	\$36.65
<b>Building Projects</b>		
Gr. 1 – 3 ( per project depending on project)	\$5.00 – 8.00	\$5.00 – 8.00
<b>Ski trip</b>		
Jr. High (depending on equipment needs)	\$25.00 -\$45.00	\$25.00 -\$45.00
Jr. High (Mountain) If offered (depending on equipment needs)	\$75.00 -\$110.00	\$75.00 -\$110.00
<b>Lifeskills</b>		
Cooking	\$ 110.00/year	\$ 110.00/year
Community Skills – Field trips	\$ 110.00/year	\$ 110.00/year
<b>★ Fee Schedule approved by School Council</b>		

## Ochre Park School - Fee Schedule

	2013-2014 ★	2012-2013
<b>Instructional Material Fees</b>		
Elementary	\$55.00	\$55.00
<b>LAC Fees</b>		
*Headstart		\$120.00
*Kindergarten		\$110.00
<b>NOTES</b>		
* Fee determined in the fall		
<b>★ Fee Schedule approved by School Council</b>		

## Redwater School - Fee Schedule

<b>Instructional Material Fees</b>		<b><u>2013-2014</u> ★</b>	<b><u>2012-2013</u></b>
Elementary		\$55.00	\$55.00
Junior High		\$67.00	\$67.00
Senior High [full year]		\$110.00	\$110.00
Senior High [one term only]		\$55.00	\$55.00
Outreach (per credit cost)		\$4.50	\$4.50
<b>School Fees</b>			
Mail fee	ALL	0.00	\$2.00
Locks (optional)		\$6.00	\$6.00
Student Planner	Grades 5-9	\$0.00	\$8.00
Athletic/P.E. Fee	Grades 5-9	\$15.00	\$10.00
JH/SH Student Council	Grades 7-12	\$5.00	\$5.00
Technology Fee	ALL	\$15.00	\$15.00
Yearbook	Optional for all	\$40.00	\$40.00
<b>Specific Course Fees</b>			
Grade 6 Band		\$20.00	N/C
<b>Junior High</b>			
Art	Gr. 7, 8, 9	\$15.00	\$10.00
Band	Gr. 7, 8, 9	\$50.00	\$45.00
Bldg Construction/Industrial Arts	Gr. 7, 8, 9	\$30.00	\$30.00
<b>Senior High</b>			
Art 10/20/30	Gr. 10, 11, 12	\$35.00	\$35.00
Band (Inst. Music 10/20/30)	Gr. 10, 11, 12	\$50.00	\$45.00
Guitar (guitar supplied)	Gr. 10, 11, 12	\$15.00	\$15.00
Bldg Construction/Industrial Arts	Gr. 10, 11, 12	\$40.00	\$35.00
Communication Technology	Gr. 10, 11, 12	\$20.00	\$20.00
Fashion Studies 10	Gr. 10, 11, 12	\$40.00	
Fashion Studies 20 (plus projects)	Gr. 10, 11, 12	\$15.00	
Foods Studies	Gr. 10, 11, 12	\$40.00	\$35.00
Math & Science Workbooks	Gr. 10, 11, 12	\$20.00	\$20.00
Mathematics 20 & 30 (online fee)	Gr. 11, 12	\$12.00	\$12.00
P.E. 10/20/30	Gr. 10, 11, 12	\$15.00	\$10.00
<b>Extra Curricular Sports Team Fees</b>			
<b>Junior High</b>			
Volleyball	Uniform provided	\$40.00	\$40.00
Basketball	Uniform provided	\$40.00	\$40.00
Badminton	T-Shirt optional \$12	\$15.00	\$15.00
<b>Senior High</b>			
SH Basketball	Uniform provided	\$120.00	\$120.00
SH Volleyball	Uniform provided	\$85.00	\$85.00
SH Badminton	T-Shirt optional \$12	\$50.00	\$50.00
SH Golf	Dependent on tournaments		
<b>★ Fee schedule approved by School Council May 13, 2013</b>			

## Sturgeon Composite High School - Fee Schedule

<b>Instructional Material Fees</b>	<b><u>2013-2014★</u></b>	<b><u>2012-2013</u></b>
Senior High \$55.00/semester (Includes textbook rental)	\$110.00	\$110.00
<b>School Fees</b>		
General (Postage, SRC, Intramurals)	\$30.00	\$30.00
SCHS Student Handbook	0.00	\$6.00
Technology Fee	\$25.00	\$25.00
I.D. Card	\$5.00	\$5.00
Workbook (Math 10-3, 20-3, German)	\$10.00	\$10.00
Locker (\$5.00 refund at year end)	\$10.00	\$10.00
Yearbook (Optional)	\$45.00	\$45.00
<b>Course Fees</b>		
* Beginning Band	\$40.00	\$40.00
* Choral, Guitar or Vocal Jazz	\$40.00	\$40.00
* Concert Band, Jazz Band or Jazz Studies	\$80.00	\$80.00
Art	\$45.00	\$45.00
Ceramics (3 credits)	\$45.00	\$45.00
Ceramics (5 credits)	\$80.00	\$80.00
Communication Technology	\$45.00	\$45.00
Construction Technology (5 credits)	\$50.00	\$50.00
Construction Technology (10+ credits)	\$100.00	\$100.00
Cosmetology 10 (Includes kit)	\$50.00	\$50.00
Cosmetology 20 or 30	\$100.00	\$100.00
Early Childhood	\$40.00	\$40.00
Fabrication Studies (5 Credits)	\$50.00	\$50.00
Fabrication Studies (10+ Credits)	\$100.00	\$100.00
Fashion Studies	\$40.00	\$40.00
Food Studies	\$50.00	\$50.00
Food Studies-Culinary Arts 10	\$50.00	
Food Studies-Culinary Arts 20 (5 Credits)	\$50.00	
Food Studies-Culinary Arts 30 (5 Credits)	\$50.00	
Mechanics 10	\$50.00	\$50.00
Mechanics 20 or 30	\$100.00	
Mechanics 20 or 30 or Appr. Program		\$100.00
Automotive Apprent. Program Materials	\$135.00	
Medical Studies	\$50.00	\$50.00
Physical Education 30 (Off-Campus)	\$180.00	\$180.00
Sports Medicine	\$50.00	
<b>Extra Curricular Sports Team Fees</b>		
Cross Country, Golf or Track & Field	\$20.00	\$20.00
Badminton or Curling	\$50.00	\$50.00
Rugby or Soccer	\$75.00	\$75.00
Basketball or Volleyball (Junior Team)	\$150.00	\$150.00
Basketball or Volleyball (Senior Team)	\$200.00	\$200.00
<b>NOTES:</b>		
* Students who have their own instrument pay a fee of \$30.00.		
** If any changes are made to fees, parents will be notified.		
<b>★ Fee schedule approved by School Council May 13, 2013</b>		



## Sturgeon Heights School - Fee Schedule

	2013-2014 ★	2012-2013
<b>Instructional Material Fees</b>		
Elementary	\$55.00	\$55.00
Junior High	\$67.00	\$67.00
<b>School Fees</b>		
Agenda Handbook (Grades 1 to 6)	\$10.00	\$10.00
Friday Envelopes (Grades 1 to 6)	\$2.00	\$2.00
Student Events (Grades 1 to 9)	\$2.00	\$2.00
T-Shirts (Grades 1 to 9)	\$5.00	\$5.00
<b>Complementary Course Fees - Grades 7 to 9</b>		
Concert Band	\$45.00	\$45.00
Foods Intro	\$40.00	\$40.00
Foods Advanced	\$40.00	\$40.00
Foods Culinary Arts	\$35.00	\$35.00
Drama	\$25.00	\$15.00
French	\$5.00	\$5.00
Art	\$16.00	\$16.00
Robotics	\$10.00	\$10.00
Fit 4 Life Off Campus Program	\$100.00	\$100.00
Horsemanship	\$425.00	
Outdoor Ed	fee to be determined based on cost recovery for camp	
<b>Other Fees</b>		
*Field Trip fee - Grades 1 to 6	\$100.00	
Individual Class Field Trips (Unscheduled - Grades 1 to 6)	Fees set at cost recovery base, with transportation subsidized from School- Generated Funds Account	
**Swimming	cost recovery	
<b>Extra Curricular Sports Team Fees - Grades 7 to 9</b>		
Volleyball	\$80.00	\$85.00
Basketball	\$80.00	\$45.00
Badminton	\$20.00	\$45.00
<b>NOTES</b>		
* Field Trip fees are set at \$100, payable in one lump sum, or two payments of \$50 - to cover all field trips for the school year including bussing, admision, program fees and miscellaneous expenses (i.e. gingerbread houses, etc.).		
This fee will NOT include swimming lessons.		
** Swimming fees are set at cost recovery base, with transportation primarily subsidized from School Generated Funds Account.		
<b>★ Fee Schedule approved by School Council April, 2013</b>		



# Memorandum

Date: June 12, 2013  
To: Committee of the Whole  
From: Michele Dick  
Superintendent  
Subject: Board Priorities—Progress Update

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**Background:**

Attached, for Trustee information, is an updated copy of the Board's Priorities Document. This document identifies some of the initiatives being undertaken by members of the senior admin team in the realization of the priorities established by the Board of Trustees. Along with the division Three Year Education Plan and accompanying Annual Education Results Report, the attached Priorities Document and associated supporting plans provide Trustees with a summary of work being undertaken in our division and progress made to date.

Senior administration will be available to respond to any Trustee questions.

## GUIDING PRINCIPLES

1. Engaging in regular discussions, review and reflection allows administration to continuously improve and, at the same time, focuses attention on whether agreed upon goals are being successfully achieved.
2. Establishing a common understanding between the Superintendent (and senior administration) and the Board regarding work expectations (ie. the work to be accomplished), coupled with frequent feedback regarding progress, assists in fostering an environment of high expectations, collective capacity, intelligent accountability and resolute leadership.
3. Regular progress updates allow the Board to provide oversight and public assurance that policies are being implemented as expected; resources appropriately directed and planning and reporting effectively undertaken. They also serve to keep the school board informed about and integrally involved in division activities and the work being undertaken in the pursuit of goals and priorities.
4. Discussions and reviews related to progress and continuous improvement are most meaningful when conducted in an atmosphere that exhibits:
  - a. Commitment to frank and honest communication
  - b. Confidentiality
  - c. Trust, respect and professionalism
  - d. Willingness on behalf of all participants to be introspective about their role in creating and sustaining a team.

**General Division Status  
2012-2013**

**Superintendent’s Report on status:**

The following indicators outline key performance indicators in 4 categories: Budget, Operations, Board Priorities, and the Three Year Plan. In summary the budget for SY 2012-2013 is On-Track; there are several operational issues associated with MPES and the maintenance of our older buildings. There is continued progress on the Board Priorities and Three Year Plan priorities. The division’s AISI Cycle V projects are well defined and will be ready for submission to Alberta Education for final approval by the end of May 2013. Detailed reports for each section follow:

<u><b>Budget</b></u>	<u><b>Operational</b></u>	<u><b>Board Priorities</b></u>	<u><b>Three-Year Plan</b></u>
<ul style="list-style-type: none"> <li>▫ On track identified—On track</li> <li>▫ Progressing well</li> </ul>	<ul style="list-style-type: none"> <li>- Working in a period of great restraint</li> <li>- staffing cuts and project deferrals scheduled</li> </ul>		<ul style="list-style-type: none"> <li>-Associated priorities</li> </ul>

<u><b>Budget</b></u>	<u><b>Operational</b></u>	<u><b>Board Priorities</b></u>	<u><b>Three Year Plan</b></u>
<ul style="list-style-type: none"> <li>▫ Audited Financial Statement 2011-2012 completed: Presentation to Board—Nov. 28, 2012</li> <li>▫ Detailed RAC and budget review completed with Board—Jan-March 2013</li> <li>▫ Budget cuts to absorb funding reduction</li> </ul>	<ul style="list-style-type: none"> <li>▫ O&amp;M deficits addressed—Budget 2013-2014</li> <li>▫ The Board briefed on O&amp;M/IMR cost-savings initiatives in response to funding cuts</li> <li>▫ Proposed O &amp; M plan will be reviewed again in November 2013 by the Board, to prepare for anticipated needs</li> </ul>	<ul style="list-style-type: none"> <li>▫ Electoral Boundary Review: completed</li> <li>▫ Policy Review completed</li> <li>▫ School Action Plans 2012-2013 reviewed regularly throughout year (Superintendent 2/year &amp; Education visits 3/year completed)</li> <li>▫ Staffing and Inclusion allocations completed and school planning as</li> </ul>	<ul style="list-style-type: none"> <li>▫ <b>Critical Thinking and Problem Solving</b></li> <li>▫ Division membership with Critical Thinking Consortium</li> <li>▫ Successful Division PD Day</li> <li>▫ Teachers embedding critical thinking focus into unit plans</li> <li>▫ Implementation of AISI V project, Project Based</li> </ul>

<p>completed—April 2013</p> <ul style="list-style-type: none"> <li>▫ Draft budget 2013-2014 presented to Board—May 22, 2013 (Approved)</li> <li>▫ Funding for MPES completed</li> </ul>	<p>in 2014-15.</p> <ul style="list-style-type: none"> <li>▫ Transportation deficit and possibility of bussing fees to be reviewed SY 2013-2014</li> </ul>	<p>well as staffing underway</p> <ul style="list-style-type: none"> <li>▫ Two new principals appointed (LS &amp; SH); Secretary-Treasurer; identified; Learning Centre Teacher-Principal recruitment completed and Vice principal positions currently in progress</li> <li>▫ Enrollment increases for SY 2013-2014 noted</li> <li>▫ Alexander First Nations Education Agreement 2013-2014 under review for final completion in June 2013</li> <li>▫ Board Priorities Document, final review: completed (June 2013)</li> </ul>	<p>Learning at junior high level; digital literacy at Sr. High Schools</p> <ul style="list-style-type: none"> <li>▫ <u>Improved Diploma Exam results (SCHS)</u></li> <li>▫ <b>Embracing Uniqueness</b></li> <li>▫ Reggio philosophy in four schools</li> <li>▫ Leader in Me in two schools</li> <li>▫ Successful completion of AISI IV project-Assessment practice</li> <li>▫ Participation in ‘Tell Them From Me’ project at grades 7-12 final year.</li> </ul> <p><b>Safe, Caring and Respectful Workplace</b></p> <ul style="list-style-type: none"> <li>▫ Implementation of ‘WITS’ program</li> <li>▫ Digital Citizenship program developed for grades 1-9</li> <li>▫ Schools have developed strategies to address Top 3 Priorities</li> </ul> <ul style="list-style-type: none"> <li>▫ Ongoing support for</li> </ul>
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			‘Collaborative Problem Solving Behaviour Supports’
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<b>New Initiatives: Division Level</b>	<b>School Based Initiatives</b>	<b>Upcoming Challenges/Priorities</b>
<p>AISI cycle 5: terminated by AB. Ed—Division Literacy initiative to continue: SY 2013-2014</p> <p>Project Based Learning: to be supported by C.O. and schools</p> <p>Digital Literacy (10-12); to be supported by C.O. and schools</p> <p>Community Resource Coordinator: continuing (grant funded)</p> <p>Collaborative Problem Solving Cohort: continuing</p> <p>New SSD/ATA Counselling Cohort: initiation SY 2013-2014</p> <p>Use of a trained student facilitation team in the review of the division Vision, Mission and</p>	<ul style="list-style-type: none"> <li>▫ Me to We Project (Camilla): initial review</li> <li>▫ Child Care Program (Camilla); implementation SY 2013-2014</li> <li>▫ Outdoor Classroom (Sturgeon Heights): completed</li> <li>▫ Electronic reporting (Redwater): successful implementation—SY 2013-2014 initiative will include 10-12 of 13 schools</li> <li>▫ Hockey Academy (Gibbons &amp; Lilian Schick: successful implementation</li> <li>▫ Bring Your Own Device (BYOD) (Gibbons): successful implementation—Grade 6. Expanding to include Grade 6-8 (SY 2013-2014)</li> <li>▫ Gender specific classes: Math &amp; Phys. Ed. (Lilian Schick: successful implementation; significant learning re teacher practice (unlikely to be continuing SY 2013-2014 due to funding cuts)</li> <li>▫ Leader in Me Year II (Bon Accord Community, Lilian Schick schools); successful implementation; Year III—SY 2013-2014</li> <li>▫ iPad Project (Ochre Park, Lilian Schick, BACS, SCHS, MPES): successful implementation</li> </ul>	<p>Identifying additional Student/Community Engagement activities</p> <p>Providing full range of supports, services and programming given reduced government funding and associated cuts to division budget</p> <p>Development of revised Three Year Education Plan</p> <p>Coordinating Central Office newly structured Organization Chart: responding to significant staff reduction (2.0 FTE in Education Service Support)</p> <p>Integrating a new Secretary-Treasurer and implementing recommendations for change</p>

<p>Values Statement</p> <p>“On-board work order system”, O &amp; M and IT departments: staff training completed</p>	<ul style="list-style-type: none"> <li>▫ French Immersion programming Kindergarten (Morinville Public Elementary School): progressing to Grade 1 (SY 2013-2014)</li> <li>▫ Positive Playgrounds (Guthrie): evidence of less bullying and more cooperative play</li> <li>▫ Department Lead Teacher (Sturgeon Composite High School): increased focus on areas of concern: Accountability Pillar results support successful implementation—ongoing</li> <li>▫ High School Flexibility Program: initial review completed; ongoing exploration planned: SY 2013-2014</li> <li>▫ Reggio expansion through to Grade 3 (Namao): SY 2013-2014; K – Gr. 3 (Sturgeon Heights); K – Gr. 3 (MPES)</li> <li>▫ “Be Active” Initiative (Learning Centres): incorporation of Phys. Ed and Ever Active into student course selection: successful implementation</li> <li>▫ Cross Grade Project between Bon Accord Community School and Oakhill School: successful implementation</li> <li>▫ Teacher Inter-school collaboration and PD (Gibbons and Oak Hill); successful implementation (SY 2012-2013)</li> </ul>	<p>Integrating two new principals (Lilian Schick; Sturgeon Heights)</p> <p>Future planning for division growth</p> <p>Welcoming a new Board of Trustees (October 2013)</p> <p>Creating a new long-term Education Services Agreement with Alexander First Nations</p> <p>Facilitating the implementation of the new Regional Collaborative Service Delivery model</p> <p>Planning for a new cooperative bussing system in Morinville (Sept. 2014)</p>
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**BOARD PRIORITY #2**

Learning and Teaching: The superintendent knows what students need to know and be able to do and ensures that students have access to programs and resources that enable them to challenge their potential

<b>2012-2013</b>	
<b>ASSOCIATED ASPECTS</b> Literacy – capacity-building of administrators and teachers	<ul style="list-style-type: none"> <li>▫ Administration – 13 Parameters</li> <li>▫ Teachers – AimsWeb training                             <ul style="list-style-type: none"> <li>- Guided Reading in-servicing, training and ongoing support</li> <li>- Daily 5 in-service</li> </ul> </li> <li>▫ Acquisition of Book Collections Grades 1-6 for each school</li> </ul>
Tell Them From Me	<ul style="list-style-type: none"> <li>▫ Survey Focus: Student Engagement and School Completion</li> </ul>
Continued Focus on Assessment Practices	<ul style="list-style-type: none"> <li>▫ IPP's in Power School</li> <li>▫ School Division Policy and Practice Development</li> <li>▫ Electronic Reporting to Parents (Parent Portal)</li> </ul>
Collaborative Problem Solving Capacity Building Project	<ul style="list-style-type: none"> <li>▫ Division and School Based Teams (training and mentoring)</li> <li>▫ WITS Project (schools choose to sign up for SY 2013-14 program)</li> </ul>
Effective Use of Technology	<ul style="list-style-type: none"> <li>▫ Technology Lead Teacher</li> <li>▫ iPad Projects</li> </ul>

- P.D. Ongoing
- Completed 2012-13); discontinued (2013-14)
- Ongoing
- Completed
- Completed
- Completed: Project discontinued
- Completed
- Completed
- Successfully implemented (Redwater); extending to 10-12 division schools SY 2013-14
- Ongoing
- Ongoing
- Coordinator appointed
- Completed/Continuing



## BOARD PRIORITIES 2012-2013

### **BOARD PRIORITY #1 Human Resources:**

The Superintendent is committed to hiring the brightest and the best, and encouraging continuous improvement in employees.

<b>2012-2013</b>	
<b>ASSOCIATED ASPECTS</b>	
<b>Ongoing Leadership Development</b>	<ul style="list-style-type: none"> <li>▫ Teacher Leadership Cohort #5</li> <li>▫ Vice Principal Cohort (increased emphasis on preparation for the principalship)</li> <li>▫ Principal Professional Development Plan</li> <li>▫ CASS/AE Initiatives: Senior Admin</li> <li>▫ Franklin Covey “Great Leaders, Great Teams, Great Results” training cohort for new leadership staff</li> </ul>
<b>Enhancing Teaching Practice</b>	<ul style="list-style-type: none"> <li>▫ Division Professional Development Plan</li> <li>▫ Beginning Teacher Mentorship</li> <li>▫ AISI Projects</li> <li>▫ School focus on Instructional Effectiveness</li> <li>▫ Literacy support (guided reading strategies, daily 5 strategies)</li> <li>▫ Collaborative Problem Solving Teams in all schools</li> <li>▫ Instructional technology support for teachers and schools</li> </ul>
<b>Teacher Supervision and Evaluation</b>	<ul style="list-style-type: none"> <li>▫ Support to School Administrators</li> <li>▫ Review of evaluation practices and expectations</li> </ul>
<b>Career Fairs</b>	<ul style="list-style-type: none"> <li>▫ Participation in local Career Fairs and presentations to local post-secondary institutions</li> </ul>
	<ul style="list-style-type: none"> <li>▫ Completed Year 1</li> <li>▫ Completed (revised plan for SY 2013-14)</li> <li>▫ Completed</li> <li>▫ All management and school leadership trained</li> <li>▫ Completed</li> <li>▫ Completed</li> <li>▫ Terminated</li> <li>▫ Ongoing</li> <li>▫ Continuing</li> <li>▫ Ongoing</li> <li>▫ Increased with addition of Coordinator position</li> <li>▫ As requested/reqd</li> <li>▫ Completed</li> <li>▫ Completed</li> </ul>

Recognition of Individual Uniqueness	<ul style="list-style-type: none"> <li>▫ Professional Development Plan</li> <li>▫ Digital Citizenship and Literacy Plans</li> <li>▫ Reggio approach preschool and beyond</li> <li>▫ Kindergarten, KEP, PEP to Grade 3 (Sturgeon Heights)/Grade 2 (Namao)</li> <li>▫ KEP, PEP (Namao)</li> <li>▫ Kindergarten, KEP, PEP (MPES, Legal)</li> <li>▫ Project Based Learning Approach (AISI)</li> </ul>	<ul style="list-style-type: none"> <li>- expanding</li> <li>▫ Completed</li> <li>▫ Ongoing</li> <li>▫ Ongoing</li> <li>▫ Completed</li> <li>▫ Completed</li> <li>▫ Completed</li> <li>▫ Ongoing (division supported)</li> </ul>
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**BOARD PRIORITY #3**

Organization and Decision-Making Structure: The superintendent accesses and applies the best knowledge and skills to achieve the most effective and efficient use of financial, physical and human resources in schools and the division office.

<b>2012-2013</b>	
<b>ASSOCIATED ASPECTS</b>	
Alignment of Curriculum and Student Services	<ul style="list-style-type: none"> <li>▫ Student Services moves to Director of Learning Supports within Education Services Team</li> <li>▫ Primary focus on serving <u>all</u> students: development of an integrated Educational Services Team</li> </ul>
Alignment of Organizational Structure to the Evolving Needs of the Division	<ul style="list-style-type: none"> <li>▫ Complete a review of the Central Office leadership structure</li> <li>▫ Continue to address the short and long term succession needs of the division</li> </ul>
Ensure effective financial processes are in place	<ul style="list-style-type: none"> <li>▫ Complete an in-depth review of the division budget and Resource Allocation Formula to determine if further efficiencies are available (Board/Admin. Council/Seniors)</li> <li>▫ Transition fund is claimed to be secure until 2015 at which time Minister promises to address issues around funding model</li> </ul>
Access adequate funding to address division costs in the establishment of public education in Morinville	<ul style="list-style-type: none"> <li>▫ Continue to work with government staff to ensure Sturgeon School Division is properly reimbursed for the funds directed to the establishment of Morinville Public Elementary School</li> </ul>
Policy and Admin Practice Review	<ul style="list-style-type: none"> <li>▫ Completed as per Policy and Admin Practice Tracker</li> </ul>

**BOARD PRIORITY #4**

Monitoring and Supervising: The superintendent maintains an organization, reporting and supervisory structure that facilitates efficient and effective decision-making and accountability.

<b>2012-2013</b>	
<b>ASSOCIATED ASPECTS</b>	
Education Services Team Meetings	<ul style="list-style-type: none"> <li>▫ School Administration Teams meet re 3 YEP priorities</li> <li>▫ School Administration Teams meet re PAT/Diploma exam results</li> <li>▫ School Administration Teams meet re School initiatives/activities</li> </ul>
Education Service Team Meetings	<ul style="list-style-type: none"> <li>▫ Use of Franklin Covey Principles and Practices (regular goal meetings and goals scoreboard)</li> </ul>
Improved accuracy and timeliness of HR/Payroll processes	<ul style="list-style-type: none"> <li>▫ Monthly review and status updates, monthly reconciliations of employee records</li> </ul>
Leadership, Senior Team and Admin Council monthly meetings	<ul style="list-style-type: none"> <li>▫ Monthly meetings to ensure work is coordinated and service/support is being provided to schools in a timely and effective fashion</li> <li>▫ Communication between schools and Central Office is a priority and focus is coordinated and targeted to goals identified in the division 3 YEP</li> <li>▫ Accountability measures addressed and reviewed on a regular basis</li> </ul>

**BOARD PRIORITY #5**

Communication: The superintendent ensures that the organization is open and transparent; people believe they have access to the information they need to make informed judgments and decisions. All aspects of the jurisdiction's work are well-coordinated and scheduled.

ASSOCIATED ASPECTS	2012-2013	
Communication Plan Superintendent Staff Newsletter	<ul style="list-style-type: none"> <li>▫ Attached</li> <li>▫ Distributed to all staff quarterly</li> </ul>	<ul style="list-style-type: none"> <li>▫ Completed</li> <li>▫ Completed (additional newsletters to ensure staff are kept up-to-date on critical issues)</li> </ul>
Three Year Education Plan P.D. Plan Budget 2012-2013 Budget 2013-2014 Board Agendas and Highlights Board Advocacy Committee	<ul style="list-style-type: none"> <li>▫ Attached</li> <li>▫ Available on Moodle Site</li> <li>▫ Reviewed in Public Board</li> <li>▫ Reviewed in Public Board</li> <li>▫ Available on the division website</li> <li>▫ Board Advocacy Link added to Division Website: updated monthly</li> </ul>	<ul style="list-style-type: none"> <li>▫ Implementation ongoing</li> <li>▫ Completed</li> <li>▫ Completed</li> <li>▫ Completed</li> <li>▫ Completed</li> <li>▫ Ongoing</li> <li>▫ Ongoing</li> </ul>

**BOARD PRIORITY #6**

Governance: The superintendent is committed to a public school system that is inclusive, locally governed by elected trustees, and that models the principles of civil democracy. The superintendent promotes and strengthens the Board's role and responsibility in the governance system.

<b>ASSOCIATED ASPECTS</b>		2012-2013
Board reports and presentations	<ul style="list-style-type: none"> <li>▫ The Board of Trustees is provided with a full range of information to support their work as Trustees</li> <li>▫ Administrative support is provided to the Board's Committees</li> </ul>	<ul style="list-style-type: none"> <li>▫ Ongoing</li> <li>▫ Ongoing</li> </ul>
Ongoing support for Community Engagement & Public Participation	<ul style="list-style-type: none"> <li>▫ Review and revision of the Division's Vision, Mission, Mandate and Beliefs Statement</li> </ul>	<ul style="list-style-type: none"> <li>▫ Completed</li> </ul>
Support to the Board as requested and required	<ul style="list-style-type: none"> <li>▫ Ongoing</li> </ul>	<ul style="list-style-type: none"> <li>▫ Ongoing</li> </ul>

**BOARD PRIORITY #7**

**Public Relations and Visibility:** The superintendent, as the Board's agent, is well-known to students, staff and parents in all schools and their communities.

<b>ASSOCIATED ASPECTS</b>		<b>2012-2013</b>
Superintendent and Senior admin presence in schools and visibility at community functions	<ul style="list-style-type: none"> <li>▫ School and Administration meetings</li> <li>▫ School events calendar</li> <li>▫ Community events calendar</li> </ul>	<ul style="list-style-type: none"> <li>▫ Ongoing</li> <li>▫ Ongoing</li> <li>▫ Ongoing</li> </ul>
Regular attendance in division schools	<ul style="list-style-type: none"> <li>▫ Formal school visits regularly throughout the school year</li> <li>▫ Regular classroom visitations by Superintendent</li> <li>▫ Superintendent meetings with student representatives</li> <li>▫ Superintendent and Senior Admin. participation (as available and requested) in school special events</li> </ul>	<ul style="list-style-type: none"> <li>▫ Completed</li> <li>▫ Completed</li> <li>▫ Completed</li> <li>▫ Ongoing</li> </ul>
Easy Access	<ul style="list-style-type: none"> <li>▫ Superintendent commitment to respond to stakeholder communication (telephone; email; personal meetings) in a timely and responsive fashion (first contact within 24-48 hours)</li> </ul>	<ul style="list-style-type: none"> <li>▫ Completed</li> </ul>





# POLICY TRACKER (School Year 2012-2013)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW	Committee of the Whole	
<b>SEPTEMBER 2012</b>							
A/2	Vision, Mission Mandate and Beliefs	2012 Sept. 26	(board direction to Superintendent for initial planning) 2012 Nov. 14 (CoW)				Approved 2013 May 22
F/IV/2	Restricted and Illegal Drugs	2012 June 13	2012 Sept. 12 (CoW)				2012 June 27 2012 Sept 26 Approved - 2012 Oct. 24
<b>OCTOBER 2012</b>							
D/II/15	Financial Accountability and Audit	2012 Oct. 10					Approved - 2012 Oct. 24
D/II/3	Patriotic Exercises/Flag Etiquette	2012 Oct. 10					Approved - 2012 Oct. 24
F/III/3	Awards Policy	2012 Oct. 10					Approved - 2012 Oct. 24
F/IV/5	Student Suspension and Expulsions	2012 Oct. 10					Approved - 2012 Oct. 24
G/II/14	Student Accident Insurance	2012 Oct. 10					Approved - 2012 Oct. 24
H/4	National Flag Etiquette	2012 Oct. 10					Rescinded - 2012 Oct. 24
<b>NOVEMBER 2012</b>							
B/II/3	Requirement to Declare Conflict of Interest	2012 Nov. 14					Approved - 2012 Nov. 28
B/II/4	Requirement to Take Oath of Office	2012 Nov. 14					Approved - 2012 Nov. 28
D/II/1	Fiscal Management	2012 Nov. 14					Approved - 2012 Nov. 28
D/II/12	Income Tax Deductible Receipts for Donations Received by the Division	2012 Nov. 14					Approved - 2012 Nov. 28
E/II/14	Employee Conflict of Interest	2012 Nov. 14					Approved - 2012 Nov. 28



# POLICY TRACKER (School Year 2012-2013)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
			COW	Education			
<b>DECEMBER 2012</b>							
B/1/2	Electoral Boundaries	2012 Dec. 12				Committee of the Whole	Approved - 2012 Dec. 12
<b>JANUARY 2013</b>							
C/3	School Councils	2013 Jan 9	2013 Mar 13 (CoW)				Approved - 2013 Jan. 23 Approved - 2013 Mar 27
C/5	Job Descriptions for Other Staff	2013 Jan 9					Approved - 2013 Jan. 23
D/1/5	Reserve Funds	2013 Jan 9					Approved - 2013 Jan. 23
D/1/12	Staff Use of School Facilities and Equipment	2013 Jan 9					Approved - 2013 Jan. 23
D/1/13	Advertising or Canvassing in Schools	2013 Jan 9					Approved - 2013 Jan. 23
F/1/102	Course Challenge	2013 Jan 9					Approved - 2013 Jan. 23
G/1/15	Crisis and Critical Incidents	2013 Jan 9					Approved - 2013 Jan. 23
I/1	Student Transportation Services	2013 Jan 9					Approved - 2013 Jan. 23
<b>FEBRUARY 2013</b>							
C/1	Organization Chart	2013 Feb. 13	2013 Mar 13 (CoW)				Approved - 2013 Mar 27
D/1/4	School Budget Allocations	2013 Feb. 13	2013 Apr 10 (CoW)				Approved - 2013 Apr. 24
D/1/15	Charter Schools	2013 Feb. 13					Approved - 2013 Feb. 27



# POLICY TRACKER (School Year 2012-2013)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
D/II/16	Shared Services for Schools	2013 Feb. 13				Rescinded - 2013 Feb. 27
D/II/18	Volunteer Policy	2013 Feb. 13	2013 Apr. 10 (Ed Com.) 2013 May 8 (CoW)			Approved 2013 May 22
EM/1	Growth, Supervision and Evaluation of Professional Staff	2013 Feb. 13				Approved - 2013 Feb. 27
F/II/10	Locally Developed Courses	2013 Feb. 13				Approved - 2013 Feb. 27
F/II/21	Health/CALM Programs (Human Sexuality)	2013 Feb. 13				Approved - 2013 Feb. 27
I/2	School Bus Safety	2013 Feb. 13				Approved - 2013 Feb. 27
I/4	School Bus Crash/Response Procedures	2013 Feb. 13				Approved - 2013 Feb. 27
MARCH 2013						
B/II/5	Trustee Code of Conduct	2013 Mar. 13 2013 June 12	2013 Apr. 10 (Ed Com.)			
D/II/07	Attendance Areas	2013 Mar. 13				Approved - 2013 Mar 27
D/II/10	Staff Meetings	2013 Mar. 13				Approved - 2013 Mar 27
D/II/11	Agencies Interviewing Students at Schools	2013 Mar. 13				Approved - 2013 Mar 27
H/2	Caretaking Staff Allocations	2013 Mar. 13 2013 June 12	Next Bldg. Com.			
H/3	Hazardous Materials Policy	2013 Mar. 13	2013 Apr. 10 (CoW)			Approved - 2013 Apr. 24
I/9	Language Immersion Transportation Services	2013 Mar. 13	2013 Apr. 10 (CoW)			Approved - 2013 Apr. 24



# THREE YEAR PLAN QUICK OVERVIEW

9820-104 Street  
Morinville, AB T8R 1L8  
Ph: 780-939-4341

www.sturgeon.ab.ca  
www.facebook.com/SturgeonSD



## Fast Facts

- Sturgeon School Division has:**
- › over 4,500 students in 16 schools including two outreach schools and one Hutterite Colony School
  - › a wide variety of programs including academics, vocational, fine arts, athletics, summer school and pre-kindergarten
  - › introduced Reggio-inspired instruction into four of our primary schools
  - › introduced French Immersion at the Kindergarten level
  - › introduced the Leader in Me program in two schools
  - › developed a division outcome based report card for gr. 1-9
  - › completed a review of the program offered at our two Learning Centres
  - › introduced a Collaborative Problem Solving Model in our schools

To learn more, visit our **website** or follow us on **Facebook**

## Our Students

- We are proud to report that:**
- › our students received approximately \$265,000 in scholarships for the 2011/12 school year
  - › students, in all of our schools, undertake projects which support local and global communities
  - › our diploma results at the acceptable level rose by 2.5% over the previous year
  - › our diploma results improved by 2.9% over the previous three year average at the level of excellence
  - › the Rutherford Scholarship rate improved by 3.9% over the previous year
  - › 60.6% of our students transition to post-secondary institutions within six years of entering high school (Alberta - 58.4%)
  - › 80.8% of parents, students and staff believe students are prepared for the world of work

To learn more, review our **Accountability Pillar Results** or **Annual Education Results Report**

## Our Priorities

- Our three major priorities are to ensure that all students:**
- › develop critical thinking and problem solving skills
  - › are recognized as unique individuals and provided with opportunities to be successful
  - › learn respect for self, others and their community in a safe, caring and respectful learning environment
- We will do this by:**
- › supporting our AISIV projects, literacy (gr. 1-6), project based learning (gr. 7-9) and digital literacy (gr. 10-12)
  - › identifying Learning Support Facilitators at each school
  - › providing leadership development opportunities to our school leaders and administrators
  - › providing targeted professional development to our teachers and assistants

To learn more, examine our **Three Year Education Plan**

## We're Listening

- We engage our:**
- › *Students through:*
    - \* effective instructional practice
    - \* conversations with the Superintendent, Tell Them From Me initiative, Speak Out and student project and leadership opportunities
  - › *Parents through:*
    - \* school councils, surveys
    - \* parent portal
    - \* social media
    - \* a consultative review of the school division mission and vision
    - \* input on electoral boundaries
  - › *Staff through:*
    - \* school visits
    - \* staff meetings
    - \* collaborative professional development opportunities
    - \* online surveys
  - › *Community through:*
    - \* trustee meetings with municipal and community organizations
    - \* business partnerships
    - \* social media



## The Bottom Line

- During the 2011/12 school year:**
- › the Board of Trustees demonstrated their commitment to providing quality instruction and support to students by directing funds and resources to the priorities established in the three year plan and utilizing reserve funds to balance the budget rather than reducing teaching staff.
- As we look forward:**
- › our trustees, together with our students, parents, staff and community will review the division mission, vision, beliefs and values
  - › our commitment is to implement the strategies within the three year plan in order to:
    - \* improve levels of achievement in Provincial Achievement and Diploma Exams at all grade levels
    - \* improve FNMI student measures



For more information, please see our **Three Year Education Plan** or the **Annual Budget Reports**

**Accountability Pillar Overall Summary**

Sturgeon School Division

Measure Category	Measure Category Evaluation	Measure	Sturgeon School Division			Alberta			Measure Evaluation		
			Current Result	Prev Year Result	Prev 3 yr Average	Current Result	Prev Year Result	Prev 3 yr Average	Achievement	Improvement	Overall
Safe and Caring Schools	Good	Safe and Caring	86.8	86.8	86.8	89.0	88.6	88.1	High	Maintained	Good
Student Learning Opportunities	Good	Program of Studies	82.9	81.0	79.9	81.5	80.7	80.7	Very High	Improved	Excellent
		Education Quality	88.8	87.7	88.0	89.8	89.4	89.3	High	Maintained	Good
		Drop Out Rate *	4.4	5.0	4.8	3.5	3.2	3.9	Intermediate	Maintained	Acceptable
Student Learning Achievement	Good	HS Completion Rate (3 yr.) *	75.6	70.3	69.2	74.8	74.1	72.7	High	Improved	Good
		Diploma Exam Participation Rate *	46.7	38.3	41.4	56.6	56.2	54.9	Intermediate	Improved	Good
Preparation for Lifelong Learning, World of Work, Citizenship	Acceptable	Rutherford Eligibility *	61.0	58.1	54.8	61.3	61.5	59.4	High	Improved	Good
		Transition Rate (6yr.) *	52.0	60.6	59.8	59.5	58.4	59.2	Intermediate	Declined Sign	Issue
		Work Preparation	77.9	80.8	76.2	80.3	79.7	79.9	High	Maintained	Good
Parental Involvement	Acceptable	Citizenship	79.5	79.5	77.6	83.4	82.5	82.0	High	Improved	Good
Continuous Improvement	Good	Parental Involvement	77.5	80.0	78.5	80.3	79.7	79.8	Intermediate	Maintained	Acceptable
		School Improvement	79.6	79.0	78.2	80.6	80.0	80.0	High	Maintained	Good

\* Results compiled with respect to these measures are derived using 2011/2012 data

## **Administrator Professional Development**

May 15, 2013

September	P/VP	Conversations	Instructional Leadership
October	P/VP	PD	Literacy
November	P/VP	PD	Technology Personal Devices Google Docs
December	P/VP	PD	Building Relationships
January	P/VP	PD	Effective Instruction Robyn Jackson Goal 1 of TYP
February	P/VP	PD	High School Completion
March	P/VP	Conversations	
April	P/VP	PD	Inclusion
May	P/VP	Sharing	Promising Practices
June	P	Conversations	

### **Guiding Principles**

- Focus on instructional leadership through division priorities
  - Either because they are in our three year plan, Accountability Pillar, or just important
  - General theme, with details to be more clearly articulated
- Instructional teams
- Building on existing practices using our expertise plus
- Moving understanding into practice

## **Meetings, Professional Development, Training and other Assorted Activities**

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### **Leadership**

- Administrator Professional Development
  - See attached
  
- School Leadership Cohort
  - Year 2 of 2
  - Tentative dates:
    - October 2013, Saturday in January 2014, March 2014, May 2014
  
- Vice Principal Cohort
  - Dates to be determined
  
- Counselling Cohort
  - Year 1 of 2
  - Tentative Dates
    - November 2013, January 2014, Saturday in March, April 2014

### **Training**

- NVCI
  - Friday tbd
  
- First Aid
  - February 6<sup>th</sup> or 7<sup>th</sup>
  - Application will be made to allow a limited number of teachers to take part
  
- Healthy Interactions
  - Support staff – Friday tbd
  - Teachers - tbd

### **Meetings**

- Counselor
  - 4<sup>th</sup> Wednesday of October, November, February, April and May
  
- Learning Support
  - 4<sup>th</sup> Wednesday of September, January and March
  
- Collaborative Behaviour Support Cohort lead team
  - Tbd (Learning support)
  
- Collaborative Behaviour Cohort
  - Tbd (Learning support)
  
- Library
  - Fridays tbd
  
- Powerschool
  - August 22/23
  - Fridays tbd





## Parent/Student Access Statistics 09/03/2012 - 06/03/2013 District Office

### Parent/Student Mobile App Stats

Total sign ins by parents:	677
Total sign ins by students:	1,435
Total sign ins by parents and students combined:	2,112
Number of students whose records were accessed:	152 / 4,725 (3.22%)
Avg. number of parent sign ins per day:	2.47
Avg. number of student sign ins per day:	5.24
Avg. number of parent and student sign ins per day combined:	7.71

### Parent/Student Web Portal Stats

Total sign ins by parents:	63304
Total sign ins by students:	48350
Total sign ins by parents and students combined:	111654
Number of students whose records were accessed:	2707 / 5288 (51.1%)
Avg. length of parent visit (minutes):	9.9
Avg. length of student visit (minutes):	16.6
Avg. number of parent sign ins per day:	231.0
Avg. number of student sign ins per day:	176.5
Avg. number of parent and student sign ins per day combined:	407.5

### Progress Reports Emailed to Parents

Number of parents signed up to receive progress reports via email:	761 (31.9%)
Number of reports sent out during specified period:	--



## Committee of the Whole Memorandum

Date: June 12, 2013  
To: Committee of the Whole  
From: Karen Parasynchuk, Secretary Treasurer  
Subject: July/August Committee of the Whole & Board Meetings

---

At the Organizational Meeting of the Board of Trustees held on October 26, 2012, the following motion was made:

### **"Date, Time, Place of Regular Meetings**

#S-05/2012 – Moved by Mr. Gray that the regular monthly Board meeting be held on the fourth Wednesday of each month at 4:30 p.m. at the Board office in Morinville, that the Closed Committee of the Whole meeting be held on the second Wednesday of each month at 4:30 p.m. at the Board office in Morinville, and that the regular Public Committee of the Whole meeting be held on the second Wednesday of each month at 6:00 p.m. at the Board office in Morinville.

CARRIED 7/0"

Therefore, the Committee of the Whole meetings are scheduled for Wednesday, July 10, 2013 and Wednesday, August 14, 2013; the Board meetings are scheduled for Wednesday, July 24, 2013 and Wednesday, August 28, 2013.

### **Recommendation:**

That the Board of Trustees review the meeting dates for July and August, 2013 and advise Senior Admin accordingly.



## Committee of the Whole Memorandum

Date: June 12, 2013  
To: Committee of the Whole  
From: Karen Parasynchuk, Secretary Treasurer  
Subject: Election 2013 – Voting hours

---

Sturgeon School Division will collaborate with the Town of Morinville with respect to the voting station for Ward 5 (Morinville) for the upcoming Election. The voting stations will be at the Community Cultural Centre, and the voting hours for the Town of Morinville election will be from 8:00 a.m. to 8:00 p.m.

As we share the facility with the Town of Morinville, would it be the Board of Trustee's decision to have the voting hours the same as the Town of Morinville?

If the Board of Trustees would like the voting hours for the Ward 5 (Morinville) voting station to be the same as the Town of Morinville; that is from 8:00 a.m. to 8:00 p.m., a bylaw will need to be passed.

However, if Sturgeon School Division chooses to leave the voting hours at 10:00 a.m. to 8:00 p.m., our voting station will be in a separate meeting room from the Town of Morinville.

### **Recommendation:**

That the Board of Trustees review the voting hours in Morinville and advise Senior Admin accordingly.



## Committee of the Whole Memorandum

Date: June 12, 2013

To: Committee of the Whole

From: Wolfgang Jeske, Director of Curriculum and Instruction

Subject: **Locally Developed Courses Approval** –  
**Forensic Science Studies 25, 35** (3 credits) acquired from  
Edmonton School District No. 7  
**Abnormal Psychology 35** (3 credits) acquired from  
Pembina Hills Regional Division No. 7

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### **Background:**

Through Alberta Education's LDCOM (Locally Developed Courses Online Management System), Sturgeon School Division has received both outside board approval and Alberta Education pre-approval for extending or renewing the above noted courses. The next step in this process is to receive Board approval for this authorization. Upon approval, notice will be submitted to Alberta Education for final approval and assignment of a course code. Please find attached course descriptions for each Locally Developed Course.

### **Recommendation:**

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

**Forensic Science Studies 25, 35** (3 credits) acquired from Edmonton School District No. 7 to be authorized as courses of study within Sturgeon School Division from September 1, 2013 to August 31, 2014 using the listed resources as per the course outline.

**Abnormal Psychology 35** (3 credits) acquired from Pembina Hills Regional Division No. 7 to be authorized as a course of study within Sturgeon School Division from September 1, 2013 to August 31, 2014 using the listed resources as per the course outline.

LOCALLY DEVELOPED COURSE OUTLINE

# Forensic Science Studies 25-3

Submitted By:  
Sturgeon School Division No. 24

Submitted On:  
Jun. 3, 2013

# Board Motion

Motion Conclusion

Motion Date

Motion Number

Motions

## Course Basic Information

<b>Course Name</b>	Forensic Science Studies 25
<b>Credit Number</b>	3
<b>Hours of Instruction</b>	62.50 hrs
<b>Implementation Dates</b>	9/1/2013 - 8/31/2014
<b>Proposal Type</b>	New
<b>Development Type</b>	Acquired
<b>Designed Grade Level</b>	Grade 10 Grade 11 Grade 12
<b>Course Description</b>	Forensic science is the application of scientific principles, methods, and technologies for the purpose of solving debates including legal proceedings. Through the study of forensic science, students are given the opportunity to explore how scientific concepts from a variety of disciplines (biology, chemistry, and physics) apply specifically to this unique field. This course will promote the importance of scientific literacy and problem solving techniques. Science 10 and Science 14 is recommended.
<b>Course Prerequisite</b>	

LOCALLY DEVELOPED COURSE OUTLINE

# Forensic Science Studies 35-3

Submitted By:  
Sturgeon School Division No. 24

Submitted On:  
Jun. 3, 2013



## Board Motion

Motion Conclusion

Motion Date

Motion Number

Motions

## Course Basic Information

<b>Course Name</b>	Forensic Science Studies 35
<b>Credit Number</b>	3
<b>Hours of Instruction</b>	62.50 hrs
<b>Implementation Dates</b>	9/1/2011 - 8/31/2014
<b>Proposal Type</b>	New
<b>Development Type</b>	Acquired
<b>Designed Grade Level</b>	Grade 10 Grade 11 Grade 12
<b>Course Description</b>	<p>Forensic science is the application of scientific principles, methods, and technologies for the purpose of solving debates including legal proceedings. Through the study of forensic science, students are given the opportunity to explore how scientific concepts from a variety of disciplines (biology, chemistry, and physics) apply specifically to this unique field. This course will promote the importance of scientific literacy and problem solving techniques.</p> <p>Recommended prerequisite is Forensic 25.</p>
<b>Course Prerequisite</b>	

LOCALLY DEVELOPED COURSE OUTLINE

# Abnormal Psychology 35-3

Submitted By:  
Sturgeon School Division No. 24

Submitted On:  
Jun. 3, 2013

## Board Motion

Motion Conclusion

Motion Date

Motion Number

Motions

## Course Basic Information

<b>Course Name</b>	Abnormal Psychology 35
<b>Credit Number</b>	3
<b>Hours of Instruction</b>	62.50 hrs
<b>Implementation Dates</b>	9/1/2011 - 8/31/2014
<b>Proposal Type</b>	New
<b>Development Type</b>	Acquired
<b>Designed Grade Level</b>	Grade 11 Grade 12
<b>Course Description</b>	Abnormal Psychology 35 was developed to provide Alberta students with a 30-level Social Science option. The course provides an overview of abnormal behavior and the conditions that affect individuals in our society. The sections of the course deal with views of abnormality, causal factors, and types of disorders, as well as assessment, prevention, and treatment. When students have completed the course, they will have a basic understanding of the major concepts in abnormal psychology and the complicated nature of psychological illness.
<b>Course Prerequisite</b>	

**STURGEON SCHOOL DIVISION  
REPORT OF INSTRUCTIONAL MATERIAL FEES  
FOR THE SCHOOL YEAR 2012-2013**

<b>FEES</b>	<b>Total IMF Due Sept 30/12 A</b>	<b>Total Received to date B</b>	<b>Total Outstanding to date</b>	<b>% Received to May 30 '13</b>
<b>BON ACCORD</b>	<b>8,690.00</b>	<b>8,354.50</b>	<b>335.50</b>	<b>96.14%</b>
<b>CAMILLA</b>	<b>21,929.00</b>	<b>20,100.00</b>	<b>1,829.00</b>	<b>91.66%</b>
<b>GIBBONS</b>	<b>17,141.00</b>	<b>15,323.20</b>	<b>1,817.80</b>	<b>89.40%</b>
<b>GUTHRIE</b>	<b>16,817.00</b>	<b>14,573.30</b>	<b>2,243.70</b>	<b>86.66%</b>
<b>LANDING TRAIL</b>	<b>17,105.00</b>	<b>16,582.50</b>	<b>522.50</b>	<b>96.95%</b>
<b>LILIAN SCHICK</b>	<b>16,462.00</b>	<b>15,512.10</b>	<b>949.90</b>	<b>94.23%</b>
<b>MPES</b>	<b>7,700.00</b>	<b>6,056.00</b>	<b>1,644.00</b>	<b>78.65%</b>
<b>NAMAO</b>	<b>21,537.00</b>	<b>21,230.30</b>	<b>306.70</b>	<b>98.58%</b>
<b>OCHRE PARK</b>	<b>8,250.00</b>	<b>7,244.00</b>	<b>1,006.00</b>	<b>87.81%</b>
<b>REDWATER</b>	<b>23,349.00</b>	<b>18,848.10</b>	<b>4,500.90</b>	<b>80.72%</b>
<b>STURGEON COMP</b>	<b>92,840.00</b>	<b>75,394.00</b>	<b>17,446.00</b>	<b>81.21%</b>
<b>STURGEON HEIGHTS</b>	<b>16,131.00</b>	<b>15,742.05</b>	<b>388.95</b>	<b>97.59%</b>
<b>MORINVILLE LEARNING CNTR</b>		<b>5,249.00</b>		
<b>STURGEON LEARNING CNTR</b>		<b>5,185.00</b>		
<b>TOTAL</b>	<b>267,951.00</b>	<b>245,394.05</b>	<b>32,990.95</b>	<b>89.96%</b>

<b>2007-2008</b>	<b>93.38%</b>
<b>2008-2009</b>	<b>92.03%</b>
<b>2009-2010</b>	<b>91.24%</b>
<b>2010-2011</b>	<b>90.09%</b>
<b>2011-2012</b>	<b>95.51%</b>
<b>2012-2013</b>	<b>89.96%</b>

<b>Annual Fees</b>	<b>07/08</b>	<b>08/09</b>	<b>09/10</b>	<b>10/11</b>	<b>11/12</b>	<b>12/13</b>
Elementary	45.00	45.00	45.00	45.00	55.00	55.00
Junior High	57.00	57.00	57.00	57.00	67.00	67.00
Sr. High	99.00	99.00	99.00	99.00	110.00	110.00

**COMMITTEE 10.1**