



Committee Meeting Agenda

May 8, 2013 – 6:00 p.m.

- 1. Call to Order**

- 2. Approval of Agenda**
 - 2.1 Additions to Agenda
 - 2.2 Approval of Agenda

- 3. Appointments**
 - 3.1 6:15 - Ms. Violet Levasseur
re: Policy D/II/18 – Volunteer Policy
 - 3.2 6:20 - Ms. Pat Miller
re: Policy D/II/18 – Volunteer Policy

- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – April 10, 2013

- 5. Presentations**
 - 5.1 Laptop Initiative – Gibbons School

- 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 Book Award Rate/Class
- 7.3 Locally Developed Courses

8. Unfinished Business

- 8.1 Policy D/II/18 – Volunteer Policy
- 8.2 Regional Collaborative Service Delivery

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 ASEBP Premium Rate Notification for the 2013/2014 School Year

11. Pending List

12. Adjournment



Committee of the Whole

Summary of Motions

Wednesday, April 10, 2013

Sturgeon School Division

Items Referred to April 24, 2013 Public Board Meeting

- Policy D/I/4 – School Budget Allocations
- Policy E/III/6 – Supporting the Growth and Development of Staff
- Policy G/II/2 – Health and Safety
- Policy G/II/4 – Student Illness or Accident
- Policy H/3 – Hazardous Materials
- Policy I/5 – Suspension of School Bus Privileges
- Policy I/9 Language Immersion Transportation Services
- Policy I/10 – Cell Phone Use



Notes of the Meeting of The Committee of the Whole Held at Morinville on April 10, 2013

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 6:25 p.m.

Approval of Agenda

Moved by Mr. Gray that the agenda be approved.

CARRIED 7/0

Appointments

There were no appointments.

Approval of Committee Notes

Moved by Mr. Krieger that the notes of March 13, 2013 be approved.

CARRIED 7/0

Presentations

Collaborative Problem Solving Behaviour Supports

Mrs. Sandra Brenneis, Coordinator, Student Services and Mrs. Kessia Carter, Teacher at Lilian Schick School, presented information with respect to Collaborative Problem Solving Behaviour Supports in Sturgeon School Division.

Reports from Officers and Standing Committees

6.1 Superintendent

A verbal report was provided.

Dr. Dick noted that Sturgeon School Division has two semi finalists in the Excellence in Teaching awards; Ivy Kwan from Camilla School and Colleen Baillie from Gibbons School.

Dr. Dick advised that positive comments have been received regarding the Sturgeon Composite High School Choir being Sturgeon School Division ambassadors on the spring trip to New Orleans.

6.2 Chief Deputy Superintendent

The Department is continuing on with regular business.

6.3 Associate Superintendent, Student Services

A written report was provided.

6.4 Director of Curriculum & Instruction

The Department is continuing on with regular business.

6.5 Secretary-Treasurer

The Department is continuing on with regular business.

6.6 Associate Superintendent, Human Resources.

A verbal report was provided.

Monday April 15, 2013 @ 7:00 p.m. is Sturgeon Night at the Movies at the Grandin Theatre in St. Albert.

6.7 Chair's Report

No report was provided.

6.8 Trustees' Reports

Trustee Krieger (Gibbons)

Trustee Krieger reported that he attended the Gibbons School Parent Council meeting on April 8, 2013.

Trustee Nowak (Namao/Morinville)

Trustee Nowak reported that she attended the Sturgeon Composite High School Parent Council meeting on April 8, 2013.

Trustees Miller and Porter will attend the next Sturgeon Composite High School Parent Council meeting scheduled for May 13, 2013 @ 6:30 p.m.

6.9 Alberta School Boards Association Zone 2/3

The next Alberta School Boards Association meeting is scheduled for Friday, April 26, 2013 at the St. Anthony Centre in Edmonton.

The Alberta School Boards Association Spring General Meeting is scheduled for Monday, June 3 & Tuesday, June 4, 2013.

6.10 Public School Boards Association of Alberta

Mrs. Kohle reported that the Public School Boards Association Act/Regulation Review meeting is scheduled for April 18, 2013.

The Public School Boards Council meeting will be held Thursday, April 18, Friday, April 19 & Saturday, April 20, 2013.

The Public School Boards Association of Alberta Spring General meeting will be held Friday, May 31 – to Sunday, June 2, 2013. The theme for this meeting is “Creating Public School Education – Alberta First Choice.” Registrations are accepted on line. Contact Mrs. McEachern to book accommodations.

New Business**7.1 Policy Tracker**

Received for information.

7.2 Policy E/III/6 – Supporting the Growth and Development of Staff
Moved by Mrs. Miller that Policy E/III/6 – Supporting the Growth and Development of Staff be referred to the April Board Meeting.

CARRIED 7/0

7.3 Policy G/II/2 – Health and Safety

Moved by Mr. Krieger that Policy G/II/2 – Health and Safety be referred to the April Board Meeting with the following revision:

- 1.2 – amend “provides Administrative practices that will:”
To read:
“maintains the Administrative Practices that:”

CARRIED 7/0

7.4 Policy G/II/4 – Student Illness or Accident

Moved by Mrs. Miller that Policy G/II/4 – Student Illness or Accident be referred to the April Board Meeting.

CARRIED 7/0

7.5 Policy I/5 – Suspension of School Bus Privileges

Moved by Mrs. Miller that Policy I/5 – Suspension of School Bus Privileges be referred to the April Board Meeting.

CARRIED 7/0

7.6 Policy I/10 – Cell Phone Use

Moved by Mr. Krieger that Policy I/10 – Cell Phone Use be referred to the April Board Meeting.

CARRIED 7/0

7.7 Non Resident Student Transportation Information

Received as information.

Unfinished Business**8.1 Policy D/I/4 – School Budget Allocations**

Moved by Mr. Jewell that Policy D/I/4 – School Budget Allocations be referred to the April Board Meeting.

CARRIED 7/0

8.2 Policy H/3 – Hazardous Materials

Moved by Mrs. Kohle that Policy H/3 – Hazardous Materials be referred to the April Board Meeting.

CARRIED 7/0

8.3 Policy I/9 – Language Immersion Transportation Services

Moved by Mr. Jewell that Policy I/9 – Language Immersion Transportation Services be referred to the April Board Meeting.

CARRIED 7/0

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

A verbal report was provided with an update on the Modulars and playground for Landing Trail School.

9.2 Finance & Human Resources

No report was provided.

9.3 Education Policy

A meeting was held on April 10, 2013.

9.4 Advocacy Committee

- Board Advocacy Plan

A meeting will be held on Wednesday, May 10, 2013 @ 3:45 p.m.

9.5 Transportation

No report was provided.

9.6 Linkages/JACC

Mrs. Miller provided a verbal report.

9.7 Policy Advisory Committee (ATA)

A meeting is scheduled for Tuesday, April 16, 2013 @ 4:30 p.m.

9.8 Policy Review Committee (CUPE)

No report was provided.

Information Items**10.1 Letter Received from Alberta Education –**

Re: 2012/2013-2014/2015 Three Year Education Plan and 2011-2012

Annual Education Results Report

Received for Information

10.2 Transportation Fuel Contingency Newspaper article
Received for Information

Pending List

Adjournment

The meeting adjourned at 7:47 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: May 8, 2013
To: Committee of the Whole
From: Gerry Schick, Chief Deputy Superintendent
Subject: Chief Deputy Superintendent's Report

Field Trips

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

Overnight

Namao School

May 22-25, 2013 26 male and female junior high advanced band students to the Kiwanis Music Festival in Langley, B.C.

Redwater School

May 2 – May 4, 2013 5 male and female senior high students to Calgary to attend badminton provincials.

Sturgeon Composite High School

December 26 – January 2, 2014 13 Sr high boys to Phoenix, Arizona to attend a basketball tournament, and build a positive team atmosphere for future competition.

March 28 – April 8, 2014

SCHS Travel Club to Europe to visit tour sites of importance to World War I, and general tours of art, architecture, language and culture.

COMMITTEE 6.2



Committee of the Whole Memorandum

Date: May 8, 2013
To: Committee of the Whole
From: Mary McGregor, Associate Superintendent, Student Services
Subject: Selections of student art work – Division Christmas cards

Background:

This is the third year of the Division Christmas card project, whereby interested students submit their art work for consideration as the Sturgeon School Division Christmas card.

Recommendation:

That the Committee of the Whole choose 10 selections from the art work submitted to be used for the 2013 Division Christmas cards.



Committee of the Whole Memorandum

Date: May 8, 2013
To: Committee of the Whole
From: Karen Parasynchuk, Secretary Treasurer
Subject: Secretary Treasurer Report

The following reports the financial status of the division at April 30, 2013.

1. 2012-2013 REVENUE AND EXPENSE STATEMENT S

The revenues are recorded for the 2012-2013 year as at April 30, 2013.

The operating expenditures are recorded for the 2012-2013 year as at April 30, 2013.

2. BOARD OF TRUSTEES BUDGET REPORT

This report reflects the financial status of the Board of Trustees budget as at April 30, 2013.



Sturgeon School Division No. 24

Budget Report

Period Ended April 2013

REVENUES	Approved 2012-2013 June Budget	Revised 2012-2013 September Budget	2012-2013 YTD Budget	YTD - 8 month Actuals	% Budget Used	Explanation
Alberta Education	54,838,683	55,019,341	36,679,561	38,520,150	70.01%	IMR Funding at 100% for 12/13 - PUF
Other Government of Alberta		437,471	291,647	387,397	88.55%	Funding due to reporting 2x per year
Federal Government and First Nations	321,958	342,132	228,088	265,554	77.62%	\SHIP revenue pd for 12/13 year comple
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		
Fees	482,698	228,291	152,194	231,416	101.37%	IMF Fees Collected
Other Sales and Services	538,400	419,397	279,598	419,703	100.07%	Misc Revenue - School Fees
Investment Income	30,000	30,000	20,000	25,590	85.30%	Interest on Investments
Gifts and Donations	0	10,000	6,667	19,400	194.00%	Ochre Park Donation - not budgeted
Rental of Facilities		0	0	0	0.00%	
Fundraising	800,000	800,000	533,333	533,328	66.67%	
Gains On Disposal of Capital Assets	0	0	0	0	0.00%	
Amortization of Capital Allocations	1,369,614	1,550,000	1,033,333	907,044	58.52%	
Reserve Provision	0	412,296	274,864	0	0.00%	
TOTAL REVENUES	58,415,333	59,248,928	39,499,285	41,309,582	69.72%	
EXPENSES						
Certificated Salaries	26,030,548	26,740,213	17,826,809	17,424,984	65.16%	
Certificated Benefits	5,556,121	5,499,686	3,666,457	3,519,402	63.99%	
Non-certificated Salaries and Wages	10,278,372	11,276,957	7,517,971	7,678,535	68.09%	
Non-Certificated Benefits	2,633,313	2,792,831	1,861,887	1,958,354	70.12%	
Services, Contracts and Supplies	11,876,904	10,774,754	7,183,170	8,469,742	78.61%	Expenses not chg'd over 12 months -
Net School Generated Funds	800,000	800,000	533,333	533,328	66.67%	just expensed at Sept 1/12
Amortization of Capital Assets	1,575,707	1,679,133	1,119,422	1,036,000	61.70%	
Interest and Charges	22,351	47,106	31,404	3,613	7.67%	
Loss on Disposal of Capital Assets	0	0	0	0	0.00%	
Other Expenses		0	0	0	0.00%	
TOTAL EXPENSES	58,773,316	59,610,680	39,740,454	40,623,958	68.15%	
BUDGET SURPLUS/DEFICIT	(357,983)	(361,752)	(241,168)	685,625		



Sturgeon School Division

9820 - 104 Street

Morinville, Alberta

T8R 1L8

Board of Trustees Budget Report

05/02/2013

Account		Budget	Actual	Commitments	Balance	Pct Exp
1-280-400-550-20	TRUSTEE SAL-KOHLE	17,605.00	11,689.12	.00	5,915.88	66.40
1-280-400-551-20	TRUSTEE SAL-JEWELL	19,054.00	12,651.20	.00	6,402.80	66.40
1-280-400-554-20	TRUSTEE SAL-NOWAK	18,193.00	12,157.12	.00	6,035.88	66.82
1-280-400-555-20	TRUSTEE SAL-GRAY	17,605.00	11,689.12	.00	5,915.88	66.40
1-280-400-557-20	TRUSTEE SAL-KRIEGER	17,605.00	11,689.12	.00	5,915.88	66.40
1-280-400-558-20	TRUSTEE SAL-MILLER	17,605.00	11,689.12	.00	5,915.88	66.40
1-280-400-559-20	TRUSTEE SAL-PORTER	17,605.00	11,689.12	.00	5,915.88	66.40
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-KOHLE	.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-KOHLE	712.00	401.63	.00	310.37	56.41
1-380-400-551-20	TRUSTEE BEN-JEWELL	770.00	252.53	.00	517.47	32.80
1-380-400-554-20	TRUSTEE BEN-NOWAK	736.00	291.48	.00	444.52	39.60
1-380-400-555-20	TRUSTEE BEN GRAY	712.00	178.36	.00	533.64	25.05
1-380-400-557-20	TRUSTEE BEN KRIEGER	712.00	267.54	.00	444.46	37.58
1-380-400-558-20	TRUSTEE BEN-MILLER	712.00	285.60	.00	426.40	40.11
1-380-400-559-20	TRUSTEE BEN-PORTER	712.00	272.74	.00	439.26	38.31
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	4,727.53	.00	5,272.47	47.28
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-KOHLE	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	150.00	.00	3,250.00	4.41
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	.00	.00	.00	.00
1-416-400-475-20	CONT SERV-CONSULTANT FEE	32,300.00	35,274.83	.00	-2,974.83	109.21
1-442-400-550-20	INTERNET-KOHLE	900.00	406.00	.00	494.00	45.11
1-442-400-551-20	INTERNET-JEWELL	900.00	324.72	.00	575.28	36.08
1-442-400-554-20	INTERNET-NOWAK	900.00	406.00	.00	494.00	45.11
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	487.30	.00	412.70	54.14
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	.00	.00	.00	.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	.00	.00	1,200.00	.00
1-710-400-280-20	TRAVEL-BOARD	7,500.00	2,598.80	.00	4,901.20	34.65
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	334.81	.00	165.19	66.96
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	375.91	.00	-375.91	.00
1-710-400-551-20	TRAVEL-JEWELL	.00	773.56	.00	-773.56	.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	587.40	.00	-587.40	.00
1-714-400-549-20	MTGS & MEALS-BOARD & COW	5,000.00	5,398.06	.00	-398.06	107.96
1-715-400-551-20	CHAIR FUNCTIONS	5,000.00	2,669.33	.00	2,330.67	53.39
Expenditure Totals:		315,000.00	230,332.02	.00	84,667.98	73.12
Report Totals:		315,000.00	230,332.02	.00	84,667.98	73.12



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
SEPTEMBER 2012						
A/2	Vision, Mission Mandate and Beliefs	2012 Sept. 26	(board direction to Superintendent for initial planning) 2012 Nov. 14 (CoW)			2012 June 27 2012 Sept 26 Approved - 2012 Oct. 24
F/IV/2	Restricted and Illegal Drugs	2012 June 13	2012 Sept. 12 (CoW)			
OCTOBER 2012						
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
NOVEMBER 2012						
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	
						Public Board	
DECEMBER 2012							
B/I/2	Electoral Boundaries	2012 Dec. 12				Approved - 2012 Dec. 12	
JANUARY 2013							
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/I/5	Reserve Funds	2013 Jan 9				Approved - 2013 Jan. 23	
D/II/12	Staff Use of School Facilities and Equipment	2013 Jan 9				Approved - 2013 Jan. 23	
D/II/13	Advertising or Canvassing in Schools	2013 Jan 9				Approved - 2013 Jan. 23	
F/III/02	Course Challenge	2013 Jan 9				Approved - 2013 Jan. 23	
G/III/15	Crisis and Critical Incidents	2013 Jan 9				Approved - 2013 Jan. 23	
I/1	Student Transportation Services	2013 Jan 9				Approved - 2013 Jan. 23	
FEBRUARY 2013							
C/1	Organization Chart	2013 Feb. 13	2013 Mar 13 (CoW)			Approved - 2013 Mar 27	
D/II/4	School Budget Allocations	2013 Feb. 13	2013 Apr 10 (CoW)			Approved - 2013 Apr. 24	
D/II/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
					Committee of the Whole	Public Board	
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)				
EV/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 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	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



COMMITTEE OF THE WHOLE

Date: May 8, 2013
To: Committee of the Whole
From: Karen Parasynchuk
Secretary Treasurer
Subject: Book Award Rate/Class

History:

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

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

Recommendation:

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



1.0 POLICY

- 1.1 The Board believes students should be recognized for excellence in their programs of study and performance in areas such as athletics, fine arts, citizenship and service.
- 1.2 The Board believes that students should be recognized for improvement in academic achievement and personal performance.

2.0 GUIDELINES

- 2.1 A Division Awards Program which will recognize excellence shall be maintained and shall include the following:
 - 2.1.1 Grade 12 Scholarships
 - 2.1.2 Grade 12 Bursaries
 - 2.1.3 Senior High Academic Awards
 - 2.1.4 Junior High Academic Awards
 - 2.1.5 Books Awards
 - 2.1.6 Other awards as may be determined
- 2.2 Local trustees shall be invited to present Division awards to students.
- 2.3 The Board shall approve all costs associated with the Division Awards Program as part of the budget process.

References: *Admin Practice(s): ES 2 - Conditions Governing Awards of Grade 12 Scholarships*
ES 3 - Conditions Governing Awards of Sturgeon School Division
Bursaries
ES 8 – Division Awards (Student)

School Act:



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised: October 10, 2012 Responsible Administrator: School Principals

1.0 RATIONALE

Division schools will recognize outstanding student performance, and significant improvement in performance, in areas such as academics, athletics, fine arts, citizenship and service.

2.0 PROCESS

The principal, in consultation with staff members, shall be responsible for the selection of students to be recognized for outstanding student performance or significant improvement in performance.

Recognition of outstanding student performance and improvement shall be given through letters, Board meetings, special events, Trustee attendance at individual school awards ceremonies, or media.

3.0 GUIDELINES

3.1 Senior High Academic Awards

3.1.1 In order to qualify for an academic award, students must have obtained at least 30 credits in subjects at a high school in the Division during the scholastic year for which the awards are made.

3.1.1.1 A Sturgeon School Division bookmark will be presented to students, other than winners under 3.1.1.2, who have an 80% average in 25 credits (five of which must be English), excluding Special Projects, Work Experience, Learning Strategies, Sports Performance, RAP courses, locally developed courses, Work Study and Green Certificate). These 25 credits must be taken as part of the regular day program.

3.1.1.2 Alberta Distance Learning Center (ADLC) courses administered at a high school in the Division may be considered as part of the 30 credits.

3.1.1.3 A Sturgeon School Division pen and pencil set will be presented to the student in each high school in the Division achieving the highest standing in Grade 10, 11 and 12 on the basis set out in 3.1.1.1 and 3.1.1.2.

References: *Board Policy: F/III/3 – Awards Policy*



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised: October 10, 2012 Responsible Administrator: School Principals

3.2 Junior High Academic Awards

3.2.1 On the recommendation of the principal, in consultation with staff members, awards will be presented to each student in full-time attendance at the Grade 7, 8 and 9 levels as follows:

3.2.1.1 A Sturgeon School Division refrigerator magnet will be presented to students, other than winners under 3.2.1.2, who have an 80% average in Language Arts, Social Studies, Mathematics and Science, and a pass mark in all other subjects in which the student is enrolled.

3.2.1.2 A Sturgeon School Division pen will be presented to the student at each school achieving the highest standing in Grade 7, 8 and 9 on the basis set out in 3.2.1.1.

3.3 Book Awards

3.3.1 A book is presented to the most deserving student in each homeroom in Grades K-9. Selection of the winners will be made by the staff of each school on the following criteria:

3.3.1.1 individual development;

3.3.1.2 contribution to the welfare and progress of the homeroom and school.

3.3.2 The principal of schools, presenting book awards, shall submit to the Manager, Finance, a “Sturgeon School Division Book Awards Eligibility Form” for each school year.

3.4 The principal of each school shall submit to the Executive Assistant to the Secretary Treasurer a “Student Awards Order Form” by the end of May in each school year. The exception will be Division high schools that hold their awards ceremony in the fall of the following school year.

3.5 A list of award recipients and any unused award items shall be returned to the Executive Assistant to the Secretary Treasurer following each school’s awards ceremony.

3.6 Principals shall submit, for approval, to the Superintendent criteria for any and all in-school awards developed by Division schools.

References: *Board Policy: F/III/3 – Awards Policy*



Committee of the Whole Memorandum

Date: May 8, 2013
To: Committee of the Whole
From: Wolfgang Jeske, Director of Curriculum and Instruction
Subject: **Locally Developed Courses Approval** –

Film Studies 15, 25, 35 (5 credits) acquired from
Calgary School District No. 19
Instrumental Jazz 15, 25, 35 (3 or 5 credits) acquired from
Calgary School District No. 19
Vocal Jazz 15, 25, 35 (3 or 5 credits) acquired from
Calgary School District No. 19
Literature and Composition (AP) 25 (3 credits) acquired from
Parkland School District No. 70
English (AP) 35 (5 credits) acquired from
Red Deer Public Schools

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:

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.

LOCALLY DEVELOPED COURSE OUTLINE

Film Studies 15-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 11, 2013

Board Motion

Motion Conclusion

Motion Date

Motion Number

Motions

Course Basic Information

Course Name	Film Studies 15
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Film Studies 15, 25, 35 is designed to develop an appreciation of film as a distinct form of art, communication, technology and visual media that reflects diverse social, cultural and global perspectives.
Course Prerequisite	

LOCALLY DEVELOPED COURSE OUTLINE

Film Studies 25-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 11, 2013

Board Motion

Motion Conclusion

Motion Date

Motion Number

Motions

Course Basic Information

Course Name	Film Studies 25
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Film Studies 15, 25, 35 is designed to develop an appreciation of film as a distinct form of art, communication, technology and visual media that reflects diverse social, cultural and global perspectives.
Course Prerequisite	

LOCALLY DEVELOPED COURSE OUTLINE

Film Studies 35-5

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

**Submitted On:
Apr. 11, 2013**

Board Motion

Motion Conclusion

Motion Date

Motion Number

Motions

Course Basic Information

Course Name	Film Studies 35
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Film Studies 15, 25, 35 is designed to develop an appreciation of film as a distinct form of art, communication, technology and visual media that reflects diverse social, cultural and global perspectives.
Course Prerequisite	

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 15-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 11, 2013

Course Basic Information

Course Name	Instrumental Jazz 15
Credit Number	3
Hours of Instruction	75.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Instrumental Jazz 15 25 35 offers students the opportunity to refine musicianship through personal practice, rehearsal and performance.
Course Prerequisite	Instrumental Jazz 15: co-requisites - Instrumental Music 10 and/or Band 15 Instrumental Jazz 25: recommended - Instrumental Music 10 and/or Band 15 co-requisites - Instrumental Music 20 and/or Band 25 Instrumental Jazz 35 recommended - Instrumental Music 20 and/or Band 25 co-requisites - Instrumental Music 30 and Band 35 Enrolment in Instrumental Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and permission of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 15-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 11, 2013

Course Basic Information

Course Name	Instrumental Jazz 15
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Instrumental Jazz 15 25 35 offers students the opportunity to refine musicianship through personal practice, rehearsal and performance.
Course Prerequisite	Instrumental Jazz 15: co-requisites - Instrumental Music 10 and/or Band 15 Instrumental Jazz 25: recommended - Instrumental Music 10 and/or Band 15 co-requisites - Instrumental Music 20 and/or Band 25 Instrumental Jazz 35 recommended - Instrumental Music 20 and/or Band 25 co-requisites - Instrumental Music 30 and Band 35 Enrolment in Instrumental Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and permission of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 25-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 11, 2013

Course Basic Information

Course Name	Instrumental Jazz 25
Credit Number	3
Hours of Instruction	75.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Instrumental Jazz 15 25 35 offers students the opportunity to refine musicianship through personal practice, rehearsal and performance.
Course Prerequisite	Instrumental Jazz 15: co-requisites - Instrumental Music 10 and/or Band 15 Instrumental Jazz 25: recommended - Instrumental Music 10 and/or Band 15 co-requisites - Instrumental Music 20 and/or Band 25 Instrumental Jazz 35 recommended - Instrumental Music 20 and/or Band 25 co-requisites - Instrumental Music 30 and Band 35 Enrolment in Instrumental Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and permission of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 25-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 11, 2013

Course Basic Information

Course Name	Instrumental Jazz 25
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Instrumental Jazz 15 25 35 offers students the opportunity to refine musicianship through personal practice, rehearsal and performance.
Course Prerequisite	Instrumental Jazz 15: co-requisites - Instrumental Music 10 and/or Band 15 Instrumental Jazz 25: recommended - Instrumental Music 10 and/or Band 15 co-requisites - Instrumental Music 20 and/or Band 25 Instrumental Jazz 35 recommended - Instrumental Music 20 and/or Band 25 co-requisites - Instrumental Music 30 and Band 35 Enrolment in Instrumental Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and permission of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 35-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 24, 2013

Course Basic Information

Course Name	Instrumental Jazz 35
Credit Number	3
Hours of Instruction	75.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Instrumental Jazz 15 25 35 offers students the opportunity to refine musicianship through personal practice, rehearsal and performance.
Course Prerequisite	Instrumental Jazz 15: co-requisites - Instrumental Music 10 and/or Band 15 Instrumental Jazz 25: recommended - Instrumental Music 10 and/or Band 15 co-requisites - Instrumental Music 20 and/or Band 25 Instrumental Jazz 35 recommended - Instrumental Music 20 and/or Band 25 co-requisites - Instrumental Music 30 and Band 35 Enrolment in Instrumental Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and permission of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 35-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 11, 2013

Course Basic Information

Course Name	Instrumental Jazz 35
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Instrumental Jazz 15 25 35 offers students the opportunity to refine musicianship through personal practice, rehearsal and performance.
Course Prerequisite	Instrumental Jazz 15: co-requisites - Instrumental Music 10 and/or Band 15 Instrumental Jazz 25: recommended - Instrumental Music 10 and/or Band 15 co-requisites - Instrumental Music 20 and/or Band 25 Instrumental Jazz 35 recommended - Instrumental Music 20 and/or Band 25 co-requisites - Instrumental Music 30 and Band 35 Enrolment in Instrumental Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and permission of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 15-3

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

**Submitted On:
Apr. 11, 2013**

Course Basic Information

Course Name	Vocal Jazz 15
Credit Number	3
Hours of Instruction	75.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Vocal Jazz course offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program, which is developmental in nature. Jazz is the study of the history of people through a uniquely North American art form that began as a vocal form.
Course Prerequisite	Vocal Jazz 15: recommended or co-requisite is Choral 10 and/or Choir 15 Vocal Jazz 25: recommended is Vocal Jazz 15 co-requisite is Choral 20 and/or Choir 25 Vocal Jazz 35: recommended is Vocal Jazz 25 co-requisite is Choral 30 and/or Choir 35 Enrolment in Vocal Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and the approval of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 15-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 11, 2013

Course Basic Information

Course Name	Vocal Jazz 15
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Vocal Jazz course offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program, which is developmental in nature. Jazz is the study of the history of people through a uniquely North American art form that began as a vocal form.
Course Prerequisite	Vocal Jazz 15: recommended or co-requisite is Choral 10 and/or Choir 15 Vocal Jazz 25: recommended is Vocal Jazz 15 co-requisite is Choral 20 and/or Choir 25 Vocal Jazz 35: recommended is Vocal Jazz 25 co-requisite is Choral 30 and/or Choir 35 Enrolment in Vocal Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and the approval of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 25-3

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

**Submitted On:
Apr. 11, 2013**

Course Basic Information

Course Name	Vocal Jazz 25
Credit Number	3
Hours of Instruction	75.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Vocal Jazz course offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program, which is developmental in nature. Jazz is the study of the history of people through a uniquely North American art form that began as a vocal form.
Course Prerequisite	Vocal Jazz 15: recommended or co-requisite is Choral 10 and/or Choir 15 Vocal Jazz 25: recommended is Vocal Jazz 15 co-requisite is Choral 20 and/or Choir 25 Vocal Jazz 35: recommended is Vocal Jazz 25 co-requisite is Choral 30 and/or Choir 35 Enrolment in Vocal Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and the approval of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 25-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 11, 2013

Course Basic Information

Course Name	Vocal Jazz 25
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Vocal Jazz course offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program, which is developmental in nature. Jazz is the study of the history of people through a uniquely North American art form that began as a vocal form.
Course Prerequisite	Vocal Jazz 15: recommended or co-requisite is Choral 10 and/or Choir 15 Vocal Jazz 25: recommended is Vocal Jazz 15 co-requisite is Choral 20 and/or Choir 25 Vocal Jazz 35: recommended is Vocal Jazz 25 co-requisite is Choral 30 and/or Choir 35 Enrolment in Vocal Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and the approval of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 35-3

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

**Submitted On:
Apr. 24, 2013**

Course Basic Information

Course Name	Vocal Jazz 35
Credit Number	3
Hours of Instruction	75.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Vocal Jazz course offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program, which is developmental in nature. Jazz is the study of the history of people through a uniquely North American art form that began as a vocal form.
Course Prerequisite	Vocal Jazz 15: recommended or co-requisite is Choral 10 and/or Choir 15 Vocal Jazz 25: recommended is Vocal Jazz 15 co-requisite is Choral 20 and/or Choir 25 Vocal Jazz 35: recommended is Vocal Jazz 25 co-requisite is Choral 30 and/or Choir 35 Enrolment in Vocal Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and the approval of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 35-5

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

**Submitted On:
Apr. 11, 2013**

Course Basic Information

Course Name	Vocal Jazz 35
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	Extension
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11 Grade 12
Course Description	Vocal Jazz course offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program, which is developmental in nature. Jazz is the study of the history of people through a uniquely North American art form that began as a vocal form.
Course Prerequisite	Vocal Jazz 15: recommended or co-requisite is Choral 10 and/or Choir 15 Vocal Jazz 25: recommended is Vocal Jazz 15 co-requisite is Choral 20 and/or Choir 25 Vocal Jazz 35: recommended is Vocal Jazz 25 co-requisite is Choral 30 and/or Choir 35 Enrolment in Vocal Jazz 15, 25, 35 without the recommended course sequence and/or co-requisite is permitted with the music teacher's recommendation and the approval of the principal.

LOCALLY DEVELOPED COURSE OUTLINE

Literature and Composition (AP) 25-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 25, 2013

Board Motion

Motion Conclusion

Motion Date

Motion Number

Motions

Course Basic Information

Course Name	Literature and Composition (AP) 25
Credit Number	3
Hours of Instruction	62.50 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 10 Grade 11
Course Description	The intent of this course is to deepen students understanding, to read and analyze works of American and British literature considered to be demanding, and to improve students' critical thinking abilities and their written compositions through instruction in style analysis techniques and through practice in analytical writing.
Course Prerequisite	A prerequisite of English 10-1

LOCALLY DEVELOPED COURSE OUTLINE

English (AP) 35-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Apr. 25, 2013

Course Basic Information

Course Name	English (AP) 35
Credit Number	5
Hours of Instruction	125.00 hrs
Implementation Dates	9/1/2013 - 8/31/2016
Proposal Type	New
Development Type	Acquired
Designed Grade Level	Grade 11 Grade 12

<p>Course Description</p>	<p>Understandings: What will students understand (about what big ideas) as a result of the unit? Students will understand that:</p> <ul style="list-style-type: none"> • Literature provides a mirror to help us understand ourselves and others. • Writing is a form of communication across the ages. • Literature reflects the human condition. • Literature deals with universal themes, i.e., man vs. man, man vs. self, man vs. nature, man vs. God • Literature reflects its social, cultural, and historical values. <p>Essential Questions: What arguable, recurring and thought-provoking questions will guide inquiry and point toward the big ideas of the unit?</p> <ul style="list-style-type: none"> • How does literature help us understand ourselves and others? • How has writing become a communication tool across the ages? • How does literature reflect the human condition? • How does literature express universal themes? • How does literature provide for a critical examination of society and the world we live in?
<p>Course Prerequisite</p>	



Committee of the Whole Memorandum

Date: May 8, 2013
To: Committee of the Whole
From: Policy Advisory Committee
Subject: Policy D/II/18 - Volunteers

Background:

Please find attached Policy D/II/18 – Volunteers, and Admin Practice ADM 01 – Volunteers, for information. This Policy was reviewed and amended in the April 10 Committee meeting

Recommendation:

That the Committee of the Whole review Policy D/II/18 – Volunteers and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board believes that school volunteers, through their donation of time and talent may enhance and extend student learning by contributing to the successful operation of the school.
- 1.2 The Board encourages Division schools to welcome volunteers and provide them with meaningful opportunities to assist.
- 1.3 The Board encourages Division schools to show appreciation for the efforts of volunteers.

2.0 GUIDELINES

- 2.1 The Superintendent is delegated the responsibility for maintenance of this policy.
- 2.2 School volunteers shall be subject to the supervision and direction of school personnel and be under the authority of the principal.
- 2.3 The school principal shall ensure that volunteers taking part in overnight field trips and in coaching and other responsibilities requiring independent supervision of students will provide the school with a current criminal ~~and child security~~ check, **including the 'vulnerable sector' component**, ~~prior to~~ before the volunteer can be assigned to such activities.

References: *Admin Practice(s): Administration 1 Volunteers*
School Act:



ADMINISTRATION 1 – Volunteer

Original Date: Nov. 14, 2003 Revised Date: May, 2013

Responsible Admin: Chief Deputy Superintendent
Associate Superintendent, Human Resources

1.0 RATIONALE

- 1.1 Sturgeon School Division recognizes the contributions made by volunteers through assisting, supporting and enhancing school programs.
- 1.2 Board policy on volunteers encourages Division schools to welcome volunteers, provide them with meaningful work and show appreciation for their efforts.

2.0 PROCESS

- 2.1 The school principal shall establish guidelines for the involvement of volunteers in schools and shall ensure that school level practices adhere to all Division policies and administrative practices and shall include the following:
 - 2.1.1 Task descriptions for classroom and out-of-classroom volunteers;
 - 2.1.2 Specific orientation, training, and supervision by teachers for classroom and in-school volunteers;
 - 2.1.3 Written expectations or specific guidelines including the willingness to be trained, confidentiality, suitability for volunteering and procedures for communicating absences;
 - 2.1.4 Method of tracking volunteer activities and hours donated;
 - 2.1.5 Method of recognizing volunteer service.
- 2.2 The school principal shall ensure that volunteers taking part in overnight field trips and in coaching and other responsibilities requiring independent supervision of students will provide the school with a current criminal ~~and child security~~ check, **including the 'vulnerable sector' component**, ~~prior to~~ before the volunteer can be assigned to such activities.
- 2.3 A copy of school level practices will be forwarded to the Chief Deputy Superintendent's office for information.

References: *Board Policy: Policy D/II/18 Volunteer Policy*



Committee of the Whole Memorandum

Date: May 8, 2013
To: Committee of the Whole
From: Mary McGregor, Associate Superintendent Student Services
Subject: Regional Collaborative Service Delivery

Background:

Alberta Government determined that service providers for inclusion will be regionalized in order to better accommodate local regional needs. Under the Student Health Boundaries, funding and services from Student Health Partnership, Regional Consulting Services and Children and Youth with Complex Needs are in the process of becoming our local Regional Collaborative Services Delivery provider.

Today's presentation is an update provided for your information regarding our progress towards regionalization.

Recommendation:

That the Committee of the Whole receive as information a report on (Regional Collaborative Services (RCSD)).



**Regional Collaborative Service
Delivery
RCSD
May 2013 Report**



**Amalgamation and Regionalization
of Services**

- **SAASHP** (St. Albert and Area Student Health Partnership)
- **RCS** (Regional Consulting Services)
- **CYCN** (Children and Youth With Complex Needs)

SAASHP PARTNERS

Sturgeon School Division
St. Albert Public Schools
Greater St. Albert Catholic Regional
District
Bosco Schools (private school)
Alberta Health Services

SAASHP SERVICES

- Alberta Health Services
 - SLP (for Mild to Moderate)
 - OT (for Mild to Moderate)
 - Mental Health (for all)
- Sturgeon School Division (for all)
 - Behavior Consulting, Community Resource Coordination
- St. Albert Protestant and GSACRD (for all)
 - Behavior Consulting, Community Resource Coordination, FSLW, Youth Worker Project
- Equally Shared (for all)
 - Triple P Parenting training
 - Wrap Around Coordination

Regional Consulting Services RCS Services

- Services we purchase for Students identified with Severe Needs
 - Audiology (for hearing impaired)
 - Vision Consultant (for vision impaired/blind)

Note: they offer the following services SLP, OT, Autism, Behavior, Psychological Services, but we have found them difficult to access and so for severe needs, SSD provides psychological, OT and SLP services, SAASHP provides behavior.

Children and Youth with Complex Needs CYCN Services

- Cross Ministry Planning and funding
- Consultation regarding high needs and expensive service plans for children with complex needs
- Funding to support service plans that exceed “normal” expectations of all partners

Regional Collaborative Service Deliver RCSD Transition Plan Process

- Hired Interim leads (B.Morgan-McDermid, Tony McClellan)
- Identified administrative partners in planning (SAASHP/RCS/CYCN) (M.McGregor/S.Brenneis)
- Identified CEO representatives for Cross Ministry cooperation at the senior level (M.Dick)
- Identified Regional primary goal (mental health and behavior)
- Identified GSACRD as the Banker Board
- Identified hiring committee for RCSD Lead (Manager) (M.McGregor, GSACRD, St.Albert Public and Mental Health reps)

Next Steps

- Finalize RCSD Lead (Manager) role description
- Develop advertisement
- Develop interview process
- Start date Mid August in preparation for September
- Partners to determine service delivery model

Service Transition Plans

- Current staff and services remain in place
- We will not fill vacant positions until organization plan is in place
- Service staffing needs yet to be determined
- Low incident services must come from another source – we think that Regional Consulting Services RCS might continue for this population

Organizational Planning Challenges

- Will the staff be hired by each Ministry organization and subject to Lead (Manager) direction?
- Will the staff be seconded from each Ministry organization and subject to Lead (Manager) direction?
- Will the staff be hired by one of the partners along with the Lead (Manager) and subject to Lead (Manager) direction?
- Funding has not yet been determined and so we do not know to what extent we will be able to provide for services that incorporate SAASHP, RCS and CYCN.

Summary

- We are a long way from making meaningful change
- Current SAASHP, RCS and SSD services will continue until the plan is further developed in 2013 2014
- Vacancies will be covered by stretching existing staff or by hiring temporary staff until the challenges have been sorted out



RECEIVED

APR 29 2013

Sturgeon School Division No. 24

CONFIDENTIAL

April 25, 2013

Karen Parasynchuk
 Secretary-Treasurer
 Sturgeon SD No. 24
 9820 - 104 Street
 Morinville, AB T8R 1L8

ASEBP Part. No.: 26

Dear Karen Parasynchuk:

**Re: Premium Rate Notification for the 2013/2014 School Year
 Sturgeon School Division No. 24**

Every year, the Alberta School Employee Benefit Plan (ASEBP) sets premium rates by taking into account many factors including the claims experience of the pool, market conditions, and forecasted benefit usage for the coming year. At the same time, ASEBP uses the Experience Adjustment System (EAS) to help address inequities in claims experience among school jurisdictions (please refer to the EAS enclosure for details).

Based on the ASEBP pool's utilization, the ASEBP Trustees approved an overall premium rate decrease of 2% for 2013/2014:

- Life Insurance: no change
- Accidental Death & Dismemberment: no change
- Extended Disability Benefits: 2.4% decrease
- Extended Health Care: 2.05% decrease
- Dental Care: 2.1% decrease
- Vision Care: no change

The ASEBP Trustees continue to be committed to using a holistic view to balance coverage and costs.

In accordance with direction from ASEBP's Trustees, we are providing your jurisdiction's experience-adjusted premium rates to employer and employee representatives.

Benefits Grouping	EAS Status	Plan	Monthly Premium Rate	
Life Insurance	In discount of 5% Incurred loss ratio = 84.94% *	2	\$0.133 per \$1,000 of coverage	
Extended Disability Benefits		All Plans	1.9524% of monthly earnings	
Accidental Death & Dismemberment	n/a	2	\$0.015 per \$1,000 of coverage	
		Plan	Single	Family
Extended Health Care	Close to discount Paid loss ratio = 84.85%	1	\$88.25	\$211.75
Dental Care		3	\$50.50	\$137.75
Vision Care		3	\$9.25	\$22.50
Health Spending Account (HSA)				
HSA Administration Fees		Package 1	\$2.00 per employee, per month	

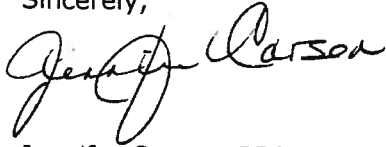
* Your Life/Extended Disability Benefits EAS status has been adjusted by 5% for the coming year i.e. your discount is 5% more. This is to correct an administrative error made in 2008 that overstated Life Insurance claims. We apologize for the error. The ASEBP Plan Actuary reviewed the impact and determined that a one-time 5% improvement in the EAS status for 2013/2014 corrects the error, which they confirmed only affected school jurisdictions for a one-year period. The ASEBP Trustees approved making this one-time adjustment and the improvement is reflected in the table.

COMMITTEE 10.1

As this is the only notification that you will receive, please forward this information on to the appropriate personnel for implementation.

If you have any questions about your premium rates or the EAS, please contact Trudy Lakusta, School Jurisdiction Liaison, at 780-431-5893 or toll-free at 1-877-438-4545 (press 1 then enter extension 5893).

Sincerely,

A handwritten signature in black ink that reads "Jennifer Carson". The signature is written in a cursive style with a large, stylized initial "J".

Jennifer Carson, BBA
Executive Director and Chief Executive Officer

Enclosures: 2013 Experience Adjustment System
Distribution Listing

/sa

Introduction

One of the advantages your school jurisdiction enjoys with ASEBP is that you are part of a pooled fund that moderates the effects of a better or poorer claim year on premium rates. Response from school jurisdictions indicated that it was unfair for the pool to subsidize groups that, year after year, take out more in benefits than they pay in premiums - or to benefit from groups that, year after year, put in more than they take out.

What is the Experience Adjustment System (EAS)?

The EAS addresses inequities in claims experience among school jurisdictions. Those with consistently poor experience could be subject to a surcharge resulting in higher premiums for themselves, while school jurisdictions which have a consistently better than average experience may see lower premiums because they qualify for a discount.

The EAS is designed to be revenue neutral - that is to say that ASEBP collects only as much in premiums as is needed to pay the claims expected over the course of a year. Under the EAS, base premium rates are set taking into account surcharges and discounts.

Eligibility

The EAS combines benefits into two groups - Life Insurance/Extended Disability Benefits (EDB) and Extended Health Care (EHC)/Dental Care (DC)/Vision Care (VC). The loss ratios and enrolment thresholds of each benefit grouping are examined independently for each school jurisdiction to determine if a surcharge or a discount will be applied to them.

EHC/DC/VC

- those eligible include participating employees, school trustees, and most early retirees (includes those participating in Early Retirement Package 1)
- threshold is a combined enrolment of at least 300 lives on the January 1st prior to the upcoming school year
- experience period of two calendar years' loss ratios (i.e., 2012 and 2011)

Life/EDB

- those eligible include participating employees, school trustees, and most early retirees (includes those participating in Early Retirement Package 1)
- threshold is a combined enrolment of at least 1,000 lives on the January 1st prior to the upcoming school year
- where only Life/EDB coverage is with ASEBP, the combined enrolment must be 2,000 lives
- experience period of five calendar years' loss ratios (i.e., 2012, 2011, 2010, 2009, 2008)

In all cases, application of surcharge or discount will be based on the jurisdiction's experience for the period ending December 31st prior to the upcoming school year (i.e. for the 2013/14 school year, the experience period ended December 31, 2012).

Determining Surcharge or Discount for Life/EDB

The five-year incurred loss ratio for Life/EDB has been determined by giving each year a weighting. By giving more weight to the most recent experience, jurisdictions will be affected by any changes in their experience more quickly. That is, if experience is deteriorating, the five-year incurred loss ratio will reflect that and be higher than if each of the five years is weighted equally. Improved experience will also be recognized more quickly with a lower five-year incurred loss ratio. The weightings are outlined below:

Life/EDB Experience Weighting Factors For 2013/14					
Experience Year	2012	2011	2010	2009	2008
Weighting	26.7%	23.3%	20.0%	16.7%	13.3%





Surcharge

The following surcharge rates are applied based on the loss ratios of the individual school jurisdiction:

Life/EDB	
Jurisdiction's 5-Year Incurred Loss Ratio	Surcharge Rate
115-124.9%	5%
125-134.9%	10%
135-144.9%	15%
145-154.9%	20%
155% +	25%

EHC/DC/VC	
Jurisdiction's 2-Year Paid Loss Ratio	Surcharge Rate
105-114.9%	5%
115-124.9%	10%
125-134.9%	15%
135-144.9%	20%
145% +	25%

Discount

The following discount rates are applied based on the loss ratios of the individual school jurisdiction:

Life/EDB	
Jurisdiction's 5-Year Incurred Loss Ratio	Discount Rate
70-79.9%	5%
63-69.9%	10%
55-62.9%	15%
Under 55%	20%

EHC/DC/VC	
Jurisdiction's 2-Year Paid Loss Ratio	Discount Rate
73-79.9%	10%
65-72.9%	15%
Under 65%	20%

Adding a benefit

When an employee group adds a new line of benefit (e.g., Vision Care), the applicable discount or surcharge in place for the relevant benefit grouping will be applied to the premium rate for the new benefit. If that benefit was previously with another carrier, the loss ratio will be recalculated using relevant data from the other carrier. It is possible this could result in a change in premium rate part way through the year.

Please contact ASEBP for information about how the EAS is applied when an employee group is admitted for the first time or is re-admitted following a period away from ASEBP.

How will I know where my school jurisdiction stands?

Final notices as well as claims experience reports that outline specifics about your school jurisdiction will be sent in the spring. These claims experience reports are:

Level One Health Benefits Claims Experience Report - All participating school jurisdictions receive a report from ASEBP in May that outlines paid premiums, paid claims, and paid loss ratios for a three-year period.

Level Two Health Benefits Claims Experience Report - School jurisdictions that are close to or in a surcharge situation receive a comprehensive report in May that includes financial and claims profiles.

Contact Us

ASEBP is here to answer your questions and work with you to help you understand your plan and your premiums. Please feel free to call, email, or visit the ASEBP website to get the answers to your questions. You can also contact Trudy Lakusta or Wendy Sheehan, School Jurisdiction Liaisons, for more information.

Suite 700 Weber Centre
5555 Calgary Trail
Edmonton, Alberta T6H 5P9
www.asebp.ab.ca

Toll-Free: 1-866-989-7212
Fax: 780-438-5304
Email: sjservices@asebp.ab.ca