



Committee Meeting Agenda

October 8, 2014 – 3:30 p.m.

- 1. Call to Order**
- 2. Approval of Agenda**
 - 2.1 Additions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – September 10, 2014
- 5. Presentations**
- 6. Reports from Senior Administration**
 - 6.1 Superintendent
 - 6.2 Associate Superintendent, Education Services
 - 6.3 Secretary Treasurer
 - 6.4 Associate Superintendent

7. Reports from Trustees and Standing Committees

- 7.1 Chair's Report
- 7.2 Trustees Report
- 7.3 Building
- 7.4 Finance & Human Resources
- 7.5 Education Policy
- 7.6 Advocacy Committee
- 7.7 Transportation

8. Reports from Special Committees/Task Groups

- 8.1 Alberta School Boards Association Zone 2/3
- 8.2 Public School Boards Association of Alberta
- 8.3 Linkages
- 8.4 Policy Advisory (ATA)
- 8.5 Policy Review (CUPE)
- 8.6 Community Services Advisory Board

9. New Business

9.1 Policy Tracker

9.2 Policy A/1 – A Short History of the Sturgeon School Division

9.3 Policy D/I/9 – Joint Use Agreements

9.4 Policy E/II/2 – Trustee Remuneration and Expense Reimbursement

9.5 Trustee Per Diem Report Form

10. Unfinished Business

11. Information Items

12. Pending List

13. Adjournment



Committee of the Whole

Summary of Motions

Wednesday, September 10, 2014
Sturgeon School Division

Items Referred to September 24, 2014 Public Board Meeting

- Policy B/III/1 – Board Procedures; Board Regulation Board 1
- Policy D/II/8 – Purchasing
- Policy E/III/1 – Employee Recognition
- Policy E/IV/3 – Growth, Supervision & Evaluation of School Administrators
- Policy I/3 – Inclement Weather

Motion Passed

A motion was passed that the Board of Trustees hold the Organizational Meeting at 4:00 p.m. on September 24, 2014



Notes of the Meeting of The Committee of the Whole Held at Morinville on September 10, 2014

Roll Call

Present were Trustees: Mr. Terry Jewell (Chair); Ms. Tracy Nowak (Vice Chair); Mrs. Misty Featherley; Mrs. Liz Kohle; Mrs. Wendy Miller; Mrs. Michelle Mychasiw; Mrs. Shelley Porter; Dr. Michèle Dick (Superintendent); Mr. Wolfgang Jeske (Associate Superintendent, Education Services); Mrs. Iva Paulik (Secretary Treasurer); Mr. Dave Johnson (Associate Superintendent)

Call to Order

The Vice Chair called the meeting to order at 6:22 p.m.

Approval of Agenda

Moved by Mr. Jewell that the agenda be approved.

CARRIED 7/0

Appointments

Mr. Steve Bushnell, representing BR 2, provided an update with respect to the Sturgeon Composite High School renovation.

Approval of Committee Notes

Moved by Mr. Jewell that the notes of June 11, 2014 be approved.

CARRIED 7/0

Presentations

There were no presentations.

Reports from Senior Administration

6.1 Superintendent.

A written report was provided.

6.2 Associate Superintendent, Education Services

A written report was provided.

6.3 Secretary-Treasurer

No report was provided.

6.4 Associate Superintendent

No report was provided.

Reports from Trustees and Standing Committees**7.1 Chair's Report**

A verbal report was provided.

7.2 Trustees' Reports

Verbal reports were provided.

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle noted that Oak Hill School is holding a POW WOW; an aboriginal day of celebration on September 24th, 2014 from 1:00 pm to 7:00 pm.

Trustee Featherley (Morinville)

Trustee Featherley noted that she will be attending the Morinville Public Library Board meeting on September 17th, 2014.

7.3 Building

A verbal report was provided.

7.4 Finance & Human Resources

No report was provided.

7.5 Education Policy

No report was provided.

7.6 Advocacy Committee

Mrs. Mychasiw noted that the 75th Anniversary Book tour is scheduled for October 1st, 2nd, and 3rd, 2014. Minister Johnson will be joining the tour on October 2nd.

Mr. Jewell left the meeting at 8:30 p.m.

7.7 Transportation

No report was provided.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

No report was provided.

8.2 Public School Boards Association of Alberta

A verbal report was provided.

8.3 Linkages

A verbal report was provided.

8.4 Policy Advisory Committee (ATA)

No report was provided.

8.5 Policy Review Committee (CUPE)

A verbal report was provided.

8.6 Community Services Advisory Board

No report was provided.

New Business

9.1 Policy Tracker 2014-2015: Direction to Proceed

The 2014-2015 Policy Tracker was approved.

9.2 Policy B/III/1: Board Procedures

“Proposed” Board Regulation Board 1

Moved by Mrs. Mychasiw that the Board of Trustees refer Policy B/III/1: Board Procedures and Board Regulation Board 1 to the September Board Meeting.

CARRIED 6/0

9.3 Policy D/I/8 - Purchasing

Moved by Mrs. Porter that the Board of Trustees refer Policy D/I/8 - Purchasing to the September Board Meeting.

CARRIED 6/0

9.4 Policy E/III/1 – Employee Recognition

Moved by Mrs. Miller that the Board of Trustees refer Policy E/III/1 - Employee Recognition to the September Board Meeting:

CARRIED 6/0

9.5 Policy E/V/3 – Growth, Supervision & Evaluation of School Administrators

Moved by Mrs. Porter that the Board of Trustees refer Policy E/V/3 - Growth, Supervision & Evaluation of School Administrators to the September Board Meeting.

CARRIED 6/0

9.6 Policy I/3 – Inclement Weather

Moved by Mrs. Mychasiw that the Board of Trustees refer Policy I/3 - Inclement Weather to the September Board Meeting

CARRIED 6/0

9.7 Review of Board Practice for annual election of Chair, Vice Chair and Committees

Moved by Mrs. Featherley that the Board of Trustees hold the Organizational Meeting at 4:00 p.m. on September 24, 2014.

CARRIED 6/0

9.8 Review, revise and updated Board Retreat

A verbal report was provided.

9.9 Update for SCHS Project

The update for the Sturgeon Composite High School Project was provided earlier in the meeting.

9.10 Council of School Councils Meeting

The Council of School Councils Meeting is scheduled for Tuesday, October 7, 2014 @ 5:00 at the Frank Robinson Educational Centre.

Unfinished Business**Information Items**

The 2014 Audit Planning Letter from Hawkings Epp Dumont was provided for Trustee information.

Pending List

Adjournment

The meeting adjourned at 9:15 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: October 8, 2014
To: Committee of the Whole
From: Wolfgang Jeske, Associate Superintendent, Education Services
Subject: Fieldtrip Report

Field Trips

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

Sturgeon Composite High School

October 16 – 19, 2014	22 senior high students to Kelowna for an elite volleyball tournament.
March 27 – April 3, 2015	Proposed trip to Varadero, Cuba for 80 high school students on an educational tour.



POLICY TRACKER (School Year 2014-2015)

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	
AUGUST 2014							
SEPTEMBER 2014							
D/II/08	Purchasing	2014-Sept-10					2014-Sept-24
E/III/01	Employee Recognition	2014-Sept-10					2014-Sept-24
E/IV/03	Growth, Supervision and Evaluation of School Administrators	2014-Sept-10					2014-Sept-24
I/03	Inclement Weather	2014-Sept-10					2014-Sept-24
B/III/1	Board Procedures	2014-Sept-10					2014-Sept-24
OCTOBER 2014							
A/01	A Short History of the Sturgeon School Division	2014-Oct-9					
D/II/09	Joint-Use Agreements	2014-Oct-9					
NOVEMBER 2014							
B/III/04	Communications	2014-Nov 12					
D/II/13	Instructional Material	2014-Nov 12					
E/II/01	Staffing Policy	2014-Nov 12					
NEW	Whistle Blower	2014-Oct-9					



Memorandum

Date: October 8, 2014
To: Committee of the Whole
From: Michele Dick
Superintendent
Subject: Policy A/1 A Short History of the Sturgeon School Division

Background

Attached for Trustee review is a copy of Policy A/1 – A Short History of the Sturgeon School Division. Suggested revision is provided for Trustee consideration.

Recommendation:

That the Board review the attached policy and advise Administration accordingly.



The Province of Alberta was founded within the Dominion of Canada in 1905. The system of education which had been in force in the Northwest Territories was continued. ~~This was based on the small communities which were beginning to be formed~~ and provided education up to the grade eight level.

~~In~~ **By** 1935, Alberta was more widely settled and with the rapid advancement of the age of technology, there was a demand from industry and the public in general for higher education. Due to the poor financial state of many of the rural school districts following the depression of the 1930s, it was necessary for the Provincial Government to take action. **Consequently**, ~~in~~ 1936, legislation was passed which provided for the establishment of school divisions.

The Sturgeon School Division, consisting of five sub-divisions, was formed by Ministerial Order on January 1, 1939, the five trustees having been elected shortly prior to its formation.

The following five trustees were sworn in at the first organization meeting held on December 6, 1938:

Sub-division No. 1	Mr. J. G. Dusseault
Sub-division No. 2	Mr. Angus L. McGillis
Sub-division No. 3	Mr. Harry Speers
Sub-division No. 4	Mr. John E. Holmes
Sub-division No. 5	Mr. M. D. Tkachuk

Mr. Speers was appointed Chairman of the Board~~;~~; Mr. J. E. Holmes, Vice-Chairman~~;~~; Mr. E. Meaden was appointed Secretary-Treasurer~~;~~ and Mr. J. J. LeBlanc was the provincially-appointed Superintendent of Schools for the Division.

At the time of its inception, the Sturgeon School Division consisted mainly of one and two-room schools with a few larger schools. Gradually the idea of centralizing the schools around major villages became popular, but the progress of this re-organization was interrupted by the commencement of World War II.

One of the alternatives to centralization during this period was the formation of dormitories. One such dormitory was established in Bon Accord in 1943.

Following the cessation of hostilities, ~~the centralization could be~~ **was** resumed and the dormitories were finally closed by 1949.

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

EFFECTIVE: March 1, 2000

REVISED: October 28, 2009

REVIEW: 2014-2015

Between January 1, 1947 and June 1, 1948 St. Albert School District No. 3 (RCP) and the Legal School District No. 1738 were included in the Sturgeon School Division. In 1947, the Thorhild School Division No. 57 and the Westlock School Division No. 37 were formed which resulted in Sturgeon losing a total of 30 sub-divisions to these new school divisions.

With the acquisition of “New Town” status by the Town of St. Albert in 1957, the St. Albert School District was excluded from the Sturgeon School Division. In 1959, the people of the Amelia School District requested and were granted permission to become part of the County of Thorhild.

In 1955, due to a re-organization of the boundaries of the municipalities and the school districts **and** in preparation for introduction of the County System in the Province, the Vimy School District was lost to Westlock.

With the formation of the County of Sturgeon in January 1961, Sturgeon School Division ceased to exist and the School Committee of the County assumed the responsibilities for the administration of education formerly vested in the Divisional Board.

Pursuant to a plebiscite requested by the electors, the area reverted to Municipal District and School Division status on July 12, 1965.

By Ministerial Order dated October 13, 1966, the number of sub-divisions within the Sturgeon School Division was reduced from five to four, following the exclusion of the seven sub-divisions comprising the Legal centralization, ~~reducing~~ **This resulted in a reduction of** the Board membership to four Trustees.

On September 6, 1977 following public petition, Sub-division No. I of the County of Thorhild was transferred to ~~the~~ Sturgeon School Division, increasing the number of trustees to five. In October of that year, following some re-arrangement of the sub-divisions, **and**, at the request of the Minister, seven trustees were elected. This brought the community of Redwater into ~~the~~ Sturgeon School Division.

Since the re-formation of ~~the~~ Sturgeon School Division in 1965, numerous changes have taken place within the area. In the spring of 1989 the Board of Trustees, in keeping with the philosophy of the ward system, resolved to make electoral boundaries and attendance boundaries co-terminus wherever feasible.

In September 1966, some high school facilities within the Division were closed and high school students were sent to St. Albert and Edmonton to complete their education. By September 1970, all high school students were being educated in St. Albert and Edmonton. In 1977, the Division

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

EFFECTIVE: March 1, 2000

REVISED: October 28, 2009

REVIEW: 2014-2015

constructed Sturgeon Composite High School which offers a comprehensive selection of academic, ~~vocational and technical programming~~ **complimentary and Career and Technology studies (CTS) programming.**

In the fall of 1972, the Morinville Hutterite Colony School joined the Sturgeon School Division.

In the years 1976 - 1979 an increase of 2,400 students (from 2,300 to 4,700) was experienced. Since 1979, enrolments remain relatively stable at approximately 5,000 students.

During the 1981 - 1982 school year, the City of Edmonton annexed a portion of the south-east corner of the M.D. of Sturgeon which included the Horse Hill School which, as a result, was transferred to the Edmonton Public Schools in July 1982. This annexation, coupled with a downturn in Alberta's economy, resulted in a 'dip' in enrolments during the period 1983 to 1986.

In September 1994, Guthrie School at Lancaster Park, Canadian Forces Base Edmonton, became part of Sturgeon School Division.

In September 1995, Oak Hill School in Bon Accord also came under the Division's jurisdiction. Oak Hill School had been previously administered by Sturgeon School Division from 1979 until 1990.

In the fall of 1996, the School Division launched one of the first educational wide area networks in Alberta, *Route #24*, that introduced the Internet and a variety of related technology as an instructional tool to enhance student learning. In January 2000, the Division upgraded to a wireless network with the assistance of an Innovation Grant from Alberta Learning.

In November 1995, the Division opened an alternative education program, the Sturgeon Learning Centre, to provide educational learning opportunities for senior high students and young adults.

In July 1997, the alternate school programs were expanded to include the Morinville Learning Centre, which was originally developed in partnership with the Greater St. Albert Catholic Regional Division. Sturgeon School Division assumed full responsibility for the ~~centre~~ **Centre** in 1999. In 1999, the Sturgeon Learning Center celebrated the graduation of its first group of students ~~that~~ **who** had successfully completed the Alberta Diploma requirements.

The Redwater Learning Center was established in September 2003 **and served local students until its closure in 2010.**

Significant building projects that occurred during the latter half of the 1990's included the modernization of Bon Accord School in 1998, the building of the Morinville Colony School in

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

EFFECTIVE: March 1, 2000

REVISED: October 28, 2009

REVIEW: 2014-2015

1999 ~~and the~~, replacement of Guthrie School in Lancaster Park, Edmonton Garrison was completed in 2003.

Over the past number of years, (between 2003 and 2009), several renovations of the Central Office were undertaken to enhance work areas for key departments providing services to schools. This provided space for professional development of staff and a significantly enhanced ~~the~~ area for Technology Services.

A modernization of Namao School ~~will be~~ was completed in 2010.

In September 2012 as per the St. Albert and Sturgeon Valley School Districts Establishment Act, Sturgeon School Division was charged with the responsibility of providing public education to students resident to the Towns of Morinville and Legal. Classes in Morinville started out in the local Community Cultural Centre (grades 1 – 4) and the Parish Hall (Pre-School – Kindergarten). In June 2012, the Government of Alberta transferred George P. Vanier School in Morinville from Greater St. Albert Catholic School Division (GSACRD) to Sturgeon School Division. The school was remained Morinville Public Elementary School and opened its doors in September 2012. As of school year 2014-2015, more than 500 students (Pre-School – grade 7) called Morinville Public School home.

A major modernization of Sturgeon Composite High School is projected for completion by the end of School Year 2015-2016.

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

EFFECTIVE: March 1, 2000

REVISED: October 28, 2009

REVIEW: 2014-2015

Past and Present Trustees

ALLEN, Hugh	1952 - 1954	McDONELL, John	1965 - 1983
AUSTIN, Reg	1965 - 1974	McGILLIS, Angus	1939 - 1944
BAUMAN, John	1980 - 1995	MAHE, Paul	1951 only
BEVINGTON, Don	1961 - 1965	MARTINEAU, Ferd	1945 - 1950/1965 - 1966
BEVINGTON, Joyce	1977 - 1989	MESSIER, Ladis	1951 - 1954
BILECKI, Olga	1974 - 1977	MILLER, Wendy	2004 -
BORLE, Ed	1957 - 1960	MILLIGAN, Richard	1989 - 1998
CHAUVET, Paul	1945 - 1954	MILLIGAN, Robert	1998 -2010
CLEMENT, C.	1960 only	MYCHASIW, Michelle	2013 -
COMO, Roy	1962 - 1964	NOBERT, Alphonse	1961 only
COURCHESNE, Ed	1961 - 1964	NOWAK, Tracy	2007 -
CUNNINGHAM, Toby	1945 - 1956	PASICHNEY, William	1944 - 1946
DEEDMAN, William	1965 only	PAUL, Harold	1969 - 1977
DUSSEAULT, Joseph	1939 - 1944	PORTER, Bruce	1951 only
EVERITT, Keith	1977 - 1986	PORTER, Shelly	2010 -
FEATHERLEY, Misty	2013 -	REYNOLDS-KUIPER, Dorothy	1986 - 1992
FLYNN, Willie	1956 - 1965	REYNOLDS, Linda	1992 - 1998
FORCADE, Lionel	1955 - 1959	ROSS, Neil	1947 - 1951
FRAZIER, Penny	2004 -2007	ROSS CARLETON, Micky	1986 - 2004
FUNDYTUS, Careen	1995 -2010	RYE, Lawrence	1961 - 1965
GARON, Leo	1940 - 1943	REMILLARD, D. (Mrs.)	1955 - 1957
GERVAIS, Therese	1995 - 2004	SIMONOWITS, Robert	1995 - 1998
GRAY, Brent	2010 - 2013	ST. ONGE, Harvey	1966 only
HOLE, Lois	1967 - 1979	SPEERS, Harry	1939 - 1950
HOLMES, John	1939 - 1948	STEVENS, Joyce	1983 - 1992
HORNER, Gail	1998 - 2007	TKACHUK, M.D.	1939 - 1940
HOOD, Don	1977 - 1980	VAN DE WALLE, Walter	1958 - 1965
HRYNCHUK, Fred	1998 -2010	VENESS, William	1953 - 1955
JENKINS, Archie	1955 - 1960	VISSCHER, Cathy	1992 - 1995
JEWELL, Terry	1980 - 1995/1998 -	WALKER, Stanley	1961 - 1965
KLUFAS, Harry	1980 - 1986	WALL, Ruth	1977 - 1980
KLUTHE, Lawrence	1965 only	WARD, Jim	1977 - 1980
KOHLE, Elizabeth	2007 -	WILSON, George	1965 - 1969
KONSORADA, Nick	1965 only	WILSON, Lloyd	1956 - 1960
KRIEGER, Daryl	2010 - 2013	ZUIDEMA, Peter	1980 - 1998
LESBURG, Albert	1965-1967		
McCUE, Arthur	1951 - 1955		

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

EFFECTIVE: March 1, 2000

REVISED: October 28, 2009

REVIEW: 2014-2015

Past and Present Superintendents

DICK, Michele	2007 -
MILLER, Evan	2000 - 2007
ROBERTSON, J. Kenneth	1998 - 2000
HOGARTH, John	1994 - 1998
THIESSEN, Roy D.	1986 - 1994
TAYLOR, Anthony	1985 - 1986
HEPPLER, Walter	1979 - 1985
ROBINSON, Frank	1970 - 1979
KUNST, A. E.	1964 - 1970
SWAN, J. F.	1955 - 1964
SCOTT, R. J.	1939 - 1942/1945 - 1955
ERICKSON, E. M.	1942 - 1945
LE BLANC, J. J.	1938 - 1939/1942

Past and Present Secretary Treasurers

PAULIK, Iva	2013 -
PARASYNCHUK, Karen	2002 - 2013
PILSNER, Marlene	2000 - 2002
ISBISTER, Andrew	1997 - 2000
LLOYD, Murray	1984 - 1997
KRAUSKOPF, Charles	1965 - 1984
NOBERT, Alphonse	1962 - 1965
MEADEN, E.	1938 - 1962

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



Committee of the Whole Memorandum

Date: September 11, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy D/I/9 – *Joint Use Agreements*

Background:

Please find attached Policy D/I/9 – *Joint Use Agreements*.

This policy is scheduled for review and is brought to the attention of Committee of the Whole with revisions suggested to the references.

Administrative Practice Financial Management 17 – Joint Use Agreements, along with associated Policy D/I/14 – Community Partnerships and Administrative Practice – Administration 24 – Community Partnerships are also attached for Trustee information.

Recommendation:

That the Committee of the Whole review revised Policy D/I/9 – *Joint Use Agreements* and advise Senior Administration accordingly.



D/I/9 – Joint-Use Agreements

D/I/9

EFFECTIVE: April 19, 1989

REVISED: October 28, 2009

REVIEW: 2014-2015

1.0 POLICY

- 1.1 The Board believes that through the approval of Joint-Use Agreements with local community groups or municipalities, it will make the best use of both school facilities (buildings, grounds, equipment), and, of community or municipal facilities (skating rinks, tennis courts, etc.).

References: Policy: [D/I/14 – Community Partnerships](#)
Admin Practice(s): [Financial Management 17 – Joint Use Agreements](#)
School Act:



FINANCIAL MANAGEMENT 17 – Joint Use Agreements

Original Date: Oct. 28, 2009

Revised Date:

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The Board believes that wherever possible Joint-Use Agreements with local community groups or municipalities should be in a standard format to allow for a uniform approach throughout the Division.

2.0 PROCESS

The Secretary Treasurer will be responsible to administer this administrative process

3.0 GUIDELINES

3.1 Joint-Use Agreements must provide for the establishment of a Joint-Use Committee with equal representation from the Board, and, from the community group or municipality.

3.2 Joint-Use Committees shall be delegated the powers to:

3.2.1 oversee the use of the facilities on an equitable basis for all residents within the jurisdiction of either of the parties to the agreement;

3.2.2 develop and enforce rules and regulations and to set and collect user fees for the use of the facilities;

3.2.3 obtain financial reports on the operation of the facilities.

3.3.1 Joint-Use Agreements and all amendments thereto are subject to the prior approval of both the Board, and, the community group or municipality.

3.4 Procedures in the specific Joint-Use Agreement are applicable to each school.

References: *Board Policy: D/1/9 – Joint Use Agreements*



1.0 POLICY

The Board believes that the outcomes of all partnership agreements and all activities must serve to enhance the delivery of a quality experience for students, based on the principles of public education.

References: *Admin Practice(s):* Administration 24 - Community Partnerships



ADMINISTRATION 24 – Community Partnerships

Original Date: November 27, 2013

Revised Date:

Responsible Administrator: Superintendent

1.0 RATIONALE:

The Board believes that community partnerships encourage schools to:

- 1.1 Cooperate with community agencies in the development of programs and services.
- 1.2 Establish and maintain close communication with families in the neighbourhood.
- 1.3 Build sensitivity to neighbourhood problems and issues.
- 1.4 Contribute to the development of a sense of community in their neighbourhood.

2.0 PROCESS:

The Superintendent or designate will be responsible to administer this administrative practice.

3.0 GUIDELINES:

- 3.1 All partnerships with the Division or at the school level require the approval of the Superintendent.
- 3.2 Before granting approval, the Superintendent will inform the Board of significant proposed community partnerships.
- 3.3 All partnerships must be evaluated annually.
- 3.4 The extent of the implementation of community school projects or programs will be subject to the availability of funds and compliance with other Administrative Practices.

References: *Board Policy:* *D/1/14 – Community Partnerships*
 Admin Practice *Financial Management 17 – Joint Use Agreements*
 Administration 1 - Volunteer



Committee of the Whole Memorandum

Date: October 8, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy E/II/2 – *Trustee Remuneration and Expense Reimbursement*

Background:

Please find attached Policy E/II/2 – *Trustee Remuneration and Expense Reimbursement*.

This policy is brought to the attention of Committee of the Whole with a suggested revision.

The current Administrative Practice Financial Management 7 – *Employee Expense Reimbursement* is also attached for Trustee information.

Recommendation:

That the Committee of the Whole review revised Policy E/II/2 – *Trustee Remuneration and Expense Reimbursement* and advise Senior Administration accordingly.



E/III/2 – Trustee Remuneration and Expense Reimbursement E/III/2

EFFECTIVE: January 23, 2008

REVISED: May 28, 2014

REVIEW: 2018-2019

1.0 POLICY

- 1.1 The Board believes that trustees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.
- 1.2 The Board will establish guidelines and procedures for the reimbursement of approved expenses from annual budget allocations.
- 1.3 Trustee remuneration shall change at the same rate and at the same time as changes to the salary scales contained in the General Employment Conditions.

2.0 GUIDELINES

- 2.1 Trustees carrying out their authorized duties will be expected to exercise the same care in incurring expenses that a prudent person would exercise in travelling on personal business.
- 2.2 Approved expenses incurred by trustees will be reimbursed in accordance with the requirements and subject to the limitation specified in the guidelines and procedures.
- 2.3 Advances will not be paid to cover any approved expenses.
- 2.4 Claims for reimbursement of expenses should be submitted promptly and preferably within one (1) month of the expenses being incurred.
- 2.5 All expense reimbursement claims must be on an individual trustee basis other than expenses incurred pursuant to Guideline 2.6.
- 2.6 A Division credit card will be provided to the Board chair upon request.
 - 2.6.1 Expenses incurred and charged to such credit cards shall be in line with the intent of this policy.
- 2.7 Approved expenses will be reimbursed for the following activities:
 - 2.7.1 Attendance at conferences, workshops, seminars and meetings, when such attendance has been approved by the Board for trustee attendance.
 - 2.7.2 Other approved activities carried out by trustees in the performance of their duties, e.g. Board appointees to Ad Hoc Committees or other organizations.

References: *Admin Practice(s): FM 7 – Employee Expense Reimbursement*
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: May 28, 2014

REVIEW: 2018-2019

- 2.8 Approved expenses will be reimbursed at the rates set out in an exhibit applicable to this policy.
- 3.0 PROCEDURES**
- 3.1 Claims for the reimbursement of approved expenses are to be submitted for payment to the Superintendent or designate. Questions will be directed to the Board chair.
- 4.0 EXHIBIT**
- 4.1 Approved expenses will be paid at the following rates:
- 4.1.1 Actual distance travelled in Alberta in the trustee's vehicle, at the approved Canada Customs and Revenue Agency rate.
 - 4.1.2 Actual voucher expenses for travel incurred by means other than the use of the trustee's vehicle – receipts required.
 - 4.1.3 Actual voucher subsistence expenses for approved conferences, workshops, seminars and meetings.
 - 4.1.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where vouchers are not available.
- 4.2 Standard per kilometre distances between schools, Central Office and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached to this policy.
- 4.3 A general expense allowance determined annually as part of the budget process.

References: *Admin Practice(s): FM 7 – Employee Expense Reimbursement*
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: May 28, 2014

REVIEW: 2018-2019

EXHIBIT

Trustee Remuneration

Chairman		\$18,977
Vice Chair		\$18,236
Trustees	(5 x 17,534)	\$87,670
Professional Development	(7 x 3,400)	\$23,800

GUIDELINES FOR TRUSTEE EXPENSE AND PER DIEM CLAIMS

The following expenses and per diems are payable by the Board. In the case of any uncertainty, the claim will be referred to the Chairman for decision. Claims for expenses other than below will be subject to prior Board approval.

1. Expenses

- Kilometre Allowances
- Committee Meetings
- School Council Meetings
- ASBA, PSBAA, Zone 2/3, Admin Council, Morinville Rotary
- Board Retreats
- Conferences, Workshops, Seminars
- Joint Use Meetings
- Board Approved Business
- Graduation/Year End Exercises (tickets included)
- School Concerts, Plays, Music Events, etc.
- School Awards

Expenses – Meals, Accommodation, Telephone, Parking, Taxi

2. Per Diem

- Board Retreats
- Conferences, Workshops, Seminars, etc.
- ASBA, PSBAA, Zone 2/3, Admin Council
- Board Approved Business (Prior Approval)
- Discipline Hearings, **Healthy Interactions**
- Community Services Advisory Board
- Negotiations – 7th Meeting Onward (including 7th meeting)
- NOTE: Does Not Include Task Group

Per Diem - Full Day - \$100 - greater than four hours (home to home)
 - Half Day - \$ 50

References: *Admin Practice(s): FM 7 – Employee Expense Reimbursement*
School Act:



E/II/2 – Trustee Remuneration and Expense Reimbursement E/II/2

EFFECTIVE: January 23, 2008

REVISED: May 28, 2014

REVIEW: 2018-2019

Bon Accord	18	39	20	32	30	0	19	2	26	13	24	11	45	32	39	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	40	31	34	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43	53	41	48		14	32
*Edmonton Central	34	20	22	64	62	39	21	41	53	40	18	38	7	8		48	34	39
*Edmonton North	34	16	15	59	57	32	14	34	46	39	13	37	14		8	41	31	32
*Edmonton South	40	31	28	72	70	45	27	47	59	49	24	46		14	7	53	40	45
Gibbons	27	47	26	27	25	11	27	10	32	2	31		46	37	38	43	45	11
Guthrie	26	20	5	56	54	24	5	26	38	33		31	24	13	18	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	33		33	2	49	39	40	45	47	13
Legal	21	40	33	56	54	26	33	25		33	38	32	59	46	53	37	21	26
Lilian Schick	20	41	22	31	29	2	21		25	12	26	10	47	34	41	34	37	2
Namao	21	21	1	51	49	19		21	33	29	5	27	27	14	21	42	31	19
Oak Hill	18	39	20	32	30		19	2	26	13	24	11	45	32	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	54	27	54	25	70	57	62	67	66	30
Redwater	52	71	50		2	32	51	31	56	29	56	27	72	59	64	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	33	28	5	26	28	15	22	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	40	49	20	47	31	16	20	42	26	39
CO/MLC/MPES		21	22	52	50	18	21	20	21	29	26	27	40	34	34	23	18	18
	CO/MLC/MPES	Sturgeon-Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Edmonton Central	Colony	Camilla	Bon Accord

* The address used for mileage: **Edmonton North - 9450 – 137 Avenue**
Edmonton Central - 10088 – 108 Street
Edmonton South - 5015 – 111 Street

References: *Admin Practice(s): FM 7 – Employee Expense Reimbursement School Act:*



FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: Nov. 23, 2011

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The Board acknowledges that system personnel may incur additional expenses in completing their assigned duties. Therefore, the Board is prepared to reimburse these individuals for authorized expense claims.

2.0 PROCESS

School system personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved employee expense reimbursement form with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

3.0 GUIDELINES

3.1 Claims for reimbursement of expenses should be submitted promptly and preferably within two months of the expenses being incurred.

3.2 Approved expenses will be reimbursement for the following activities:

3.2.1 Supervision of both extra-curricular and co-curricular activities, when such attendance has been approved by the Principal, Superintendent or designate.

3.2.2 Other activities carried out by employees in the performance of their duties, eg. travel to medical facilities, necessary pickups and deliveries and home visits, when such attendance has been approved by the Principal, Superintendent or designate.

3.3 Approved expenses will be paid at the following rates:

3.3.1 Actual distance traveled in Alberta in the employee's vehicle, at the approved Canada Customs and Revenue Agency rate.

3.3.2 Actual expenses for travel incurred by means other than the use of the employee's vehicle – receipts required.

3.3.3 Actual accommodation and meal expenses with receipts.

References: Board Policy: E/II/1 – Employee Expense Reimbursement
E/II/2 – Trustee Remuneration and Expense Reimbursement

FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: Nov. 23, 2011

Responsible Administrator: Secretary Treasurer

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- 3.3.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where receipts are not available.

 - 3.3.5 Standard per kilometer distances between schools, Morinville locations and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached.

References: Board Policy: *E/II/1 – Employee Expense Reimbursement*
E/II/2 – Trustee Remuneration and Expense Reimbursement

FINANCIAL MANAGEMENT 7

FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: Nov. 23, 2011

Responsible Administrator: Secretary Treasurer

Bon Accord	18	39	20	32	30	0	19	2	13	24	11	41	39	32	35	
Camilla	18	26	32	68	66	35	31	37	47	36	45	37	35	14		35
Colony	23	42	43	69	67	32	42	34	45	47	43	47	45		14	32
Edmonton North	34	13	21	72	70	39	20	41	39	15	37	2		45	35	39
Edmonton South	36	15	23	74	72	41	22	43	41	17	39		2	47	37	41
Gibbons	27	47	26	27	25	11	27	10	2	31		39	37	43	45	11
Guthrie	26	20	5	56	54	24	5	26	33		31	17	15	47	36	24
Landing Trail	29	49	28	29	27	13	29	12		33	2	41	39	45	47	13
Lilian Schick	20	41	22	31	29	2	21		12	26	10	43	41	34	37	2
Namao	21	21	1	51	49	19		21	29	5	27	22	20	42	31	19
Oak Hill	18	39	20	32	30		19	2	13	24	11	41	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	27	54	25	72	70	67	66	30
Redwater	52	71	50		2	32	51	31	29	56	27	74	72	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	28	5	26	23	21	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	49	20	47	15	13	42	26	39
CO/MLC/MPES		21	22	52	50	18	21	20	29	26	27	36	34	23	18	18
	CO/MLC/MPES	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Colony	Camilla	Bon Accord

References: Board Policy: E/II/1 – Employee Expense Reimbursement
E/II/2 – Trustee Remuneration and Expense Reimbursement



Committee of the Whole Memorandum

Date: October 8, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: *Trustee Per Diem Report Form*

Background:

Please find attached *Trustee Per Diem Report Form*.

This draft form is brought to the attention of Committee of the Whole with a suggested revision.

The amended draft form is attached for Trustee information.

Recommendation:

That the Committee of the Whole review the revised *Trustee Per Diem Report Form* and advise Senior Administration accordingly.



Trustee Per Diem Report Form

Trustee: _____

1-281-400-***-20

DATE	FUNCTION ATTENDED as BOARD REPRESENTATIVE **	OTHER FUNCTIONS: i.e. ASBA, PSBA, P.D. Associated Activity *	Indicate \$ amount
**		*	
**		*	
**		*	
**		*	
**		*	
**		*	
**		*	
**		*	
TOTAL		*	\$0.00

* Indicate Function Attended

- ** Board Representatives**
- ASBA--Zone-2/3-Representative--Mrs. Miller (Alternate--Mrs. Mychasiw)
 - Healthy-Interactions-Steering-Committee--Mrs. Mychasiw (Alternate--Mrs. Featherley)
 - Linkages--Mrs. Miller (Alternate--Mrs. Featherley)
 - PSBA-Representative--Mrs. Kehle (Alternate--Mrs. Featherley)
 - SCHS--School-Council--Trustees-to-rotate-attendance
 - Student-Discipline-Committee--Trustees-to-rotate-attendance (a-quorum-of-three)
 - Sturgeon-County-Community-Services-Advisory--Mrs. Porter (Alternate--Mrs. Mychasiw)

Trustee Signature

Date

Secretary-Treasurer Signature

Date

