



Committee Meeting Agenda

September 10, 2014 – 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 Mr. Steve Bushnell, BR2 – SCHS Renovation Update
- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – June 11, 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 2014-2015: Direction to Proceed
- 9.2 Policy B/III/1 – Board Procedures
- 9.3 Policy D/I/8 – Purchasing
- 9.4 Policy E/III/1 – Employee Recognition
- 9.5 Policy E/V/3 – Growth, Supervision and Evaluation of School Administrators
- 9.6 Policy I/3 – Inclement Weather
- 9.7 Review of Board Practice for annual election of Chair, Vice Chair and Committees
- 9.8 Review, revise and update Board Retreat
- 9.9 Update for SCHS Project
- 9.10 Council of School Councils Meeting

10. Unfinished Business

11. Information Items

12. Pending List

13. Adjournment



Committee of the Whole

Summary of Motions

Wednesday, June 11, 2014

Sturgeon School Division

Items Referred to June 25, 2014 Public Board Meeting

- Policy I/1 – Student Transportation Services
- July & August Committee of the Whole & Board Meetings
- Capital Priorities
- Locally Developed Course Approval:
 - Abnormal Psychology 35 (3 credits)
 - Forensic Science Studies 25, 35 (3 credits)
 - Musical Theatre 15,25,35 (3 credits)
- Transportation Reciprocal Agreements – Aspen View Public School Division
- Education Services Agreements – Language Immersion – Sturgeon School Division Transported Students
- Transportation Services Agreement – Greater St. Albert Roman Catholic Separate School District – 2013-2014 (French Immersion)
- Transportation Services Agreement – Greater St. Albert Roman Catholic Separate School District – 2014-2015 (French Immersion)
- Transportation Services Agreement – Greater St. Albert Roman Catholic Separate School District – 2014-2015 (Special Education)



Notes of the Meeting of The Committee of the Whole Held at Morinville on June 11, 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 6:35 p.m.

Approval of Agenda

Moved by Mr. Jewell that the agenda be approved.

CARRIED 7/0

Appointments

There were no appointments.

Approval of Committee Notes

Moved by Mrs. Mychasiw that the notes of May 14, 2014 be approved.

CARRIED 7/0

Presentations

There were no presentations.

Reports from Senior Administration

6.1 Superintendent.

No 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.

Chair Jewell noted that he attended the Public School Boards Association meeting, the Alberta School Boards Association meeting, the Grade 9 Farewell at Gibbons School, the Grade 12 Graduation at Redwater School and a meeting with Bus Contractors.

7.2 Trustees' Reports

Verbal reports were provided.

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle reported that Lilian Schick School now has a functional fitness center, thanks to the vision of Principal, John Baldassarre. Mrs. Kohle noted that this is a great asset to the community.

Trustee Mychasiw (Redwater/Coronado)

Trustee Mychasiw reported that she attended the Grade 12 Graduation as well as an Awards ceremony at Redwater School.

Trustee Mychasiw presented a book that was created with the adventures of Ochre Park School students with seniors. Mrs. Mychasiw noted that when kids and seniors get together, amazing things happen.

Trustee Featherley (Morinville)

Trustee Featherley reported that she attended the Volunteer Tea at Morinville Public School. Mrs. Featherley noted that the third annual Carnival will be held at Morinville Public School on June 14th, 2014.

Trustee Miller (Sturgeon Valley/West St. Albert Area)

Trustee Miller reported that she attended Sturgeon Heights Parent Council meeting. Teaching Excellence was discussed at the meeting.

7.3 Building

No 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 final draft of the 75th Anniversary book is planned for the end of June, with publishing scheduled for July.

The September bus tour to schools was discussed. The draft schedule will be provided.

7.7 Transportation

A verbal report was provided.

An update with respect to the number of families & transportation fees collected is requested for the June Board meeting.

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

No 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.

Dr. Dick provided an update with respect to the Family School Liaison program.

New Business**9.1 Policy Tracker**

Received as information.

9.2 Policy I/1 – Student Transportation Services

Moved by Mrs. Kohle that the Board of Trustees refer Policy I/1 – Student Transportation Services to the June Board meeting.

CARRIED 7/0

9.3 School Fees 2014-2015

School Fees for 2014/2015 were received as information.

9.4 July/August Committee of the Whole & Board Meetings

Moved by Mr. Jewell that the following recommendation be referred to the June Board meeting for approval:

That the July and August Committee of the Whole meetings be cancelled; the July Board meeting be cancelled, and the August Board meeting be scheduled for August 27, 2014.

CARRIED 7/0

9.5 Capital Priorities

Moved by Ms. Nowak that the Board of Trustees refer the following capital priorities to the Board for approval and, if approved, that the Board instruct administration to submit these priorities to AB Education:

- 1) New School for Morinville
- 2) Gibbons School Modernization
- 3) Camilla School Modernization

CARRIED 7/0

The Board requested a written summary for all three priorities.

9.6 Locally Developed Course Approval – Abnormal Psychology 35 (3 credits)

Moved by Mrs. Porter that the Board of Trustees recommend the following locally developed course be forwarded to the Board of Trustees for approval:

Abnormal Psychology 35 for 3 credits acquired from Pembina Hills Regional Division No. 7 to be authorized as a course of study within Sturgeon School Division from September 1, 2014 to August 31, 2018 using the listed resources as per the course outline.

CARRIED 7/0

9.7 Locally Developed Course Approval – Forensic Science Studies 25, 35 (3 credits)

Moved by Mrs. Miller that the Board of Trustees recommend the following locally developed course be forwarded to the Board of Trustees for approval:

Forensic Studies 25 and 35 for 3 credits acquired from Edmonton School District No. 7 to be authorized as courses of study within Sturgeon School Division from September 1, 2014 to August 31, 2018 using the listed resources as per the course outline.

CARRIED 7/0

- 9.8 Locally Developed Course Approval Musical Theatre 15, 25, 35 (5 credits)**
Moved by Mr. Jewell that the Board of Trustees recommend the following locally developed course be forwarded to the Board of Trustees for approval:

Musical Theatre 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, 2014 to August 31, 2015 using the listed resources as per the course outline.

CARRIED 7/0

Unfinished Business

Information Items

- 11.1 Report of Instructional Material Fees for 2013-2014 School Year**
Report of Instructional Material Fees for 2013-2014 received as information.

Pending List

Adjournment

The meeting adjourned at 7:25 p.m.

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



Memorandum

Date: September 10, 2014
To: Committee of the Whole
From: Michele Dick
Superintendent
Subject: Superintendent's Report

Board Presentations

Attached for Trustee review and input are the proposed presentations, to date, for the 2014-2015 Public Board meetings. Administration is seeking direction as to other division programs and/or initiatives for which Trustees would be interested in receiving reports and updates.

Youth Conference: IGNITE

Attached please find information regarding an exciting youth conference being planned for October 21 & 22, 2014. Sturgeon representatives have been instrumental in planning this event which promises to be an extremely valuable activity for student participants.

COMMITTEE b.1

**2014/2015
Public Board Presentation Tracker**

	Alignment to Three Year Education Plan	Presentation / Report	Key Contact
September Public Board		Literacy Yr. I / II	
October Public Board		R/W: Entrepreneurship	
November Public Board		Auditor's Report Three Year Education Plan	Iva Paulik Wolfgang Jeske
December Public Board			
January Public Board			
February Public Board		Reggio Review	
March Public Board			
April Public Board		High School Completion Report	
May Public Board		Library Review Report	
June Public Board			

News Release

September 2014



IGNITE: Youth Action Conference

Description:

120 students from across Sturgeon and Morinville will come together on October 21st and 22nd to participate in a Youth Action Conference. Students will participate in sessions covering the important topics of substance prevention, healthy relationships, emotional health, and digital citizenship. The two day conference will provide students with exposure to these important topics, and training on how to return to their schools and teach their peers what they have learned. The research efficacy regarding “one shot” interventions for changing behaviour is limited, however, this conference builds capacity in youth to teach their peers and connects to a student support theme that will be continued by school counsellors long after the conference is completed.

Partners:

Sturgeon School Division, Greater St. Albert Catholic Regional Division, Town of Morinville, Alberta Healthy Schools Wellness Fund, Alberta Health Services, Canadian Red Cross, Sunflower Community Resource Program, Pleasant Homes, Scotiabank, and others TBA.

Date:

October 21st and October 22nd, 2014

Location:

Morinville Community Cultural Centre, 9502-100 Avenue Morinville, AB T8R 1P6

Key Contact:

Thomas Holmes, Sturgeon School Division System Psychologist

780-939-4341, 780-863-2943, tholmes@sturgeon.ab.ca

Schedule:

Media might consider attending the conference from 8:45am to 10:00am on October 21st during the arrival of students and to take part in the keynote. In addition, October 22nd from 2:00pm to 3:15pm will allow participation in the closing address and student reaction to the concluding conference.



Committee of the Whole Memorandum

Date: September 10, 2014
To: Committee of the Whole
From: Wolfgang Jeske
Associate Superintendent, Education Services
Subject: Literacy Plan 2014/2015

Background

In the spring of 2014, the Board approved, within the 2014/2015 budget, financial support for a Division Literacy plan focused at the junior and senior high level. While we remain committed to provide ongoing support for our teachers, several factors have caused us to review and modify the plan originally submitted to the Board.

Update

Please find attached a summary of the revised plan. The target audience, for this the third year of the literacy project, is our junior and senior high core program teachers. It incorporates a variety of strategies and resources including:

- .2 literacy coach
- Targeted professional development delivered through curriculum specific instructional groups
 - Language Arts (English), Math, Science and Social
- Edmonton Regional Consortium Consultant
- Release time to support school based literacy plans

Funding for this plan is provided through the Superintendent and the professional development/curriculum and instruction budget.

Roxanne Filipchuk will provide a summary report with respect to the first two years of the literacy project at the September Board meeting.



Developing Literacy Plan - Revised
2014/2015

Goal:

To develop literacy skills and instructional strategies in all subject areas within Junior and Senior High teachers in Sturgeon School Division

Support Framework:

- **.2 FTE Literacy Coach**
 - Primary role:
 - to assist principals in the development of school literacy plans
 - assist in providing/acquiring supports to schools
 - focus on junior and senior high across subject area literacy development
 - coaching
 - modeling lessons and strategies

 - **Curriculum/Subject based literacy groups**
 - 3 meetings involving junior and senior high teachers from each subject discipline (English, Math, Science and Social Studies)
 - focus on identifying critical subject specific vocabulary, terms, and teaching strategies
 - 1 professional development opportunity for each member of the subject based literacy groups (ERLC)
 - Release time for 4 subject expert facilitators (1 day per)

 - **ERLC**

Consultants made available through ERLC to provide support (7 days)

 - **Support for school literacy plans**
 - Development of individual school literacy plans
 - Release time for in school collaboration and classroom observation as per school literacy plan
-



Memorandum

Date: September 10, 2014
To: Trustees
From: Michele Dick
Superintendent
Subject: Policy Tracker 2014-2015: Direction to Proceed

Background

Attached, Trustees will find a copy of the Policy Tracker for SY 2014-2015. The policies identified for review and/or development this year are part of a five-year cycle that sees all policies and Admin Practices discussed by the Board and Senior Admin on a regularly scheduled basis.

At all times, if there are other policies that Trustees would like to review and/or develop, these are added to the Tracker and scheduled to be brought forward at a time directed by the Board.

Recommendation

“...That the Board of Trustees approve the 2014-2015 Policy Tracker.”

COMMITTEE 9.1



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-11	Iva Paulik				
E/III/01	Employee Recognition	2014-Sept-11	Dave Johnson				
E/V/03	Growth, Supervision and Evaluation of School Administrators	2014-Sept-11	Michele Dick				
I/03	Inclement Weather	2014-Nov 12	Sherry Davidson / Iva Paulik				
B/III/1	Board Procedures	2014-Sept-10	Michele Dick				
OCTOBER 2014							
A/01	A Short History of the Sturgeon School Division	2014-Oct-9	Michele Dick				
D/II/09	Joint-Use Agreements	2014-Oct-9	Iva Paulik				
NEW	Whistle Blower	2014-Oct-8	Iva Paulik / Dave Johnson (Michele Dick)				



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 Review	Committee of the Whole	
NOVEMBER 2014							
B/III/04	Communications	2014-Nov 12	Michele Dick				
D/II/13	Instructional Material	2014-Nov 12	Wolfgang Jeske				
E/II/01	Staffing Policy	2014-Nov 12	Dave Johnson				
DECEMBER 2014							
JANUARY 2015							
B/IV/03	Media and Public Relations	2015-Jan-14	Michele Dick				
F/II/03	Vocational Education	2015-Jan-14	Wolfgang Jeske				
FEBRUARY 2015							
B/IV/02	Board-Staff Communications	2015-Feb-11	Michele Dick				
F/IV/07	Student Conduct	2015-Feb-11	Wolfgang Jeske / Sandra Brenneis / Ruth Kuik				
D/II/12	Income Tax Deductible Receipts for Donations Received by the Division	2015-Feb-11	Iva Paulik				
MARCH 2015							
C/08	Temporary designation of Principals and Vice Principals	2015-Mar-11	Michele Dick / Dave Johnson				
F/II/14	Information and Communication Technology	2014-Oct-9	Wolfgang Jeske				



Committee of the Whole Memorandum

Date: September 10, 2014
To: Committee of the Whole
From: Michele Dick, Superintendent
Subject: Policy B/III/1: Board Procedures
"Proposed" Board Regulation Board 1

Background

Attached, is a copy of Policy B/II/1: Board Procedures. Administration is recommending a few minor changes along with a revised copy of Appendix "A" which clearly outlines the Board Meeting Agendas as they are now conducted. In addition, Trustees will note that the guidelines have been moved to a proposed Board Regulation.

Recommendation

"...That the Board of Trustees review Policy B/III/1: Board Procedures as well as Board Regulation Board 1, and advise Senior Admin accordingly."



1.0 POLICY

1.1 Meetings of the Board

1.1.1 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board.

~~2.0 GUIDELINES~~

~~2.1 Preparation of Board Meeting Agendas~~

~~2.1.1 The Superintendent of Schools, in consultation with the Board Chair will prepare agendas for Board meetings.~~

~~2.2 Agenda Items~~

~~2.2.1 Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.~~

~~2.3 Distribution of Agenda Kits~~

~~2.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, not later than 5:00 pm three (3) business days prior to the Board Meeting.~~

~~2.3.2 Closed and/or In Camera Meeting Agenda kits will be provided electronically or delivered to the residence of each trustee, time permitting.~~

~~2.4 Order of Business at Board Meetings~~

~~2.4.1 The Order of Business at Regular meetings of the Board will be as per Appendix A.~~

~~2.4.2 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the~~

References: *School Act: Sections 64; 66; 67; 68; 70*

~~Board's policy with respect to delegations coming before the Board or its Committees.~~

~~2.4.3 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.~~

~~2.5 Order of Business at Board Organizational Meetings~~

~~2.5.1 The organizational meeting of the Board shall be held annually and in accordance with the School Act at a time and place to be fixed by the Secretary Treasurer of the Board who shall give notice of the meeting to each trustee as if it were a special meeting. The Order of Business at Board Organizational meetings will be as per Appendix B.~~

~~2.6 Preparation and Approval of Minutes~~

~~2.6.1 The minutes of board meetings will state the date and venue of the meeting, the trustees and members of the administration present and those trustees absent. The minutes will contain all motions, board requests for information and notices of motion. They will also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.~~

~~2.6.2 The minutes of the previous meeting or other past meetings will be provided to the Board prior to the meeting at which they are to be approved. It is the trustees' responsibility to check for accuracy of content and, if necessary to request changes and corrections.~~

~~2.6.3 Minutes, once approved, are only subject to change by a formal resolution.~~

~~2.7 Open Meetings~~

~~2.7.1 All meetings shall be held in accordance with the School Act, Section 79.~~

~~2.8 Special Meetings of the Board~~

~~2.8.1 Special meetings of the Board shall be called in accordance with the School Act, Section 67.~~

References: *School Act: Sections 64; 66; 67; 68; 70*



~~2.9 – Annual General Meetings of the Board~~

~~2.9.1 – The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:~~

~~2.9.1.1 – Prior to November 15 in each year~~

~~2.9.1.1.1 – At a convenient place within the Division~~

~~2.9.1.1.2 – At a date, time and place specified by the Board.~~

References: *School Act: Sections 64; 66; 67; 68; 70*



APPENDIX "A"

Sturgeon School Division
Board Meeting Agenda

1. ~~Call to Order~~
 - 1.1. ~~Additions to Agenda~~
 - 1.2. ~~Approval of Agenda~~
2. ~~Reading and Approval of Minutes~~
 - 2.1. ~~Amendment/Correction of Minutes~~
 - 2.2. ~~Approval of Minutes of Regular Meeting~~
3. ~~Presentations/Appointments~~
4. ~~Reports from Officers and Standing Committees~~
 - 4.1. ~~Superintendent of Schools~~
 - 4.2. ~~Chief Deputy Superintendent~~
 - 4.3. ~~Secretary Treasurer~~
 - 4.4. ~~Associate Superintendent, Human Resources~~
 - 4.5. ~~Chairman's Report~~
 - 4.6. ~~Trustees' Reports~~
 - 4.7. ~~ASBA Representative~~
 - 4.8. ~~PSBAA Representative~~
5. ~~New Business~~
6. ~~Unfinished Business~~
7. ~~Reports from Special Committees/Task Groups~~
8. ~~Notices of Motion~~
9. ~~Question Period~~
10. ~~Requests for Information~~
11. ~~Adjournment~~

References: *School Act: Sections 64; 66; 67; 68; 70*



APPENDIX "B"

Sturgeon School Division
Board Organizational Meeting
Agenda

1. ~~Call to Order – The Secretary Treasurer will call the meeting to order and act as Chair.~~
2. ~~Declaration of Returning Officer – if applicable~~
3. ~~Oath of Office – if applicable~~
4. ~~Election of Board Chair – may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.~~
5. ~~Election of Vice Chair – may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot.~~
6. ~~Code of Ethics – the Board Chair will read the Code of Ethics.~~
7. ~~Trustee membership on committees – the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.~~

References: *School Act: Sections 64; 66; 67; 68; 70*



BOARD 1 – Board Procedures

Date: Sept. 10, 2014

Responsible Administrator: Superintendent of Schools

1.0 Board Regulation “Board Procedures” shall be administered in compliance with Policy B/III/1 and School Act Division 2: Operations & Management

2.0 RATIONALE:

2.1 At the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board shall be established by Board resolution.

3.0 GUIDELINES:

3.1 Preparation of Board Meeting Agendas

3.1.1 The Superintendent of Schools, in consultation with the Board Chair will prepare agendas for Board meetings.

3.2 Agenda Items

3.2.1 Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.

3.3 Distribution of Agenda Kits

3.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, not later than 5:00 pm three (3) business days prior to the Board Meeting.

3.3.2 Closed and/or In Camera Meeting Agenda kits will be provided electronically or delivered to the residence of each trustee, time permitting.

References: *Board Policy B/III/1: Board Procedures*
School Act Division 2: Operations & Management

BOARD 1 – Board Procedures

Date: Sept. 10, 2014

Responsible Administrator: Superintendent of Schools

3.4 Order of Business at Board Meetings

3.4.1 The Order of Business at Regular meetings of the Board will be as per Appendix A.

3.4.2 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's policy with respect to delegations coming before the Board or its Committees.

3.4.3 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

3.5 Order of Business at Board Organizational Meetings

3.5.1 The organizational meeting of the Board shall be held annually and in accordance with the School Act at a time and place to be fixed by the Secretary Treasurer of the Board who shall give notice of the meeting to each trustee as if it were a special meeting. The Order of Business at Board Organizational meetings will be as per Appendix B.

3.6 Preparation and Approval of Minutes

3.6.1 The minutes of board meetings will state the date and venue of the meeting, the trustees and members of the administration present and those trustees absent. The minutes ~~will~~ **shall** contain all motions, board requests for information and notices of motion. They ~~will~~ **shall** also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.

3.6.2 The minutes of the previous meeting or other past meetings ~~will~~ **shall** be provided to the Board prior to the meeting at which they are to be approved.

References: *Board Policy B/III/1: Board Procedures*
School Act Division 2: Operations & Management

BOARD 1 – Board Procedures

Date: Sept. 10, 2014

Responsible Administrator: Superintendent of Schools

It is the trustees' responsibility to check for accuracy of content and, if necessary to request changes and corrections.

3.6.3 Minutes, once approved, are only subject to change by a formal resolution.

3.7 Open Meetings

3.7.1 All meetings shall be held in accordance with the School Act, Section 70.

3.8 Special Meetings of the Board

3.8.1 Special meetings of the Board shall be called in accordance with the School Act, Section 67.

3.9 Annual General Meetings of the Board

3.9.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:

3.9.1.1 Prior to November 15 in each year

3.9.1.1.1 At a convenient place within the Division

3.9.1.1.1.1 At a date, time and place specified by the Board.



References: Board Policy B/III/1: Board Procedures
School Act Division 2: Operations & Management

**BOARD 1 – Board Procedures**

Date: Sept. 10, 2014

Responsible Administrator: Superintendent of Schools

APPENDIX "A"**Sturgeon School Division
Board Meeting Agenda**

1. Call to Order
2. Approval of Agenda
 - 2.1. Additions to Agenda
 - 2.2. Approval of Agenda
3. Appointments
 - 3.1. _____
4. Reading and Approving of Minutes
 - 4.1. Amendment/Correction of Minutes
 - 4.2. Approval of Minutes of the Regular Meeting of _____
5. Presentations
 - 5.1. _____
 - 5.2. _____
6. Reports from Senior Administration
 - 6.1. Superintendent of Schools
 - 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' Reports
 - 7.3. Building
 - 7.4. Finance & Human Resources
 - 7.5. Education Policy
 - 7.6. Advocacy Committee
 - 7.7. Transportation
8. Reports from Special Committees

References: *Board Policy B/III/1: Board Procedures*
School Act Division 2: Operations & Management

BOARD 1 – Board Procedures

Date: *Sept. 10, 2014*

Responsible Administrator: *Superintendent of Schools*

- 8.1. **Alberta School Boards Association Representative**
- 8.2. **Public School Boards Association of Alberta Representative**

9. New Business

- 9.1. _____
- 9.2. _____
- 9.3. _____
- 9.4. _____
- 9.5. _____
- 9.6. _____

10. Unfinished Business

- 10.1. _____

11. Notices of Motion

12. Comment & Question Period

- 12.1. **ATA; CUPE**
- 12.2. **Community Members**
- 12.3. **Media**

13. Requests for Information

14. Adjournment

References: *Board Policy B/III/1: Board Procedures*
School Act Division 2: Operations & Management



Committee of the Whole Memorandum

Date: September 11, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy D/I/8 – *Purchasing*

Background:

Please find attached Policy D/I/8 – *Purchasing*.

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

The revised Administrative Practice Financial Management 4 – *Purchasing Authority and Procedure* is also attached for Trustee information.

Recommendation:

That the Committee of the Whole review revised Policy D/I/8 – *Purchasing* and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board believes in ensuring transparency and accountability in how funds are used to procure goods and services.
- ~~1.1~~
- 1.2 The Board **also** believes the authority for the purchase of **goods** and services is extended to its staff through the budget making process and then approved by the Board through the adoption of the budget.
- ~~1.2~~ ~~The Board also believes that prior specific approval from the Board is required for any purchase of capital assets, more than \$10,000 which was not previously approved through the budget process.~~
- ~~1.3~~ ~~The Board declares its intention to purchase locally whenever goods and services of equal quality at competitive prices are available.~~

References: *Admin Practice(s): FM 4 – Purchasing Authority and Procedure*
School Act:



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003

Revised Date: Oct 28, 2009

Responsible Admin: Secretary-Treasurer

1.0 RATIONALE

All purchases fall within the framework of budget limitations and shall be consistent with good purchasing practices and the approved educational goals and programs of the Division.

2.0 GUIDELINES

- 2.1 The Division will seek the maximum value for every dollar expended, consistent with good educational and purchasing practices.
- 2.2 Authorized employees are to purchase locally whenever goods and services of equal quality at competitive prices are available.
- 2.3 Sufficient funds must be in the approved budget of the appropriate school/department centre to which the expenditure authority is linked, before initiating a purchase.
- 2.4 All items purchased in the name of the Division, using the Division funds, become the property of the Division.

3.0 PROCEDURES

- 3.1 The Secretary Treasurer is responsible for establishing and maintaining purchasing procedures.
- 3.2 The Superintendent, Secretary-Treasurer, Associate Superintendent of Education Services, Associate Superintendent, directors and principals are delegated responsibility for purchasing within the limits of budgets allocated to them.
- 3.3 The Managers are delegated responsibility for routine purchases for the their Departments.

References: *Board Policy: D/1/8*



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003

Revised Date: Oct 28, 2009

Responsible Admin: Secretary-Treasurer

-
- 3.4 All purchases, other than purchases through petty cash accounts, must be made using the Division's authorized purchasing cards or by forwarding invoices to the Division's office for payment within a reasonable time.
 - 3.5 Invoices and purchasing card statements must be authorized by an administrator or designate, appropriately coded for payment and accompanied by receipts before submitting them to accounts payable at the Division office.
 - 3.6 Large dollar and capital purchases must adhere to the following requirements:
 - 3.6.1 The purchase of goods and services with an estimated cost exceeding:
 - 3.6.1.1 \$5,000 but less than \$10,000, requires documented telephone or email solicitations from a minimum of two potential suppliers;
 - 3.6.1.2 \$10,000 but less than \$75,000, requires written quotations from a minimum of three potential suppliers;
 - 3.6.1.3 \$75,000 are to be formally tendered.
 - 3.6.2 Construction projects with an estimated cost exceeding:
 - 3.6.2.1 \$5,000 but less than \$10,000, requires documented telephone or email solicitations from a minimum of two potential suppliers.
 - 3.6.2.2 \$10,000 but less than \$200,000, requires written quotations from a minimum of three potential suppliers;
 - 3.6.2.3 \$200,000 are to be formally tendered.
 - 3.6.3 All large purchases of the types and amounts specified in 3.6.1.3 and 3.6.2.3 must comply with the New West Partnership Trade Agreement regulations.

References: *Board Policy: D//8*



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: Oct 28, 2009 Responsible Admin: Secretary-Treasurer

- 3.7 Sole or single sourcing is approved by Secretary Treasurer or the Superintendent under the following conditions:
 - 3.7.1 Emergency;
 - 3.7.2 Confidential situation;
 - 3.7.3 Urgent purchases that would interrupt the normal business;
 - 3.7.4 Occasional instances where it may be in the best interest of the Division.
- 3.8 All purchases must be supported by an invoice or receipt. Purchasing card or credit card slips are not acceptable.
- 3.9 In the event that an employee submits an expense claim form or a purchasing card statement without appropriate documentation, the employee will be required to fill out a Lost Receipt Form.
- 3.10 Personal purchases do not qualify for reimbursement.
- 3.11 All alcoholic beverages are considered personal purchases unless an exemption has been previously approved by the Board of Trustees or the Superintendent.
- 3.12 If the division purchasing card has been used for a personal purchase, the employee is required to reimburse the division immediately upon becoming aware of the error.
 - 3.12.1 The employee's purchasing card may be suspended if there are multiple instances of personal purchases on the division purchasing card. The employee card may be reissued when all outstanding personal purchases have been reimbursed to the Division and the employee's administrator requests that the card be reissued.
- 3.13 Any suspected purchasing fraudulent activities may result in severe consequences up to and including termination.

References: *Board Policy: D//8*



Committee of the Whole Memorandum

Date: September 10, 2014
To: Committee of the Whole
From: Associate Superintendent, HR and Leadership Support
Subject: Policy E/III/1 – Employee Recognition

Background:

Please find attached Policy E/III/1 – Employee Recognition. This policy is scheduled for review and is brought to the attention of Committee of the Whole with revisions suggested.

Trustees will note that the guidelines have been moved to a new Administrative Practice.

Recommendation:

That the Committee of the Whole review revised Policy E/III/1 – Employee Recognition and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board appreciates the contributions made by its employees to the Division. It is appropriate, therefore, to recognize those employees who have rendered long-term and/or exemplary service to the division.
- 1.2 The Board supports the public recognition of employees who have provided long service to the Division. The Board also supports the Edwin Parr Award Program for first year teachers; and the Excellence in Teaching Awards Program developed by the Council of Alberta Teaching Standards and the Division directed Certificate of Exceptional Service.

2.0 GUIDELINES

Long Service Awards

- 2.1 ~~Appropriate long service pins and/or gifts may be awarded to employees with five (5) years of continuous service with the Division and for every additional five (5) years of accumulated service thereafter.~~
- 2.2 ~~A staff recognition event will be organized on an annual basis where numbers warrant.~~
- 2.3 ~~For the purpose of administering this policy, the date each year on which length of service will be determined shall be June 30 of the previous year.~~
- 2.4 ~~Years of service will be calculated as follows:~~
 - 2.4.1 ~~Full and part time service will count as full time service.~~
 - 2.4.2 ~~Employees must begin working for Sturgeon School Division on or before September 30 to be considered for a full year of service.~~
 - 2.4.3 ~~Length of service will include all personal leaves of less than one year's duration.~~
- 2.5 ~~Employees who retired after the previous school year's recognition event or within the current school year, and who meet two or more of the following criteria will be suitably recognized at the staff recognition event.~~
 - 2.5.1 ~~Fifteen (15) or more years of accumulated service with the division.~~

References: *Exceptional Service Recognition "Confidential Submission" Form*



~~2.5.2 – Have taken early retirement.~~

~~2.5.3 – Have taken a pension through the appropriate pension plan.~~

~~2.6 – Past employment in a jurisdiction that has been amalgamated with the division shall be included to calculate length of service.~~

Certificate of Exceptional Service

At any time the Board of Trustees may choose to recognize exemplary performance or service of a staff member or “friend of Sturgeon School Division” with a Certificate of Exceptional Service.

~~2.7 – Eligibility Criteria~~

~~2.7.1 – The following criteria will be taken into consideration when determining a division employee’s suitability for recognition.~~

~~2.7.1.1 One who makes an extraordinary contribution to the division~~

~~2.7.1.2 One who attains an outstanding and unique achievement or who develops a notable advancement in the field of education~~

~~2.7.2 – The following criteria will be taken into consideration when determining the suitability for recognition of an individual other than a staff member (otherwise known as a “friend of Sturgeon School Division”).~~

~~2.7.2.1 One who, over time, makes an extraordinary contribution to the division~~

~~2.8 – Nomination Process~~

~~2.8.1 – External nominations may be made by the Board of Trustees and internal nominations may be suggested by any member of the division staff.~~

~~2.8.2 – A written summary or rationale using the division “Confidential Submission” form must accompany the nomination.~~

~~2.8.3 – All submissions will be forwarded to the Superintendent.~~

~~2.8.4 – The Superintendent will review all submissions and will recommend suitable candidates to the Board of Trustees.~~

~~2.8.5 – The Board will consider and make final determinations relative to awarding a Certificate of Exceptional Service.~~

References: *Exceptional Service Recognition “Confidential Submission” Form*



~~2.9 — Recognition Ceremony~~

~~2.9.1 — The Board of Trustees will honor candidates receiving a Certificate of Exceptional Service at a Public Board meeting of their choosing.~~

3.0 — PROCEDURES

~~3.1 — The board shall budget on an annual basis the funds to be allocated for recognition programs.~~

~~3.2 — The superintendent or designate shall be responsible for determining the procedure for recognition of employees.~~

Edwin Parr/Excellence in Teaching Award Programs

~~3.3 — The superintendent or designate, shall coordinate nomination procedures for both programs.~~

References: *Exceptional Service Recognition "Confidential Submission" Form*



ADMINISTRATION XX – Developing Administrative Practices

Original Date:

Revised Date:

Responsible Administrator:

1.0 RATIONALE

In recognizing the diverse contributions of Division employees &/or community members, the Board of Trustees supports a variety of programs, awards and certificates of recognition.

2.0 PROCESS

Long Service Awards

- 2.1 Appropriate long-service pins and/or gifts may be awarded to employees with five (5) years of continuous service with the Division and for every additional five (5) years of accumulated service thereafter.
- 2.2 A staff recognition event will be organized on an annual basis where numbers warrant.
- 2.3 For the purpose of administering this policy, the date each year on which length of service will be determined shall be June 30 of the previous year.
- 2.4 Years of service will be calculated as follows:
 - 2.4.1 Full and part time service will count as full time service.
 - 2.4.2 Employees must begin working for Sturgeon School Division on or before September 30 to be considered for a full year of service.
 - 2.4.3 Length of service will include all personal leaves of less than one year's duration.
- 2.5 Employees who retired after the previous school year's recognition event or within the current school year, and who meet two or more of the following criteria will be suitably recognized at the staff recognition event.
 - 2.5.1 Fifteen (15) or more years of accumulated service with the division.

References:

*Board Policy: E/III/I – Employee Recognition
Exceptional Service Recognition "Confidential Submission" Form*

ADMINISTRATION 3XX – Developing Administrative Practices



ADMINISTRATION XX – Developing Administrative Practices

Original Date:

Revised Date:

Responsible Administrator:

2.5.2 Have taken early retirement.

2.5.3 Have taken a pension through the appropriate pension plan.

2.6 Past employment in a jurisdiction that has been amalgamated with the division shall be included to calculate length of service.

Certificate of Exceptional Service

At any time the Board of Trustees may choose to recognize exemplary performance or service of a staff member or “friend of Sturgeon School Division” with a Certificate of Exceptional Service.

2.7 Eligibility Criteria

2.7.1 The following criteria will be taken into consideration when determining a division employee’s suitability for recognition.

2.7.1.1 One who makes an extraordinary contribution to the division

2.7.1.2 One who attains an outstanding and unique achievement or who develops a notable advancement in the field of education

2.7.2 The following criteria will be taken into consideration when determining the suitability for recognition of an individual other than a staff member (otherwise known as a “friend of Sturgeon School Division”).

2.7.2.1 One who, over time, makes an extraordinary contribution to the division

2.8 Nomination Process

2.8.1 External nominations may be made by the Board of Trustees and internal nominations may be suggested by any member of the division staff.

References: *Board Policy: E/III/I – Employee Recognition
Exceptional Service Recognition “Confidential Submission” Form*

ADMINISTRATION 3XX – Developing Administrative Practices



ADMINISTRATION XX – Developing Administrative Practices

Original Date:

Revised Date:

Responsible Administrator:

2.8.2 A written summary or rationale using the division “Confidential Submission” form must accompany the nomination.

2.8.3 All submissions will be forwarded to the Superintendent.

2.8.4 The Superintendent will review all submissions and will recommend suitable candidates to the Board of Trustees.

2.8.5 The Board will consider and make final determinations relative to awarding a Certificate of Exceptional Service.

2.9 Recognition Ceremony

2.9.1 The Board of Trustees will honor candidates receiving a Certificate of Exceptional Service at a Public Board meeting of their choosing.

3.0 PROCEDURES

3.1 The board shall budget on an annual basis the funds to be allocated for recognition programs.

3.2 The superintendent or designate shall be responsible for determining the procedure for recognition of employees.

Edwin Parr/Excellence in Teaching Award Programs

3.3 The superintendent or designate, shall coordinate nomination procedures for both programs.

References:

*Board Policy: E/III/I – Employee Recognition
Exceptional Service Recognition “Confidential Submission” Form*



Exceptional Service Recognition

Nomination to Sturgeon School Division Board of Trustees

CONFIDENTIAL SUBMISSION

Nominator's Information (if more than one nominator, please provide details)

Full Name: _____
Job Title: _____
Phone: _____
Email: _____

Nominee's Information

Full Name: _____
Job Title: _____
Phone: _____
Email: _____

Why does this person deserve to be recognized for exceptional service? (specific examples of extra-ordinary contributions to: students; colleagues; community; programs; division-a-large)

(Please use reverse or attach additional sheets as required)

Date: _____

Nominator's Signature(s): _____



Memorandum

Date: September 10, 2014
To: Trustees
From: Michele Dick
Superintendent
Subject: Policy E/V/3: Growth, Supervision & Evaluation of School Administrators

Background

During SY 2013-2014, a Committee comprised of the Superintendent, the Director of Curriculum and two school principals reviewed and redrafted Policy E/V/3: Growth, Supervision and Evaluation of School Administrators. The recommended changes were then reviewed and discussed at Admin Council on two occasions. The attached Policy has the support of division administrators and is being brought forward for Trustee consideration and discussion.

The revised Admin Practice is included for Trustee information.

Recommendation

“...That the Board of Trustees review Policy E/V/3 and advise Senior Admin accordingly.”



E/V/3 – Growth, Supervision and Evaluation of School Administrators

E/V/3

EFFECTIVE: November 23, 2005

REVISED: November 12, 2008

REVIEW: 2017-2018

1.0 POLICY

- 1.1 The Board believes the performance of school administrators (school principal and vice-principal) is central to its mission of achieving Division goals relative to student learning and building an inclusive school community.
- 1.2 To this end, the Board believes in on-going school administrator growth, supervision and evaluation.
- 1.3 Furthermore, the Board believes school administrators must be fully involved in and accountable for their own growth, learning, development and evaluation.
- 1.4 Finally, the Board believes the division has a responsibility to provide support and direction to school administrators in meeting the Principal Quality Practice Guideline and division goals and priorities.

2.0 GUIDELINES

- 2.1 The Board delegates to the Superintendent or designate the responsibility for the implementation of this policy.
- 2.2 The Superintendent shall annually report to the Board actions that have been taken to maintain or enhance the quality of school administration.

Definitions:

Professional Growth: A career-long learning process whereby an administrator annually develops and implements a plan to achieve professional learning objectives or goals that are consistent with the Principal Quality Practice Guideline and division goals and priorities.

Supervision: An on-going process which involves the responsibility of the Superintendent or designate to provide support, guidance and direction to facilitate the growth and development of school administrators.

Evaluation: A formal process of gathering, recording and assessing performance over time to provide clear and specific feedback to school administrators that validates, strengthens and/or identifies areas of professional practice for change or in need of attention. Evaluation processes are critical for professional growth, contractual designations and/or other related employment decisions.

References:



HUMAN RESOURCES MANAGEMENT 55 – Growth, Supervision and Evaluation of School Administrators

Original Date:

Revised Date:

Responsible Administrator:

1.0 RATIONALE

- 1.1 Sturgeon School Division supports an evidence-based growth, supervision and evaluation process in direct alignment with the principal Quality Practice Guideline and division goals and priorities. This process is designed to enhance leadership capacity in school administrators.

2.0 PROCESS

Responsibility

- 2.1 The Superintendent is responsible for the growth, supervision and evaluation of school principals.
 - 2.1.1 The Superintendent or designate(s) will initiate the evidence-based growth process for principals in October/November of each year.
- 2.2 School principals are responsible for the growth, supervision and evaluation of school vice principals.
 - 2.2.1 The principal will initiate the evidence-based growth process for vice principals in October/November of each year.

Supervision

- 2.3 The purpose of supervision of an administrator by the supervisor is:
 - 2.3.1 To provide support, guidance and developmental opportunities for the administrator;
 - 2.3.2 To observe and receive information from a variety of sources about the quality of administrative practice;
 - 2.3.3 To identify the behaviours or practices of an administrator that, for any reason, may require an evaluation.

References: *Board Policy: EV/3 – Growth, Supervision and Evaluation of School Administrators*
School Act:
Quality Practice Guidelines
Division Vision, Mission, Mandate Statement
Three Year Education Plan



HUMAN RESOURCES MANAGEMENT 55 – Growth, Supervision and Evaluation of School Administrators

Original Date:

Revised Date:

Responsible Administrator:

Results of Supervision

- 2.4 When, through supervision, the Superintendent or principal believes that an administrator's behaviours or practices may not meet the requirements outlined in the principal Quality Practice Guideline and division goals and priorities, the supervisor shall:
 - 2.4.1 Work with the administrator to provide assistance and direction to change identified behaviours or practices; **OR**
 - 2.4.2 Initiate an evaluation.
- 2.5 When performance concerns are identified, the supervisor shall inform the administrator in writing that the administrator is not meeting expectations and stating:
 - 2.5.1 The behaviour or practices that do not meet the principal Quality Practice Guideline and division goals and priorities as well as the changes required.
- 2.6 The supervisor must give the administrator a reasonable timeline to address the identified concerns.

Designation

- 2.7 For the purposes of administrative designation determination, the evaluation of a principal and/or vice principal shall be conducted following established guidelines including:
 - 2.7.1 Notification in written form by November 15 of the school year;
 - 2.7.2 A minimum of three scheduled meetings each to conclude with a written summary to be shared with meeting participants;
 - 2.7.3 Completion of the evaluation by May 31 of the same school year;

References: *Board Policy: E/V/3 – Growth, Supervision and Evaluation of School Administrators*
School Act:
Quality Practice Guidelines
Division Vision, Mission, Mandate Statement
Three Year Education Plan



HUMAN RESOURCES MANAGEMENT 55 – Growth, Supervision and Evaluation of School Administrators

Original Date:

Revised Date:

Responsible Administrator:

- 2.7.4 A final written summary report to include a recommendation regarding designation.

Conducting an Evaluation

- 2.8 The supervisor must conduct an evaluation of an administrator:
 - 2.8.1 For the purpose of gathering information related to a specific employment or contract decision;
 - 2.8.2 When, on the basis of information received through supervision, the supervisor has reason to believe that the administrator may not meet the expectations outlined in the principal Quality Practice Guideline and division goals and priorities; **OR**
 - 2.8.3 Upon receipt of a written request for an evaluation by the administrator

Evaluation Principles

- 2.9 All administrator evaluations must be conducted in a professional manner with the intention of supporting the administrator's competency and performance.
- 2.10 The context in which the administrator works will be described.
- 2.11 The administrator will participate in the evaluation process by identifying appropriate data, providing artifacts, supporting data collection, and confirming the accuracy, relevance, and coherence of data with the evaluation supervisor.
- 2.12 Data is kept confidential. Due care will be taken by the supervisor to document and protect data used in the evaluation.
- 2.13 Referent feedback is not anonymous, and, prior to participation, referents will be apprised of this requirement.

References: *Board Policy: E/V/3 – Growth, Supervision and Evaluation of School Administrators*
School Act:
Quality Practice Guidelines
Division Vision, Mission, Mandate Statement
Three Year Education Plan



HUMAN RESOURCES MANAGEMENT 55 – Growth, Supervision and Evaluation of School Administrators

Original Date:

Revised Date:

Responsible Administrator:

- 2.14 Evaluation conclusions are formed through the professional judgment of the evaluation supervisor based on careful consideration of the evaluation criteria and data.
- 2.15 The evaluation report includes clear statements about the administrator's leadership competency, completion of role responsibilities, growth areas, and suitability to continue in the role based on supporting data.
- 2.16 The administrator is responsible for taking action on the evaluation recommendations for growth.

Pre-evaluation process

- 2.17 The supervisor will provide the administrator with a Notice of Evaluation.
- 2.18 The Supervisor will meet with the administrator to review and confirm:
 - 2.18.1 The reasons for and purposes of the evaluation;
 - 2.18.2 The evaluation process;
 - 2.18.3 The sources of data, and methods for collecting the data;
 - 2.18.4 The evaluation criteria based on the principal Quality Practice Guideline and division goals and priorities;
 - 2.18.5 The responsibilities of the supervisor and the administrator in the evaluation and;
 - 2.18.6 The timelines to be applied.

References: *Board Policy: E/V/3 – Growth, Supervision and Evaluation of School Administrators*
School Act:
Quality Practice Guidelines
Division Vision, Mission, Mandate Statement
Three Year Education Plan



HUMAN RESOURCES MANAGEMENT 55 – Growth, Supervision and Evaluation of School Administrators

Original Date:

Revised Date:

Responsible Administrator:

Evaluation Report

- 2.19 An administrator evaluation report shall include:
 - 2.19.1 An introduction;
 - 2.19.2 A statement of evaluation purpose;
 - 2.19.3 An overview of the context in which the administrator works;
 - 2.19.4 An identification of the strengths of the administrator and:
 - 2.19.5 Identification of growth areas
 - 2.19.6 Identified growth areas for emphasis in the following school year;
 - 2.19.6 A brief concluding statement;
 - 2.19.7 A recommendation to the Superintendent/by the Superintendent;
 - 2.19.8 A response section for the administrator to fill out;
 - 2.19.9 The administrator and the supervisor will sign the evaluation report. A copy of the evaluation report will be provided to the administrator. The original report will be forwarded to the Superintendent and retained in the administrator's personnel file;
 - 2.19.10 An administrator being evaluated shall be given the opportunity to append additional comments to an evaluation report.
- 2.20 The supervisor must meet with the administrator and provide a copy of the written evaluation for the purpose of discussion, review and response.
- 2.21 Within five working days of the meeting with the supervisor the administrator may provide a written response to the evaluation.

References: *Board Policy: EV/3 – Growth, Supervision and Evaluation of School Administrators*
School Act:
Quality Practice Guidelines
Division Vision, Mission, Mandate Statement
Three Year Education Plan



HUMAN RESOURCES MANAGEMENT 55 – Growth, Supervision and Evaluation of School Administrators

Original Date:

Revised Date:

Responsible Administrator:

Remediation

- 2.22 A notice of remediation may be issued to an administrator where it has been determined that the administrator's leadership does not meet the principal Quality Practice Guideline and/or division goals and priorities. A Notice of Remediation describes:
- 2.22.1 The behaviours and/or practices that do not meet the principal Quality Practice Guideline and/or division goals and priorities and;
 - 2.22.2 The changes required;
 - 2.22.3 The remediation strategies the administrator is advised to pursue;
 - 2.22.4 A reasonable time schedule to address the remediation strategies;
 - 2.22.5 How the determination will be made that the required changes have taken place;
 - 2.22.6 The consequences of not achieving the required changes including, but not limited to, termination of the administrator's contract of employment and/or administrative designation;
 - 2.22.7 Notification that the remediation strategies stipulated may replace the obligation of the administrator to develop and implement an annual Administrator Professional Growth Plan.

Remediation Follow-up Evaluation

- 2.23 In accordance with the expectations and timeline of the Notice of Remediation, the original evaluator may be involved in the follow-up evaluation or an alternate senior central office administrator may conduct the evaluation.
- 2.24 A Remediation Follow-up Evaluation will be undertaken with the focus on assessing the degree to which the administrator has met the performance expectations specifically described in the Notice of Remediation.

References: *Board Policy: E/V/3 – Growth, Supervision and Evaluation of School Administrators*
School Act:
Quality Practice Guidelines
Division Vision, Mission, Mandate Statement
Three Year Education Plan



HUMAN RESOURCES MANAGEMENT 55 – Growth, Supervision and Evaluation of School Administrators

Original Date:

Revised Date:

Responsible Administrator:

- 2.25 In the event the Remediation Follow-up Evaluation identifies that the administrator's practice meets expectations, recommendations for a professional growth plan will be included in the report.

- 2.26 In the event that the Remediation Follow-up Evaluation report concludes the administrator's professional practice is not meeting the principal Quality Practice Guideline and division goals and priorities, a recommendation may be made to terminate the administrator's contract in accordance with the School Act.

References: *Board Policy: E/V/3 – Growth, Supervision and Evaluation of School Administrators*
School Act:
Quality Practice Guidelines
Division Vision, Mission, Mandate Statement
Three Year Education Plan



Committee of the Whole Memorandum

Date: September 11, 2014
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy I/3 – *Inclement Weather*

Background:

Please find attached Policy I/3 – *Inclement Weather*.

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

The revised Administrative Practice Transportation 2/Administration 13 – *Inclement Weather* is also attached for Trustee information.

Recommendation:

That the Committee of the Whole review revised Policy I/3 – *Inclement Weather* and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board believes that risks should not be taken with the safety of students riding on school buses during periods of inclement weather and/or when road conditions are hazardous.
- 1.2 The Board believes that the responsibility for the safety of school bus passengers during such circumstances is of necessity shared by the Board, its staff, school bus operators and by parents. The final decision to send a child to the bus stop or to school rests with the parents, even though buses and schools may be operational.

2.0 GUIDELINES

- ~~2.1 School bus service shall be suspended at a temperature of minus forty (40) degrees celsius at the Sturgeon School Division Weather Station, Morinville, AB.~~
- ~~2.2 The Superintendent or designate shall direct a system wide suspension of school bus service in every instance where in his/her opinion, climatic and/or road conditions constitute a significant hazard to the safety and well being of school bus passengers. Attempts should be made to contact neighboring school jurisdictions regarding their plans.~~
- ~~2.3 A school bus operator shall not operate his/her school bus if in his/her opinion road or climatic conditions are of a nature that would make the operation of his/her bus hazardous to the safety and well being of his/her school bus passengers.~~
- ~~2.4 School bus services may also be suspended or delayed, if possible, due to adverse weather or road conditions.~~
- ~~2.5 Parents shall ensure that their children who are passengers on a school bus are properly dressed in accordance with prevailing or potential weather conditions.~~
- ~~2.6 School principals will ensure that parents and students are familiar with this policy.~~
- ~~2.7 The Transportation Manager will ensure that all school bus operators are familiar with this policy.~~
- ~~2.8 Suspension of school bus services may be limited to a specific region of Sturgeon School Division No. 24. When this occurs, only buses that serve those schools will be affected.~~

References: *Admin Practice(s): Transportation 2/Administration 13 - Inclement Weather School Act:*



I/3 – Inclement Weather

I/3

EFFECTIVE: June 12, 2002

REVISED: January 27, 2010

REVIEW: 2014-2015

-
- ~~2.9 — The Superintendent or designate may suspend bus services on a route by route basis. When this occurs, all schools will remain open. Should weather conditions be extreme or deteriorate during the day in a particular region/area, the director, in consultation with the Superintendent or designate, may suspend bus services in that specific area only.~~
- ~~2.10 — When weather or road conditions deteriorate during the day, the Superintendent or designate may authorize individual or all buses to leave school prior to regular dismissal time.~~
- ~~2.11 — The principal, staff and bus operators must take all reasonable steps to enable the student to arrive home safely during adverse weather conditions when they are dismissed earlier than the regular dismissal time.~~

References: *Admin Practice(s): Transportation 2/Administration 13 - Inclement Weather School Act:*



Transportation 2 – Inclement Weather

Original Date: Oct. 9, 2007

Revised: Nov. 23, 2011

Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

Prudent planning is necessary to ensure the safety and well being of the students during inclement weather. The Superintendent or designate shall direct a system-wide or school-based suspension of school bus service in every instance where climate and/or road conditions constitute a significant hazard to the safety and well being of school bus passengers. Attempts should be made to contact neighbouring school jurisdictions regarding their plans.

2.0 PROCESS

- 2.1 The Secretary Treasurer will be responsible for ensuring this practice is maintained and updated.
- 2.2 The Superintendent shall consult with the Manager, Transportation, before directing a suspension of school bus services.

3.0 TRANSPORTATION GUIDELINES

- 3.1 School bus service shall be suspended at a temperature of minus forty (40) degrees celsius at-the Sturgeon School Division Weather Station, Morinville, AB.
- 3.2 The Superintendent or designate shall direct a system wide suspension of school bus service in every instance where in his/her opinion, climatic and/or road conditions constitute a significant hazard to the safety and well being of school bus passengers. Attempts should be made to contact neighboring school jurisdictions regarding their plans
- 3.3 Suspension of school bus services may be limited to a specific region of Sturgeon School Division No. 24. When this occurs, only buses that serve those schools will be affected.
- 3.4 The Superintendent or designate may suspend bus services on a route-by-route basis. When this occurs, all schools will remain open. Should weather conditions be extreme or deteriorate during the day in a particular region/area, the director, in consultation with the Superintendent or designate, may suspend bus services in that specific area only.

References: Board Policy: I/3 - Inclement Weather
D/II/9 - School Inclement Weather Policy



Transportation 2 – Inclement Weather

Original Date: Oct. 9, 2007 Revised: Nov. 23, 2011 Responsible Administrator: Secretary-Treasurer

- 3.7 Upon suspension of school bus service as confirmed by the Manager, Transportation, or designate, the bus operator shall implement telephone fan-out notification of other school bus operators.
- 3.8 Principals shall include a copy of these regulations in their school newsletters no later than November first of each school year.
- 3.9 During the period November 15th to March 30th of each school year, parents shall ensure that their children who are school bus passengers will be required to have on their person proper outerwear, headgear, mitts and footwear. The Principal of each school shall ensure that all parents are made aware of the requirement. The Manager, Transportation, will ensure that all school bus operators are familiar with this requirement.
 - 3.9.1 A school bus driver who has concerns about proper outerwear shall first address this to the student. If the situation is not resolved the driver shall contact the parent(s). If this process is not successful, the driver is to refer the matter to the school principal or designate for further action.
- 3.10 A decision by the Superintendent or designate to suspend school bus service shall be communicated to Radio Stations CFCW, CHED, CBC and CISN and Television Stations Global, City TV. These stations shall be notified of the suspension of school bus service immediately after the decision to suspend has been made. Only announcements carried on these stations shall be considered to be official. No other employee, contractor, or employee of a contractor is authorized to announce through the media a suspension of school bus service or the closure of a school. The Manager, Transportation, shall advise all stations of the decision so that it may be broadcast commencing at 6:00 a.m. or in special circumstances the evening before.
 - 3.10.1 The Manager, Transportation, will arrange notification of all school bus operators whenever a suspension of school bus service occurs. School bus operators will attempt to notify all families on their routes of the suspension of service.
 - 3.10.2 The Manager, Transportation, will arrange to have the notice of suspension of schools placed on the Sturgeon School Division webpage.

References: Board Policy: I/3 - Inclement Weather
D/II/9 - School Inclement Weather Policy



Transportation 2 – Inclement Weather

Original Date: Oct. 9, 2007 Revised: Nov. 23, 2011 Responsible Administrator: Secretary-Treasurer

3.11 Schools shall remain open when school bus services are suspended by the Superintendent or designate, and will receive students who are conveyed to school by their parents. Parents, who have brought their children to school on days when school bus services are suspended because of inclement weather or hazardous road conditions, will be responsible for picking up their children at the end of the school day.

3.12 The school shall advise parents to make alternate arrangements for accommodating their children in the event school is dismissed early.

3.12.1 If the parents/guardians cannot be contacted, the students remain at school under adult supervision, as arranged by the principal, until accommodations can be found.

4.0 ADMINISTRATIVE GUIDELINES

4.1 The lowest temperature at which students will be required to go out of doors shall be -20 Celsius, including the windchill factor.

4.2 The principal of each school shall establish rules which reasonably provides for students to remain indoors during inclement weather. The rules shall include:

4.2.1 The designation of an area for students who are outdoors to use for periodic shelter when needed.

4.2.2 That students will at all times be permitted access to washroom facilities.

4.3 The principal of each school shall ensure that staff, students and parents are familiar with the rules.

4.4 Article 15.1.1 of the ATA collective agreement requires direct communication between the teacher and the principal in cases where the teacher believes he/she is unable to attend school because of impassable roads. While the expectation is that all staff will be at school, the principal will make the decision regarding the level of staffing required for the operation of the school.

References: Board Policy: I/3 - Inclement Weather
D/II/9 - School Inclement Weather Policy



Committee of the Whole Memorandum

Date: September 10, 2014

To: Committee of the Whole

From: Iva Paulik, Secretary Treasurer

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

A discussion will be held regarding the board practice for annual election of Chair, Vice Chair and Committees at the September Committee of the Whole meeting.

Attached, for board information is current Policy B/III/1 – Board Procedures. Appendix “B” refers to the Board Organizational Meeting.



1.0 POLICY

1.1 Meetings of the Board

- 1.1.1 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board.

2.0 GUIDELINES

2.1 Preparation of Board Meeting Agendas

- 2.1.1 The Superintendent of Schools, in consultation with the Board Chair will prepare agendas for Board meetings.

2.2 Agenda Items

- 2.2.1 Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.

2.3 Distribution of Agenda Kits

- 2.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee , not later than 5:00 pm three (3) business days prior to the Board Meeting.
- 2.3.2 Closed and/or In Camera Meeting Agenda kits will be provided electronically or delivered to the residence of each trustee, time permitting.

2.4 Order of Business at Board Meetings

- 2.4.1 The Order of Business at Regular meetings of the Board will be as per Appendix A.
- 2.4.2 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the

References: *School Act: Sections 64; 66; 67; 68; 70*

Board's policy with respect to delegations coming before the Board or its Committees.

2.4.3 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

2.5 Order of Business at Board Organizational Meetings

2.5.1 The organizational meeting of the Board shall be held annually and in accordance with the School Act at a time and place to be fixed by the Secretary Treasurer of the Board who shall give notice of the meeting to each trustee as if it were a special meeting. The Order of Business at Board Organizational meetings will be as per Appendix B.

2.6 Preparation and Approval of Minutes

2.6.1 The minutes of board meetings will state the date and venue of the meeting, the trustees and members of the administration present and those trustees absent. The minutes will contain all motions, board requests for information and notices of motion. They will also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.

2.6.2 The minutes of the previous meeting or other past meetings will be provided to the Board prior to the meeting at which they are to be approved. It is the trustees' responsibility to check for accuracy of content and, if necessary to request changes and corrections.

2.6.3 Minutes, once approved, are only subject to change by a formal resolution.

2.7 Open Meetings

2.7.1 All meetings shall be held in accordance with the School Act, Section 79.

2.8 Special Meetings of the Board

2.8.1 Special meetings of the Board shall be called in accordance with the School Act, Section 67.

References: *School Act: Sections 64; 66; 67; 68; 70*



B/III/1 – Board Procedures

B/III/1

EFFECTIVE: February 23, 2005

REVISED: February 22, 2012

REVIEW: 2019-2020

2.9 Annual General Meetings of the Board

2.9.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:

2.9.1.1 Prior to November 15 in each year

2.9.1.1.1 At a convenient place within the Division

2.9.1.1.2 At a date, time and place specified by the Board.

References: *School Act: Sections 64; 66; 67; 68; 70*



APPENDIX "A"

Sturgeon School Division
Board Meeting Agenda

1. Call to Order
 - 1.1. Additions to Agenda
 - 1.2. Approval of Agenda
2. Reading and Approval of Minutes
 - 2.1. Amendment/Correction of Minutes
 - 2.2. Approval of Minutes of Regular Meeting
3. Presentations/Appointments
4. Reports from Officers and Standing Committees
 - 4.1. Superintendent of Schools
 - 4.2. Chief Deputy Superintendent
 - 4.3. Secretary Treasurer
 - 4.4. Associate Superintendent, Human Resources
 - 4.5. Chairman's Report
 - 4.6. Trustees' Reports
 - 4.7. ASBA Representative
 - 4.8. PSBAA Representative
5. New Business
6. Unfinished Business
7. Reports from Special Committees/Task Groups
8. Notices of Motion
9. Question Period
10. Requests for Information
11. Adjournment

References: *School Act: Sections 64; 66; 67; 68; 70*



APPENDIX "B"

Sturgeon School Division
Board Organizational Meeting
Agenda

1. Call to Order - The Secretary Treasurer will call the meeting to order and act as Chair.
2. Declaration of Returning Officer - if applicable
3. Oath of Office - if applicable
4. Election of Board Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
5. Election of Vice-Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot.
6. Code of Ethics - the Board Chair will read the Code of Ethics.
7. Trustee membership on committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

References: *School Act: Sections 64; 66; 67; 68; 70*



Committee of the Whole Memorandum

Date: September 10, 2014
To: Committee of the Whole
From: Wolfgang Jeske, Associate Superintendent
Subject: Council of School Councils Meeting

Background

The Board of Trustees has each year hosted, at Central Office, the first meeting of the Sturgeon Council of School Councils. The meeting is usually held in October.

Recommendation

That the Board of Trustees provide direction to Administration regarding the possible date for a meeting of the Council of School Councils.

COMMITTEE 9.10