



Committee Meeting Agenda

April 8, 2015 – 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 – March 11, 2015
- 5. Presentations**
- 6. Reports from Senior Administration**
 - 6.1 Superintendent
 - 6.2 Associate Superintendent, Education Services
 - 6.3 Secretary Treasurer
 - 6.4 Associate Superintendent, Human Resources & Leadership Support

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
- 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 Policy Advisory (ATA)
- 8.4 Policy Review (CUPE)
- 8.5 Community Services Advisory Board

9. New Business

9.1 Policy Tracker

9.2 2015-2016 Transportation Fees

9.3 Book Award Rate/Class

10. Unfinished Business

11. Information Items

12. Pending List

13. Adjournment



Committee of the Whole

Summary of Motions

Wednesday, March 11, 2015

Sturgeon School Division

Items Referred to March 25, 2015 Public Board Meeting

- Policy C/8 – Temporary Designation of Principals and Vice-Principals
- Policy D/II/20 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events
- Policy F/II/14 – Information and Communication Technology
- Draft Operational School Year 2015-2016
- Draft Operational School Year 2016-2017
- 2015-2016 Instructional Material Fees
- Locally Developed Courses Approval – Religious Studies 15, 25 & 35

Items Referred to the Education Committee

- Policy: Meetings by Electronic Means



Notes of the Meeting of The Committee of the Whole Held at Morinville on March 11, 2015

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, Human Resources & Leadership Support) Mrs. Ruth Kuik (Director of Curriculum and Support)

Absent:

Call to Order

The Vice Chair called the meeting to order at 3:36 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. Porter that the notes of February 11, 2015 be approved as amended; Rotary "Project" is Rotary "Interact".

CARRIED 7/0

Presentations

Mr. Steven Langer, Principal of Lilian Schick School, provided information with respect to the Junior High Flex Program.

Reports from Senior Administration

6.1 Superintendent.

A verbal 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, Human Resources & Leadership Support

No report was provided.

Reports from Trustees and Standing Committees

7.1 Chair's Report

No report was provided.

7.2 Trustees' Reports

Trustee Porter (Alcomdale/Villeneuve)

Trustee Porter provided information with respect to a Rotary presentation by Mayor Flynn that she attended.

7.3 Building

A verbal report was provided.

7.4 Finance & Human Resources

A verbal report was provided.

7.5 Education Policy

A verbal report was provided. Next meeting April 9th, 9:30 – 11:30 am.

7.6 Advocacy Committee

Verbal and written reports were provided.

Moved by Mrs. Mychasiw that the session go “in camera” at 4:26 pm.

CARRIED 7/0

Moved by Mrs. Mychasiw that the session go “out of camera” at 4:45 pm.

CARRIED 7/0

7.7 Transportation

No report was provided.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

Trustee Miller provided an update via email.

8.2 Public School Boards Association of Alberta

Trustee Kohle provided a verbal report.

8.3 Policy Advisory Committee (ATA)

Meeting scheduled for April 21st, 2015.

8.4 Policy Review Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

No report was provided.

New Business

9.1 Policy Tracker

Received as information.

9.2 Policy C/8 – Temporary Designation of Principals and Vice-Principals

Moved by Mrs. Porter that the Board of Trustees refer Policy C/8 – Temporary Designation of Principals and Vice-Principals to the March 25, 2015 Board Meeting with a revised Policy Statement.

CARRIED 7/0

9.3 Policy D/II/20 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events

Moved by Mrs. Kohle that the Board of Trustees refer Policy D/II/20 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events to the March 25, 2015 Board Meeting with the following amendments to Administrative Practice - Governance 1:

Section 3.1.5 - Add: “3.1.5.6 School Council Chairs”

- Add: “3.1.5.7 Other dignitaries:

Section 3.1.9 - ‘if invited and in attendance’ in brackets

CARRIED 7/0

9.4 Policy F/I/14 – Information and Communication Technology

Moved by Mrs. Mychasiw that the Board of Trustees refer Policy F/I/14 – Information and Communication Technology to the March 25, 2015 Board Meeting.

CARRIED 7/0

9.5 Policy: Meetings by Electronic Means

Moved by Mr. Jewell that the Board of Trustees refer Policy and Board Regulation: Meetings by Electronic Means to the Education Policy Committee.

CARRIED 7/0

9.6 Draft Operational School Year 2015 – 2016; Calendar Options 1 and 2

Moved by Mr. Jewell that the Board of Trustees refer the Draft Operational School Year 2015 – 2016 Calendar - Option 2, to the March 25, 2015 Board Meeting amended as follows:

June 30, 2016 – 1.0 non-instructional day

CARRIED 7/0

9.7 Draft Operational School Year 2016 – 2017

Moved by Mrs. Featherley that the Board of Trustees refer the Draft Operational School Year 2016 – 2017 to the March 25, 2015 Board Meeting.

CARRIED 7/0

9.8 2015-2016 Instructional Material Fees

Moved by Mrs. Miller that the Board of Trustees refer 2015 – 2016 Instructional Material Fees to the March 25, 2015 Board Meeting:

Elementary	\$55.00 per year
Junior High	\$67.00 per year
Senior High	\$55.00 per semester, \$110 per year, or for those students in less than a 10 credit load, \$4.50 per credit.

CARRIED 7/0

9.9 Locally Developed Courses Approval – Musical Theatre 15, 25 & 35
(3 & 5 credits) acquired from Calgary Roman Catholic Separate School District No. 1

Mr. Jeske withdrew the motion for this stream. Courses were approved at the provincial level for a longer time frame.

9.10 Locally Developed Courses Approval– Religious Studies 15, 25 & 35
(3 credits) acquired from Koinonia Christian School Red Deer Society
Moved by Mr. Jewell that the Board of Trustees recommend the following locally developed courses be forwarded to the Board of Trustees for approval:

Religious Studies 15, 25 & 35 for 3 credits acquired from Koinonia Christian School Red Deer Society, to be authorized as courses of study within Sturgeon School Division from September 1, 2015 to August 31, 2016.

CARRIED 7/0

Unfinished Business

Information Items

Pending List

Adjournment

The meeting adjourned at 6:02 p.m.

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



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
AUGUST 2014						
SEPTEMBER 2014						
D/II/08	Purchasing	2014-Sept-10				Approved 2014-Sept-24
E/III/01	Employee Recognition	2014-Sept-10				Approved 2014-Sept-24
E/A/03	Growth, Supervision and Evaluation of School Administrators	2014-Sept-10				Approved 2014-Sept-24
I/03	Incllement Weather	2014-Sept-10				Approved 2014-Sept-24
B/III/1	Board Procedures	2014-Sept-10				Approved 2014-Sept-24
OCTOBER 2014						
A/01	A Short History of the Sturgeon School Division	2014-Oct-9				Recinded 2014-Oct-22
D/II/09	Joint-Use Agreements	2014-Oct-9				Approved 2014-Oct-22
E/II/2	Trustee Remuneration and Expense Reimbursement	2014-Oct-9				Approved 2014-Oct-22
NOVEMBER 2014						
B/III/04	Communications	2014-Nov-12				Approved - 2014-Nov-26
D/II/13	Instructional Material	2014-Nov-12				Approved - 2014-Nov-26
D/II/18	Whistle Blower	2014-Nov-12				Approved - 2014-Nov-26
D/II/3	Patriotic Exercises/Flag Etiquette	2014-Nov-12				Approved - 2014-Nov-26
D/II/20	Protocol: Recognition of Dignitaries and Trustees at School or Public Events	2014-Nov-12 2015-Mar-11	Ref. to Ed. Committee (Jan 2015)			Approved - 2015-Mar-25
E/II/01	Staffing Policy	2014-Nov-12 2014-Dec-10 2014-Jan-14				Approved - 2014-Jan-28
E/II/14	Employee Conflict of Interest	2014-Nov-12				Approved - 2014-Nov-26



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
					COW	Committee of the Whole	
DECEMBER 2014							
JANUARY 2015							
B/IV/03	Media and Public Relations	2015-Jan-14					Approved - 2015-Jan-28
F/II/03	Vocational Education	2015-Jan-14					Recinded - 2015-Jan-28
F/IV/07	Student Conduct	2015-Jan-14	Ref. to next Ed. Committee (Feb. 2015) (May 2015)				
FEBRUARY 2015							
B/IV/02	Board-Staff Communications	2015-Feb-11					Approved - 2015-Feb-25
D/II/12	Income Tax Deductible Receipts for Donations Received by the Division	2015-Feb-11					Approved - 2015-Feb-25
MARCH 2015							
C/08	Temporary designation of Principals and Vice Principals	2015-Mar-11					Approved - 2015-Mar-25
F/II/14	Information and Communication Technology	2015-Mar-11					Approved - 2015-Mar-25
NEW	Meetings by Electronic Means	2015-Mar-11	Ref. to Ed. Committee (Apr 2015)				
APRIL 2015							
MAY 2015							
D/III/4	Non-Resident Students	2015-Apr-8					
I/9	Language Immersion Transportation Service	2015-Apr-8					



Committee of the Whole Memorandum

Date: April 8, 2015
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: 2015-2016 Transportation Fees

2015-2016 Transportation Fees will be discussed at a Transportation Committee meeting that will be held on April 7, 2015.

Further information with respect to 2015-2016 Transportation Fees will be presented at the April 8, 2015 Committee of the Whole meeting.

Recommendation:

That the Committee of the Whole review the 2015-2016 Transportation Fees as recommended by the Transportation Committee and advise Senior Administration accordingly.



COMMITTEE OF THE WHOLE

Date: April 8, 2015
To: Committee of the Whole
From: Iva Paulik
Secretary Treasurer
Subject: Book Award Rate/Class

History:

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

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

Recommendation:

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



F/III/3 – Awards Policy

F/III/3

EFFECTIVE: June 15, 1988

REVISED: April 23, 2014

REVIEW: 2021-2022

1.0 POLICY

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

2.0 GUIDELINES

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

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



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised Date: February 23, 2015 Responsible Administrator: School Principals

1.0 RATIONALE

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

2.0 PROCESS

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

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

3.0 GUIDELINES

3.1 Senior High Academic Awards

- 3.1.1 In order to qualify for an academic award, students must have obtained at least 30 credits in subjects at a high school in the Division during the scholastic year for which the awards are made.
 - 3.1.1.1 A Sturgeon School Division bookmark will be presented to students, who have an 80% average in 25 credits (five of which must be English), excluding Special Projects, Work Experience, Work Study and Green Certificate. A maximum of five credits in RAP courses may be included. These 25 credits must be taken as part of the regular day program.
 - 3.1.1.2 Alberta Distance Learning Center (ADLC) courses administered at a high school in the Division may be considered as part of the 30 credits.
 - 3.1.1.3 A Sturgeon School Division pen and stylus set will be presented to the student in each high school in the Division achieving the highest standing in Grade 10, 11 and 12 on the basis set out in 3.1.1.1 and 3.1.1.2.

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



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised Date: February 23, 2015 Responsible Administrator: School Principals

3.2 Junior High Academic Awards

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

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

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

3.3 Book Awards

3.3.1 A book is presented to the most deserving student in each homeroom in Grades K-9. The award can be customized to each student's preference i.e. a book or books, dvd's, digital apps (i-tunes card), educational computer games, etc.

Selection of the winners will be made by the staff of each school on the following criteria:

3.3.1.1 Individual development;

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

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

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

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

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

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