



# **Board Meeting Agenda**

## **February 25, 2015 – 4:30 p.m.**

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- 1. Call to Order**
- 2. Approval of Agenda**
  - 2.1 Additions to Agenda
  - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Reading and Approving of Minutes**
  - 4.1 Amendment/Correction of Minutes
  - 4.2 Approval of Minutes of the Regular Meeting of January 28, 2015
- 5. Presentations**
  - 5.1 Sturgeon Composite High School Update – Mr. John Baldassarre, Principal
- 6. Reports from Senior Administration**
  - 6.1 Superintendent of Schools
  - 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' 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**

8.1 Alberta School Boards Association Representative

8.2 Public School Boards Association of Alberta Representative

## **9. New Business**

9.1 Policy B/IV/2 – Board-Staff Communications

9.2 Policy D/I/12 – Income Tax Deductible Receipts for Donations Received by the Division

9.3 Draft Joint Use Agreement – Namao Community Agricultural Society

- 10. Unfinished Business**
- 11. Notices of Motion**
- 12. Comment & Question Period**
  - 13.1 ATA; CUPE
  - 13.2 Community Members
  - 13.3 Media
- 13. Requests for Information**
- 14. Adjournment**



**Minutes of the Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on January 28, 2015**

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**Minutes of the Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on January 28, 2015**

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**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; Mrs. Iva Paulik (Secretary Treasurer); Mr. Dave Johnson (Associate Superintendent, Human Resources & Leadership Support)

Absent: Dr. Michèle Dick (Superintendent); Mr. Wolfgang Jeske (Associate Superintendent, Education Services);

Mrs. Shelley Porter left the meeting at 6:35 p.m.

**Call to Order**

The Chair called the meeting to order at 4:32 p.m.

**Approval of Agenda**

#001/2015 – Moved by Mrs. Mychasiw that the agenda be approved.

CARRIED 7/0

**Appointments**

There were no appointments.

**Approval of Minutes**

#002/2015 - Moved by Mrs. Porter that the minutes of the Regular Meeting of November 26, 2014 be approved.

CARRIED 7/0

**Presentations**

**Regional Collaborative Service Delivery**

Mrs. Sandra Brenneis, Director, Learning Support provided information with respect to the Regional Collaborative Service Delivery.

**Reports from Senior Administration**

**Superintendent of Schools**

A written report was provided.

**Associate Superintendent, Education Services**

A written report was provided.

**Secretary-Treasurer**

No report was provided.

**Associate Superintendent, Human Resources & Leadership Support**

No report was provided.

**Reports from Officers and Standing Committees****Chair's Report**

A verbal report was provided.

**Trustees' Reports**

Verbal reports were provided.

**ATA: CUPE**

Mr. Kevin Mussieux provided an update to the Board on behalf of the ATA Local.

**Building**

A verbal report was provided.

**Education Policy**

A verbal report was provided.

**Advocacy Committee – Board Advocacy Plan**

No report was provided.

**Transportation**

A verbal report was provided.

#003/2015 – 6:15 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED 7/0

#004/2015 – 6:35 p.m. – Moved by Mr. Jewell that the Board go out of camera.

CARRIED 7/0

Mrs. Shelley Porter left the meeting at 6:36 p.m.

**Reports from Special Committees****Alberta School Boards Association Representative**

A verbal report was provided.

**Public School Boards Association of Alberta Representative**

A verbal report was provided.

## New Business

### Policy B/IV/3 – Media and Public Relations

#005/2015 – Moved by Ms. Nowak that the Board of Trustees approve Policy B/IV/3 – Media and Public Relations.

CARRIED 6/0

### Policy E/I/1 – Staffing Policy

#006/2015 – Moved by Mrs. Mychasiw that the Board of Trustees approve Policy E/I/1 – Staffing Policy.

CARRIED 6/0

### Policy F/I/3 – Vocational Education

#007/2015 – Moved by Mrs. Featherley that the Board of Trustees rescind Policy F/I/3 – Vocational Education.

CARRIED 6/0

### Policy F/IV/7 – Student Conduct

#008/2015 – Moved by Mrs. Mychasiw that the Board of Trustees defer Policy F/IV/7 – Student Conduct to the Education Committee.

CARRIED 6/0

### Sturgeon Composite High School: Modernization

#009/2015 – Moved by Mr. Jewell that the Board of Trustees approve the Sturgeon Composite High School, Project No 214315, Modernization 60% drawings, provided that Sturgeon School Division concerns be addressed to their satisfaction in the 85% drawings.

CARRIED 6/0

### Appointment of Division Auditor

#010/2015 – Moved by Mrs. Miller that the Board of Trustees approve the appointment of Hawkings, Epp, Dumont LLP as the Division's auditors for the 2014/2015, 2015/2016 & 2016/2017 school years.

CARRIED 6/0

## Unfinished Business

## Notices of Motion

There were no Notices of Motion.

## Comment & Question Period

### ATA; CUPE

A verbal report was provided earlier in the meeting.

### Community Members

No report was provided.

### Media

No report was provided.

**Requests for Information**

There were no requests for information.

**Close of Meeting**

The Chair adjourned the meeting at 7:16 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary-Treasurer





# Memorandum

Date: February 25, 2015  
To: Public Board  
From: Michele Dick  
Superintendent  
Subject: Superintendent's Report

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## **Excellence in Teaching Nominees**

Attached for Trustee information is the list of nominees for Excellence in Teaching Awards. The division is extremely proud of the high caliber of teachers we have on staff and the many ways in which they provide students with an exceptional educational experience. If an organization's greatest asset is its people, then Sturgeon School Division is truly fortunate and appropriately thankful for the individuals who serve our children. Congratulations to all these fine professionals in their nominations!

BOARD 6.1

**Excellence in Teaching Nominations**

Marlo Berezan– Ochre Park

Jaclyn Burrell– Landing Trail

Paula Chaulk – Ochre Park

Karen Davis– Ochre Park

Jenny Drefs– Morinville Public

Colin Euchuk - Oakhill

Tanya Frigault– Landing Trail

Kyle Harvey - Redwater

Cindy Hewitt – Bon Accord

Tara Hodgson – Morinville Public

Braelan Keeler– Morinville Public

Jennifer Lacombe – Bon Accord

Amanda Marghella– Morinville Public

Karen Nixon – Landing Trail

Oriana Oszip– Landing Trail

Keith Pudwill - Namao

Gregg Sales – Bon Accord

Colleen Tremblay - Guthrie



## Board Memorandum

Date: February 25, 2015  
To: Board of Trustees  
From: Wolfgang Jeske, Associate Superintendent, Education Services  
Subject: Fieldtrip Report

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### Field Trips

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

### **Overnight**

#### Redwater School

March 6 - 7, 2015                      9 senior high female students to Boyle for a basketball tournament.

#### Sturgeon Heights School

March 5 - 6, 2015                      5 junior high students joining the Camilla bus to attend band camp at Lake Nakamun.



## Board Memorandum

Date: February 25, 2015  
To: Board of Trustees  
From: Iva Paulik, Secretary Treasurer  
Subject: Secretary Treasurer's Report

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### Quarterly Reporting

Attached you will find the financial results for 2014-2015 as at January 31, 2015.

Sturgeon School Division No. 24		Budget Information		Actual Results		Forecast		Variances	
Results as of January 31, 2015		Finalized Budget 2014-2015	Actual 5 Months January 31, 2015	Forecasted to August 31, 2015	% Finalized Budget	Forecast		% Forecast to August 31, 2015	
REVENUES		Presented to Board 2015							
Alberta Education	58,553,124	58,387,379	25,203,859	58,366,128	43.2%			43.2%	43.2%
Other - Government of Alberta	412,972	412,972	133,933	412,972	32.4%			32.4%	32.4%
Federal Government	300,000	300,000	150,000	300,000	50.0%			50.0%	50.0% (1)
Fees	1,515,916	1,521,785	993,017	1,521,785	65.3%			65.3%	65.3% (2)
Other Sales and Services	318,208	318,208	216,449	318,208	68.0%			68.0%	68.0% (3)
Investment Income	40,000	40,000	30,407	72,976	76.0%			76.0%	41.7%
Gifts and Donations	105,857	105,857	60,348	105,857	57.0%			57.0%	57.0%
Rental of Facilities	41,166	41,166	27,987	41,166	68.0%			68.0%	68.0%
Fundraising	328,795	328,795	137,009	328,795	41.7%			41.7%	41.7%
Amortization of capital contributions	1,472,321	1,472,321	613,467	1,472,321	41.7%			41.7%	41.7%
Other Revenues					0.0%			0.0%	0.0%
<b>Total Revenues</b>	<b>63,088,359</b>	<b>62,928,483</b>	<b>27,566,476</b>	<b>62,940,208</b>	<b>43.81%</b>			<b>43.81%</b>	<b>43.80%</b>
<b>EXPENSES</b>									
Instruction	48,453,765	48,511,819	19,499,659	48,335,819	40.2%			40.2%	40.3%
Plant operations and maintenance	6,638,751	6,638,751	2,644,664	6,638,751	39.8%			39.8%	39.8% (4)
Transportation	5,565,296	5,493,476	2,614,288	5,493,476	47.6%			47.6%	47.6% (5)
Administration	2,298,505	2,298,505	792,160	2,298,505	34.5%			34.5%	34.5%
External services	80,475	80,475	29,614	80,475	36.8%			36.8%	36.8%
<b>Total Expenses</b>	<b>63,036,792</b>	<b>63,023,026</b>	<b>25,580,385</b>	<b>62,847,026</b>	<b>40.59%</b>			<b>40.59%</b>	<b>40.70%</b>
<b>2014-2015 Surplus/(Deficit)</b>		51,567	(94,543)	1,986,091	93,182	<b>TARGET %</b>		<b>41.67%</b>	

**Assumptions**

Revenues and Expenses for 5 months	1,303,065	(or based on last years revenues/enrolments)
School Generated Funds estimated	520,547	Evergreen, Board and Governance, PUF and Special Ed'
AB Education revenues include certain grants still based on last year's results (PUF, CEUs, SSBN)	162,479	assuming no change in est. revenues and budg. spending

**Notes**

- (1) - Based on 10 months invoicing
- (2) - SGF fees estimated and larger portion of IMF fees collected upfront
- (3) - Other Sales and Service fees mostly collected upfront
- (4) - IMR expenses higher than budgeted (\$392K); PO&M without IMR is at 38% of the budgeted expenses
- (5) - Transportation expenses higher than budgeted due to contractors costs being paid over 10 months rather than 12 months.



# Memorandum

Date: February 25, 2015  
To: Board of Trustees  
From: Michele Dick  
Superintendent  
Subject: Policy B/IV/2 – Board-Staff Communication

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## **Background**

At the February 11, 2015 Committee of the Whole meeting Trustees reviewed Policy B/IV/3 – Board-Staff Communication and forwarded it to this evening's Public Board meeting for further consideration.

## **Recommendation:**

That Trustees approve Policy B/IV/2 – Board-Staff Communication.



## **1.0 POLICY**

- 1.1 The Board believes that open and effective channels of communication between itself and staff facilitate organizational effectiveness.

## **2.0 GUIDELINES**

- 2.1 The Superintendent, as Chief Executive Officer, is the main communication link between the Board and staff.
- 2.2 The Policy Advisory Committee is established to provide for formal communication and discussion between the Board and its teachers.
- 2.3 The Labour Management Committee is established as a mechanism to provide for formal communication and discussion between the Board and staff in the Canadian Union of Public Employees (C.U.P.E.).
- 2.4 There is a standing invitation from the Board to the Presidents of the Sturgeon Locals of the Alberta Teachers' Association and of the Canadian Union of Public Employees, or their designates, to attend the regular meetings of the Board. The Presidents of the Locals may provide a report to the Board.
- 2.5 The Superintendent or designate attends regular meetings of the Board and is the media liaison.
- 2.6 Principals/teachers may invite individual Board members to their school/classroom. Trustees may also visit schools and will make such arrangements with the principal.
- 2.7 Schools/departments are to include Trustees and the Central Office Senior Administrative Team on their newsletter circulation list.

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References:



## **1.0 POLICY**

- 1.1 The Board provides for channels of communications between itself and staff to facilitate organizational effectiveness.

## **2.0 GUIDELINES**

- 2.1 The Superintendent, as Chief Executive Officer, is the main communication link between the Board and staff. This may be delegated as required.
- 2.2 The Policy Advisory Committee is established to provide for formal communication and discussion between the Board and its teachers.
- 2.3 The Labour Management Committee is established as a mechanism to provide for formal communication and discussion between the Board and staff in the Canadian Union of Public Employees (C.U.P.E.).
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References:





## Board Memorandum

Date: February 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy D/I/12 – *Income Tax Deductible Receipts for Donations Received by the Division*

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### **Background:**

Please find attached Policy D/I/12 – *Income Tax Deductible Receipts for Donations Received by the Division*. This policy was reviewed at the February 11, 2015 meeting of the Committee of the Whole.

Also attached, for information, is the associated Administrative Practice Financial Management 9 – Income Tax Deductible Receipts.

### **Recommendation:**

That the Board of Trustees approve Policy D/I/12 – *Income Tax Deductible Receipts for Donations Received by the Division*.



# D/I/12 – Income Tax Deductible Receipts for Donations Received by the Division

D/I/12

EFFECTIVE: November 27, 2002

REVISED: February 28, 2015

REVIEW: 2014-2015

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## 1.0 POLICY

- 1.1 The Board shall acknowledge donations for the advancement of education within the Division by issuing receipts which may enable the donor to claim the donation as a tax deduction, in accordance with the Income Tax Act and its regulations.

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References: *Admin Practice(s): FM9 – Income Tax Deductible Receipts*



# D/I/12 – Income Tax Deductible Receipts for Donations Received by the Division

**D/I/12**

EFFECTIVE: November 27, 2002

REVISED: November 28, 2012

REVIEW: 2014-2015

## **1.0 POLICY**

- 1.1 The Board shall acknowledge donations for the advancement of education within the Division by issuing receipts which may enable the donor to claim the donation as a tax deduction.

## **2.0 GUIDELINES**

- 2.1 The administration of this policy shall be carried out under the direction of the Secretary Treasurer in consultation with the Superintendent of Schools.
- 2.2 All funds received shall be processed through the Board's regular accounting system, specifically identified and appropriately recorded.

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References: *Admin Practice(s): FM9 – Income Tax Deductible Receipts*

**FINANCIAL MANAGEMENT 9 – Income Tax Deductible Receipts**

Date: March 4, 2003

Revised: February, 2015

Responsible Administrator: Secretary Treasurer

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**1.0 RATIONALE**

The Division may accept donations for the advancement of educational opportunities offered for students. A receipt may be issued for these donations.

**2.0 PROCESS**

- 2.1 The administration of this Administrative Practice shall be carried out under the direction of the Secretary Treasurer in consultation with the Superintendent of Schools.
- 2.2 Under the guidance of the Secretary Treasurer, the Finance Manager will be responsible for the administration of issuing income tax deductible receipts for charitable donations and gifts in accordance with the Income Tax Act and its Regulations.
- 2.3 All funds received shall be processed through the Division's regular accounting system, specifically identified and appropriately recorded.

**3.0 GUIDELINES**

- 3.1 All donations of \$20 or more that are eligible for income tax deductible receipts, must be for the advancement of education, specifically:
  - 3.1.1 the establishment of student or staff scholarships, or other awards;
  - 3.1.2 the acquisition of capital equipment and furnishings;
  - 3.1.3 the enhancement of co- and/or extra-curricular programs.
- 3.2 The following types of payments cannot be considered as donations eligible for income tax deduction:
  - 3.2.1 tuition fees, or other payments for which any right, privilege, benefit or advantage may accrue to the donor;

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References: *Board Policy: D/11/12 – Income Tax Deductible Receipts for Donations Received by the Division*



## **FINANCIAL MANAGEMENT 9 – Income Tax Deductible Receipts**

Date: March 4, 2003

Revised: February, 2015

Responsible Administrator: Secretary Treasurer

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- 3.2.2 payments to be used to purchase the services of staff, tutors, or similar persons or to purchase books and other instructional materials which are normally paid for by way of fee or rental;
  - 3.2.3 instructional materials fees, rentals for books, equipment and musical instruments;
  - 3.2.4 where amounts cannot be identified as having been made by a particular donor;
  - 3.2.5 amounts paid for tickets for card parties, bingo, lotteries, social functions, graduations or similar activities.

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References: *Board Policy: D/1/12 – Income Tax Deductible Receipts for Donations Received by the Division*



## Board Memorandum

Date: February 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Draft Joint Use Agreement – Namao Community Agricultural Society

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### **Background:**

A draft Joint Use Agreement with the Namao Community Agricultural Society was reviewed at the December 10, 2014 Closed Committee of the Whole meeting. The agreement was referred to the January 14, 2015 Committee of the Whole meeting, with clarity of property lines requested with respect to the hitching post, hitching area, gymkhana grounds, rink and rink building. Trustee Nowak was contacting the Namao Community Agricultural Society to determine if they were able to provide information with respect to these areas.

At the January Committee of the Whole meeting, the Draft Joint Use Agreement was referred to the February 25, 2015 Board Meeting.

Trustee Nowak will provide an update with respect to the Draft Joint Use Agreement with the Namao Community Agricultural Society at the February 25, 2015 Board Meeting.