



Committee Meeting Agenda

January 14, 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 – December 10, 2014
- 5. Presentations**
 - 5.1 Regional Collaborative Service Delivery –
Mrs. Sandra Brenneis, Director, Learning Support
- 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 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 Policy Advisory (ATA)
- 8.4 Policy Review (CUPE)
- 8.5 Community Services Advisory Board

9. New Business

- 9.1 Policy Tracker
- 9.2 Policy B/IV/3 – Media & Public Relations
- 9.3 Policy E/I/1 – Staffing Policy

9.4 Policy F/IV/7 – Student Conduct

9.5 Draft Operational School Year Calendar, 2015-2016

9.6 Draft Operational School Year Calendar, 2016-2017

9.7 Draft Joint Use Agreement – Namao Community Agricultural Society

9.8 Division Website & Proposed Blog

9.9 Sturgeon Composite High School Modernization

9.10 Planning Funding for a New Public School in Morinville

10. Unfinished Business

11. Information Items

11.1 School Council Annual Reports

12. Pending List

13. Adjournment



Committee of the Whole

Summary of Motions

Wednesday, December 10, 2014

Sturgeon School Division

Items Referred to the January 14, 2015 Committee of the Whole Meeting

- Draft Joint Use Agreement – Namao Community Agricultural Society

Items Deferred to the January 14, 2015 Committee of the Whole Meeting

- Draft Operational School Year Calendar, 2015-2016
- Draft Operational School Year Calendar, 2016-2017

Items Referred to January 28, 2015 Public Board Meeting

- Policy F/1/3 – Vocational Education



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

Roll Call

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

Absent: Mrs. Iva Paulik (Secretary Treasurer)

Call to Order

The Vice Chair called the meeting to order at 4:05 p.m.

Approval of Agenda

Moved by Mrs. Mychasiw that the agenda be approved as amended:

Defer to the January Committee of the Whole meeting as documents require amendments:

- 9.3 Draft Operational School Year Calendar, 2015-2016
- 9.4 Draft Operational School Year Calendar, 2016-2017

Addition:

- 11.1 – Correspondence from Minister Dirks

CARRIED 7/0

Appointments

There were no appointments.

Approval of Committee Notes

Moved by Mrs. Kohle that the notes of November 12, 2014 be approved.

CARRIED 7/0

Presentations

There were no presentations.

Reports from Senior Administration

6.1 Superintendent.

A verbal report was provided.

Dr. Dick provided handouts. Trustee feedback is requested with respect to Sturgeon School Division website modifications and 2015/2016 Blog Strategy at the January Committee of the Whole meeting.

6.2 Associate Superintendent, Education Services

No report was provided.

6.3 Secretary-Treasurer

No report was provided.

6.4 Associate Superintendent, Human Resources & Leadership Support

A verbal report was provided.

Reports from Trustees and Standing Committees

7.1 Chair's Report

No report was provided.

7.2 Trustees' Reports

Verbal reports were provided.

Trustees shared a Christmas luncheon with Central Office staff.

Trustee Kohle (Bon Accord/Legal)

Trustee Kohle attended the Sturgeon Composite High School Music Program Winter Concert on December 9, 2014.

Trustee Miller (Sturgeon Valley/West St. Albert)

Trustee Miller attended the Sturgeon Heights Early Childhood Winter Concert on December 9, 2014.

7.3 Building

No report was provided.

7.4 Finance & Human Resources

No report was provided.

7.5 Education Policy

No report was provided.

A meeting will be held in January, 2015.

7.6 Advocacy Committee

No report was provided.

A meeting will be held in January, 2015.

7.7 Transportation

A verbal report was provided.

Reports from Special Committees/Task Groups**8.1 Alberta School Boards Association Zone 2/3**

No report was provided.

The next Zone 2/3 meeting is scheduled for January 30, 2015.

8.2 Public School Boards Association of Alberta

No report was provided.

8.3 Policy Advisory Committee (ATA)

No report was provided.

8.4 Policy Review Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

A verbal report was provided.

New Business

9.1 Policy Tracker

Received as information.

9.2 Policy F/I/3 – Vocational Education

Moved by Mr. Jewell that the Board of Trustees refer Policy F/I/3 – Vocational Education to the January, 2015 Board Meeting for rescission.

CARRIED 7/0

9.3 ASBA Advocacy Plan and Strategic Plan survey

Trustees were requested to forward their responses to the survey to Mrs. Miller. She will summarize the responses and submit on behalf of the Board.

9.4 Class Size Information

Mr. Jeske provided a written report with respect to Class Size Information.

Unfinished Business

Information Items

11.1 Correspondence from Minister Dirks

An email bringing Seasons Greetings from Minister Dirks was provided.

Pending List

Adjournment

The meeting adjourned at 4:50 p.m.

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



Committee of the Whole Memorandum

Date: January 14, 2015
To: Committee of the Whole
From: Wolfgang Jeske
Director, Curriculum and Instruction
Subject: January Report

Rotary Projects

The first project “Linking Students for Job Success” is designed to link high school students in Redwater High School, Sturgeon Composite High and Morinville Community High School with large business in Sturgeon County. Rotary is attempting to make contact, through the County, with large employers such as the Fertilizer Plant, Williams Energy, Pembina Pipelines etc. The project will link (and train) high school students with these employers for positions such as plant operator, stationery engineer, apprenticeship and administration.

The second project “The Rotary Mentoring Project’s” is gaining some traction. It has morphed somewhat since its inception to have a greater focus (although not solely) on FNMI students. At this time, the project includes the three schools in Morinville; Morinville Public, Notre Dame and Primeau. A Rotary Working Group which includes 5 Rotarians, the Principal/or Vice-Principal of each school and two teacher advisors has been formed. This group met for the first time in late November to brainstorm a vision and set some parameters for the project. This group is motivated to start a project by September 2015. The administrators for each school are having meetings with their staff to introduce this project and will provide feedback to the working group at the next meeting on January 20, 2015. This group has also suggested we approach two new schools (Camilla and Alexander) as well as an additional teacher advisor.



Committee of the Whole Memorandum

Date: January 8, 2015
To: Committee of the Whole
From: Wolfgang Jeske, Associate Superintendent, Education Services
Subject: Fieldtrip Report

Field Trips

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

Overnight

Redwater School

January 16 – 17, 2015 16 junior high students to Glendon for a basketball tournament.

Camilla School

March 9 – 10, 2015 40 junior high students to Marmot Basin for an overnight ski trip.

March 12 – 13, 2015 42 grade 4 students to Royal Tyrell Museum in Drumheller for an overnight Edutour.



Committee of the Whole Memorandum

Date: January 14, 2015
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Secretary Treasurer's Report

Quarterly Reporting

Attached you will find the first quarter financial results for 2014-2015 as at November 30, 2014.

Sturgeon School Division No. 24		Budget Information		Actual Results		Forecast		Variances	
Results as of November 30, 2014		Finalized Budget 2014-2015	Actual 3 Months November 30, 2014	Forecasted to August 31, 2015	% Revised Budget	Forecasted to August 31, 2015	% Forecast to August 31, 2015		
REVENUES									
Alberta Education	58,553,124	58,553,124	15,094,695	58,329,124	25.8%	58,329,124	25.8%	25.9%	25.9%
Other - Government of Alberta	412,972	412,972	84,951	412,972	20.6%	412,972	20.6%	20.6%	20.6%
Federal Government of Alberta	300,000	300,000	90,000	300,000	30.0%	300,000	30.0%	30.0%	30.0%
Fees	1,515,916	1,515,916	622,710	1,515,916	41.1%	1,515,916	41.1%	41.1%	41.1%
Other Sales and Services	318,208	318,208	256,123	318,208	80.5%	318,208	80.5%	80.5%	80.5%
Investment Income	40,000	40,000	17,929	70,000	44.8%	70,000	44.8%	25.6%	25.6%
Gifts and Donations	105,857	105,857	42,701	105,857	40.3%	105,857	40.3%	40.3%	40.3%
Rental of Facilities	41,166	41,166	22,223	41,166	54.0%	41,166	54.0%	54.0%	54.0%
Fundraising	328,795	328,795	82,199	328,795	25.0%	328,795	25.0%	25.0%	25.0%
Amortization of capital contributions	1,472,321	1,472,321	368,080	1,472,321	25.0%	1,472,321	25.0%	25.0%	25.0%
Other Revenues					0.0%		0.0%	0.0%	0.0%
Total Revenues	63,088,359	63,088,359	16,681,611	62,894,359	26.44%	62,894,359	26.44%	26.52%	26.52%
EXPENSES									
Instruction	48,453,765	48,490,428	11,631,521	48,266,428	24.0%	48,266,428	24.0%	24.1%	24.1%
Plant operations and maintenance	6,638,751	6,638,751	1,542,671	6,638,751	23.2%	6,638,751	23.2%	23.2%	23.2%
Transportation	5,565,296	5,565,296	1,596,632	5,565,296	28.7%	5,565,296	28.7%	28.7%	28.7%
Administration	2,298,505	2,298,505	481,320	2,298,505	20.9%	2,298,505	20.9%	20.9%	20.9%
External services	80,475	80,475	18,994	80,475	23.6%	80,475	23.6%	23.6%	23.6%
Total Expenses	63,036,792	63,073,455	15,271,137	62,849,455	24.21%	62,849,455	24.21%	24.30%	24.30%
2014-2015 Surplus/(Deficit)		51,567	14,904	44,904	TARGET %	44,904	TARGET %	25.00%	25.00%

Assumptions

- Revenues and Expenses for 3 months
- Cost transfers between departments not yet reflected
- School Generated Funds estimated
- AB Education revenues include certain grants still based on last year's results (PUF, CEUs, SSBN)

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 (\$266K); PO&M without IMR is at 21% of the budgeted expenses
- (5) - Transportation expenses higher than budgeted due to contractors costs being paid over 10 months rather than 12 months.

Rev. rec'd upfront	854,000	Unspent Evergreen, Board and Governance, PUF, HS, G&T and Special Ed
Unspent dollars	454,132	
Anticipated	102,341	assuming no change in est. revenues and budg. spending



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
				<ul style="list-style-type: none"> o COW o Education o Bldg o HR o Transportation o O & M 			
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/V/03	Growth, Supervision and Evaluation of School Administrators	2014-Sept-10					Approved 2014-Sept-24
I/03	Inclement Weather	2014-Sept-10					Approved 2014-Sept-24
B/III/1	Board Procedures	2014-Sept-10					Approved 2014-Sept-24
OCTOBER 2014							
NOVEMBER 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	Ref. to Ed. Committee				Approved - 2014-Nov-26
E/II/01	Staffing Policy	2014-Nov 12 2014-Dec-10 2014-Jan-14					
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
			<input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bldg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M				
DECEMBER 2014							
JANUARY 2015							
B/IV/03	Media and Public Relations	2015-Jan-14					
F/II/03	Vocational Education	2015-Jan-14					
FEBRUARY 2015							
B/IV/02	Board-Staff Communications	2015-Feb-11					
F/IV/07	Student Conduct	2015-Feb-11					
D/II/12	Income Tax Deductible Receipts for Donations Received by the Division	2015-Feb-11					
MARCH 2015							
C/08	Temporary designation of Principals and Vice Principals	2015-Mar-11					
F/II/14	Information and Communication Technology	2015-Mar-11					
APRIL 2015							
NEW	Meetings by Electronic Means	2015-Apr-8					
D/III/4	Non-Resident Students	2015-Apr-8					
I/9	Language Immersion Transportation Service	2015-Apr-8					
MAY 2015							



Memorandum

Date: January 14, 2015
To: Committee of the Whole
From: Michele Dick
Superintendent
Subject: Policy B/IV/3 – Media and Public Relations

Background

Attached for Trustee review is a copy of Policy B/IV/3 – Media and Public Relations. Suggested revision is provided for Trustee consideration.

Recommendation:

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



1.0 POLICY

- 1.1 The Board believes that communication should facilitate an open, honest, consistent and professional environment for working with the media and various publics across the school system and in communities.

2.0 GUIDELINES

- 2.1 The Superintendent or designate is responsible for coordinating ongoing media relations for the school system.
- 2.2 The Board Chair and the Superintendent or designate are the primary spokespersons for the school system.
- 2.3 The principal or designate is the primary spokesperson on all matters specific to his/her school.
- 2.4 In times of crisis or disaster, all staff are responsible for following the procedures outlined in the ~~Crisis Intervention Manual~~ **Crisis and Critical Incident Response Plan**.

References:



Committee of the Whole Memorandum

Date: January 14, 2014
To: Committee of the Whole
From: Associate Superintendent, Human Resources and Leadership Support
Subject: Policy E/I/1 – Staffing Policy

Background:

Please find attached Policy E/I/1 – Staffing Policy, and Admin Practice HRM 18 – Staffing Procedure. This policy has been modified on the plan of our current model whereby administrative process is removed from policy and placed instead in an Administrative Practice. There have been no textual amendments.

Recommendation:

That the Committee of the Whole review Policy E/I/1 – Staffing Policy and refer it to Public Board for approval.



1.0 POLICY

- 1.1 The Board believes that an effective instructional program is determined by the quality of its staff.
- 1.2 In order to support the priorities approved by the Board, the Board will establish staffing parameters for the development of school program plans.
- ~~1.3 The school principal is responsible and accountable for staffing plans at the school level based on student and program needs and according to the resources available to the school.~~
- ~~1.4 The Board's aim is to retain the best employees and to place them to the advantage of the school system, the employee and the students concerned.~~
- ~~1.5 The Board recognizes that mobility is beneficial to staff members, schools, and the School Division. Mobility provides staff with a growth opportunity through a change in setting.~~
- ~~1.6 The Board delegates the responsibility for staffing to the Superintendent.~~
- ~~1.7 The Board recognizes that only professional staff who hold a valid Alberta Teaching Certificate, as required by The School Act, shall be employed as teachers within the Division.~~

2.0 GUIDELINES

- 2.1 The Board delegates the responsibility for staffing to the Superintendent.
- 2.2 Pursuant to 2.1, School staffing, professional and support staff, will be determined by the school principal, in consultation with the Superintendent or designate.

References: *Admin Practice(s):* HRM 11 – Hiring of Substitutes for Support Staff
HRM 17 – Hiring Summer Staff – Learning Centers
HRM 18 – Staffing Procedures
HRM 20 – Multiple Employment Positions
HRM 23 – Documentation Required at Time of Hiring
HRM 26 – Selection of Professional Staff (Non-Administrative)
HRM 28 – Selection of Custodial, Caretaking and Maintenance Staff
HRM 40 - Professional Staff Mobility
HRM 45 – Continuous Teaching Contracts

School Act: 104



HUMAN RESOURCES MANAGEMENT 18 – Staffing Procedures

Date: April 24, 2003

Revised:

Responsible Administrator: Associate Superintendent; HR

1.0 RATIONALE

The division is committed to ensuring that the best possible employees are hired in a manner that is consistent with Board policy.

2.0 PROCESS

The Associate Superintendent, Human Resources **and Leadership Support** will coordinate the hiring of staff for the system.

3.0 GUIDELINES

- 3.1 **The Board's goal is to retain the best employees and to place them to the advantage of the school system, the students and the employee concerned.**
- 3.2 **The Board delegates the responsibility for staffing to the Superintendent.**
- 3.3 Professional and support staff will be hired in accordance with Board policy and any applicable Collective Agreement.
- 3.4 The Associate Superintendent, Human Resources will provide a template to principals for reporting school program plans to the Superintendent.
- 3.5 The school principal is responsible and accountable for staffing plans at the school level based on student and program needs and according to the resources available to the school.
- 3.6 The principal will generate a projected student enrolment figure for the following school year.
- 3.7 The Secretary Treasurer shall provide each principal with a tentative budget based upon the projected enrolment figure.
- 3.8 The principal shall develop, within the context of the projected budget and the parameters articulated in Board policy, a school program plan which will best accommodate the needs of the students and programs in the school.

References: *Board Policy: E/1/1*



HUMAN RESOURCES MANAGEMENT 18 – Staffing Procedures

Date: April 24, 2003

Revised:

Responsible Administrator: Associate Superintendent; HR

-
- 3.9 The Superintendent or designate may initiate a review of a proposed school program plan, or the principal may request such a review by the Superintendent.
- 3.10 Once the principal has formalized the program plans, a copy will be sent to the Superintendent or designate indicating the following:
- 3.10.1 How existing staff will be deployed.
 - 3.10.2 Staff surplus to the program plan; and
 - 3.10.3 Staff required to meet the needs of the program plan.
- ~~3.11 The school principal is responsible and accountable for staffing plans at the school level based on student and program needs and according to the resources available to the school.~~
- ~~3.12 The principal is responsible and accountable for the development of the school program plan which will indicate how professional and support staff will be deployed based on student and program needs.~~
- 3.13 In planning and implementing the school program plan, the principal shall ensure that sufficient levels of staffing, professional and/or support staff, are maintained for Division and school programs in keeping with the needs of the students and programs in the school, as well as Alberta Education expectations and other pertinent policy. Program plans will be monitored by Central Office administration.
- ~~3.14 Because school enrolments fluctuate and because students needs and, hence, programs change from time to time, there may be a need to transfer staff so that program requirements in all division schools are best met. Staff should be advised of impending transfers as soon as possible.~~
- ~~3.15 The Board recognizes that mobility is beneficial to staff members, schools, and the School Division. Mobility provides staff with a growth opportunity through a change in setting.~~
- ~~3.15.1 Professional staff transfers may be initiated by:~~

References: Board Policy: E//1



HUMAN RESOURCES MANAGEMENT 18 – Staffing Procedures

Date: April 24, 2003

Revised:

Responsible Administrator: Associate Superintendent; HR

~~3.15.1.1 — Professional staff.~~

~~3.15.1.2 — Principal's request for the transfer of professional staff from his/her school to another school.~~

~~3.15.1.3 — Central Administration recommendation.~~

~~3.15.2 Professional staff initiated transfers will be accommodated where suitable vacancies exist and where system interests may best be served.~~

~~3.15.3 The transfer of tenured professional staff will be considered only if their performance is satisfactory as documented in a recent evaluation.~~

~~3.15.4 Professional staff seeking an opportunity for change may request an exchange of service for one school year with another staff member in the School Division with similar qualifications. Both professional staff members and the principals of the schools involved must agree upon the exchange.~~

~~3.15.5 Notwithstanding any of the above, the Board may transfer a professional staff member to another position, as outlined in Section 104 of the School Act.~~

~~3.15.6 As outlined in Section 104 of the School Act, professional staff members may appeal their transfer to the Board within seven days of receipt of the transfer notice.~~

~~3.16 Support Staff~~

~~Support staff transfer shall be administered in the best interest of service to students and in consideration of employee requests and needs.~~

~~3.17 Staff transfers may be required to ensure that the most suitably trained staff are deployed to meet program needs.~~

References: *Board Policy: E//1*



Committee of the Whole Memorandum

Date: January 14, 2015
To: Committee of the Whole
From: Wolfgang Jeske Associate Superintendent, Education Services
Subject: Policy F/IV/7 Student Conduct

Background:

Please find attached Policy F/IV/7 – Student Conduct

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

Also included for information is the referenced Section 12 of the School Act.

- A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:*
- Be diligent in pursuing the student's studies
 - Attend school regularly and punctually
 - Cooperate fully with everyone authorized by the board to provide education programs and other services
 - Comply with the rules of the school
 - Account to the students teachers for the student's conduct
 - Respect the rights of others

Recommendation:

That the Committee of the Whole review Policy F/IV/7 – Student Conduct and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board believes that to maintain a safe, caring, and effective learning environment, requires students must attend school regularly, be punctual, be clean and tidy in person, be diligent in studies, be kind and courteous to classmates, be respectful to all staff teachers and conform with the rules of the school.
- ~~1.2 In addition to Alberta Education's regulations and its own guidelines governing students, the Board may approve regulations submitted by Divisional schools pertaining to the conduct and discipline of pupils.~~
- ~~1.3 To ensure that student conduct will be such that an effective learning environment will be maintained in the schools of the Division, the Board has adopted guidelines relative to student conduct.~~

2.0 GUIDELINES

- 2.1 Behaviours injurious to the general well-being of students, staff, and of the school are considered to be unacceptable.
- 2.2 In addition to, and consistent with legislation and board policies and practices governing student behaviour, Division schools shall maintain a written School Code of Student Conduct.
- 2.23 In consultation with staff, parents and students, the school principal in consultation with staff, parents and students shall make such school rules as are deemed necessary to ensure that proper student conduct is maintained.
- 2.34 All written rules developed at the school level shall be subject to the approval of the Superintendent or designate.
- 2.45 Principals are responsible for ensuring that action is taken in every case where a student displays unacceptable behaviour.

References: Policies:
F/IV/1 School Attendance Policy
F/IV/2 Restricted and Illicit Drugs
F/IV/5 Student Suspensions and Expulsions
Admin Practice(s): SS 8 - Student Conduct
School Act: Sections 12, 18, 20, 24, 25



Committee of the Whole Memorandum

Date: January 14, 2015
To: Committee of the Whole
From: Dave Johnson, Associate Superintendent, Human Resources
Subject: Operational School Year 2015 – 2016; Calendar Options 1 and 2

Background:

Please find attached two options presented by Senior Administration for your perusal. The options reflect two possibilities for the operational school year calendar, calendar details, as well as day count for the 2015-2016 school year.

Recommendation:

That the Board of Trustees take under consideration and advise Senior Administration accordingly as to which option they wish to consider for use as the operational school year calendar for the 2015-2016 school year.

2015-2016

OPTION 1 *Reflects the change made to August

January 14, 2015

OCTOBER, 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER, 2015

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST, 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY, 2016

S	M	T	W	T	F	S
						1
2						3
4	5	6	7	8	9	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

DECEMBER, 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER, 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL, 2016

S	M	T	W	T	F	S
						1
2						3
4	5	6	7	8	9	
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH, 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY, 2016

S	M	T	W	T	F	S
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JULY, 2016

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24	25	26	27	28	29	30
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JUNE, 2016

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19	20	21	22	23	24	25
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MAY, 2016

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

School offices open August 25
 Prof. Dev. Collaboration – No classes August 27
 Prof. Dev. Collaboration – No classes August 28
 Operational Non-Instructional (K-12) August 31
 All classes (full day) September 1
 Labour Day – No classes September 7
 Division/School PD/Collaboration; Staff meeting September 11
 Division/School PD/Collaboration; Staff meeting October 9
 Thanksgiving Day – No classes October 12
 Remembrance Day November 11
 Division/School PD/Collaboration; Staff meeting November 12
 In lieu of Parent/Teacher Interviews November 13
 Division/School PD/Collaboration; Staff meeting December 11
 Christmas Vacation Dec. 21–Jan 1
 Classes Resume January 4
 Division/School PD/Collaboration; Staff meeting January 29
 First day of classes Semester Two February 1
 Teachers' Convention – No classes February 4-5
 Division/School PD/Collaboration; Staff meeting February 12
 Family Day – No classes February 15
 Division/School PD/Collaboration; Staff meeting March 11
 In lieu of Parent/Teacher Interviews March 24
 Good Friday - No classes March 25
 Spring Recess March 28 - April 1
 Division declared holiday April 4
 Classes Resume April 5
 Division/School PD/Collaboration; Staff meeting April 15
 Division/School PD/Collaboration; Staff meeting May 20
 Victoria Day - No classes May 23
 Division/School PD/Collaboration; Staff meeting June 10
 Operational Non-Instructional (K-12) June 29
 Last day of classes .5 Operational / .5 Non-instructional June 30

STURGEON SCHOOL DIVISION
 9820-104 Street
 Morinville, AB T8R 1L8
 Phone: (780) 939-4341





School Year 2015-2016

(All dates are inclusive unless otherwise specified)

AUGUST

Tues.	25	School offices open
Thurs.	27	Professional Development Collaboration – No classes
Fri.	28	Professional Development Collaboration – No classes
Mon.	31	Operational Non-Instructional Day (K-12)

SEPTEMBER

Tues.	1	All classes (full day)
Mon.	7	LABOUR DAY - No classes
Fri.	11	Division/School PD/Collaboration and Staff Meeting – No classes

OCTOBER

Fri.	9	Division/School PD/Collaboration and Staff Meeting – No classes
Mon.	12	THANKSGIVING DAY - No classes

NOVEMBER

Wed.	11	Remembrance Day – No classes
Thurs.	12	Division/School PD/Collaboration and Staff Meeting – No classes
Fri.	13	Non-Instructional day in lieu of Parent-Teacher Interviews

DECEMBER

Fri.	11	Division/School PD/Collaboration and Staff Meeting – No classes
Mon.	21	Christmas recess begins

JANUARY

Mon.	4	Classes resume
Fri.	29	Division/School PD/Collaboration and Staff Meeting – No classes

OPTIONAL January 14

References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2015-2016
School Operational Year Calendar Day Count 2015-2016
School Act: 56



FEBRUARY

Mon.	1	First day of Semester 2
Thurs./Fri.	4/5	Teachers' Convention - No classes
Fri.	12	Division/School PD/Collaboration and Staff Meeting -- No classes
Mon.	15	FAMILY DAY - No classes

MARCH

Fri.	11	Division/School PD/Collaboration and Staff Meeting -- No classes
Thurs.	24	Non-instructional day in lieu of Parent-Teacher Interview
Fri.	25	GOOD FRIDAY -- No classes
Mon.	28	EASTER MONDAY -- No classes
Mon.	28	Spring recess begins

APRIL

Mon.	4	Division declared holiday
Tues.	5	Classes resume
Fri.	15	Division/School PD/Collaboration and Staff Meeting -- No classes

MAY

Fri.	20	Division/School PD/Collaboration and Staff Meeting -- No classes
Mon.	23	VICTORY DAY - No classes

JUNE

Fri.	1	Division/School PD/Collaboration and Staff Meeting -- No classes
Wed.	29	Operational Non-Instructional Day
Thurs.	30	Last day of classes .5 Operational / .5 Non-instructional

OPTION 1 January 14

References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2015-2016
School Operational Year Calendar Day Count 2015-2016
School Act: 56



School Year 2015-2016

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	20.0	20.0	21.0	21.0
OCTOBER	1.0	1.0	20.0	20.0	21.0	21.0
NOVEMBER	2.0	2.0	18.0	18.0	20.0	20.0
DECEMBER	1.0	1.0	13.0	13.0	14.0	14.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL - SEMESTER I	9.0	9.0	90.0	90.0	99.0	99.0
FEBRUARY	3.0	3.0	17.0	17.0	20.0	20.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	18.0	18.0	19.0	19.0
MAY	1.0	1.0	20.0	20.0	21.0	21.0
JUNE	2.5	2.5	19.5	19.5	22.0	22.0
TOTAL - SEMESTER II	9.5	9.5	90.5	90.5	100.0	100.0
OPERATIONAL YEAR TOTAL	18.5	18.5	180.5	180.5	199.0	199.0

References: Policy: *D/II/1 Operational School Year*
 Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2015-2016
School Operational Year Calendar Details 2015-2016
 School Act: 56

2015-2016

OPTION 2 *Reflects the change made to November

January 14, 2015

AUGUST, 2015

S	M	T	W	T	F	S
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9	10	11	12	13	14	15
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30	31					

SEPTEMBER, 2015

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20	21	22	23	24	25	26
27	28	29	30			

OCTOBER, 2015

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER, 2015

S	M	T	W	T	F	S
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER, 2015

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY, 2016

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY, 2016

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH, 2016

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL, 2016

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MAY, 2016

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE, 2016

S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY, 2016

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- School offices open August 24
- Prof. Dev. Collaboration – No classes August 26
- Prof. Dev. Collaboration – No classes August 27
- Operational Non-Instructional (K-12) August 28
- All classes (full day) August 31
- Labour Day – No classes September 7
- Division/School PD/Collaboration; Staff meeting September 11
- Division/School PD/Collaboration; Staff meeting October 9
- Thanksgiving Day – No classes October 12
- Remembrance Day November 11
- Fall Break November 12
- In lieu of Parent/Teacher Interviews November 13
- Division/School PD/Collaboration; Staff meeting November 16
- Division/School PD/Collaboration; Staff meeting December 11
- Christmas Vacation Dec. 21-Jan 1
- Classes Resume January 4
- Division/School PD/Collaboration; Staff meeting January 29
- First day of classes Semester Two February 1
- Teachers' Convention – No classes February 4-5
- Division/School PD/Collaboration; Staff meeting February 12
- Family Day – No classes February 15
- Division/School PD/Collaboration; Staff meeting March 11
- In lieu of Parent/Teacher Interviews March 24
- Good Friday - No classes March 25
- Spring Recess March 28 - April 1
- Division declared holiday April 4
- Classes Resume April 5
- Division/School PD/Collaboration; Staff meeting April 15
- Division/School PD/Collaboration; Staff meeting May 20
- Victoria Day - No classes May 23
- Division/School PD/Collaboration; Staff meeting June 10
- Operational Non-Instructional (K-12) June 29
- Last day of classes .5 Operational / .5 Non-instructional June 30

Operational Day - No Classes
 Non-Operational Day
 Division/School P D; Collaboration; Staff Meeting
 .5 Operational/.5 Non-instructional

STURGEON SCHOOL DIVISION
 9820-104 Street
 Morrinville, AB T8R 1L8
 Phone: (780) 939-4341





School Year 2015-2016

(All dates are inclusive unless otherwise specified)

AUGUST

- Mon. 24 School offices open
- Wed. 26 Professional Development Collaboration – No classes
- Thurs. 27 Professional Development Collaboration – No classes
- Fri. 28 Operational Non-Instructional Day (K-12)
- Mon. 31 All classes (full day)

SEPTEMBER

- Mon. 7 LABOUR DAY - No classes
- Fri. 11 Division/School PD/Collaboration and Staff Meeting – No classes

OCTOBER

- Fri. 9 Division/School PD/Collaboration and Staff Meeting – No classes
- Mon. 12 THANKSGIVING DAY - No classes

NOVEMBER

- Wed. 11 Remembrance Day – No classes
- Thurs. 12 Fall Break
- Fri. 13 Non-Instructional day in lieu of Parent-Teacher Interviews
- Mon. 16 Division/School PD/Collaboration and Staff Meeting – No classes

DECEMBER

- Fri. 11 Division/School PD/Collaboration and Staff Meeting – No classes
- Mon. 21 Christmas recess begins

JANUARY

- Mon. 4 Classes resume
- Fri. 29 Division/School PD/Collaboration and Staff Meeting – No classes

OPTION 2 January 14

References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2015-2016
School Operational Year Calendar Day Count 2015-2016
School Act: 56



FEBRUARY

Mon. 1 First day of Semester 2
Thurs./Fri. 4/5 Teachers' Convention - No classes
Fri. 12 Division/School PD/Collaboration and Staff Meeting – No classes
Mon. 15 FAMILY DAY - No classes

MARCH

Fri. 11 Division/School PD/Collaboration and Staff Meeting – No classes
Thurs. 24 Non-instructional day in lieu of Parent-Teacher Interviews
Fri. 25 GOOD FRIDAY – No classes
Mon. 28 EASTER MONDAY – No classes
Mon. 28 Spring recess begins

APRIL

Mon. 4 Division declared holiday
Tues. 5 Classes resume
Fri. 15 Division/School PD/Collaboration and Staff Meeting – No classes

MAY

Fri. 20 Division/School PD/Collaboration and Staff Meeting – No classes
Mon. 23 VICTORIA DAY - No classes

JUNE

Fri. 10 Division/School PD/Collaboration and Staff Meeting – No classes
Wed. 29 Operational Non-Instructional Day
Thurs. 30 Last day of classes .5 Operational / .5 Non-instructional

References: Policy: *D/1/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2015-2016
School Operational Year Calendar Day Count 2015-2016
School Act: 56



School Year 2015-2016

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	1.0	1.0	4.0	4.0
SEPTEMBER	1.0	1.0	20.0	20.0	21.0	21.0
OCTOBER	1.0	1.0	20.0	20.0	21.0	21.0
NOVEMBER	2.0	2.0	17.0	17.0	19.0	19.0
DECEMBER	1.0	1.0	13.0	13.0	14.0	14.0
JANUARY	1.0	1.0	19.0	19.0	20.0	20.0
TOTAL – SEMESTER I	9.0	9.0	90.0	90.0	99.0	99.0
FEBRUARY	3.0	3.0	17.0	17.0	20.0	20.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	18.0	18.0	19.0	19.0
MAY	1.0	1.0	20.0	20.0	21.0	21.0
JUNE	2.5	2.5	19.5	19.5	22.0	22.0
TOTAL - SEMESTER II	9.5	9.5	90.5	90.5	100.0	100.0
OPERATIONAL YEAR TOTAL	18.5	18.5	180.5	180.5	199.0	199.0

References: Policy: *D/11/1 Operational School Year*
 Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2015-2016
School Operational Year Calendar Details 2015-2016
 School Act: 56



Committee of the Whole Memorandum

Date: January 14, 2015
To: Committee of the Whole
From: Dave Johnson, Associate Superintendent, Human Resources
Subject: DRAFT Operational School Year Calendar, 2016 - 2017

Background:

Please find attached the DRAFT operational school year calendar, the draft calendar details, as well as draft day count for the 2016-2017 school year.

Recommendation:

That the Board of Trustees take under consideration this first draft of the operational school year calendar for 2016-2017 and advise Senior Administration accordingly.

2016-2017

DRAFT 1

January 14, 2015

AUGUST, 2016

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
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SEPTEMBER, 2016

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OCTOBER, 2016

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23	24	25	26	27	28	29
30	31					

NOVEMBER, 2016

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20	21	22	23	24	25	26
27	28	29	30			

DECEMBER, 2016

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4	5	6	7	8	9	10
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY, 2017

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH, 2017

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12	13	14	15	16	17	18
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26	27	28	29	30	31	

APRIL, 2017

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23	24	25	26	27	28	29
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MAY, 2017

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21	22	23	24	25	26	27
28	29	30	31			

JUNE, 2017

S	M	T	W	T	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY, 2017

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- School offices open August 25
- Prof. Dev. Collaboration – No classes August 29
- Prof. Dev. Collaboration – No classes August 30
- Operational Non-Instructional (K-12) August 31
- All classes (full day) September 1
- Labour Day – No classes September 5
- Division/School PD/Collaboration; Staff meeting September 9
- Thanksgiving Day – No classes October 10
- Division/School PD/Collaboration; Staff meeting October 14
- Division/School PD/Collaboration; Staff meeting November 10
- Remembrance Day November 11
- In lieu of Parent/Teacher Interviews November 25
- Division/School PD/Collaboration; Staff meeting December 9
- Christmas Vacation Dec. 21-Jan 3
- Classes Resume January 9
- Division/School PD/Collaboration; Staff meeting January 31
- First day of classes Semester Two February 1
- Teachers' Convention – No classes February 9-10
- Family Day – No classes February 13
- Division/School PD/Collaboration; Staff meeting February 17
- Division/School PD/Collaboration; Staff meeting March 10
- In lieu of Parent/Teacher Interviews March 24
- Spring Recess March 27-31
- Classes Resume April 3
- Division/School PD/Collaboration; Staff meeting April 13
- Good Friday - No classes April 14
- Easter Monday - No classes April 17
- Division/School PD/Collaboration; Staff meeting May 19
- Victoria Day - No classes May 22
- Division/School PD/Collaboration; Staff meeting June 9
- Operational Non-Instructional (K-12) June 29
- Last day of classes June 30

◻ Operational Day - No Classes

■ Non-Operational Day

○ Division/School P D; Collaboration; Staff Meeting

STURGEON SCHOOL DIVISION
 9820-104 Street
 Morinville, AB T8R 1L8
 Phone: (780) 939-4341





School Year 2016-2017

(All dates are inclusive unless otherwise specified)

AUGUST

Mon.	25	School offices open
Thurs.	29	Professional Development Day – No classes
Tues.	30	Professional Development Day – No classes
Wed.	31	Operational Non-Instructional Day

SEPTEMBER

Thurs.	1	All classes (full day)
Mon.	5	LABOUR DAY - No classes
Fri.	9	Division/School PD/Collaboration and Staff Meeting – No classes

OCTOBER

Mon.	10	THANKSGIVING DAY - No classes
Fri.	14	Division/School PD/Collaboration and Staff Meeting – No classes

NOVEMBER

Thurs.	10	Division/School PD/Collaboration and Staff Meeting – No classes
Fri.	11	Remembrance Day – No classes
Fri.	25	Non-instructional day in lieu of Parent-Teacher Interviews

DECEMBER

Fri.	9	Division/School PD/Collaboration and Staff Meeting – No classes
Mon.	26	Christmas recess begins

JANUARY

Mon.	9	Classes resume
Tues.	31	Division/School PD/Collaboration and Staff Meeting – No classes

References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2016-2017
School Operational Year Calendar Day Count 2016-2017
School Act: 56



FEBRUARY

Wed. 1 First day of Semester 2
Thurs./Fri. 9/10 Teachers' Convention - No classes
Mon. 13 FAMILY DAY - No classes
Fri. 17 Division/School PD/Collaboration and Staff Meeting – No classes

MARCH

Fri. 10 Division/School PD/Collaboration and Staff Meeting – No classes
Fri. 24 Non-instructional day in lieu of Parent-Teacher Interviews
Mon. 27 Spring recess begins

APRIL

Mon. 3 Classes resume
Thurs. 13 Division/School PD/Collaboration and Staff Meeting – No classes
Fri. 14 Good Friday – No classes
Mon. 17 Easter Monday – No classes

MAY

Fri. 19 Division/School PD/Collaboration and Staff Meeting – No classes
Mon. 22 VICTORIA DAY - No classes

JUNE

Fri. 9 Division/School PD/Collaboration and Staff Meeting – No classes
Thurs. 29 Operational Non-Instructional Day
Fri. 30 Last day of classes

References: Policy: *D/II/1 Operational School Year*
Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2016-2017
School Operational Year Calendar Day Count 2016-2017
School Act: 56

School Year 2016-2017

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	20.0	20.0	21.0	21.0
OCTOBER	1.0	1.0	19.0	19.0	20.0	20.0
NOVEMBER	2.0	2.0	19.0	19.0	21.0	21.0
DECEMBER	1.0	1.0	16.0	16.0	17.0	17.0
JANUARY	1.0	1.0	16.0	16.0	17.0	17.0
TOTAL - SEMESTER I	9.0	9.0	90.0	90.0	99.0	99.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	16.0	16.0	18.0	18.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	20.0	20.0	22.0	22.0
TOTAL - SEMESTER II	9.0	9.0	90.0	90.0	99.0	99.0
OPERATIONAL YEAR TOTAL	18.0	18.0	180.0	180.0	198.0	198.0

References: Policy: *D/II/1 Operational School Year*
 Admin Practices: *Administration 4 – Operational School Year*
School Operational Year Calendar 2016-2017
School Operational Year Calendar Details 2016-2017
 School Act: 56



Committee of the Whole Memorandum

Date: January 14, 2015
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Draft Joint Use Agreement – Namao Community Agricultural Society

Background:

Attached you will find a draft Joint Use Agreement that was reviewed at the December Closed Committee of the Whole meeting. This agreement was referred to the January 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. We are not able to locate these areas on the Namao School Property Plan. Trustee Nowak is contacting the Namao Community Agricultural Society to determine if they are able to provide information with respect to these areas.

Recommendation:

That the Committee of the Whole review the draft Joint Use Agreement and advise Senior Administration accordingly.

Joint Use Agreement

THIS AGREEMENT made in duplicate this _____ day of _____, 20__

BETWEEN

STURGEON SCHOOL DIVISION NO. 24
(hereinafter called "the Division")

OF THE FIRST PART

and

Namao Community Agricultural Society
(hereinafter called "the "Society")

OF THE SECOND PART

WHEREAS, given that community based use of facilities and equipment is important to us, the Society and the Division, we will strive to make school and community facilities and equipment, as herein specified, available to users;

AND WHEREAS given that community based use of facilities and equipment is important to us, we, the Society and the Division, strive to have a joint use program administered in as simple, effective and efficient manner as possible;

AND WHEREAS it is both economical and functional for the parties to cooperate through the joint use of facilities to carry out their respective responsibilities;

AND WHEREAS the Division and the Society wish to enter into an agreement in connection with the cost, upkeep and use of the facilities;

NOW THEREFORE this Agreement Witnesseth that the parties hereto covenant and agree to share in the use of facilities as follows:

SECTION 1 - DEFINITIONS

In this Agreement:

- 1.1 "School Facilities" shall mean consisting of the gymnasium, stage, community washrooms, foyer washrooms, main front entrance, East community entrance, and adjoining corridors, parking lot, and school grounds (including the ball diamond ~~Gymkhana ground~~) and shall exclude any equipment owned by the parties and situated on the premises unless expressly agreed to by the parties.
- 1.2 "Society Facilities" shall mean consisting of the rink, rink building, Gymkhana grounds, including the hitching post, hitching area and Gymkhana bleachers, the "Hub" consisting of the community kitchen, and attached lunch room, bar, walk-in cooler and freezer ~~and washroom,~~ and ~~rink shack~~ kitchen contents, and Society owned tables and chairs.
- 1.3 "Joint Use" means the reciprocal use of all facilities that are owned by the Society or Division as described in Clause 1.1 and 1.2.
- 1.4 "Society" usage means each and every time the Society books ~~out~~ the facility.

SECTION II- JOINT USE COMMITTEE

- 2.1. The Division and the Society agree to appoint a Joint Use Committee (hereinafter called "the Committee" whose membership shall consist of the following:
 - 2.1.1 Two (2) members appointed by the Division
 - Principal of Namao or designate
 - Sturgeon School Division No. 24 Trustee representing the Namao ward
 - 2.1.2 Two (2) members appointed by the Society
- 2.2. The Committee shall make decisions by majority vote and otherwise shall be governed by this Agreement and its own procedure.
 - ~~2.2.2.1~~ 2.2.2.1 In the event of a tie vote, an additional school representative shall be brought in.
- 2.3. The meeting place and Chair of the Committee shall alternate.

SECTION III - DUTIES AND POWER OF THE COMMITTEE

- 3.1 The Committee shall have the following duties and powers:
- 3.1.1 To oversee the use of the Society and School facilities on an equitable basis for all residents within the jurisdiction of either of the parties to this Agreement.
 - 3.1.2 To ~~make and~~ enforce rules and regulations regarding use of the facilities, equipment, facility booking, and scheduling.

SECTION IV - USE OF FACILITIES

4.1 Facility and Hours of Use

The School facilities shall be available and used exclusively for school purposes during the normal school hours of 6:00 am to 6:00 pm on operational school days and shall be available for the Society and Community beyond the schools hours with the school events taking precedent over community use of the School facilities unless a previously approved booking exists.

- 4.2 School facility availability, as well as changes in availability, will be communicated to the Society Booking Coordinator.

~~4.24.3~~ The Principal of the school shall appoint a facilitator to receive information from the Society and will advise the Society the name of said person.

~~4.34.4~~ Both parties may use and share the facilities and equipment in the Society and School facilities subject to such conditions as the Joint Use Committee shall decide.

~~4.44.5~~ Community sports teams wishing to rent the gymnasium through the Society shall be permitted for the following sports activities: volleyball, badminton, basketball and soccer.

Arrangements can be made with the Society and the school for the use of nets and poles only. No other school sports equipment will be available for use by community members.

Other non-equipment related fitness activities will be allowed (i.e. yoga, dance, dry land training).

~~4.54.6~~ The use of alcoholic beverages in the Society and School facilities is permitted subject to control of the Society and provided that all users have obtained necessary liquor license and liability insurance and that all regulations of the Alberta Liquor Control Division-Board are met.

~~4.64.7~~ All Society, School Facilities and School grounds are deemed smoke-free, year round.

~~4.74.8~~ In the event of an unresolved dispute of any nature between a user group and a facilitator, society or division staff, the Joint-Use Committee shall be considered as the body for dispute resolution and their decision shall be binding.

SECTION V - MAINTENANCE AND REPAIRS

5.1 The Division shall be responsible for:

5.1.1 Cleaning the Society and School facilities at the end of hours when the Society and School facilities are used exclusively for school purposes.

5.1.2 Supervision of the Society and School facilities during the hours when the Society and School facilities are used exclusively for school purposes.

5.1.3 Maintaining the School facilities described in Clause 1.1 and the Master Lock system in a good state of repair.

5.1.4 Repairing any damage occurring to the Society and School facilities when they are used exclusively for School purposes.

5.1.5 All operational costs of heating and lighting within the School during all hours of use.

5.2 The Society shall be responsible for:

5.2.1 Cleaning the Society and School facilities at the end of hours when the Society and School facilities are used exclusively for community purposes.

5.2.2 Supervision of the Society and School facilities during the hours when the Society and School facilities are used exclusively for community purposes.

- 5.2.3 Maintaining the Society facilities described in Clause 1.2 in a good state of repair.
- 5.2.4 Repairing any damage occurring to the Society and School facilities when they are used exclusively for the Society purposes.
- 5.2.5 All operational costs for facilities outside the school.
- 5.2.6 The cost of the outside telephone line to the "Hub".
- 5.3 The parties hereto agree to the:
 - 5.3.1 Provision and maintenance of jointly used equipment as agreed to under Clause 5.2 herein.

SECTION IV - INSURANCE

- 6.1 The Division shall maintain fire, extended coverage and vandalism insurance upon the said school and any monies recovered shall be used to restore the school including the joint facilities.
- 6.2 If the Society procures any insurance on it's property, or the property of others, which is the responsibility of the Society, such insurance will be so arranged that the Society's insurers will have no right of recovery from the Division.
- 6.3 The Division's public liability will include the Society as an additional named insured with respect to the Society's activities at the joint facilities.
- 6.4 The Society's public liability will include the Division as an additional named insured with respect to the Division's activities at the joint facilities.

SECTION VII - INDEMNITY

- 7.1 The Division agrees at all times to indemnify the Society and save it harmless from all manners of actions, causes of action, suit, claim, demand and costs whatsoever arising from any actions of students, servants, employees or agents of the Division done in pursuance of this Agreement during the time that this Agreement shall be in force.

- 7.2 The Society agrees at all times to indemnify the Division and save it harmless from all manners of actions, causes of action, suit, claim, demand and costs whatsoever arising from any actions of its servants, employees, agents, invitees, licensees of the Society done in pursuance of this Agreement during the time that this Agreement shall be in force.

SECTION VIII- TERMINATION AND AMENDMENT

- 8.1 The Joint Use Agreement shall be in effect from the day and year first above written for a period of five (5) years, and then may be terminated by either party giving the other party one years (1) notice in writing.
- 8.2 The Joint Use Agreement may be amended from time to time with the mutual consent of both parties.
- 8.3 In the event that this Joint Use Agreement is terminated, the parties hereto agree to negotiate the handling of equipment within the joint facilities and both parties will be offered an opportunity to determine a fair market value of equipment before it is removed or discarded (tables and chairs, kitchen equipment).

SECTION IX - ASSIGNABILITY

- 9.1 The parties acknowledge and agree not to assign or transfer any of the rights acquired as a result of this Joint Use Agreement except by mutual consent.
- 9.2 This Agreement shall be binding upon the parties' successors and assigns.

SECTION X - NOTICES

- 10.1 Any notice to be served pursuant to this Agreement shall be delivered or sent by registered mail, postage prepaid to the Secretary Treasurer, Sturgeon School Division No. 24, Morinville, Alberta and to the Namao School and the Namao Community Agricultural Society (the Society); any notice by registered mail be deemed to be served on the fourth (4th) day after mailing as aforesaid at a post office in the Province of Alberta.
- 10.2 This Agreement supersedes all previous joint use agreements between the parties.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals in that behalf on the day and year first above written.

STURGEON SCHOOL DIVISION NO. 24

CHAIRPERSON

SUPERINTENDENT OF SCHOOLS

NAMAO COMMUNITY AGRICULTURAL SOCIETY

DRAFT



Memorandum

Date: January 14, 2015
To: Committee of the Whole
From: Michele Dick
Superintendent
Subject: Division Website & Proposed Blog

Background

As per discussion at the December Committee of the Whole meeting, Administration is seeking Trustee input regarding the proposed redesign of the Division Website and the proposed introduction of a Division Blog.



Memorandum

Date: January 14, 2014
To: Open Committee of the Whole
From: Michele Dick
Superintendent
Subject: Sturgeon Composite High School: Modernization

Background

At the October 22, 2014 Public Board meeting, the Board of Trustees approved the final draft set of overview working drawings for the modernization at Sturgeon Composite High School.

At this point in the project, a broader and more detailed set of drawings is now available, copies of which have been provided electronically. Alberta Infrastructure and Alberta Education are now asking that the Board approve all of these drawings as they pertain to the future direction of the modernization at the school.

At the end of February/beginning of March, the project will be open to tendering and these more detailed drawings will assist in outlining the specific scope and expectations of the project.

Recommendation:

...That the Board of Trustees approve the Sturgeon Composite High School Modernization Design Development Report document, Project No. 214315, relative to the modernization at Sturgeon Composite High School



Memorandum

Date: January 14, 2014
To: Committee of the Whole
From: Michele Dick
Superintendent
Subject: Planning Funding for a New Public School in Morinville

Background

Attached for Trustee information is a letter dated December 3, 2014 from Minister Gordon Dirks approving planning funding for a new public school in Morinville.



ALBERTA
EDUCATION

Office of the Minister

December 3, 2014

AR86884

Mr. Terry Jewell
Board Chair
Sturgeon School Division
9820 - 104 Street
Morinville AB T8R 1L8

Dear Mr. Jewell:

I would like to thank you and your board for your co-operation and willingness to consider options for provision of public education in Morinville. I recognize that, like many Alberta communities, Morinville is experiencing tremendous growth, and I understand that the community is supportive of a new public school.

I am pleased that a value scoping session was held on November 5 and 6, 2014, with representatives from Education, Infrastructure, Sturgeon School Division and Morinville Public Elementary School joining parents in exploring available options. It is my understanding that a unanimously supported option was developed during the scoping session and that your board has now submitted an updated capital plan to Education for future funding consideration.

The session was an opportunity to review and address some of the challenges the ministry had identified regarding your jurisdiction's capital plan. Despite some of these challenges, I am pleased to confirm that planning funding has been approved for a new public school in Morinville. I do, however, want to emphasize that funding to move your project beyond schematic design has not been approved and that there is no guarantee of future funding. Should funding become available, this project will be considered within the context of all other capital priorities across the province.

Staff in Capital Planning North will contact your administration to arrange a meeting in order to confirm project management and other details of the project. I appreciate that you have provided an updated capital plan with confirmed grade configuration, capacities, site locations and site readiness in order to have an informed discussion regarding how we will proceed with planning and design. It would also be helpful if you could identify whether there is a standard core design, or an existing school with a design you would like to replicate.

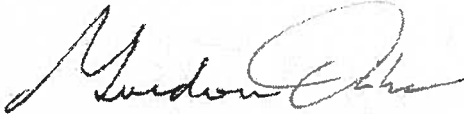
.../2

Mr. Terry Jewell
Page Two

Should you have any questions or concerns, please contact Laurel Udell, Senior Manager, Capital Planning North, at laurel.udell@gov.ab.ca or 780-427-2437.

I look forward to working with you and the rest of your board on meeting the education needs of Morinville students.

Sincerely,



Gordon Dirks
Minister
MLA, Calgary – Elbow

cc: Honourable Manmeet S. Bhullar
Minister of Infrastructure

Honourable Maureen Kubinec
MLA, Barrhead-Morinville-Westlock



Committee of the Whole Memorandum

Date: January 14, 2015
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: School Council Annual Reports

School Councils are asked to provide an annual report to the Board of Trustees.

For your information, attached you will find “Year In Review” reports for the 2013-2014 school year submitted by the following School Councils:

Bon Accord Community School
Camilla School
Gibbons School
Guthrie School
Landing Trail School
Lilian Schick School
Morinville Public School
Namao School
Ochre Park School
Redwater School
Sturgeon Composite High School
Sturgeon Heights School

“Year in Review 2013-2014” reports have been received from all School Councils.

Bon Accord Community School

Year In Review 2013-2014

Written by

Nicole Roe

**School Council Chair
2013-2014**

Bon Accord Community School Council Year in Review 2013-2014

September 2013

- Looking for nominations for the Excellence in Teaching Awards
- School's focus this year is the Leader In Me Program with leadership themes implemented into curriculum and school wide activities such as assemblies and concerts
- An introduction to the Leader In Me Program has been created for parents and will be available at Meet the Staff night and throughout the year.
- Staff is focused on getting parents to access the Parent Portal of Powerschool with information sessions
- Meet the Staff pasta supper was a success
- Roots of Empathy to begin with the Grade 1 classes
- Hot Lunch program will run Fridays from October 14-mid March 2014
- Milk program will run Tuesdays and Thursdays from October to June 2014

October 2013

- Fundraisers for the year will be Lamontagne chocolates and gift products, Student Union Ticket Packs, and Little Caesars pizza kits
- The school hosted a farm safety presentation.
- A new Leader In Me theme was created in the gathering area to showcase how each student contributes to the school community.

November 2013

- Craft Fair was held on November 9, 2013 with silver collection to the Bon Accord and Gibbons Food Bank
- The acapella group Hoja performed for the students.
- The school breakfast program is up and running.
- The school held its first Identity Day with all students and staff creating a display for parents and community members to view.

December 2013

- Grade 2 students visited Oak Hill Boys Ranch to participate in Christmas activities

January 2014

- Alberta Opera's performance of Aladdin
- New library books, art supplies, gym and science equipment were purchased with fundraised money.
- Kindergarten students participating in the Literacy Backpack program

February 2014

- School council hosted a staff appreciate with a continental style breakfast

April 2014

- Fundraising money to support The Leader In Me program by sending four staff members to the Leader In Me Symposium
- Hot Lunch program was a success again this year
- Spring Fling family dance and raffle was a huge success
- Fundraised money to support the school bus to swim program for grades 1-4
- Grade 3 symphony field trip paid for with fundraised money

May 2014

- Elections for the 2014-2015 school year, Chair: vacant, Vice Chair: vacant, Secretary: vacant
- School hosted volunteer tea
- Grade 4 students traveled to Drumheller for a fieldtrip, and also participated in school/ divisional track meets
- Grade 1 students will have a penguin visit
- All students participated in a town-wide clean up with a hot dog lunch

From: Kristi Morkin
Subject: Camilla report

September 2013

- get the scoop night aka meet the teacher night. Open house style. SAC served ice cream.
 - Student Union Ticket Pack sales. \$ raised went towards Artist in Residency Program.
- Workshops performed MacBeth.

October 2013

- planning a Christmas meal Dec 13 for staff & students.
- brought in babysitting course Oct 21-26 which was well attended.

November 2013

- casino coming up March 13/14. Volunteers needed.
- hot lunch from Nitzas pizza and apple slices.

December 2013

- Dyan Eybergen anxiety presentation coming Jan 20. SAC will provide refreshments.
- 200 budget for christmas goodie bags to give kids for christmas.

January 2014

- fundraising team is planning a Christmas in November gala.

February 2014

- brought in yoga program for parents.
- pink shirt day Feb 26. To support made little treat bags with positive messages on each bag (friendship, helpful, etc), wrapped each classes bags together with a tag saying "1L Bully Free Zone", etc.
- looking for casino volunteers.
- mini We day

March 2014

- teacher appreciation March 17-21. We served breakfast one day, lunch another, sweet & treat day and one lunch supervision coverage. All volunteered.

April 2014

- plant & bake sale coming in May. We will sell plant clippings/plants, baking and a little concession with bottled water, pop, chips & freebies. There will also be a raffle table.
- guitar & fiddle club will have a float in the rainmaker parade. Volunteer parents needed.

May 2014

- we will bring in the Hoja presentation October 2.

June 2014

- we will do Get the Scoop in September again.
- many administration and teacher changes are coming next year.

From: Kristi Morkin

Subject: Camilla School Advisory Council financial report

> Camilla School Advisory Council Association Financial Statement

> REPORTING PERIOD: September 1, 2013 – August 31, 2014

>

> ASSETSCash-Bank Account \$ 2885.51

> Common Shares \$ 61.79

>

> TOTAL ASSETS\$ \$ 2947.30

>

> LIABILITIES TOTAL LIABILITIES \$ 0

>

> INCOMEList income\$

>

> Donations \$ 112.60

> Hot lunch \$ 5671.15

> Plant and bake sale \$ 1252.50

>>

> TOTAL INCOME\$ \$ 7036.25

>

> DISBURSEMENTS:List disbursements\$

>

> Retirement gifts. \$ 50.00

> Council membership. \$ 40.00

> Bank fees/ cheques fee. \$ 139.91

> Hot lunch. \$ 4909.00

> Incorporation certificate. \$ 15.50

> Plant and bake sale. \$ 137.12

> Anti-bulling prize. \$ 34.66

> Get the scoop(meet teacher). \$ 68.44

>>

> TOTAL DISBURSEMENTS\$ \$ 5394.63

>>

> Profit/Loss

>

> Bank Balance Sept. 1, 2013. \$ 1243.89

> Withdrawals \$ 5394.63

> Deposits \$ 7036.25

> Bank Balance August 31, 2014 \$ 2885.51

>

> THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

>

> Name: Elizabeth Davidson

> Position: Treasurer

> Date: September 2014

>

> NOTE: This report is based on funds managed by the School Council,

> not funds managed by the school Fundraising Committee.

**2013-2014 Gibbons School
Annual School Council Report**

COUNCIL

Council is newly nominated this year. We spent the year bouncing ideas off each other and getting a feel for the school. Council showed themselves in school setting for parents and students in the aftermath of a student suicide.

PAC

There was no fundraising done this year. PAC nominated a playground committee for the future grant applications and implementation of a new school playground. The only monies spent this year was on School Council Awards and retirement flowers for retiring staff. Research and the purchasing and installation of water bottle fill stations instead of water fountains was put into place. They will be installed dec. 2014 and PAC will cover cost.

CASINO

AGLC gave us our casino in second quarter of 2015. Find out exact date in fall of 2014.

GRAMPS

Fundraisers – Mom's Pantry, Little Ceasars, Bake Sale

Money Spent on – To help cover costs for band trip to Camp Nakamen including bussing

Guthrie School Council Annual Report

Reporting Year: 2013-14

Executive:

Malcolm Johannesen – Chair

Donna Fiessel – Vice-Chair

Roza Parlin – Treasurer

Barb Booker – Secretary

Nancy Arnold – Fundraising

Chantelle Adamson – Fundraising

Meeting Dates:

Second Monday of each Month, excluding December 2013

Activities

September

Sept-Nov – Conducted SUTP Fundraiser

Sept 12, 2013 – Held welcome back BBQ which saw approx. 400 individuals in attendance.

October

Held the Dielemans Catalogue fundraiser

Cookie Day

Hot lunch

November

Held the Purdy's fundraiser

Cookie Day

Hot lunch

Provided \$100 for positive playgrounds outdoor equipment

December

Held the Christmas Store

Held gum ball lottery

Cookie Day

Hot lunch

January 2014

Held the winter fun basket fundraiser

Cookie Day

Hot lunch

February

Cookie Day

Hot lunch

March 2014

Purdy's fundraiser

Cookie Day

Hot lunch

April

Little Caesars fundraiser

Cookie Day

Hot lunch

Provided \$10,000 to support numerous school activities including transportation, field trips, classroom specialty supplies

May

Summer basket fundraiser

Cookie Day

Hot lunch

Purchased a water bottle refilling station and had installed – \$2,619

June

Held Family Dance

Cookie Day

Hot lunch

Provided a coffee and muffin staff appreciation event - \$100

Provided 1,205 for grade 4-6 year end field trips



School Council Chair

13 Dec 14

Date

(Landing Trail School Council)

Year In Review 2013 – 2014

Written by

Corry-Lyn O'Hara

Enter Position

Council Chair

Enter Name

Corry-Lyn O'Hara

(Landing Trail) YEAR IN REVIEW

2013 – 2014

September 2013

- Thank you to the parents who came out in August to help finish up the playground and spread woodchips
- students and staff enjoyed Hoja's performance
- Everyone is getting settled in to the new year

October 2013

- discussed frequency of criminal record checks for parent volunteers
- Update on the timeline for our new modular, end of Oct.
- successful celebration for the grand opening of our new playground
- PAT results discussed

November 2013

- collecting donations for the Christmas raffle
- fundraisers coming up are Santa Workshop and purdy's Chocolate
- Hot lunch committee brought up looking at an online ordering/payment program-will be revisited
- Christmas concert will be video taped again and available for purchase
- Discussed some Cash back programs for fundraising from Boston Pizza, Dominoes Pizza and Please Mum

December 2013

- No meeting held this month

January 2014

- Discussed looking into a different location for next year's Christmas concert, bussing costs will need to be considered
- Discussion held about next school year's calendar
- Terry Jewel spoke about bussing fees which are being considered for next year, decision to be made by March.

February 2014

- Council Chair to attend Council of School Councils meeting on the 25th of Feb.
- Terry Jewel announced that we are receiving 2 more modulars for next fall!
- Our Principal Ruth Kuik has taken an interim position at head office and Paul Harnish will step in as Principal with Kerry Tremblay as Vice
- Lots of staffing changes this month!

March 2014

- Corry-Lyn gave report from Council of School Council meeting
- Ms. Percy is being recognized for Excellence in Teaching! Congrats!
- Parent Teacher interviews coming up Mar 26-28
- bussing fees will be \$75 for kindergarten, and \$150 per child up to a maximum of \$450 per family if paid by end of June otherwise in Sept it is \$175/child
- successful kindergarten registration night with about 50 registering!

April 2014

- Annual General meeting held, description of positions given by chair.
- elections held with some positions getting filled. Hope to fill the rest in the fall as there are very few council members who will be returning next year.
- Gr 3's not doing PAT exams this year as they are transitioning to SLA exams to be done in the fall
- Safe rider's presentation was well received

- Career day coming up, we have about 15 volunteers so far

May 2014

- year end pot luck mtg and social
- volunteers will be needed during the summer to spread some more wood chips in the playground
- still some backlash about bussing fees but for the most part it's pretty smooth
- thank you gifts given out to council members, great year everyone!

June 2014

- no meeting this month

**Landing Trail School
Financial Statement**

REPORTING PERIOD: September 1, 2013 – August 31, 2014

ASSETS	Cash-Bank Account	\$34,245.65
	Common Shares	
	List any other assets	
	TOTAL ASSETS	\$34,245.65
LIABILITIES	TOTAL LIABILITIES	\$0.00
INCOME	List income	\$
	TOTAL INCOME	\$
DISBURSEMENTS:	List disbursements	\$
	TOTAL DISBURSEMENTS	\$
Profit/Loss	Bank Balance Sept. 1, 2013	\$
	Withdrawals	\$
	Deposits	\$ _____
	Bank Balance August 31, 2014	\$10,686.26

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name _____

Position _____

Date _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.

Lilian Schick School
Year In Review 2013-2014

Written by

Nicole Roe

School Council Vice Chair
2013-2014

Lilian Schick School Council Year in Review 2013-2014

September 2013

- The school council is looking for grant money to help purchase outdoor fitness equipment to go along with the improvement to the school yard following last year's tree planting project.
- Fundraisers for the year will be the collection of Boston Pizza receipts for refund, magazine sales, and track meet concessions
- The students would like a Hot Lunch program, currently looking for a volunteer to run the program
- Plans for the school's indoor fitness centre are discussed due to the overcrowding of the gymnasium space
- Student enrollment is 260 students
- Student and class mission statements are created in reference to the Leader In Me program

October 2013

- Magazine campaign
- The Terry Fox Run raised \$1300
- The Hockey and Sports Leadership program up and running
- Grade 8 students are collecting shoes for the Soles for Souls campaign as a part of their service project
- Scholastic Book fair during parent teacher interviews
- Looking to recruit more parent volunteers at Parent Teacher Interview night
- Edmonton Eskimo player visit with students

November 2013

- Looking at working with the Town of Bon Accord to apply for some bigger grants
- New fitness equipment is purchased from fundraised money for the new fitness centre
- The library is undergoing some changes to open up space for students to use the space more adequately
- Discarded library books donated to the Bon Accord Library and in return, the library provided each student with a library card
- New basketball jerseys are purchased with fundraised money

December 2013

- Two community lunches in the gym with all grades attending
- A Leader In Me wall will have messages for students
- Wristbands were purchased from fundraised money to identify students practicing the seven habits of the Leader In Me program

February 2014

- Lighthouse members attended “We Day” at Camilla School
- Anti-bullying pink shirt day
- School community lunches every Wednesday

March 2014

- A grant from Agrium, Redwater was received to purchase spin bikes for the new fitness room
- The Town of Bon Accord Council hosted their monthly meeting at the school to allow students to see how local government is run
- A Grade 9 Farwell Parent committee was created to organize the June event

April 2014

- School Open House showcased the Leader In Me program, Inspiring Education, fitness centre, new library, and the Hockey and Sports Leadership program
- Science Olympics
- Students received a free Subway lunch donated by the Bon Accord and District Agriculture Society

May 2014

- Staff paid for motivational speaker Alvin Law to visit students
- Students participated in town wide clean up with a hot dog lunch at the Town Office
- Grade 9 River Watch fieldtrip paid for through fundraised money
- More fitness equipment purchased with fundraised money
- Volunteer appreciation night and Drama production of “Princess What’s Her Name”
- Elections for the 2014-2015 School Year, Chairperson Nicole Roe, Vice Chairperson vacant, Secretary Melissa Hewitt
- Room Parent Association ran concessions at the school and divisional track meet

Morinville Public School

Year In Review 2013-2014

Written by

Eva Scrimshaw

School Council Chair

Morinville Public School YEAR IN REVIEW

2013 – 2014

September 2013

- New board was elected and positions were modified to suit needs. A Hot lunch Coordinator Position was motioned in as well as a Treasurer to keep track of finances from Hot Lunch and Milk.
- The school has made new Community partnerships with Best Buy, Walmart and Boston Pizza
- School Council meeting will be held before PFA meetings on the same day. These meetings will be called Parent Involvement Meetings to be able to work effectively together and only have to meet once per month.

October 2013

- First Priority for School Council is to create Operational Procedures and Bylaws
- Dates set for start-up of Hot Lunch and Milk program
- The library is up to date with books needed. It looks bare and was asked to be decorated to fill in some blank space.

November 2012

- Operation Procedures and Bylaws were reviewed with some adjustments needed. Will be carried over to the next meeting.
- Community Involvement: MPES to participate in Fill a Bus for the Food Bank and have a float in the Light up the Night parade. School Council will coordinate the float.
- Emergency Evacuation Procedures were reviewed as there was a concerned parent.
- School Council will decorate the MCCC for the Snowflake Festival and help PFA with selling raffle tickets.
- School Council will support the School, SSD and Parents on ensuring there is future space for jr.high students in town.

December 2013

- Meeting CANCELLED due to severe snow storm

January 2013

- School Council Operational Procedures and Bylaws were approved
- No Concerns about the upcoming Transportation changes for 2014/15
- School is growing drastically and space will be needed for grade 7 next year. Talked about options and also Jr.High Programming.
- [Click here to enter text.](#)

February 2013

- Parent came forward in regards to the safety of our cross walks and traffic. A crosswalk program will be started in which students will guard crosswalks in front of the school.
- School Council arranged for Saffron to present Cyber World on February 27th
- SC motion to donate \$1000 to the school towards a Laminator
- Hot lunch has been very successful this year. This includes a variety of healthy lunch options provided by local and semi-local businesses. Raised approx \$1500 already. Some of the options were Green bean, Booster Juice, Pizza 73, WokBox and Sobey's.

March 2013

- 28 Guests attended the Saffron presentation: Cyber World
- For the divisions 75th Anniversary students from each school will be putting in pages to make up a complete book. Pages will represent the schools.
- Accountability survey went out with hopes that more parents take the time to fill them out.

- School Council to assist PFA in annual SHAM-rock Dance March 14th. Help with set up and take down.
- School Council urges school to host an information night about the new Jr.High Programs offered in September and for more advertising to go out.

April 2013

- School Council Chair attended the ASCA conference. A few of the things brought back to the table were Student Learning Assessments going in a new direction and raised age limit from 19- 21st.
- School Council planning a Family Movie night in May at the MCCC for May 29th..
- Hot lunch program is working out extremely well and hopes to have all ordering done on line. Hot Lunch for June will be Free to the students as School Council will pay for it as an incentive for a great year "thank You BBQ"
- MPES Community Carnival is on June 14th. School Council will help with whatever is needed as half of School Council is also on PFA.

May 2013

- School Council to host Family Movie night at the MCCC. The movie Shrek was shown and Student Council ran the concession.
- MPES is hosting the Regional Track meet next month. PFA will run the concession booth.
- DARE graduation planned for June with a cake.
- Options classes for 2014/15 grades 5,6 & 7's are Rock Band and Robotics. There will be an Options Fee. Not sure if the Sports or Dance Academy will run as there needs to be enough student enrolled to justify the program and staff needed.

June 2013

- Turkey Dinner/Meet the Teacher night planning for September 18th 2014. Figured out what each group is responsible for and how to accommodate the masses.
- A parent brought forth an issue with the way the school photos are being distributed. Parents feel that sending all the printed pictures home already printed was too much of an environmental waste and pressure parents into buying them all or they will go into the garbage. Principal will change the format for the upcoming school year.
- Parents are asking for a breakdown of Field trip fees.

Morinville Public School - School Council
Financial Statement
REPORTING PERIOD: September 1, 2013 – August 31, 2014

ASSETS	Cash-Bank Account	\$570.94
	Common Shares	N/A
	List any other assets	Milk fridge
	TOTAL ASSETS	\$1,100.00
LIABILITIES	TOTAL LIABILITIES	\$287.25
INCOME	Hot lunch – Total orders-	\$ 13,445.03
	Online/Paypal orders -	\$ 8,542.53
	Paper Orders (cash & check)	\$ 4,902.50
	TOTAL INCOME	\$13,445.03
DISBURSEMENTS:	Milk and food Suppliers	\$ 11,522.22
	Operating and supply costs	\$ 351.87
	Donation to school	\$ 1,000.00
	TOTAL DISBURSEMENTS	\$12,874.09
Profit/Loss	Bank Balance Sept. 1, 2013	\$ 0.00
	Withdrawals	\$ 12,874.09
	Deposits	<u>\$ 13,445.03</u>
	Bank Balance August 31, 2014	\$ 570.94

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name Sarah Hall

Position MPS School Council Treasurer

Date September 15, 2014

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.

-----Original Message-----

From: Tasha.Oatway-McLay

Sent: Wednesday, December 17, 2014 7:39 PM

To: Paul Harnish; Betty McGrath

Subject: School Council Annual Report

Hi Betty,

I believe this was submitted last June by Vernice but if not here it is again.

We continued having meetings every other month during the 2013-2014 school year. September saw the largest parent turnout to date. Namao Spirit wear was discussed, and our continued commitment to developing community within the school. Parents were wondering how project based learning looked in elementary. First mention of upcoming transportation fees. NSFA DISCUSSED DRIVE YOU RIDE FUNDRAISER TO BE HELD AT meet the Staff night. The Rotary Club was not expected to continue helping with the last playground.

November review of by-monthly meetings was again voted on and continued. Vernice presented the results of the accountability survey and the PAT results. Much discussion on how to increase parent involvement. NSFA discussed fundraising ideas and plans. Preliminary discussion of Christmas concert, 50/50 draw and hot chocolate sales to support the playground. We heard about the upcoming band trip to Banff. Hot lunch committee told about their new snow day policy and introduced their new treasurer. Grade threes were working on geocaching, grade ones were focused on their outdoor learning garden plans, grade 4-6: Me to We, TWO math field trip and band grades 7-9: upcoming fall dance, a constable came to talk about the youth justice act and an upcoming discussion regarding internet safety for grades 4-9.

January's meeting was full, with 21 parents and administration present. Sherri Davidson was presenting the division proposal to implement a busing fee. After a lengthy presentation no one was happy with the new fee. Discussion then turned to the previous months Christmas concert and dissatisfaction regarding the amount or lack thereof of religious content. Vernice gave an overview of the new SSD policy. Spirit wear was completed and there are plans for a regular Namao Spirit day. Discussed the implementation of Power Announcements. NSFA reviewed the pizza sales and outlined plans for a family movie night. Heard about upcoming band trip to Banff.

March saw us talking about school pictures and the general dissatisfaction with September's photos. A possible solution was to have parent volunteers. Several Namao teachers have started a Green Team with the goal of creating a year round outdoor classroom. Junior high Me to We members attended the Camilla Me to We day and we talked about the upcoming ski trip. Tracy informed us about the upcoming trustee election and the cuts to the maintenance budget.

May was the AGM, the council remained unchanged. Life touch Photography presentation. Vernice announced that we would also be losing Shannon Requa as VP and the process of replacing her was still under way. Transportation fee reminder was given and discussion of payment methods. NSFA gave an update on funds raised and total on hand, briefly reviewed the next school year fundraisers. The hot lunch program was successful again and all the same members would be returning. The ag society is planning to rebuild the skate shack and tear down the storage building by the primary playground prior to the building of the new playground.

Merry Christmas,
Tasha Oatway-McLay

Ochre Park Parent Council

Year In Review 2013 – 2014

Written by

Chairperson

Dede Gordey

OCHRE PARK - YEAR IN REVIEW

2013 – 2014

September 2013

- Attended Meet the Teacher and Community Information Night
- Election of School Parent Council Meeting
- Supported the purchase of Stage Risers for student performances
- Application to Agrium to support school Spirit Reading Program
- Supported and endorsed Early Parent Teacher Interview format
- Financially supported New Student of the Month Awards
- Supported and endorsed Student Award Program
- Discussed purchase of Promethean Products to support classroom learning
- Supported and endorsed Generations United Seniors Borscht Making Activity
- Organized volunteers for Picture Day
- Organized shadowing of Christmas Store Coordinator to transition to a new person for the 2014
- Change in Milk Program Coordination and Supplier

October 2013

- Approval of purchase of Promethean Products "Dream your Dream Classroom Promotion"
- Start of Hot Lunch Program
- Start of Breakfast Program funded by Evonik
- Full Moon Frolic Haunted House Centre Set up
- Coordinating of volunteers for the Full Moon Frolic
- Hosted Healthy Snack Table

- Switch Banking from CIBC to ATB
- Participated in discussion about Accountability Pillar results
- Discussion of School Budget
- Supported and Endorsed Generations United Seniors Project Pumpkin Carving Activity at Diamond Springs Lodge
- Discussed Alberta School Council Workshops that were available to school councils

November 2013

- Purchased & Ordered Promethean Activ-Votes/Expressions through Build Your Dream Classroom Program
- Supported and endorsed Generations United Seniors Project Perogy Making activity
- Welcome Back Pancake Breakfast discussed for next school year.
- Christmas Store Volunteer Coordination – Change of coordinator finalized
- Excellence in Teaching Awards nominations discussed
- School Community Relations Award Submission discussed
- Campbell Soup Label Program Begins
- Milk Program Begins with new milk supplier
- Discussion of extension of Life Touch Photography contract
- Playground Safety Discussion
- Gr 3 PAT results discussion
- Supported and endorsed Shining Star Presentation that our students participated in at Pembina Place
- Supported and endorsed Generations United Seniors Project Christmas Card Making Activity

December 2013

- Christmas Store set up and operation
- Supported and Endorsed Christmas concert

January 2014

- Promethean Build Your Dream Classroom Product shipment update
- Watched Video of Generations United Seniors Project & Ochre Park students
- Christmas Store profit report
- Jodi Brown from FCSS Redwater presentation on Community & school relations
- Excellence in Teaching Award Nomination Discussion
- Absolute Action Partnership & Campbell Soup Label Coordination
- Discussed Lifetouch Photography Rep coming to do a presentation at next meeting
- Transportation Deficit Solutions discussion with Trustee
- School Budget update and discussion
- Discussion and consideration of Headstart Parent Society proposal of joining with Ochre Park Parent Society
- Family Dance Discussion
- School Handbook Early Ordering Incentive Discussion
- Milk Program Discussion – low sales
- Student Awards Discussion
- Teacher Awards Discussion
- Playground Supervision Discussion
- School Donations Discussion
- EDI Discussion
- Supported and endorsed Generations United Seniors Project Salad Planting Activity at Diamond Spring Seniors Lodge

February 2014

- Lifetouch Photography Presentation & Review of 3 Year Contract
- Promethean Products Received
- Family Dance discussion and planning – theme agreed upon
- Supported & endorsed Generations United Seniors Project Art Activity with Redwater Art Society
- Presented Ochre Park Parent Council Long Term Goals and Short Term Objectives
- Excellence in Teaching Award Nomination Discussed
- Headstart Parent Society withdrawal of request to join Ochre Park Parent Society as their society is being revived
- Agreed to pay for Student Handbooks
- Discussion about attending Council of Alberta School Councils Association Annual General Meeting and Conference
- Staff Appreciation Week Activities & Luncheon
- Parent Teacher Interview Format Discussion
- School Program Planning Discussion

March 2014

- Supported and Endorsed Generations United Seniors Project Celebration Luncheon
- Bank Change complete
- School Community Relations Award discontinuation notification
- Family Dance Planning- May 30
- Casino Date discussion
- Lions Club Hot Lunch Subsidization Continuation Discussion
- Lifetouch 3 year contract signing

April 2014

- Supported & Endorsed Generations United Seniors Project Bread Making Activity
- Supported and Endorsed Child Find coming to the school in conjunction with the Redwater RCMP and Victims Services
- Discussed School Budget Quarterly report

May 2014

- Alberta Opera Funding Agreement
- Funding for Student Handbooks
- Family Dance Hosting
- First Aide Kit Fundraiser discussed and approved
- Hot Lunch Wrap up
- Milk Program Wrap up
- Last Parent Council Meeting
- Supported and endorsed Volunteer Tea
- Grade 4 Farewell Discussed

June 2014

- Free Student Lunch at Play Day sponsored by Parent Council

Enter name of School Council

Financial Statement

REPORTING PERIOD: September 1, 2013 – August 31, 2014

ASSETS	Cash-Bank Account	\$
	Common Shares	
	List any other assets	
	TOTAL ASSETS	\$
LIABILITIES	TOTAL LIABILITIES	\$0.00
INCOME	List income	\$
	TOTAL INCOME	\$
DISBURSEMENTS:	List disbursements	\$
	TOTAL DISBURSEMENTS	\$
Profit/Loss	Bank Balance Sept. 1, 2013	\$
	Withdrawals	\$
	Deposits	\$ _____
	Bank Balance August 31, 2014	\$

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name _____

Position _____

Date _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.

Redwater School

Year In Review 2013 – 2014

Written by

Chairperson

Mrs. S Michaluk

(Redwater School) YEAR IN REVIEW

2013 – 2014

September 2013

- **Elections**
- **Fundraising**
- **Google Docs**

October 2013

- **Bank Account Move**
- **Scholarships and Awards**
- **Fundraising**

November 2013

- **3 Year Plan Review**
- **Bus Safety Procedures**
- **Yellow Ribbon Speaker/ Cyber Bullying**

December 2013

- **No meeting**

January 2014

- **Stollery Hospital Donation**

- **Parent Teacher interview discussion**
- **Casino Discussion**

February 2014

- **Diploma Exam computer procedures**
- **3 Year Plan re-visit**
- **Bus painting and detailing**

March 2014

- **Band Trip (Disneyland)**
- **Spring Break trip**
- **Camp Warwa**

April 2014

- **Staffing**
- **Town wide clean up**
- **Fitness Park Evaluation**

May 2014

- **Grad**
- **New Business 10 course**
- **New football program**
- **New principal introduced**

June 2014

- **No meeting**

**Redwater School Parents Association
Income and Expense Statement
June 30, 2013-June 30, 2014**

General Account

Opening Balance June 30, 2013 \$7.96

Closing Balance June 30, 2014 \$7.96

Casino Account

Opening Balance June 30, 2013 \$19 950.73

Closing Balance June 30, 2014 \$17 635.58

Income

Casino St. Albert \$0.00

Alberta Liquor & Gaming \$0.00

Expenses

Chq #097 \$1 224.00
From 6/15/12 to 6/15/13

Bank Charges \$0.00

(Switched to ATB; they waive charges for non-profit organizations.)

Sturgeon Composite High School

Year In Review 2013 – 2014

Written by

Recording Secretary

Suzanna Brownlie

STURGEON COMPOSITE HIGH SCHOOL YEAR IN REVIEW

2013 – 2014

September 2013

- Exploring high school flexibility program and UofA study with Ms. Bakker to deal with high school completion
- Power announcements to be used to send notices home and a new school web site
- Bring Your Own Device initiative and energy drink still being sold at the cafeteria

October 2013

- **Prices perceived as too high, cafeteria report submitted and request for a parent/student survey**
- Parent/teacher interviews
- Landscaping and office makeover finished
- Caretaker, Mike Snow leaving at the end of the school year, noted that his leadership was instrumental in teaching students to be responsible for their school

November 2013

- SRC Hosting Winter Ball
- Academic Awards Night
- BYOD initiative with four teachers, hope to double by year-end by September the whole school
- Maintenance work (200+ filters replaced, temp gauges, ballasts)

December 2013

- **No meeting**
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.

January 2014

- **Budget for 2014, bussing fees a crucial item, fee structure still in progress**
- **Alberta Ed surveys for grades 4, 6, 10 collected**
- **Honourable Jeff Johnson attended assembly**
- **BYOD with 200 Grade 10 students, Gibbons and Namao interested in program**

February 2014

- **No meeting**
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.

March 2014

- **Finalizing bussing payment details**
- **Operations changed due to budget cuts**
- **Principal Amiot leaving**
- **Modernization**

April 2014

- **New principal search**
- **Modernization**
- **Energy drinks still in the cafeteria**
- Click here to enter text.

May 2014

- **Bus fee notices sent out**
- **Custodial services reduced by 33%**
- **Skills Canada - SCHS going to Nationals for the second time**
- **School fees discussed**

June 2014

- **No meeting**
- Click here to enter text.
- Click here to enter text.
- Click here to enter text.

Sturgeon Composite High School

Financial Statement

REPORTING PERIOD: September 1, 2013 – August 31, 2014

ASSETS	Cash-Bank Account	\$	
	Common Shares		
	List any other assets		
	TOTAL ASSETS	\$	
LIABILITIES	TOTAL LIABILITIES		\$0.00
INCOME	List income	\$	
	TOTAL INCOME	\$	
DISBURSEMENTS:	List disbursements	\$	
	TOTAL DISBURSEMENTS	\$	
Profit/Loss	Bank Balance Sept. 1, 2013	\$	
	Withdrawals	\$	
	Deposits		\$ _____
	Bank Balance August 31, 2014	\$	

THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:

Name _____

Position _____

Date _____

NOTE: This report is based on funds managed by the School Council, not funds managed by the school Fundraising Committee.



STURGEON HEIGHTS SCHOOL COUNCIL
YEAR END CHAIR REPORT
2013 - 2014

To respected Board members of Sturgeon School Division, School Trustee Wendy Miller, Principal Konrad, Teachers, Support Staff and fellow members of School Council and Parents.

The following is a summary of the Sturgeon Heights School Council meetings for the 2013-2014 school year.

September 16, 2013

The Annual General Meeting took place with many returning members taking on different roles and we welcomed new members as well.

We welcomed our new Principal, Mr Konrad and he reported on the classroom sizes and some of the logistics associated with them and having consistent staff for core subjects.

Google Calendar for the school was introduced along with a Facebook and Twitter account.

October 21, 2013

- Provincial Achievement Test results depicted a healthy comparison within the province.
- Allocation of funds for the Primary Field Trips.
- Online Parent Teacher Interview Bookings was well received.
- The QSP magazine fundraiser was well underway.
- Trustee Miller reported on the Code of Conduct, the public disclosure of the accountability of the board and Division enrolment.
- Awareness of the vandalism of the Outdoor Classroom.

November 18, 2013

- Successful Halloween Carnival with raising \$3500 for the Hair massacre.
- QSP fundraiser brought in \$34,000 with approximately \$12,000 coming back to the school.
- Hands on Science within the Primary and Elementary classrooms always a huge hit.
- Questions raised about the Parent Portal value and if an info session or survey would be required.
- Keeping charitable donations to a local organization (ie Shoe boxes)
- The Chair attended the Council of School Council (COSC) meeting which wasn't as well attended as in the past.

- Trustee Miller reported on the Student Learning Assessment schedule, the bussing issue of a child who was left unattended on a bus within our division. She also encouraged parents to give feedback on the division website.

December 2013- No meeting

January 20, 2014

- School Budget looking good and on track.
- Positive and negative feedback on the Paperless Report Card.
- Great results so far with the Positive Playground.
- A review of the activities going on and upcoming events in the school such as, Basketball, Jr High Dance, Hair Massacre, Lockdown drills and Home Alone program.
- Transportation Fees for bussing and communication protocol with the bus company was a topic of great discussion.
- iPads (thanks to the PFA fundraising efforts) were rolled out to primary teachers.
- Grade 7's with the "Love where you live" initiative, headed out for some cross country skiing and snowshoeing which was a huge success.

February 18, 2014

- Emergency procedures were put to the test this month and a discussion regarding emergency bags and blankets was brought forth.
- Activities within the school were overviewed throughout the meeting - Olympics, Journal games, Carnival, Movie Night, WE Day, Marketplace, 100th Day, Skiing, Shrove Tuesday...
- Travel Club for Jr High students was approved.

March 24, 2014

- *Positive Behaviour Supports* and *Collaborative Problem Solving* techniques that are used within the school were discussed. (**PBS** for younger children to help curb frustration and **CPS** for older children to help utilize skill and find solutions.)
- Building maintenance budget cuts.
- 21 students have already signed up for Travel Club!
- Trustee Miller reported on proposal fee for bussing, the honouring of Gerry Schick, the By-election within the Division and the New Alberta Curriculum.
- Discussions of digital citizenship/internet safety and education on cyber bullying were brought forth due to the heartbreaking tragedy in Gibbons.
- Babysitting Program is planned again for students to participate in.

April 2014 - No Meeting

May 12, 2014

- Option choices for Junior High 14-15 were rolled out.
- Criminal Record checks would be required for volunteers and renewed every 3 years.
- Bussing fees were presented.

- Great events happening in our school, such as, Career Day, Saffron Center presentations, Mothers Day Celebration and Night of Art evening.

June 9, 2014

This meeting celebrated the end of the school year! Well done...cheers everyone!

Although a separate entity, the Parent Fundraising Association (PFA), is vital and plays an integrate role in our School Council. This dedicated group of parents works endlessly at fund-raising within our school. The daily run snack shop is the largest fundraiser that requires much time and energy of our amazing volunteers. Student Union Ticket Packs (SUTP), monthly hot lunches, poinsettia and spring basket sales are some of the other methods in which funds are raised. This year the PFA was pleased to donate an iPad library & Chrome books that the students and teachers are able to use for education purposes and to help expand the technological resources.

The volunteers of the PFA are an amazing group of caring parents and I am pleased to be able to work along side with them.

The financial statement for 2013-2014 is attached.

Pam Ryks-Paquette
Council Chair 2013-2014

Sturgeon Heights Parent Fundraising Association
Year End Financial Statement
September 1 – August 30 2014

Assets

Cash-Bank account	\$12,834.96
Cash-Float	\$0
Total Assets	\$12,834.96

Liabilities

Common shares	\$528.28
Total Liabilities	\$528.28

Income

Snack shop sales	\$26,053.60
Fundraising	\$18,108.45
Interest	\$9.12
Rebates ect.	\$25,969.41
Total income	\$70,140.58

Disbursements

Snack shop inventory	\$16,294.72
Fundraising expenses	\$10,932.92
Office supplies	\$124.87
Misc	\$26.19
Promotions	\$27.24
Expenditures	\$54,146.54
Bank	\$150.18
Total Disbursements	\$81,702.66

This Financial statement was review and approved by:


Tim vanBruggen- Treasurer


Christine Toner – President

Date: Sept 22/14

Date: Sept 22/14