



Committee Meeting Agenda

March 11, 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 – February 11, 2015
- 5. Presentations**
 - 5.1 Junior High Flex Program (3:30 – 3:45)
Mr. Steven Langer, Principal, Lilian Schick School
- 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 C/8 – Temporary designation of Principals and Vice Principals

- 9.3 Policy D/II/20 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events
- 9.4 Policy F/I/14 – Information and Communication Technology
- 9.5 Policy: Meetings by Electronic Means
- 9.6 Draft Operational School Year Calendar, 2015-2016
- 9.7 Draft Operational School Year Calendar, 2016-2017
- 9.8 2015-2016 Instructional Material Fees
- 9.9 Locally Developed Courses Approval – Musical Theatre 15, 25, 35
- 9.10 Locally Developed Courses Approval – Religious Studies 15, 25, 35

10. Unfinished Business

11. Information Items

12. Pending List

13. Adjournment



Committee of the Whole

Summary of Motions

Wednesday, February 11, 2015

Sturgeon School Division

Items Referred to February 25, 2015 Public Board Meeting

- Policy B/IV/2 – Board-Staff Communications
- Policy D/II/12 – Income Tax Deductible Receipts for Donations Received by the Division

Items Referred to March 11, 2015 Committee of the Whole Meeting

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

Items Referred to the Education Committee

- Proposed Education Services Agreement (ESA) Standards



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

Roll Call

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

Absent: Mrs. Michelle Mychasiw

Call to Order

The Vice Chair called the meeting to order at 4:00 p.m.

Approval of Agenda

Moved by Mr. Jewell that the agenda be approved.

CARRIED 6/0

Appointments

There were no appointments.

Approval of Committee Notes

Moved by Mrs. Kohle that the notes of January 14, 2015 be approved.

CARRIED 6/0

Presentations

Mrs. Ruth Kuik, Director of Curriculum & Instruction, along with Ms. Kasie Hoffman, Ms. Monique Webb, Ms. Sandra Wood and Ms. Alexandra Cronshaw provided a review of Reggio Emilia Programming at Morinville Public School, Namao School and Sturgeon Heights School.

Ms. Janice Boiko, ASBIE Program Director: Lloyd Sadd Insurance, provided information with respect to liability insurance.

Trustees will review the Joint Use Agreements in place in their communities. A discussion will be held at the April 8, 2015 Closed Committee of the Whole Meeting.

Reports from Senior Administration

6.1 Superintendent.

A verbal report was provided.

6.2 Associate Superintendent, Education Services

A written report was provided.

6.3 Secretary-Treasurer

No report was provided.

6.4 Associate Superintendent, Human Resources & Leadership Support

No report was provided.

Reports from Trustees and Standing Committees

7.1 Chair's Report

No report was provided.

7.2 Trustees' Reports

Trustee Porter (Alcomdale/Villeneuve)

Trustee Porter provided information with respect to a presentation that she made to students at Sturgeon Composite High School regarding a Rotary Project.

Trustee Jewell (Gibbons/Lamoureux)

Trustee Jewell attended the Gibbons School Parent Council Meeting. At this meeting a discussion was held regarding the possible creation of a Gay-Straight Alliance.

Trustee Featherley (Morinville)

Trustee Featherley provided an update with respect to the Morinville Public School Carnival.

Trustee Miller (Sturgeon Valley/West St. Albert)

Trustee Miller attended the Sturgeon Composite High School Parent Council Meeting.

7.3 Building

No report was provided.

7.4 Finance & Human Resources

No report was provided.

7.5 Education Policy

No report was provided.

7.6 Advocacy Committee

No report was provided.

7.7 Transportation

No report was provided.

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

Trustee Miller provided an update via email.

A handout with respect to Bylaw Amendments and Proposed Policy Positions was distributed.

8.2 Public School Boards Association of Alberta

Trustee Kohl provided an update via email.

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

No report was provided.

New Business

9.1 Policy Tracker

Received as information.

9.2 Policy B/IV/2 – Board-Staff Communication

Moved by Mr. Jewell that the Board of Trustees refer Policy B/IV/2 – Board-Staff Communication to the February 25, 2015 Board Meeting.

CARRIED 6/0

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

Moved by Mrs. Porter that the Board of Trustees refer Policy D/I/12 – Income Tax Deductible Receipts for Donations Received by the Division to the February 25, 2015 Board Meeting.

CARRIED 6/0

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

Moved by Mr. Jewell that the Board of Trustees refer the Draft Operational School Year 2015 – 2016; Calendar Options 1 and 2 to the March 25, 2015 Committee of the Whole Meeting.

CARRIED 6/0

9.5 Draft Operational School Year 2016 – 2017

Moved by Mr. Jewell that the Board of Trustees refer the Draft Operational School Year 2016 – 2017 to the March 25, 2015 Committee of the Whole Meeting.

CARRIED 6/0

Unfinished Business

Information Items

Pending List

Adjournment

The meeting adjourned at 6:35 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: March 11, 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

March 5 – 6, 2015

25 junior high students to Camp Nakamun for band camp.



POLICY TRACKER (School Year 2014-2015)

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



POLICY TRACKER (School Year 2014-2015)

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



Committee of the Whole Memorandum

Date: March 11, 2015
To: Committee of the Whole
From: Dave Johnson, Associate Superintendent, Human Resources
Subject: Policy C/8 – Temporary Designation of Principals and Vice-Principals

Background:

Attached is Policy C/8 – Temporary Designation of Principals and Vice-Principals. This policy was on the old model of providing administrative direction in policy. A new Admin Practice, HRM 56, has been created to take over that function.

Recommendation:

That the Committee of the Whole review and advise administration accordingly.



C/8 – Temporary Designation of Principals and Vice-principals

C/8

EFFECTIVE: May 18, 1983

REVISED: March 11, 2009

REVIEW: 2014-15

1.0 POLICY

The Board believes that schools must be provided with leadership at all times.

2.0 GUIDELINES

The Board requires that the Superintendent ensure that, in the event of a long-term absence of a Principal or Vice-Principal, there be adequate temporary leadership provided to teachers and students in the school.

~~1.1 If a principal is absent from school for a period of 15 or more consecutive operational days, the following shall apply:~~

~~1.1.1 The vice principal or a teacher shall be designated as acting principal effective the first day of the principal's absence.~~

~~1.1.2 If a vice principal is designated acting principal, a teacher shall be designated acting vice principal, effective the same date as the acting principal designation or on such other date as may be deemed appropriate by the Board in consultation with the acting principal.~~

~~1.1.3 The designation of acting principal and acting vice principal shall terminate upon the principal's return to work or at the date defined in the offer of the acting principal's designation.~~

~~1.14 For salary purposes, the acting principal shall receive an administration allowance of one two hundredth of the principal's administration allowance for each day he/she acts as principal.~~

~~1.2 If a vice principal is absent from school for a period of 15 or more consecutive operational days, the following shall apply:~~

References: *School Act: Section 95(1)(2) and Section 101*
A.T.A. Collective Agreement: Clause 5.9

C/8 – Temporary Designation of Principals and Vice-principals

C/8

EFFECTIVE: May 18, 1983

REVISED: March 11, 2009

REVIEW: 2014-15

- ~~1.2.1 A teacher may be designated acting vice principal by the Board in consultation with the principal effective the first day of the vice principal's absence.~~
- ~~1.2.2 The designation of acting vice principal shall terminate upon the vice principal's return to work or at a date defined in the offer of the acting vice principal's designation.~~
- ~~1.2.3 For salary purposes, the acting vice principal shall receive an administration allowance of one two hundredth of the vice principal's administration allowance for each day he/she acts as vice principal.~~
- ~~1.3 If a principal and vice principal(s) are absent from school for a period of a half day, or longer (but less than 15 consecutive days), the following shall apply:~~
- ~~1.3.1 The principal, or in his/her absence the vice principal, shall appoint a teacher as an acting administrator who shall be responsible for dealing with emergencies that may arise and such other matters which the principal or vice principal may specifically delegate during the duration of the absence of both school administrators (Reference: Clause 5.9 Collective Agreement).~~
- ~~1.3.2 The appointment of the teacher as "acting administrator shall terminate upon the return of either the principal or vice principal to the school.~~

References: *School Act: Section 95(1)(2) and Section 101*
A.T.A. Collective Agreement: Clause 5.9



HRM 56 – Temporary Designation of Principals and Vice-Principals

Original Date: March 2015

Revised Date:

Responsible Administrator: Assoc. Supt. HR

1.0 RATIONALE

Sturgeon School Division is committed to ensuring continuity of service in schools during long-term absences of administrators.

2.0 PROCESS

Absence of a Principal – 15 or more consecutive operational days

2.1 If a principal is absent from school for a period of 15 or more consecutive operational days, the following shall apply:

2.1.1 The vice-principal or a teacher shall be designated as acting principal effective the first day of the principal's absence.

2.1.2 If a vice-principal is designated acting principal, a teacher shall be designated acting vice-principal, effective the same date as the acting principal designation or on such other date as may be deemed appropriate by the Superintendent in consultation with the acting principal.

2.1.3 The designation of acting principal shall terminate upon the principal's return to work or at the date defined in the offer of the acting principal's designation.

2.1.4 For salary purposes, the acting principal shall receive an administration allowance of one two-hundredth of the principal's administration allowance for each day he/she acts as principal.

Absence of a Vice Principal – 15 or more consecutive operational days

2.2 If a vice-principal is absent from school or has assumed the position of acting principal for a period of 15 or more consecutive operational days, the following shall apply:

References: *Board Policy C 8 – Temporary Designation of Principals and Vice-Principals*
School Act: Section 95(1)(2) and Section 101
A.T.A. Collective Agreement: Clause 5.9



HRM 56 – Temporary Designation of Principals and Vice-Principals

Original Date: March 2015

Revised Date:

Responsible Administrator: Assoc. Supt. HR

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- 2.2.1** A teacher may be designated acting vice-principal by the Superintendent in consultation with the principal effective the first day of the vice-principal's absence.
- 2.2.2** The designation of acting vice-principal shall terminate upon the vice-principal's return to work or at a date defined in the offer of the acting vice-principal's designation.
- 2.2.3** For salary purposes, the acting vice-principal shall receive an administration allowance of one two-hundredth of the vice-principal's administration allowance for each day he/she acts as vice-principal.
- 2.3** If a principal and vice-principal(s) are absent from school for a period of a half-day, or longer (but less than 15 consecutive days), the following shall apply:
- 2.3.1** The principal shall appoint a teacher as an acting administrator who shall be responsible for dealing with emergencies that may arise and such other matters which the principal or vice-principal may specifically delegate during the duration of the absence of both school administrators (Reference: Clause 5.9 Collective Agreement).
- 2.3.2** The appointment of the teacher as "acting administrator shall terminate upon the return of either the principal or vice-principal to the school.

References: *Board Policy C 8 – Temporary Designation of Principals and Vice-Principals*
School Act: Section 95(1)(2) and Section 101
A.T.A. Collective Agreement: Clause 5.9



Memorandum

Date: March 11, 2015

To: Committee of the Whole

From: Education Committee

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

Admin Practice: Governance 1-- Protocol: Recognition of Dignitaries and Trustees at School or Public Events

Background

Attached for Trustee review is a copy of Policy D/II/20—Protocol: Recognition of Dignitaries and Trustees at School or Public Events as well as a copy of Admin Practice: Governance 1-- Protocol: Recognition of Dignitaries and Trustees at School or Public Events. The policy has been newly developed and the Admin Practice includes suggested revisions for Trustee consideration.

Recommendation:

That the Board review the attached Policy and Board Regulation and advise Administration accordingly.



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

EFFECTIVE: October 24, 2014

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board believes that public events are a meaningful way for trustees and the public to interact and communicate. Appropriate recognition of trustees at such events signifies that public education is important. Accordingly, trustees shall be consistently recognized at public events, in the same way that elected federal, provincial or municipal officials are recognized.

References: Admin Practice: Governance 1 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events



GOVERNANCE 1 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events

Date: June 18, 2008 Revised: Oct. 12, 2012 Responsible Administrator: Chief Deputy Superintendent

1.0 RATIONALE

Clear and specific protocols facilitate the appropriate recognition of trustees and other dignitaries at school and public events.

2.0 PROCESS

As elected public officials, trustees shall be introduced at all division or school organized events when they are present and may be introduced at other public events.

3.0 GUIDELINES

3.1 Recognition: Events Organized by Sturgeon School Division or its Schools

At events organized or sponsored by the school board or its schools, it is appropriate to introduce and recognize school trustees before introducing and recognizing other elected officials or dignitaries who may be present. The following is the proper order of introduction of trustees and other dignitaries:

3.1.1 Board chair

3.1.2 Vice-chair

3.1.3 Trustees in attendance

3.1.4 “Greetings/regrets” from trustees not in attendance

3.1.5 Other elected officials and dignitaries attending (highest to lowest rank):

3.1.5.1 Members of the Senate representing Alberta

3.1.5.2 Members of Parliament (Cabinet ministers first)

3.1.5.3 Members of the Legislative Assembly of Alberta (Cabinet ministers first)

References: *Board Policy: D/11/20 – Patriotic Exercises / Flag Etiquette Protocol: Recognition of Dignitaries and Trustees at School or Public Events*



GOVERNANCE 1 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events

Date: June 18, 2008 Revised: Oct. 12, 2012 Responsible Administrator: Chief Deputy Superintendent

3.1.5.4 Mayors, reeves

3.1.5.5 Other municipal councilors

3.1.5.6 Other dignitaries

3.1.6 Clergy (if appropriate)

3.1.7 Superintendent, deputy and/or assistant associate superintendents

3.1.8 School principal, vice-principal(s) (if school is hosting event)

3.1.83.1.9 Special guests from the community (if in attendance)

~~3.1.8 Other elected officials and dignitaries attending (highest to lowest rank):~~

~~3.1.8.13.1.9.1 Members of the Senate representing Alberta~~

~~3.1.8.23.1.9.2 Members of Parliament (Cabinet ministers first)~~

~~3.1.8.33.1.9.3 Members of the Legislative Assembly of Alberta (Cabinet ministers first)~~

~~3.1.8.43.1.9.4 Mayors, reeves~~

~~3.1.8.53.1.9.5 Other municipal councilors~~

~~3.1.8.6 Other dignitaries~~

3.2 Greetings

At all events, the most appropriate order of speakers will vary based on the type of event, number and nature of speakers, the keynote speaker or the ceremony to be performed (if any). However, the following speaking order is suggested if a school board trustee is asked to bring greetings to an event sponsored by the board or one of its schools:

3.2.1 Introductory remarks by Master/Mistress of Ceremonies, including recognition of trustees and other dignitaries in attendance

References: Board Policy: D/II/20 – Patriotic Exercises / Flag Etiquette Protocol: Recognition of Dignitaries and Trustees at School or Public Events



GOVERNANCE 1 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events

Date: June 18, 2008 Revised: Oct. 12, 2012 Responsible Administrator: Chief Deputy Superintendent

- 3.2.2 Blessing or grace (if appropriate)
- 3.2.3 Remarks from board chair, vice-chair or trustee representing school board
- 3.2.4 Greetings from representative of:
 - 3.2.4.1 Federal government
 - 3.2.4.2 Provincial government
 - 3.2.4.3 Municipal government
 - 3.2.4.4 Superintendent, principal (if appropriate)
 - 3.2.4.5 Event organizer representative.* (This person may be the superintendent, principal, school council president, student council president, etc.)
 - 3.2.4.6 Keynote speaker
 - 3.2.4.7 Closing remarks, Master of Ceremonies

3.3 Recognition: Events Not Organized by Sturgeon School Board or its Schools

Attending public events strengthens ties with stakeholders and the community-at-large. Being part of the speaking program also provides trustees with an important opportunity to deliver key information and messages to a broad community audience. Therefore, school board trustees (with the assistance of staff) will make every effort to seek invitations to and/or attend significant community, organization, or public events. This may include annual meetings, open houses, business luncheons, trade or agricultural shows, fundraising events, holiday celebrations, etc. The school board's interest in attending such events will be communicated to community, social and business groups and organizations, municipalities, local Members of the Legislature Assembly and Members of Parliament.

The following is a suggested order of introduction:

Trustees are to be introduced in accordance with the policies and/or practices of the hosting organization.

- ~~3.3.1 Members of the senate representing Alberta~~
- ~~3.3.2 Members of Parliament (Cabinet Ministers first)~~
- ~~3.3.3 Members of the Legislative Assembly of Alberta (Cabinet ministers first)~~
- ~~3.3.4 Mayor or reeve~~

References: Board Policy: D/II/20 – Patriotic Exercises / Flag Etiquette Protocol: Recognition of Dignitaries and Trustees at School or Public Events



GOVERNANCE 1 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events

Date: June 18, 2008 Revised: Oct. 12, 2012 Responsible Administrator: Chief Deputy Superintendent

~~3.3.5 School board chair~~

~~3.3.6 Councilors and trustees~~

~~3.3.7 Other dignitaries (i.e. senior bureaucrats, heads of other organizations—e.g. Chamber of Commerce president)~~

3.4 Royal and Other Special Visits

While ~~extremely~~ rare, school boards or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Alberta's Lieutenant Governor); visits by the Prime Minister or Premier; senior cabinet ministers; ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of Alberta takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of Alberta.

In these circumstances, it is expected local event organizers will ensure local trustees are properly recognized and included in the event ~~whenever possible~~, as is appropriate to their positions as local politicians.

References: Board Policy: D/11/20 – Patriotic Exercises / Flag Etiquette Protocol: Recognition of Dignitaries and Trustees at School or Public Events



Committee of the Whole Memorandum

Date: March 11, 2015

To: Committee of the Whole

From: Wolfgang Jeske
Associate Superintendent, Education Services

Subject: Policy F/I/14- Information and Communication Technology

Background

Policy F/I/14 is being brought to the attention of the Board with some minor revisions to bring it more into line with the Learning and Technology Policy Framework and the Ministerial Order on Student Learning

Recommendation:

That the Committee of the Whole review the attached policy and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board believes the use of ~~information and communication technology provides opportunity to enhance learning for all students~~ **digital technology enables student-centered learning.**
- 1.2 The Board believes that an effective ~~information and communication~~ **technology** system allows for greater efficiencies in carrying out system administrative functions.
- 1.3 The Board believes that a Division network infrastructure ~~supports~~ **is essential** for the teaching and learning process.
- 1.4 The Board believes instruction with respect to ~~the safe and responsible use of contemporary information and communication technologies~~ **digital citizenship and technological skill** is an essential component of a ~~progressive~~ **the** learning environment.
- 1.5 **The Board believes research and evidence-based reasoning inform innovative uses of technology for learning, teaching, management and administration.**
- 1.6 The Board believes that staff benefits from opportunities to continue to develop skills and acquire knowledge related to ~~information and communication~~ **digital** technology in order to meet the needs of students.
- 1.7 The Board acknowledges the need to protect and secure data on the Division network and/or Division owned electronic devices.
- 1.8 The Board believes appropriate licensing is required for all applications on the network and/or Division owned electronic devices.

2.0 GUIDELINES

- 2.1 The Superintendent or designate shall ensure ~~information and communication~~ **digital** technology is addressed annually in the Division Three Year Plan.
- 2.2 The Superintendent or designate shall be responsible for the coordination, development, implementation and evaluation of the Division technology evergreening plan.

References: Board Policy(ies): *E/III/6 Supporting the Growth and Development of Staff*
D/II/3 Security of Personal and Division Information
Admin Practice(s): *Information and Technology Management #: 1, 2, 4, 6, 7, 8, 9, 10, 11*
Information and Technology Management Exhibits 1, 2
Ministerial Order on Student Learning (#001/2013)
Learning and Technology Policy Framework



- 2.3 The Principal shall be responsible for the development, implementation, and evaluation of the school technology plan. The annual school plan shall ensure:
- 2.3.1 equitable and appropriate access to **devices**, network resources, and **other technologies** for all students
 - 2.3.2 achievement of ~~outcomes of the Programs of Studies as they relate to the infusion of technology~~ **Student Learning Outcomes**; and
 - 2.3.3 appropriate access to **devices**, network resources and **other technologies** for staff in the performance of responsibilities
- ~~2.4 The Superintendent or designate shall review and maintain administrative practices that address the use of the Division network resources by staff and students.~~

References: Board *Policy(ies)*: *E/III/6 Supporting the Growth and Development of Staff*
D/I/3 Security of Personal and Division Information
Admin Practice(s): *Information and Technology Management #: 1, 2, 4, 6, 7, 8, 9, 10, 11*
Information and Technology Management Exhibits 1, 2
Ministerial Order on Student Learning (#001/2013)
Learning and Technology Policy Framework



Committee of the Whole Memorandum

Date: March 11, 2015
To: Committee of the Whole
From: Wolfgang Jeske
Associate Superintendent, Education Services
Subject: Policy: Meetings by Electronic Means

Background

At the request of the Board, the development of policy and regulation with respect to trustee attendance at Board meetings through electronic means is scheduled for this spring. Following a review of the Board Procedures Regulation (Education Act), Senior Administration have prepared an initial draft of policy and regulation for trustee review.

Please find attached a draft policy and regulation.

Recommendation:

That the Committee of the Whole review the attached policy and regulation and advise Senior Administration accordingly.



New – Meetings by Electronic Means

New

EFFECTIVE:

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board believes that trustees should be afforded the opportunity to attend Board meetings by electronic means.

References: Education Act: Board Procedures Regulation 5
Board Regulation: NEW



BOARD REGULATION

Administration Meetings by Electronic Means

New

EFFECTIVE:

REVISED:

REVIEW:

2.1 Board Regulation, Administration XX-Meetings by Electronic Means shall be administered in compliance with Policy XX.

2.0 PROCESS

- 2.1 A trustee may participate in a meeting of the board by electronic means or other communication facilities if the electronic means or other communication facilities enables the trustees participating in the meeting and members of the public attending the meeting to hear each other
- 2.2 A trustee who participates in a meeting by electronic means is considered present at the meeting and will be recorded as in attendance.
- 2.3 A minimum of two trustees, one of which must be the board chair or designate, shall be physically present in the meeting room.
- 2.4 All votes of the board taken at any meeting in which a trustee participates through means of electronic communication shall be taken by roll call vote.
- 2.5 Each trustee shall physically attend at least one-half of the stated meetings of the Board annually.
- 2.6 A trustee who wishes to participate in a board meeting by means of electronic communication shall notify the board chair as soon as reasonably possible. Except in the case of a declared emergency, a trustee shall provide such notice not less than [two (2) days] before the board meeting in question.
- 2.7 The chair of the board may refuse to permit a trustee to participate in a meeting by electronic means or other communication facilities in order to meet the requirements of subsections 2.2 and 2.4

References: Education Act: Board Procedures Regulation 5
Board Policy: XXXX Meetings by Electronic Means



Committee of the Whole Memorandum

Date: March 11, 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 Operational School Year 2015 – 2016; Calendar Options 1 and 2. The options reflect two possibilities for the operational school year calendar, calendar details, as well as day count for the 2015-2016 school year.

These items were reviewed at the January 2015 Committee of the Whole meeting, and referred to School Councils for input. Directive at the February Board meeting was to post the two options on the Sturgeon School Division website and request feedback from parents at their respective school council meetings.

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

AUGUST, 2015

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SEPTEMBER, 2015

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OCTOBER, 2015

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NOVEMBER, 2015

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DECEMBER, 2015

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JANUARY, 2016

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FEBRUARY, 2016

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MARCH, 2016

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APRIL, 2016

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MAY, 2016

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JUNE, 2016

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JULY, 2016

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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



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
 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 VICTORIA DAY - No classes

JUNE

Fri. 18 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/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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| 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 |
|----|----|----|----|----|----|----|
| 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 | | | |

OCTOBER, 2015

| S | M | T | W | T | F | S |
|----|----|----|----|----|----|----|
| 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 |
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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 |
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DECEMBER, 2015

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JANUARY, 2016

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FEBRUARY, 2016

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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
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MARCH, 2016

| S | M | T | W | T | F | S |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
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APRIL, 2016

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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

JUNE, 2016

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

JULY, 2016

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| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
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| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
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AUGUST, 2016

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

- 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

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

| | | |
|--------|----|---|
| 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 |

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



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/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



Committee of the Whole Memorandum

Date: March 11, 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. These items were reviewed at the January 2015 Committee of the Whole meeting, and referred to School Councils for input.

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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| 1 | 2 | 3 | 4 | 5 | 6 | |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

SEPTEMBER, 2016

| 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 | |

OCTOBER, 2016

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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 | | | | | |

NOVEMBER, 2016

| 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 | | | |

DECEMBER, 2016

| S | M | T | W | T | F | S |
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| | | | | 1 | 2 | 3 |
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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 |

JANUARY, 2017

| 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 | | | | |

FEBRUARY, 2017

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| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

MARCH, 2017

| 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 | |

APRIL, 2017

| 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 | | | | | | |

MAY, 2017

| 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 | | | |

JUNE, 2017

| 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 | |

JULY, 2017

| 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 | | | | | |

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

Date: March 11, 2015
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: 2015-2016 Instructional Material Fees

History:

Attached is:

1. A seven year history of the collections of the Instructional Material Fees in Sturgeon School Division
2. Summary of 2014-15 Board Directed Fees
3. Policy D/1/13 Instructional Materials
4. Administrative Practice Financial Management 2

The current Basic Material Fees for 2014-2015 school year are:

Elementary \$ 55.00 per year
Junior High \$ 67.00 per year
Senior High \$ 55.00 per semester, \$110.00 per year, or for those students
in less than a 10 credit load, \$ 4.50 per credit

Recommendation:

The Committee of the Whole review and recommend to the Board of Trustees the Instructional Material Fees for 2015-2016 school year.

**STURGEON SCHOOL DIVISION
REPORT OF INSTRUCTIONAL MATERIAL FEES
FOR THE SCHOOL YEAR 2014-2015**

| BUDGET | FEES | Total IMF Due Sept 30/14 A | Total Received to date B | Total Outstanding to date | % Received to Feb 28, '15 |
|------------|-------------------------|-------------------------------|-----------------------------|---------------------------|---------------------------|
| 7,821.00 | BON ACCORD | 8,635.00 | 7,178.00 | 1,457.00 | 83.13% |
| 20,175.00 | CAMILLA | 22,307.00 | 20,187.60 | 2,119.40 | 90.50% |
| 15,220.00 | GIBBONS | 16,911.00 | 13,697.10 | 3,213.90 | 81.00% |
| 15,307.00 | GUTHRIE | 17,008.00 | 13,479.60 | 3,528.40 | 79.25% |
| 16,731.00 | LANDING TRAIL | 18,480.00 | 16,682.49 | 1,797.51 | 90.27% |
| 13,233.00 | LILIAN SCHICK | 14,770.00 | 12,972.70 | 1,797.30 | 87.83% |
| 15,692.00 | MPES | 18,208.00 | 14,853.00 | 3,355.00 | 81.57% |
| 19,939.00 | NAMAO | 22,013.00 | 16,012.45 | 6,000.55 | 72.74% |
| 7,079.00 | OCHRE PARK | 7,865.00 | 6,924.17 | 940.83 | 88.04% |
| 18,459.00 | REDWATER | 20,620.00 | 14,275.30 | 6,344.70 | 69.23% |
| 75,834.00 | STURGEON COMP | 84,700.00 | 60,171.55 | 24,528.45 | 71.04% |
| 14,961.00 | STURGEON HEIGHTS | 16,745.00 | 14,769.15 | 1,975.85 | 88.20% |
| 240,451.00 | TOTAL | 268,262.00 | 211,203.11 | 57,058.89 | 81.90% |
| 211,203.11 | (total rec'd) | | | | |
| 29,247.89 | (under budgeted amount) | | | | |

| | |
|-----------|--------|
| 2008-2009 | 92.03% |
| 2009-2010 | 91.24% |
| 2010-2011 | 90.09% |
| 2011-2012 | 95.51% |
| 2012-2013 | 92.00% |
| 2013-2014 | 92.18% |
| 2014-2015 | 81.90% |

| Annual Fees | 10/11 | 11/12 | 12/13 | 13/14 | 14/15 |
|-------------|-------|--------|--------|--------|--------|
| Elementary | 45.00 | 55.00 | 55.00 | 55.00 | 55.00 |
| Junior High | 57.00 | 67.00 | 67.00 | 67.00 | 67.00 |
| Sr. High | 99.00 | 110.00 | 110.00 | 110.00 | 110.00 |

Summary of 2014-15 Board Directed Fees near St. Albert

| Board | Kindergarten Fee | Elementary Lrn Resource Fee | Jr. High (7-9) Lrn Resource Fee | Sr. High (10-11) Lrn Resource Fee | Sr. High (12) Lrn Resource Fee | Sr. High per credit Fee for Part-time | Foreign Tuition Fees (1-3) | Foreign Tuition Fees (4-6) | Foreign Tuition Fees (7-9) | Foreign Tuition Fees (10-12) |
|----------------------------|------------------|-----------------------------|---------------------------------|-----------------------------------|--------------------------------|---------------------------------------|----------------------------|----------------------------|----------------------------|------------------------------|
| Sturgeon | determined @ | \$55 | \$67 | \$110 | \$110 | \$4.50 | \$10,738 | \$9,246 | \$9,202 | \$9,206 |
| Black Gold (Leduc) | determined @ | \$60 | \$70 | \$110 | \$110 | N/A | \$11,800 | \$11,800 | \$11,800 | \$11,800 |
| Elk Island Catholic | determined @ | \$50 | \$65 | \$110 | \$110 | \$5.00 | \$10,800 | \$10,800 | \$10,800 | \$10,800 |
| Elk Island Public | \$25 | \$50 | \$55 | \$120 | \$100 | N/A | \$6,562 | \$6,562 | \$6,562 | \$6,562 |
| Evergreen Catholic | \$70 | \$65 | \$75 | \$120 | \$120 | N/A | \$11,250 | \$11,250 | \$11,250 | \$11,250 |
| GSACRD | \$130 | \$60 | \$70 | \$100 | \$100 | N/A | \$7,500 | \$7,500 | \$7,500 | \$10,750 |
| St. Albert Public | determined @ | \$55 | \$65 | \$110 | \$110 | N/A | \$11,800 | \$11,800 | \$11,800 | \$11,800 |
| St. Thomas Aquinas (Leduc) | \$75 | \$70 | \$90 | \$120 | \$120 | N/A | \$11,200 | \$11,200 | \$11,200 | \$11,200 |
| Average: | \$75 | \$58 | \$70 | \$113 | \$110 | \$4.75 | \$10,206 | \$10,020 | \$10,014 | \$10,421 |



1.0 POLICY

1.1 The Board believes that access to appropriate instructional resources is an integral part of education.

2.0 GUIDELINES

2.1 Pursuant to 1.1, the Board allocates funding to provide the necessary instructional resources.

2.2 As per the School Act 60(2), the Board has the authority to establish fees with respect to instructional resources.

2.3 Instructional Material Fees shall be determined by the Board through the school year budget development process.

| | | |
|-------------|--------------------|---|
| References: | Admin Practice(s): | <i>Financial Management 2 – Instructional Materials Fees</i> <i>Administration 11 – Instructional Materials Fees Procedures</i> <i>Administration 12 – Instructional Materials Fees Collection</i> <i>Curriculum and Resources 1 – Resources</i> <i>Educational Services 7 – Curricular and Extra-Curricular Fees</i> |
| | Board Policy: | <i>D//2; System Budget Development</i> |
| | School Act: | <i>Section 60(2)(j)</i> |



FINANCIAL MANAGEMENT 2 – Instructional Material Fees

Date: September 01, 2009 Revised: March 26, 2014 Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The Board assesses Instructional Material Fees to provide needed materials to students to enhance their educational opportunities.

2.0 PROCESS

At the start of each year's budget process, the Secretary Treasurer will have the Board determine Instructional Material Fees for the following year.

3.0 GUIDELINES

3.1 Basic Elementary Materials Fees for the 2014 - 2015 school year are:

- 3.1.1 Elementary \$55.00 per year
- 3.1.2 Junior High \$67.00 per year
- 3.1.3 Senior High \$55.00 per semester, \$110.00 per year, or for those students in less than a 10 credit load, \$4.50 per credit

3.2 Rental of individual textbooks Pursuant to Policy D/I/13 – 1.3.

3.3 Out of Boundary students, registering in SCHS, shall be charged a \$50.00 deposit. Upon attendance to the school the deposit will be applied to offset their school fees.

References: Board Policy: *D/I/2 System Budget Development*
D/I/13 Instructional Materials



Committee of the Whole Memorandum

Date: March 11, 2015
To: Committee of the Whole
From: Wolfgang Jeske,
Associate Superintendent, Education Services
Subject: **Locally Developed Courses Approval –**

Musical Theatre 15, 25, 35 (3 & 5 credits) acquired from
Calgary Roman Catholic Separate School District No. 1

Background:

Through Alberta Education's LDCOM (Locally Developed Courses Online Management System), Sturgeon School Division has received both outside board approval and Alberta Education pre-approval for re-authorization of the above noted courses. The next step in this process is to receive Board approval for this re-authorization. Please find attached course descriptions for each Locally Developed Course.

Recommendation:

That the Committee of the Whole recommend the following locally developed courses be forwarded to the Board of Trustees for approval:

Musical Theatre 15, 25, 35 for 3 and 5 credits acquired from Calgary Roman Catholic Separate School District No. 1 to be authorized as courses of study within Sturgeon School Division from September 1, 2015 to August 31, 2016 using the listed resources as per the course outline.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 15-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 9, 2015

| | |
|-----------------------------------|---|
| <p>Course Description</p> | <p>The Musical Theatre courses, 15/25/35 will focus on all components of performance within dance, drama and music. The co-requisites of Dance Drama and Choral will provide an enhanced experience for students to better understand the synergy of the three disciplines of musical theatre. The students enrolled in this course will learn to work as a repertory company and will also become aware of and perform all costume/makeup requirements of their characters. Research will be done in the historical content including scripts and all materials used.</p> <p>There is no formal prerequisite at the 15 level, but it is recommended that the student be registered in, or have credit in Drama 10, Choral 10, Dance 15 or have Departmental Approval.</p> <p>Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.</p> |
| <p>Course Prerequisite</p> | |

Philosophy

It is expected that competencies in all dance, drama and vocal disciplines will become developed through **project work and/or performance**. The program will foster an appreciation for the form and a professional attitude towards performance, preparing students for postsecondary and life-long theatre and performance experiences.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 15-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

| | |
|-----------------------------------|---|
| <p>Course Description</p> | <p>The Musical Theatre courses, 15/25/35 will focus on all components of performance within dance, drama and music. The co-requisites of Dance Drama and Choral will provide an enhanced experience for students to better understand the synergy of the three disciplines of musical theatre. The students enrolled in this course will learn to work as a repertory company and will also become aware of and perform all costume/makeup requirements of their characters. Research will be done in the historical content including scripts and all materials used.</p> <p>There is no formal prerequisite at the 15 level, but it is recommended that the student be registered in, or have credit in Drama 10, Choral 10, Dance 15 or have Departmental Approval.</p> <p>Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.</p> |
| <p>Course Prerequisite</p> | |

Philosophy

It is expected that competencies in all dance, drama and vocal disciplines will become developed through **project work and/or performance**. The program will foster an appreciation for the form and a professional attitude towards performance, preparing students for postsecondary and life-long theatre and performance experiences.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 25-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

| | |
|-----------------------------------|---|
| <p>Course Description</p> | <p>The Musical Theatre courses, 15/25/35 will focus on all components of performance within dance, drama and music. The co-requisites of Dance Drama and Choral will provide an enhanced experience for students to better understand the synergy of the three disciplines of musical theatre. The students enrolled in this course will learn to work as a repertory company and will also become aware of and perform all costume/makeup requirements of their characters. Research will be done in the historical content including scripts and all materials used.</p> <p>There is no formal prerequisite at the 15 level, but it is recommended that the student be registered in, or have credit in Drama 10, Choral 10, Dance 15 or have Departmental Approval.</p> <p>Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.</p> |
| <p>Course Prerequisite</p> | |

Philosophy

It is expected that competencies in all dance, drama and vocal disciplines will become developed through **project work and/or performance**. The program will foster an appreciation for the form and a professional attitude towards performance, preparing students for postsecondary and life-long theatre and performance experiences.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 25-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

| | |
|-----------------------------------|---|
| <p>Course Description</p> | <p>The Musical Theatre courses, 15/25/35 will focus on all components of performance within dance, drama and music. The co-requisites of Dance Drama and Choral will provide an enhanced experience for students to better understand the synergy of the three disciplines of musical theatre. The students enrolled in this course will learn to work as a repertory company and will also become aware of and perform all costume/makeup requirements of their characters. Research will be done in the historical content including scripts and all materials used.</p> <p>There is no formal prerequisite at the 15 level, but it is recommended that the student be registered in, or have credit in Drama 10, Choral 10, Dance 15 or have Departmental Approval.</p> <p>Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.</p> |
| <p>Course Prerequisite</p> | |

Philosophy

It is expected that competencies in all dance, drama and vocal disciplines will become developed through **project work and/or performance**. The program will foster an appreciation for the form and a professional attitude towards performance, preparing students for postsecondary and life-long theatre and performance experiences.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 35-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

| | |
|-----------------------------------|---|
| <p>Course Description</p> | <p>The Musical Theatre courses, 15/25/35 will focus on all components of performance within dance, drama and music. The co-requisites of Dance Drama and Choral will provide an enhanced experience for students to better understand the synergy of the three disciplines of musical theatre. The students enrolled in this course will learn to work as a repertory company and will also become aware of and perform all costume/makeup requirements of their characters. Research will be done in the historical content including scripts and all materials used.</p> <p>There is no formal prerequisite at the 15 level, but it is recommended that the student be registered in, or have credit in Drama 10, Choral 10, Dance 15 or have Departmental Approval.</p> <p>Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.</p> |
| <p>Course Prerequisite</p> | |

Philosophy

It is expected that competencies in all dance, drama and vocal disciplines will become developed through **project work and/or performance**. The program will foster an appreciation for the form and a professional attitude towards performance, preparing students for postsecondary and life-long theatre and performance experiences.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 35-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

| | |
|-----------------------------------|---|
| <p>Course Description</p> | <p>The Musical Theatre courses, 15/25/35 will focus on all components of performance within dance, drama and music. The co-requisites of Dance Drama and Choral will provide an enhanced experience for students to better understand the synergy of the three disciplines of musical theatre. The students enrolled in this course will learn to work as a repertory company and will also become aware of and perform all costume/makeup requirements of their characters. Research will be done in the historical content including scripts and all materials used.</p> <p>There is no formal prerequisite at the 15 level, but it is recommended that the student be registered in, or have credit in Drama 10, Choral 10, Dance 15 or have Departmental Approval.</p> <p>Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.</p> |
| <p>Course Prerequisite</p> | |

Philosophy

It is expected that competencies in all dance, drama and vocal disciplines will become developed through **project work and/or performance**. The program will foster an appreciation for the form and a professional attitude towards performance, preparing students for postsecondary and life-long theatre and performance experiences.



Committee of the Whole Memorandum

Date: March 11, 2015

To: Committee of the Whole

From: Wolfgang Jeske, Associate Superintendent, Education Services

Subject: **Locally Developed Courses Approval** -
Religious Studies 15, 25, 35 (3 credits) acquired from Koinonia
Christian School Red Deer Society

Background:

Through the LDCOM (Locally Developed Courses Online Management System), Sturgeon School Division has received Alberta Education approval for extending authorization of the above noted courses.

Recommendation:

That the Committee of the Whole recommend the following locally developed courses be forwarded to the Board of Trustees for approval:

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