



# **Board Meeting Agenda**

## **March 25, 2015 – 4:30 p.m.**

---

- 1. Call to Order**
- 2. Approval of Agenda**
  - 2.1 Additions to Agenda
  - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Reading and Approving of Minutes**
  - 4.1 Amendment/Correction of Minutes
  - 4.2 Approval of Minutes of the Regular Meeting of February 25, 2015
- 5. Presentations**
- 6. Reports from Senior Administration**
  - 6.1 Superintendent of Schools
  - 6.2 Associate Superintendent, Education Services
  - 6.3 Secretary Treasurer
  - 6.4 Associate Superintendent, Human Resources & Leadership Support

## **7. Reports from Trustees and Standing Committees**

- 7.1 Chair's Report
- 7.2 Trustees' Reports
- 7.3 Building
- 7.4 Finance & Human Resources
- 7.5 Education Policy
- 7.6 Advocacy Committee
- 7.7 Transportation

## **8. Reports from Special Committees**

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

## **9. New Business**

- 9.1 Lease Agreement – Town of Morinville
- 9.2 Capital Plan Priorities
- 9.3 Policy C/8 – Temporary Designation of Principals and Vice Principals
- 9.4 Policy D/II/20 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events

- 9.5 Policy F/I/14 – Information and Communication Technology
  - 9.6 Draft Operational School Year 2015-2016
  - 9.7 Draft Operational School Year 2016-2017
  - 9.8 2015-2016 Instructional Material Fees
  - 9.9 Locally Developed Courses Approval – Religious Studies 15, 25, 35
  - 9.10 Certificate of Exceptional Service
  - 9.11 Draft Joint Use Agreement – Namao Community Agricultural Society
  - 9.12 Alexander First Nation Education Services Agreement
- 10. Unfinished Business**
- 11. Notices of Motion**
- 12. Comment & Question Period**
- 13.1 ATA; CUPE
  - 13.2 Community Members
  - 13.3 Media
- 13. Requests for Information**
- 14. Adjournment**



**Minutes of the Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on February 25, 2015**

**Table of Contents**

	<b><u>Resolution #</u></b>
Approval of Agenda .....	011
Approval of Minutes .....	012
Reports from Officers and Standing Committees	
Transportation Fee Administration Charge 2014-2015 .....	013
Elimination of French Immersion Bussing to St. Albert 2015-2016 ...	014
New Business	
Policy B/IV/2 – Board-Staff Communications .....	015/016
Policy D/I/12 - Income Tax Deductible Receipts for Donations	
Received by the Division .....	017
Draft Joint Use Agreement - Namao Community Agricultural Society	018



**Minutes of the Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on February 25, 2015**

---

**Roll Call**

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

Ms. Tracy Nowak (Vice Chair) arrived at 4:32 p.m.

**Call to Order**

The Chair called the meeting to order at 4:31 p.m.

**Approval of Agenda**

#011/2015 – Moved by Mrs. Miller that the agenda be approved.

CARRIED 6/0

**Appointments**

There were no appointments.

Mrs. Tracy Nowak arrived at 4:32 p.m.

**Approval of Minutes**

#012/2015 - Moved by Mrs. Kohle that the minutes of the Regular Meeting of January 28, 2015 be approved.

CARRIED 7/0

**Presentations**

**Sturgeon Composite High School Update**

Mr. John Baldassarre, Principal of Sturgeon Composite High School, provided an update with respect to the early stages of the modernization project.

**Reports from Senior Administration**

**Superintendent of Schools**

A written report was provided.

**Associate Superintendent, Education Services**

A written report was provided.

**Secretary-Treasurer**

A written report was provided.

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

No report was provided.

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

A verbal report was provided.

**Trustees' Reports**

Verbal reports were provided.

**Building**

A verbal report was provided.

**Finance & Human Resources**

No report was provided

**Education Policy**

A verbal report was provided.

**Advocacy**

No report was provided.

**Transportation**

A written report was provided.

#013/2015– Moved by Mr. Jewell that the Board of Trustees approve a \$25 administration charge be added to any fully unpaid 2014-2015 Transportation Fees.

CARRIED 7/0

#014/2015– Moved by Mr. Jewell that the Board of Trustees eliminate French Immersion bussing to St. Albert for 2015-2016. A letter is to be sent to parents ASAP.

CARRIED 7/0

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

A verbal report was provided.

**Public School Boards Association of Alberta Representative**

A verbal report was provided.

**New Business****Policy B/IV/2 – Board-Staff Communications**

#015/2015– Moved by Mrs. Porter that Policy B/IV/2 – Board-Staff Communications be amended as follows:

Section 2.7 – add “, and as invitees to school events” at the end of the sentence.

CARRIED 7/0

#016/2015– Moved by Mrs. Kohle that the Board of Trustees approve Policy B/IV/2 – Board-Staff Communications as amended.

CARRIED 7/0

**Policy D/I/12 – Income Tax Deductible Receipts for Donations Received by the Division #017/2015** – Moved by Mr. Jewell that the Board of Trustees approve Policy D/I/12 – Income Tax Deductible Receipts for Donations Received by the Division.

CARRIED 7/0

**Draft Joint Use Agreement – Namao Community Agricultural Society #018/2015** – Moved by Ms. Nowak that the Board of Trustees table the Draft Joint Use Agreement – Namao Community Agricultural Society to the March 25, 2015 Board Meeting.

CARRIED 7/0

## **Unfinished Business**

## **Notices of Motion**

There were no Notices of Motion.

## **Comment & Question Period**

### **ATA; CUPE**

No report was provided.

### **Community Members**

No report was provided.

### **Media**

No report was provided.

## **Requests for Information**

There were no requests for information.

#019/2015 – 7:32 p.m. – Moved by Mrs. Kohle that the Board go in camera.

CARRIED 7/0

#020/2015 – 7:56 p.m. – Moved by Mrs. Mychasiw that the Board go out of camera.

CARRIED 7/0

## **Close of Meeting**

The Chair adjourned the meeting at 7:56 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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



## Board Memorandum

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

---

### Quarterly Reporting

Attached you will find the financial results for 2014-2015 as at February 28, 2015 (6 months results).

### Natural Gas Purchase

Gas Alberta Energy (agent of Sturgeon School Division) is looking at offering a three (3) year fixed price contract (May 1, 2015 to April 30, 2018). Customers of Gas Alberta Energy can select from two percentages of monthly consumption: 50% or 75%. The three year contract provides cost protection at an attractive price (budget certainty). The drawback is that prices should remain relatively weak over the near term.

Traditionally, Sturgeon School Division, along with many other school boards, has been participating in extended winter fixed price contracts for its 75% of monthly consumption. Over the last three winters with Gas Alberta Energy contracts, the average price was approximately \$3.25. The three year contract is a new program being offered, largely driven by lower prices. The maximum purchase price for the proposed contract at this time is quoted at \$3.50/GJ (Gas Alberta Energy may purchase gas at a price below the maximum price). Presently, their real target is \$3.25.



<b>Sturgeon School Division No. 24</b>		<b>Budget Information</b>		<b>Actual Results</b>		<b>Forecast</b>		<b>Variances</b>	
<b>Results as of February 28, 2015</b>		Finalized Budget 2014-2015	Actual 6 Months February 28, 2015	Forecasted to August 31, 2015	% Finalized Budget	% Forecast to August 31, 2015			
<b>REVENUES</b>									
Alberta Education	58,553,124	58,387,379	30,266,890	58,385,372	51.8%	51.8%			
Other - Government of Alberta	412,972	412,972	253,861	412,972	61.5%	61.5%			
Federal Government	300,000	300,000	180,000	300,000	60.0%	60.0%			(1)
Fees	1,515,916	1,521,785	1,068,275	1,521,785	70.2%	70.2%			(2)
Other Sales and Services	318,208	318,208	243,040	318,208	76.4%	76.4%			(3)
Investment Income	40,000	40,000	35,748	71,496	89.4%	89.4%			50.0%
Gifts and Donations	105,857	105,857	72,796	105,857	68.8%	68.8%			68.8%
Rental of Facilities	41,166	41,166	29,987	41,166	72.8%	72.8%			72.8%
Fundraising	328,795	328,795	164,398	328,795	50.0%	50.0%			50.0%
Amortization of capital contributions	1,472,321	1,472,321	736,160	1,472,321	50.0%	50.0%			50.0%
Other Revenues					0.0%	0.0%			0.0%
<b>Total Revenues</b>	<b>63,088,359</b>	<b>62,928,483</b>	<b>33,051,155</b>	<b>62,957,972</b>	<b>52.52%</b>	<b>52.52%</b>			<b>52.50%</b>
<b>EXPENSES</b>									
Instruction	48,453,765	48,511,819	23,515,180	48,354,841	48.5%	48.5%			48.6%
Plant operations and maintenance	6,638,751	6,638,751	3,178,421	6,638,751	47.9%	47.9%			47.9%
Transportation	5,565,296	5,493,476	3,066,764	5,493,476	55.8%	55.8%			55.8%
Administration	2,298,505	2,298,505	983,968	2,298,505	42.8%	42.8%			42.8%
External services	80,475	80,475	34,051	80,475	42.3%	42.3%			42.3%
<b>Total Expenses</b>	<b>63,036,792</b>	<b>63,023,026</b>	<b>30,778,383</b>	<b>62,866,048</b>	<b>48.84%</b>	<b>48.84%</b>			<b>48.96%</b>
<b>2014-2015 Surplus/(Deficit)</b>		<b>51,567</b>	<b>(94,543)</b>	<b>2,272,772</b>	<b>91,924</b>	<b>TARGET %</b>	<b>50.00%</b>		

<b>Assumptions</b>	Rev. rec'd upfront	1,416,061	(or based on last years revenues/enrolments)
	Unspent dollars	599,487	Evergreen, Board and Governance, PUF, Spec Ed, Tech'
	Anticipated	257,224	assuming no change in est.revenues and budg.spending

- Notes**
- (1) - Based on 10 months invoicing
  - (2) - SGF fees estimated and larger portion of IMF fees collected upfront
  - (3) - Other Sales and Service fees mostly collected upfront
  - (4) - PO&M without IMR is at 46.4% of the budgeted expenses
  - (5) - Transportation expenses higher than budgeted due to contractors costs being paid over 10 months rather than 12 months.



## Board Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Lease Agreement – Town of Morinville

---

### **Background:**

Please find attached a draft Lease Agreement with the Town of Morinville that was reviewed at the March 11, 2015 Committee of the Whole Closed meeting.

### **Recommendation:**

That the Board of Trustees approve the Lease Agreement with the Town of Morinville for the 2015-2016 school year.

# Lease Agreement

(Section 62 (1) (c) of the School Act)

This Agreement made in duplicate this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

BETWEEN:

**The Council of the Town of Morinville**

(hereinafter called "the Council")

of the first part,

- and -

**The Board of Trustees of the  
Sturgeon School Division No. 24**

(hereinafter called "the Board")

of the second part.

WITNESSETH as follows:

The Board as owner of a parcel of land, legal description Lot 11, Block 4, Plan 792-1912, located at 9820 – 104 Street in the Town of Morinville, hereby agrees to lease to the Council a portion of that parcel of land as determined by the Board's Coordinator, Facility Services and subject to the following conditions.

1. The period of lease shall be 1 year effective xxxxxxxxxxxx to xxxxxxxxxxxx.
2. The lease rate payable by the Council to the Board shall be xxxxxx per year payable at September 1<sup>st</sup>, 2015.
3. The Council shall be responsible for installing fencing around the parcel of land subject to this lease.
4. The Council shall be responsible for maintenance of the parcel of land subject to this lease.
5. The Council shall include coverage for the parcel of land subject to this lease on the Council's liability insurance policy.
6. Prior to the erection of any structures other than ball diamonds and back stops on the parcel of land subject to this lease, the Council will obtain the specific approval of the Board.

- 7. This agreement may be terminated
  - 7.1 by the Board giving the Council thirty (30) days prior written notice.
  - 7.2 By the Council giving the Board thirty (30) days notice.
- 8. This agreement or any part hereof shall not be assigned without the prior written consent of the other party.
- 9. Any communications required or permitted by this agreement shall be in writing and shall be forwarded to the Town Manager, Town of Morinville, 10125 – 100 Avenue, Morinville, Alberta T8R 1L6, or the Secretary-Treasurer, Sturgeon School Division No. 24, 9820 – 104 Street, Morinville, Alberta T8R 1L8.

This agreement shall enure to the benefit of and be binding upon the parties hereto together with their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year written above.

**The Council of the Town of Morinville**

**The Board of Trustees of the  
Sturgeon School Division No. 24**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Town Manager

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



## Board Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Capital Plan Priorities

---

### **Background:**

The Board must submit its 2015-2016 Capital Priorities to Alberta Education for the 2016-2017 Government of Alberta year. At the March 11<sup>th</sup> Closed Committee of the Whole, modernization of Morinville Public School was the number 2 priority. After a thorough review, administration recommends the following priorities:

- 1) New school – Morinville. Grades 5 – 9, Core Capacity 1,000
- 2) Modernization of Camilla School
- 3) Modernization of Gibbons School

As a result of this assessment modernization of Morinville Public is not considered for the Capital Plan submission to Government of Alberta at this time.

### **Recommendation:**

That the Trustees approve the 2015-2016 Capital Priorities for the 2016-2017 Government of Alberta year and advise administration accordingly.

## BLIMS Projects - Web Access for Capital Plan Submission

WAP1000 Detailed Report

Printed March 17, 2015 11:19 AM

DRAFT

Sturgeon School Division No. 24 (1110)

## 12640 - New School: Morinville-Gr. 5-9:Core capacity 1000

<b>Capital Plan Submission Year:</b> 2016/2017 (GOA)	<b>Submission Status:</b> Unsubmitted
<b>Capital Program:</b> School Facilities	
<b>Title:</b> New School: Morinville-Gr. 5-9:Core capacity 1000	
<b>Key Driver(s):</b> Demographics, Economic growth. Program changes, Social changes, Technological changes	<b>Project Sub-Category:</b> New - New Facilities
<b>Client Name:</b> Sturgeon School Division No. 24 (1110)	
<b>Client Ranking:</b> 1	
<b>Original Capital Plan Submission 2014/2015 (GOA)</b>	
<b>Year:</b>	
<b>Client File#:</b>	<b>Client Asset Id:</b>
<b>Alberta Infrastructure &amp; () Transportation Asset Name:</b>	
<b>Location:</b>	<b>Constituency:</b>
<b>Backlog?:</b> No	
<b>Description:</b> PLEASE SEE ATTACHED REPORT (Project scope)	
<b>Reason:</b> 1. Gov't commitment to provide public education in the town of Morinville. (Project benefits) 2. Rapid Enrolment Growth & Utilization rates (presently 108%; projected 2015-16: 129%). Current School is growing by one grade per year. The stepping up of grades, year-over-year, is an essential part of the plan to provide public education in Morinville. With a new grade every year, our projections are conservative. The existing building is entirely inadequate for today's program and support requirements, particularly in technology and other junior high option courses, and inclusion. 3. Programming Needs & Deficiencies 4. PLEASE SEE ATTACHED REPORT	
<b>Consequences:</b> 1. Lack of classroom & ancillary space (Implication for delaying project) 2. Inability to meet junior high programming needs 3. Inability to meet government commitment to public education in Morinville	
<b>Change in Capacity:</b> PLEASE SEE ATTACHED REPORT (For Learning and PSI this should be the change in enrollment capacity. For Health, this could be the change in beds, surgical procedures, diagnostic and treatment services, etc.)	
<b>Gross Area M2:</b> 8000	
<b>Preservation Area M2:</b> N/A	
<b>New and Expansion Area M2:</b> N/A	
<b>Demolition Area M2:</b> N/A	
<b>Full Load Equivalent (FLE):</b> 800	
<b>Funding Details for Cost-shared TBD Projects:</b>	
<b>P3 Potential?:</b> TBD (Is there a potential for this project to be funded as a public-private partnership? Please specify )	
<b>P3 Project:</b> Not Applicable	<b>P3 Supported by Client Not Applicable Group:</b>
<b>Scheduled Start Date:</b> 2016/04/01 ( 2016/2017 GOA )	<b>Estimated Completion 2018/07/31 Date: ( 2018/2019 GOA )</b>
<b>Schedule / Comments:</b> AS SOON AS POSSIBLE	
Created: EXTERN\LORNE.LOPATKA 2013/03/22 10:07:04AM	
Last updated by: EXTERN\LORNE.LOPATKA 2015/03/12 02:43:14PM	



**Budget**

<b>Total Project Cost (TPC):</b>	\$22,000,000.00	<b>DRAFT</b>
<b>Total Provincial Support (TPS):</b>	\$22,000,000.00	
<b>Other Alberta Government Funding:</b>	\$0.00	
<b>Alberta Infrastructure &amp; Transportation Funding:</b>	\$22,000,000.00	
<b>Other (Federal, Private) Funding:</b>	\$0.00	

**Budget Details**

Budget item	Cost	Description
Building Construction and Site Development	\$22,000,000.00	Amount of funding to be used for the physical construction of the school facility...
Consultant Fees	\$0.00	Amount of funding for prime and sub-consultants that provide the design of the facility...
Project Expenses	\$0.00	Amount of funding provided to pay for normal project expenses and services associated with a school building projects.
Furniture & Equipment	\$0.00	Amount of funding provided for the basic furniture and equipment for approved projects.
Career Technology Studies (CTS) Equipment	\$0.00	Amount of funding provided for expansion or modernization projects being conducted in facilities in which the project provides or upgrades a CTS area(s).
Other	\$0.00	Amount of funding provided for items not covered by the above components.
<b>Sub-total:</b>	<b>\$22,000,000.00</b>	Sub-total of funding for all items above.
Non-Refundable GST	\$0.00	Amount of funding provided for non-refundable GST is calculated at 1.6% of the sub-total above.
<b>Total Project Cost:</b>	<b>\$22,000,000.00</b>	Sum of the funding for all items above.

**File Attachments**

File Name	Description
SSD Capital Plan 2014-2017 FINAL.pdf	

**Contacts**

<p>Lorne Lopatka,                  Manager, Operations                  Sturgeon School Division No. 24                  9820 - 104 Street                  Morinville AB                  T8R 1L9</p>	<p><b>Ph:</b> 780 939-4341  <b>Fax:</b> 780 939-5520  <b>Email:</b> Lorne.Lopatka@sturgeon.ab.ca</p>
<p><b>Primary Contact</b>                  Iva Paulik,                  Secretary treasurer                  Sturgeon School Division No.24                  9820-104 Street                  Morinville, Alberta                  T8R 1L8</p>	<p><b>Ph:</b> 780-939-4341  <b>Fax:</b> 780-939-5520  <b>Email:</b> iva.paulik@sturgeon.ab.ca</p>
<p><b>Primary Contact</b>                  Michele Dick,                  Superintendent                  Sturgeon School Division No. 24                  9820 - 104 Street                  Morinville AB                  T8R 1L8</p>	<p><b>Ph:</b> 780-939-4341  <b>Fax:</b> 780-939-5520  <b>Email:</b> mdick@sturgeon.ab.ca</p>

## CAMILLA

- aprox capacity = 681
- aprox enrolment = 473
- base building area = 5605m<sup>2</sup>
- 6 portables
- Original build = 1954.
- Additions added in '54,'58,'65,'74 (arena added to '65 area in '74),and '88
- Portables were added in '77, 88, 89, 93
- Modernization of '54 and '58 area occurred in 1990.
- Sidewalks and west parking lot in dire need of replacement
- Structural is questionable
- Envelope is marginal
- Comprehensive ground water report required along with remedial recommendations for making topographical modifications to grounds to adequately divert ground water AND to mitigate high water table saturation
- Catch basins/storm sewers on south end were not properly installed in conjunction with arena parking lot resulting in annual flooding. Catch basins drilled to four feet when, in rural Alberta settings, a minimum of six feet is required
- Approaching time for entire roof replacement = aprox \$1,200,000
- Interior needs work
  - Ceilings require replacement
  - Laminate counter-tops/cupboards falling apart
  - Require new toilet partitions
  - Need to replace all bathroom fixtures and counters
  - Many doors require replacement
  - Many wall surfaces are circa 1965
  - Signage required
  - Electrical fixtures s/b changed to T5's or LED
  - Some flooring yet to be replaced
  - Students need to have a "lounge" space of their own (\*\*opinion)
  - Library much too large and no computer lab (\*\*opinion)
- Mechanical needs work
  - BMS controls need to be converted to electronic
  - Various pumps, valves, and pipes are prone to leaking
- Architectural needs work
  - Windows all require replacement
  - Many interior walls, surfaces, and rooms may need to be re-purposed (\*\*opinion)
- Electrical needs work
  - Many branch circuit panels require replacement
  - Replace intercom



- Wiring replacement required
- New circuits run to accommodate new needs
- HVAC needs work. AHU's and RTU's require replacement. (furnaces all done)
  - Replace chimneys
  - Replace exhaust fans
  - Replace reheat coils

**BLIMS Projects - Web Access for Capital Plan Submission****WAP1000 Detailed Report**

Printed: March 17, 2015 11:18 AM

**Sturgeon School Division No. 24 (1110)****11060 - Sturgeon School Division Camilla School Modernization****Capital Plan Submission Year:** 2016/2017 (GOA)**Capital Program:** School Facilities**Submission Status:** Unsubmitted**Title:** Sturgeon School Division Camilla School Modernization**Key Driver(s):** Demographics, Economic growth, Environmental factors, Health / Safety, Infrastructure condition, Program changes, Social changes, Technological changes**Project Sub-Preservation - Facility Category:** Modernization**Client Name:** Sturgeon School Division No. 24 (1110)**Client Ranking:** 2**Original Capital Plan Submission** 2009/2010 (GOA)**Year:****Client File#:****Client Asset Id:****Alberta Infrastructure & Camilla School (B3969A)  
Transportation Asset Name:****Location:** RIVIERE QUI BARRE**Constituency:** BARRHEAD -  
MORINVILLE -  
WESTLOCK**Backlog?:** Yes original submission 2004**Description:** Exterior grounds upgrading and interior modernization  
(Project scope) Drainage issues are negatively influencing interiors > floors are rotting, doors are shifting, walls are rotting.  
Configuration is a major security concern and expense.**Reason:** Serious drainage issues. Ice build-up impacts structural integrity of the entire building. Sidewalks need replacement, regrading. Wheelchair access required. School originally built in low spot of flood plain.  
(Project benefits) Drainage (lack thereof) affects everything including cleanliness of the school.

school was built in 1954. The last major renovation or modification was in 1993 (4 portables added). The schools' boilers have - possibly - 5 years left in their lifespan. all of the laminate counter tops, shelves, and cupboards are in dire need of replacement. The school envelope is rapidly deteriorating as a direct result of water/ice damage. Ground water is leeching out underneath the school in several locations (even under dry climate conditions) indicating what are likely serious sub-structure issues. Parking lot floods every spring are a direct result of improperly installed sewer lines and catch basins. The school's configuration lends itself to security issues - many areas are difficult to monitor. The drainage issues become safety issues in the winter when the water turns to ice. There is no dedicated "group" space for junior high students within the school. Roofing upgrades are required along with the replacement of most windows whose seals have been breached. Air handling units are 60's or 70's vintage. XTS teaching stations are outmoded and unable to meet basic junior high curriculum needs.

**Consequences:** Threatens continued viability of the school. Some areas of the school are experiencing rotted out floors. Mould could become a huge issue.  
(Implication for delaying project)**Change in Capacity:**  
(For Learning and PSI this should be the change in enrollment capacity.  
For Health, this could be the change in beds, surgical procedures, diagnostic and treatment services, etc.)**Gross Area M2:** 5605.8**Preservation Area M2:** 5605.8**New and Expansion Area M2:****Demolition Area M2:****Full Load Equivalent (FLE):****Funding Details for Cost-shared Projects:****P3 Potential?:**(Is there a potential for this project to be funded as a public-private partnership?  
Please specify.)

<p><b>P3 Project:</b> Not Applicable</p> <p><b>Scheduled Start Date:</b> 2016/04/01 ( 2016/2017 GOA )</p> <p><b>Schedule / Comments:</b></p> <p>Created: EXTERN\DAVID.JOHNSON 2008/06/18 06:33:40PM                  Last updated by: EXTERN\LORNE.LOPATKA 2015/03/17 10:58:05AM</p>	<p><b>P3 Supported by Not Applicable</b></p> <p><b>Client Group:</b></p> <p><b>Estimated 2017/07/31 ( 2017/2018</b>  <b>Completion Date:</b> GOA)</p>
--	---

**Budget**

<p><b>Total Project Cost (TPC):</b> \$11,666,814.36</p> <p><b>Total Provincial Support (TPS):</b> \$11,666,814.36</p> <p><b>Other Alberta Government Funding:</b> \$0.00</p> <p><b>Alberta Infrastructure &amp; Transportation Funding:</b> \$11,666,814.36</p> <p><b>Other (Federal, Private) Funding:</b> \$0.00</p>
--

**Budget Details**

Budget item	Cost	Description
Building Construction and Site Development :	\$10,520,585.00	Amount of funding to be used for the physical construction of the school facility...
Consultant Fees :	\$822,500.00	Amount of funding for prime and sub-consultants that provide the design of the facility...
Project Expenses :	\$140,000.00	Amount of funding provided to pay for normal project expenses and services associated with a school building projects...
Furniture & Equipment :	\$0.00	Amount of funding provided for the basic furniture and equipment for approved projects...
Career Technology Studies (CTS) Equipment :	\$0.00	Amount of funding provided for expansion or modernization projects being conducted in facilities in which the project provides or upgrades a CTS area(s)...
Other :	\$0.00	Amount of funding provided for items not covered by the above components.
<b>Sub-total:</b>	<b>\$11,483,085.00</b>	Sub-total of funding for all items above.
Non-Refundable GST :	\$183,729.36	Amount of funding provided for non-refundable GST is calculated at 1.6% of the sub-total above.
<b>Total Project Cost:</b>	<b>\$11,666,814.36</b>	Sum of the funding for all items above.

**File Attachments**

File Name	Description
No File attachments added to date.	

**Contacts**

<p>David Johnson,                  Associate Superintendent - HR                  Sturgeon School Division                  9820-104 St., Morinville, AB, T8R 1L8</p>	<p><b>Ph:</b> 780-939-4341  <b>Fax:</b> 780-939-5520  <b>Email:</b> djohnson@sturgeon.ab.ca</p>
<p>Lorne Lopatka,                  Manager, Operations                  Sturgeon School Division No. 24                  9820 - 104 Street                  Morinville AB                  T8R 1L9</p>	<p><b>Ph:</b> 780 939-4341  <b>Fax:</b> 780 939-5520  <b>Email:</b> Lorne.Lopatka@sturgeon.ab.ca</p>
<p><b>Primary Contact</b>                  Iva Paulik,                  Secretary treasurer                  Sturgeon School Division No.24                  9820-104 Street                  Morinville, Alberta                  T8R 1L8</p>	<p><b>Ph:</b> 780-939-4341  <b>Fax:</b> 780-939-5520  <b>Email:</b> iva.paulik@sturgeon.ab.ca</p>

**Primary Contact**

Michele Dick,  
Superintendent  
Sturgeon School Division No. 24  
9820 - 104 Street  
Morinville AB  
T8R 1L8

**Ph:** 780-939-4341

**Fax:** 780-939-5520

**Email:** mdick@sturgeon.ab.ca

## **GIBBONS**

- Aprox capacity = 525
- Aprox enrolment = 273
- Base building area = 4812m<sup>2</sup>
- 2 portables
- Original build = 1951. Additions in 1954 and 58
- 1954 and portion of 1958 additions demolished while new additions were constructed in 66,74, and 94.
- Modernization in 94 covered 1417m<sup>2</sup> of existing floor area
- Structurally adequate
- Envelope is adequate
- Sidewalks and parking lots in dire need of replacement
- Most exterior doors require replacement
- Roofing in bad shape (\$250,000 repair conducted summer of 2014
  - Aprox \$1,000,000 for balance of roofing
- Interior needs work
  - Ceilings require replacement
  - Signage
  - Electrical fixture conversion to T5's or LED
  - Most flooring requires replacement
  - Some interior doors require replacement
- Mechanical needs work
  - BMS all pneumatic and needs to be converted to electronic
  - Gas lines badly corroded and subject to leaking
  - Various pumps, valves, pipes are prone to leaking
- Architectural needs work
  - Proximity of general office to any entrance (much like SCHS) is lacking
  - Library too big / computer lab too small (\*\*opinion). Absence of student "lounge" area (\*\*opinion)
  - Windows all require replacement
  - Entire north wall s/b firred out and insulated
- Electrical needs work
  - Many branch circuit panels/breakers are "66 and require replacement as does the wiring/  
reestablishment of circuits based on "new" needs
- HVAC needs work
  - All AHU's need to be replaced
  - Boilers require replacement
  - m/u air units require replacement along with reheat coils
  - rtu's require replacement
- bathroom fixtures all require replacement
  - toilet partitions, countertops, sinks, shower rooms all in need of attention
- "sprung" gym floor (east gym) requires replacement. It's built up and has many dead spots

**BLIMS Projects - Web Access for Capital Plan Submission****WAP1000 Detailed Report**

Printed: March 17, 2015 11:16 AM

**Sturgeon School Division No. 24 (1110)****8783 - Sturgeon School Division Gibbons School**

<b>Capital Plan Submission Year:</b> 2016/2017 (GOA)	<b>Submission Status:</b> Unsubmitted
<b>Capital Program:</b> School Facilities	
<b>Title:</b> Sturgeon School Division Gibbons School	
<b>Key Driver(s):</b> Economic growth, Environmental factors, Financial pressures, Health / Safety, Infrastructure condition, Program changes, Social changes, Technological changes	<b>Project Sub-Category:</b> Preservation - Facility Modernization
<b>Client Name:</b> Sturgeon School Division No. 24 (1110)	
<b>Client Ranking:</b> 3	
<b>Original Capital Plan Submission Year:</b> 2006/2007 (GOA)	
<b>Client File#:</b>	<b>Client Asset Id:</b>
<b>Alberta Infrastructure &amp; Gibbons School (B3471A)</b>	
<b>Transportation Asset Name:</b>	<b>Constituency:</b> ATHABASCA - STURGEON - REDWATER
<b>Location:</b> GIBBONS	
<b>Backlog?:</b> Yes	Applied 2004
<b>Description:</b> Modernize building. It is an aging structure in need of a major retrofit. Everything from (Project scope) heating/ventilation, roofing, parking lots, flooring, lighting/electrical, security are ALL in dire need of upgrading and/or replacement. The school is prone to roof vandalism due to outside envelope finishes. Relocate main office to entrance area. same issue as SCHS with respect to location of general Office. Current configuration makes it impossible to monitor school access. Grade 5-9 school has serious security issues. Approx. 450 students. Create IT learning stations. Upgrade library area. Replace ventilation system in CTS [IA] labs.	
<b>Reason:</b> Safety and security [office] (Project benefits) Improve learning environment [building mod. and library] Health & Safety [CTS vent.]	
<b>Consequences:</b> Potential for dangerous activities is high, must be reduced. (Implication for delaying project) Library is the 'hub' of the school, learning environment will deteriorate.	
<b>Change in Capacity:</b> (For Learning and PSI this should be the change in enrollment capacity. For Health, this could be the change in beds, surgical procedures, diagnostic and treatment services, etc.)	
<b>Gross Area M2:</b> 4,812	
<b>Preservation Area M2:</b> 4812	
<b>New and Expansion Area M2:</b>	
<b>Demolition Area M2:</b>	
<b>Full Load Equivalent (FLE):</b>	
<b>Funding Details for Cost-shared Projects:</b>	
<b>P3 Potential?:</b> (Is there a potential for this project to be funded as a public-private partnership? Please specify.)	
<b>P3 Project:</b> Not Applicable	<b>P3 Supported by Not Applicable Client Group:</b>
<b>Scheduled Start Date:</b> 2016/04/01 ( 2016/2017 GOA )	<b>Estimated 2017/07/31 ( 2017/2018 Completion Date:</b> GOA)
<b>Schedule / Comments:</b>	

**DRAFT**

Created: KAREN.PARASYNCHUK 2005/06/10 09:56:50AM  
 Last updated by: EXTERN\LORNE.LOPATKA 2015/03/17 10:56:42AM

**Budget**

<b>Total Project Cost (TPC):</b>	\$11,657,469.19
<b>Total Provincial Support (TPS):</b>	\$11,657,469.19
<b>Other Alberta Government Funding:</b>	\$0.00
<b>Alberta Infrastructure &amp; Transportation Funding:</b>	\$11,657,469.19
<b>Other (Federal, Private) Funding:</b>	\$0.00

**Budget Details**

Budget item	Cost	Description
Building Construction and Site Development :	\$10,552,637.00	Amount of funding to be used for the physical construction of the school facility...
Consultant Fees :	\$787,250.00	Amount of funding for prime and sub-consultants that provide the design of the facility...
Project Expenses :	\$134,000.00	Amount of funding provided to pay for normal project expenses and services associated with a school building projects...
Furniture & Equipment :	\$0.00	Amount of funding provided for the basic furniture and equipment for approved projects...
Career Technology Studies (CTS) Equipment :	\$0.00	Amount of funding provided for expansion or modernization projects being conducted in facilities in which the project provides or upgrades a CTS area(s)...
Other :	\$0.00	Amount of funding provided for items not covered by the above components.
<b>Sub-total:</b>	<b>\$11,473,887.00</b>	Sub-total of funding for all items above.
Non-Refundable GST :	\$183,582.19	Amount of funding provided for non-refundable GST is calculated at 1.6% of the sub-total above.
<b>Total Project Cost:</b>	<b>\$11,657,469.19</b>	Sum of the funding for all items above.

**File Attachments**

File Name	Description
No File attachments added to date.	

**Contacts**

David Johnson, Associate Superintendent - HR Sturgeon School Division 9820-104 St., Morinville, AB, T8R 1L8	<b>Ph:</b> 780-939-4341 <b>Fax:</b> 780-939-5520 <b>Email:</b> djohnson@sturgeon.ab.ca
Lorne Lopatka, Manager, Operations Sturgeon School Division No. 24 9820 - 104 Street Morinville AB T8R 1L9	<b>Ph:</b> 780 939-4341 <b>Fax:</b> 780 939-5520 <b>Email:</b> Lorne.Lopatka@sturgeon.ab.ca
<b>Primary Contact</b> Iva Paulik, Secretary treasurer Sturgeon School Division No.24 9820-104 Street Morinville, Alberta T8R 1L8	<b>Ph:</b> 780-939-4341 <b>Fax:</b> 780-939-5520 <b>Email:</b> iva.paulik@sturgeon.ab.ca
<b>Primary Contact</b> Michele Dick, Superintendent Sturgeon School Division No. 24 9820 - 104 Street Morinville AB T8R 1L8	<b>Ph:</b> 780-939-4341 <b>Fax:</b> 780-939-5520 <b>Email:</b> mdick@sturgeon.ab.ca

**DRAFT**



## MPES

- Aprox capacity =675?
- Aprox enrolment =
- 4,686m2
- Transferred to SSD from GSCRD in summer of 2012
- Original 2310m2 school built in 1957
- 723m2 addition in '66, 148m2 in '76, 166m2 in '85.
- 110m2 connecting link added in '98 to connect 10 portables = 751m2
- 10 furnaces and air m/u unit require replacement
- 10 portables require roofing replacement
- Portions of other roofing require replacement ('93 / '85)
- Replace most windows
- Toilet partitions need replacement
- Not enough lockers (or space for lockers)
- Require lighting upgrade
- Require ceiling tile replacement (after associated piping leaks are all rectified)
- Convert large areas of carpet to vinyl flooring
- Bathroom fixture and countertops require replacement
- Almost ALL electrical needs to be replaced > especially breakers/panels
- Numerous pump/valve/pipe leaks
- Replace 5 ahu's and provide humidification
- 10 roof exhaust fans require replacement
- Chimneys to be replaced
- 35 reheat coils require replacement
- Vestibule heaters s/b changed out
- Intercom urgently requires replacement
- Lack of staff/ visitor parking is a Town code violation and fire code violation
- Site access for fire truck / emergency vehicle does not comply with municipal/safety codes
- Playground needs total replacement
- Student drop-off area is inadequate and causes traffic problems (subsequent safety concerns)
- Bus parking is totally inadequate and causes major traffic problems, emergency vehicle violations, and major safety concerns
- Boilers are "mid-life"

**BLIMS Projects - Web Access for Capital Plan Submission****WAP1000 Detailed Report**

Printed: March 17, 2015 11:12 AM

**Sturgeon School Division No. 24 (1110)****13348 - Morinville Public School Modernization****Capital Plan Submission Year:** 2016/2017 (GOA)**Capital Program:** School Facilities**Submission Status:** Unsubmitted**Title:** Morinville Public School Modernization**Key Driver(s):** Demographics, Environmental factors, Health / Safety. Infrastructure condition, Program changes, Technological changes**Project Sub-Category:** Preservation - Facility Modernization**Client Name:** Sturgeon School Division No. 24 (1110)**Client Ranking:** 4**Original Capital Plan Submission Year:** 2016/2017 (GOA)**Year:****Client File#:****Client Asset Id:****Alberta Infrastructure & Morinville Public Elementary School (B3802A)****Transportation Asset Name:****Location:** MORINVILLE**Constituency:** BARRHEAD - MORINVILLE - WESTLOCK**Backlog?:** No**Description:** • Aprox capacity =675?  
(Project scope) • Aprox enrolment =

- 4,686m2
- Transferred to SSD from GSCRD in summer of 2012
- Original 2310m2 school built in 1957
- 723m2 addition in '66, 148m2 in '76, 166m2 in '85.
- 110m2 connecting link added in '98 to connect 10 portables = 751m2
- 10 furnaces and air m/u unit require replacement
- 10 portables require roofing replacement
- Portions of other roofing require replacement ('93 / '85)
- Replace most windows
- Toilet partitions need replacement
- Not enough lockers (or space for lockers)
- Require lighting upgrade
- Require ceiling tile replacement (after associated piping leaks are all rectified)
- Convert large areas of carpet to vinyl flooring
- Bathroom fixture and countertops require replacement
- Almost ALL electrical needs to be replaced > especially breakers/panels
- Numerous pump/valve/pipe leaks
- Replace 5 ahu's and provide humidification
- 10 roof exhaust fans require replacement
- Chimneys to be replaced
- 35 reheat coils require replacement
- Vestibule heaters s/b changed out
- Intercom urgently requires replacement
- Lack of staff/ visitor parking is a Town code violation and fire code violation
- Site access for fire truck / emergency vehicle does not comply with municipal/safety codes
- Playground needs total replacement
- Student drop-off area is inadequate and causes traffic problems (subsequent safety concerns)
- Bus parking is totally inadequate and causes major traffic problems, emergency vehicle violations, and major safety concerns
- Boilers are "mid-life"

**Reason:**

(Project benefits)

**Consequences:**

(Implication for delaying project)

**Change in Capacity:**(For Learning and PSI this should be the change in enrollment capacity  
For Health, this could be the change in beds,

surgical procedures, diagnostic and treatment services, etc.)

**Gross Area M2:**

**Preservation Area M2:** 4686

**New and Expansion Area M2:**

**Demolition Area M2:**

**Full Load Equivalent (FLE):**

**Funding Details for Cost-shared Projects:**

**P3 Potential?:**  
(Is there a potential for this project to be funded as a public-private partnership? Please specify)

**P3 Project:** Not Applicable

**Scheduled Start Date:** 2016/04/01 ( 2016/2017 GOA )

**Schedule / Comments:**

**P3 Supported by:** Not Applicable  
**Client Group:**  
**Estimated Completion Date:** 2017/07/31 ( 2017/2018 GOA )

Created: EXTERN\LORNE.LOPATKA 2015/03/17 11:08:29AM  
Last updated by: EXTERN\LORNE.LOPATKA 2015/03/17 11:11:04AM

**Budget**

<b>Total Project Cost (TPC):</b>	\$8,795,622.00
<b>Total Provincial Support (TPS):</b>	\$8,795,622.00
<b>Other Alberta Government Funding:</b>	\$0.00
<b>Alberta Infrastructure &amp; Transportation Funding:</b>	\$8,795,622.00
<b>Other (Federal, Private) Funding:</b>	\$0.00

**Budget Details**

Budget item	Cost	Description
Building Construction and Site Development :	\$8,795,622.00	Amount of funding to be used for the physical construction of the school facility...
Consultant Fees :	\$0.00	Amount of funding for prime and sub-consultants that provide the design of the facility...
Project Expenses :	\$0.00	Amount of funding provided to pay for normal project expenses and services associated with a school building projects...
Furniture & Equipment :	\$0.00	Amount of funding provided for the basic furniture and equipment for approved projects...
Career Technology Studies (CTS) Equipment :	\$0.00	Amount of funding provided for expansion or modernization projects being conducted in facilities in which the project provides or upgrades a CTS area(s)...
Other :	\$0.00	Amount of funding provided for items not covered by the above components.
<b>Sub-total:</b>	<b>\$8,795,622.00</b>	Sub-total of funding for all items above.
Non-Refundable GST :	\$0.00	Amount of funding provided for non-refundable GST is calculated at 1.6% of the sub-total above.
<b>Total Project Cost:</b>	<b>\$8,795,622.00</b>	Sum of the funding for all items above.

**File Attachments**

File Name	Description
No File attachments added to date.	

**Contacts**

**Primary Contact**  
Michele Dick,  
Superintendent

**Ph:**  
**Fax:**  
**Email:**

**Primary Contact**

Iva Paulik,  
Secretary Treasurer

**Ph:**  
**Fax:**  
**Email:**



## Board Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy C/8 – Temporary Designation of Principals and Vice-Principals

Administrative Practice HRM56–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 Administrative Practice, HRM 56, has been created to take over that function. It has also been revised per March Committee of the Whole direction.

### **Recommendation:**

That the Board of Trustees approve the attached Policy C/8 – Temporary Designation of Principals and Vice-Principals and administrative practice HRM56 – Temporary Designation of Principals and Vice-Principals.



# 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 and is committed to ensuring continuity of service in schools during long-term absences of administrators.

## **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.

---

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:

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.

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

- 
- 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*

---





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

C/8

EFFECTIVE: May 18, 1983

REVISED: March 11, 2009

REVIEW:

## 1.0 POLICY

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.

1.1.4 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.

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

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.

---

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:

- 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*



# Memorandum

Date: March 25, 2015

To: Public Board

From: Committee of the Whole

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

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

---

## **Background**

At the March 11, 2015 Committee of the Whole meeting Trustees reviewed Policy D/II/20—Protocol: Recognition of Dignitaries and Trustees at School or Public Events as well as a copy of Administrative Practice: Governance 1-- Protocol: Recognition of Dignitaries and Trustees at School or Public Events and forwarded it to this evening's Public Board meeting with the following amendments to Administrative Practice – Governance 1:

- Section 3.1.5 - Add: "3.1.5.6 School Council Chairs or designate"
- Add: "3.1.5.7 Other dignitaries:
- Section 3.1.9 - 'if invited and in attendance' in brackets

Administration is recommending that consideration be given to designate Administrative Practice Governance 1-- Protocol: Recognition of Dignitaries and Trustees at School or Public Events to a Board Regulation.

## **Recommendation:**

"...That the Board of Trustees approve Policy D/II/20 and Board Regulation Governance 1 - Protocol: Recognition of Dignitaries and Trustees at School or Public Events."

BOARD 9.4



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

EFFECTIVE: November 12, 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: Board Regulation: 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: Mar 11, 2015

Responsible Administrator: Superintendent

**1.0** Board Regulation “Protocol: Recognition of Dignitaries and Trustees at School or Public Events” shall be administered in compliance with Policy D/II/20.

**2.0 RATIONALE**

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

**3.0 GUIDELINES**

**3.1** 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.

**3.2** 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:

3.2.1 Board chair

3.2.2 Vice-chair

3.2.3 Trustees in attendance

3.2.4 “Greetings/regrets” from trustees not in attendance

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

3.2.5.1 Members of the Senate representing Alberta

3.2.5.2 Members of Parliament (Cabinet ministers first)

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

3.2.5.4 Mayors, reeves

3.2.5.5 Other municipal councilors

3.2.5.6 School Council Chairs or designate

3.2.5.7 Other dignitaries

References: *Board Policy: D/II/20 – 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: Mar 11, 2015

Responsible Administrator: Superintendent

3.2.6 Clergy (if appropriate)

3.2.7 Superintendent, deputy and/or associate superintendents

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

3.2.9 Special guests from the community (if invited and in attendance)

### 3.3 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:

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

3.3.2 Blessing or grace (if appropriate)

3.3.3 Remarks from board chair, vice-chair or trustee representing school board

3.3.4 Greetings from representative of:

3.3.4.1 Federal government

3.3.4.2 Provincial government

3.3.4.3 Municipal government

3.3.4.4 Superintendent, principal (if appropriate)

3.3.4.5 Event organizer representative.\* (This person may be the superintendent, principal, school council president, student council president, etc.)

3.3.4.6 Keynote speaker

3.3.4.7 Closing remarks, Master of Ceremonies

### 3.4 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

References: *Board Policy: D/II/20 – 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: Mar 11, 2015

Responsible Administrator: Superintendent

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.

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

### 3.5 Royal and Other Special Visits

While 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 as is appropriate to their positions as local politicians.

---

References: *Board Policy: D/11/20 – 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

Public events are a convenient way for trustees and the public to interact and communicate. Recognition of trustees signifies that public education is important. Therefore, it is important trustees be consistently recognized at public events, in the same way that elected federal, provincial or municipal officials are recognized.

## 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 Clergy (if appropriate)
- 3.1.6 Superintendent, deputy and/or assistant superintendents

References: *Board Policy: D/II/3 – Patriotic Exercises / Flag Etiquette*  
*Administrative Practice: Governance 8 – Patriotic Exercises / Flag Etiquette*





## 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

- 3.1.7 School principal, vice-principal(s) (if school is hosting event)
- 3.1.8 Other elected officials and dignitaries attending (highest to lowest rank):
  - 3.1.7.1 Members of the Senate representing Alberta
  - 3.1.7.2 Members of Parliament (Cabinet ministers first)
  - 3.1.7.3 Members of the Legislative Assembly of Alberta (Cabinet ministers first)
  - 3.1.7.4 Mayors, reeves
  - 3.1.7.5 Other municipal councilors
  - 3.1.7.6 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
- 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

References: *Board Policy: D/II/3 – Patriotic Exercises / Flag Etiquette*  
*Administrative Practice: Governance 8 – Patriotic Exercises / Flag Etiquette*



## 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

3.2.4.3 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:

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

3.3.5 School board chair

3.3.6 Councilors and trustees

References: *Board Policy: D/II/3 – Patriotic Exercises / Flag Etiquette*  
*Administrative Practice: Governance 8 – Patriotic Exercises / Flag Etiquette*



## 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

3.3.7 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.

---

References: *Board Policy: D/II/3 – Patriotic Exercises / Flag Etiquette*  
*Administrative Practice: Governance 8 – Patriotic Exercises / Flag Etiquette*



## Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
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 Trustees approve Policy F/I/14- Information and Communication Technology.



**1.0 POLICY**

- 1.1 The Board believes the use of digital technology enables student-centered learning.
- 1.2 The Board believes that an effective information technology system allows for greater efficiencies in carrying out system administrative functions.
- 1.3 The Board believes that a Division network infrastructure is essential for the teaching and learning process.
- 1.4 The Board believes instruction with respect to digital citizenship and technological skill is an essential component of 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 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 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/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



- 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 Student Learning Outcomes; and
  - 2.3.3 Appropriate access to devices, network resources and other technologies for staff in the performance of responsibilities

---

References: Board Policy(ies): *E//11/6 Supporting the Growth and Development of Staff*  
*D//1/3 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*





**1.0 POLICY**

- 1.1 The Board believes the use of information and communication technology provides opportunity to enhance learning for all students.
- 1.2 The Board believes that an effective information and communication system allows for greater efficiencies in carrying out system administrative functions.
- 1.3 The Board believes that a Division network infrastructure supports 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 is an essential component of a progressive learning environment.
- 1.5 The Board believes that staff benefits from opportunities to continue to develop skills and acquire knowledge related to information and communication technology in order to meet the needs of students.
- 1.6 The Board acknowledges the need to protect and secure data on the Division network and/or Division owned electronic devices.
- 1.7 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 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/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*



- 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 network resources for all students
  - 2.3.2 achievement of outcomes of the Programs of Studies as they relate to the infusion of technology; and
  - 2.3.3 appropriate access to network resources 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.

Original

---

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*





## Board Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Operational School Year Calendar 2015 – 2016

---

### **Background:**

Please find attached calendar operational school year, calendar details, as well as day count for the 2015-2016 school year.

Two calendar options were reviewed at the January 2015 Committee of the Whole meeting. They were referred to School Councils for input, posted on the Sturgeon School Division website, and feedback was requested from parents at their respective school council meetings. Results were shared at the March 11<sup>th</sup> Committee of the Whole meeting.

### **Recommendation:**

That the Board of Trustees approve in principle the final consideration copy, formerly Option 2, of the operational school year calendar for 2015-2016.

# 2015-2016

## Approved in Principle Subject to Change

March 25, 2015

### AUGUST, 2015

S	M	T	W	T	F	S
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
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
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					

### DECEMBER, 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	31		

### JANUARY, 2016

S	M	T	W	T	F	S
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
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
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		

### APRIL, 2016

S	M	T	W	T	F	S
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, 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				

### JUNE, 2016

S	M	T	W	T	F	S
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, 2016

S	M	T	W	T	F	S
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  
 Prof. Dev. Collaboration – No classes  
 Prof. Dev. Collaboration – No classes  
 Operational Non-Instructional (K-12)  
 All classes (full day)  
 Labour Day – No classes  
 Division/School PD/Collaboration; Staff meeting  
 Division/School PD/Collaboration; Staff meeting  
 Thanksgiving Day – No classes  
 Remembrance Day  
 Non-instructional for teachers and students  
 In lieu of Parent/Teacher Interviews  
 Division/School PD/Collaboration; Staff meeting  
 Division/School PD/Collaboration; Staff meeting  
 Christmas Vacation  
 Classes Resume  
 Division/School PD/Collaboration; Staff meeting  
 First day of classes Semester Two  
 Teachers' Convention – No classes  
 Division/School PD/Collaboration; Staff meeting  
 Family Day – No classes  
 Division/School PD/Collaboration; Staff meeting  
 In lieu of Parent/Teacher Interviews  
 Good Friday - No classes  
 Spring Recess  
 Non-instructional for teachers and students only  
 Classes Resume  
 Division/School PD/Collaboration; Staff meeting  
 Division/School PD/Collaboration; Staff meeting  
 Victoria Day - No classes  
 Division/School PD/Collaboration; Staff meeting  
 Last day of classes  
 Operational Non-Instructional (K-12)  
 Operational Non-Instructional (K-12)

August 24

August 26

August 27

August 28

August 31

September 7

September 11

October 9

October 12

November 11

November 12

November 13

November 16

December 11

Dec. 21-Jan 1

January 4

January 29

February 1

February 4-5

February 12

February 15

March 11

March 24

March 25

March 28 - April 1

April 4

April 5

April 15

May 20

May 23

June 10

June 28

June 29

June 30



**STURGEON SCHOOL DIVISION**

9820-104 Street

Morinville, AB T8R 1L8

Phone: (780) 939-4341

□ Operational Day - No Classes

■ Non-Operational Day

○ Division/School P D, Collaboration; Staff Meeting



### 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	Non-instructional day for teachers and students
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

---

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 Non-instructional day for teachers and students  
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  
Tues. 28 Last day of classes  
Wed. 29 Operational Non-Instructional Day  
Thurs. 30 Operational Non-Instructional Day

---

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
<b>TOTAL – SEMESTER I</b>	<b>9.0</b>	<b>9.0</b>	<b>90.0</b>	<b>90.0</b>	<b>99.0</b>	<b>99.0</b>
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	3.0	3.0	19.0	19.0	22.0	22.0
<b>TOTAL - SEMESTER II</b>	<b>10.0</b>	<b>10.0</b>	<b>90.0</b>	<b>90.0</b>	<b>100.0</b>	<b>100.0</b>
<b>OPERATIONAL YEAR TOTAL</b>	<b>19.0</b>	<b>19.0</b>	<b>180.0</b>	<b>180.0</b>	<b>199.0</b>	<b>199.0</b>

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



## Board Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Operational School Year Calendar 2016 – 2017

---

### **Background:**

Please find attached calendar operational school year, calendar details, and day count for the 2016-2017 school year.

These items were reviewed at the January 14, 2015 Committee of the Whole meeting.

### **Recommendation:**

That the Board of Trustees approve in principle the operational school year calendar for school year 2016-2017.



# 2016-2017

## Approved in Principle Subject to Change

March 25, 2015

### AUGUST, 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			

### SEPTEMBER, 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	

### OCTOBER, 2016

S	M	T	W	T	F	S
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, 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			

### DECEMBER, 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

### JANUARY, 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				

### FEBRUARY, 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				

### MARCH, 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

### 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  
 Prof. Dev. Collaboration – No classes  
 Prof. Dev. Collaboration – No classes  
 Operational Non-Instructional (K-12)  
 All classes (full day)  
 Labour Day – No classes  
 Division/School PD/Collaboration; Staff meeting  
 Thanksgiving Day – No classes  
 Division/School PD/Collaboration; Staff meeting  
 Division/School PD/Collaboration; Staff meeting  
 Remembrance Day  
 In lieu of Parent/Teacher Interviews  
 Division/School PD/Collaboration; Staff meeting  
 Christmas Vacation  
 Classes Resume  
 Division/School PD/Collaboration; Staff meeting  
 First day of classes Semester Two  
 Teachers' Convention – No classes  
 Family Day – No classes  
 Division/School PD/Collaboration; Staff meeting  
 Division/School PD/Collaboration; Staff meeting  
 In lieu of Parent/Teacher Interviews  
 Spring Recess  
 Classes Resume  
 Division/School PD/Collaboration; Staff meeting  
 Good Friday - No classes  
 Easter Monday - No classes  
 Division/School PD/Collaboration; Staff meeting  
 Victoria Day - No classes  
 Division/School PD/Collaboration; Staff meeting  
 Operational Non-Instructional (K-12)  
 Last day of classes

 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
<b>TOTAL – SEMESTER I</b>	<b>9.0</b>	<b>9.0</b>	<b>90.0</b>	<b>90.0</b>	<b>99.0</b>	<b>99.0</b>
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
<b>TOTAL - SEMESTER II</b>	<b>9.0</b>	<b>9.0</b>	<b>90.0</b>	<b>90.0</b>	<b>99.0</b>	<b>99.0</b>
<b>OPERATIONAL YEAR TOTAL</b>	<b>18.0</b>	<b>18.0</b>	<b>180.0</b>	<b>180.0</b>	<b>198.0</b>	<b>198.0</b>

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



# Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
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 Trustees review and approve the Instructional Material Fees for 2015-2016 school year.

BOARD 9.8

**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	<b>TOTAL</b>	<b>268,262.00</b>	<b>211,203.11</b>	<b>57,058.89</b>	<b>81.90%</b>
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)
<b>Sturgeon</b>	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
<b>Average:</b>	<b>\$75</b>	<b>\$58</b>	<b>\$70</b>	<b>\$113</b>	<b>\$110</b>	<b>\$4.75</b>	<b>\$10,206</b>	<b>\$10,020</b>	<b>\$10,014</b>	<b>\$10,421</b>







## Board Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
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 the above noted courses.

### **Recommendation:**

That the Board of Trustees approve the following locally developed courses:  
**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.

BOARD 9.9





# Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Exceptional Service Recognition

---

**Background:**

At the March 11, 2015 Closed Committee of the Whole meeting Trustees reviewed the submission for Certificate of Exceptional Service, as per division Policy E/III/1 - Employee Recognition.

**Recommendation:**

“...That the Board of Trustees approve the nomination for the division’s Certificate of Exceptional Service.”

BOARD 9.10



## Board Memorandum

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

---

### **Background:**

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

At the February 25, 2015 Public Board meeting, the Draft Joint Use Agreement was referred to the March 25, 2015 Board Meeting.

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

# 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 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



## Board Memorandum

Date: March 25, 2015  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Alexander First Nation Education Services Agreement

---

### **Background:**

A copy of the Education Services Agreement with Alexander First Nation was brought to the March 11<sup>th</sup> CLOSED Committee of the Whole meeting.

### **Recommendation:**

That the Board of Trustees sign the Education Agreement with Alexander First Nation for the 2015-2016 school year.