



Committee Meeting Agenda

May 13, 2015 – 3:30 p.m.

- 1. Call to Order**

- 2. Approval of Agenda**
 - 2.1 Additions to Agenda
 - 2.2 Approval of Agenda

- 3. Appointments**

- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – April 8, 2015

- 5. Presentations**
 - 5.1 Library Review Report, Mrs. Ruth Kuik, Director of Curriculum and Instruction

- 6. Reports from Senior Administration**
 - 6.1 Superintendent

6.2 Associate Superintendent, Education Services

6.3 Secretary Treasurer

6.4 Associate Superintendent, Human Resources & Leadership Support

7. Reports from Trustees and Standing Committees

7.1 Chair's Report

7.2 Trustees Report

7.3 Building

7.4 Finance & Human Resources

7.5 Education Policy

7.6 Advocacy

7.7 Transportation

8. Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

8.2 Public School Boards Association of Alberta

8.3 Policy Advisory (ATA)

8.4 Policy Review (CUPE)

8.5 Community Services Advisory Board

9. New Business

9.1 Policy Tracker

9.2 Policy D/II/4 – Non-Resident Students

9.3 Policy I/1 – Student Transportation Services

9.4 Policy I/9 – Language Immersion Transportation Service

9.5 Non Resident Fee Schedule 2015-2016

9.6 Locally Developed Courses Approval – Musical Theatre 15, 25, 35

10. Question Period

11. Unfinished Business

12. Information Items

12.1 ASEBP Premium Rate Notification for the 2015/2016 School Year

13. Pending List

14. Adjournment



Committee of the Whole

Summary of Motions
Wednesday, April 8, 2015
Sturgeon School Division

Items Approved

- Book award rate/class to remain at \$50.00 for the 2014-2015 school year

Upcoming Meetings

- Budget Meeting - April 13, 2015 @ 1:30 p.m.
- Policy Advisory Committee - April 21, 2015 @ 4:30 p.m.
- Transportation Budget Meeting - April 22, 2015 @ 1:30 p.m.
- Budget Meeting - April 30, 2015 @ 1:00 p.m.



Notes of the Meeting of The Committee of the Whole Held at Morinville on April 8, 2015

Roll Call

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

Call to Order

The Vice Chair called the meeting to order at 3:45 p.m.

Approval of Agenda

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

10.1 Question Period

CARRIED 7/0

Appointments

There were no appointments.

Approval of Committee Notes

Moved by Mrs. Porter that the notes of March 11, 2015 be approved.

CARRIED 7/0

Presentations

There were no presentations.

Reports from Senior Administration

6.1 Superintendent.

A verbal report was provided.

6.2 Associate Superintendent, Education Services

No report was provided.

6.3 Secretary-Treasurer

No report was provided.

6.4 Associate Superintendent, Human Resources & Leadership Support

No report was provided.

Reports from Trustees and Standing Committees

7.1 Chair's Report

No report was provided.

7.2 Trustees' Reports

Trustee Porter (Alcomdale/Villeneuve)

Trustee Porter provided an update of the Rotary Meeting. Activities for St. Jean Baptiste Festival and Morinville Public School Carnival will be combined on June 20 – 21, 2015.

Trustee Mychasiw (Redwater/Coronado)

Trustee Mychasiw noted that the Redwater Junior High Dinner Theatre will be held on May 28, 2015 @ 6:00 p.m.

7.3 Building

A verbal report was provided.

7.4 Finance & Human Resources

No report was provided.

7.5 Education Policy

No report was provided.

7.6 Advocacy

A verbal report was provided.

7.7 Transportation

A verbal report was provided.

Administration is requested to provide notes from Transportation Committee meetings and additional follow up to all Trustees before the Budget Transportation Meeting on April 22, 2015.

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

Trustee Miller provided the Director's Report via email.

8.2 Public School Boards Association of Alberta

Trustee Kohl provided a verbal update.

Upcoming meetings:

Public School Board Council - April 17 – 18, 2015

Spring General Assembly – May 29 – 31, 2015

8.3 Policy Advisory Committee (ATA)

No report was provided.

A meeting is scheduled for April 21, 2015 @ 4:30 p.m.

8.4 Policy Review Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

No report was provided.

New Business**9.1 Policy Tracker**

Received as information.

9.2 2015-2016 Transportation Fees

A Transportation Budget Meeting will be held on April 22, 2015 from 1:30 – 4:30 p.m.

9.3 Book Award Rate/Class

Moved by Mr. Jewell that the Board of Trustees approve the book award rate per class to remain at \$50.00 for the 2014-2015 school year.

CARRIED 7/0

Question Period

Media was present.

Unfinished Business

Information Items

Pending List

Adjournment

The meeting adjourned at 4:22 p.m.

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



Committee of the Whole Memorandum

Date: May 13, 2015
To: Committee of the Whole
From: Wolfgang Jeske, Associate Superintendent, Education Services
Subject: Fieldtrip Report

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

Overnight:

Gibbons School

May 8 – 10, 2015

15 junior high advanced band students to Gull Lake Retreat Centre to perform for audiences, and participate in team building activities.

Guthrie School

May 24 – 26, 2015

24 grades 6-9 students to Camp Yowocas for Leadership and citizenship development camp.

Lilian Schick School

May 8 – 10, 2015

18 junior high band students to Gull Lake Retreat Centre to perform for audiences, and participate in team building activities.

Namao School

May 13 – 14, 2015

26 junior high students to Strathcona Wilderness Centre to participate in camping and wilderness activities which supplement the outdoor education curriculum.

Sturgeon Composite High School

May 4 – 6, 2015

30 high school students to Fort Assiniboine for a Physical Education 30 fieldtrip.

May 8 – 9, 2015

32 female high school students to Red Deer for a rugby tournament.

May 8 – 9, 2015

32 male high school students to Red Deer for a rugby tournament.

Sturgeon Heights School

June 5 – 7, 2015

28 junior high students to Crimson Lake Campground to participate in camping and wilderness activities which supplement the outdoor education curriculum.



POLICY TRACKER (School Year 2014-2015)

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



POLICY TRACKER (School Year 2014-2015)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
			<ul style="list-style-type: none"> <input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bldg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M 				
DECEMBER 2014							
JANUARY 2015							
B/IV/03	Media and Public Relations	2015-Jan-14					Approved - 2015-Jan-28
F/II/03	Vocational Education	2015-Jan-14					Recinded - 2015-Jan-28
F/IV/07	Student Conduct	2015-Jan-14	Ref. to next Ed. Committee (Feb. 2015) (May 2015)				
FEBRUARY 2015							
B/IV/02	Board-Staff Communications	2015-Feb-11					Approved - 2015-Feb-25
D/II/12	Income Tax Deductible Receipts for Donations Received by the Division	2015-Feb-11					Approved - 2015-Feb-25
MARCH 2015							
C/08	Temporary designation of Principals and Vice Principals	2015-Mar-11					Approved - 2015-Mar-25
F/II/14	Information and Communication Technology	2015-Mar-11					Approved - 2015-Mar-25
NEW	Meetings by Electronic Means	2015-Mar-11	Ref. to Ed. Committee (May 2015)				
APRIL 2015							
MAY 2015							
D/II/4	Non-Resident Students	2015-Apr-8					
I/9	Language Immersion Transportation Service	2015-Apr-8					



Committee of the Whole Memorandum

Date: May 13, 2015
To: Committee of the Whole
From: Wolfgang Jeske, Associate Superintendent
Subject: Policy D/II/4 – *Non-Resident Students*

Background:

Please find attached Policy D/II/4 – *Non-Resident Students*. This policy is brought to the attention of Committee of the Whole with revisions suggested.

Recommendation:

That the Committee of the Whole review revised Policy D/II/4 – *Non-Resident Students* and advise Senior Administration accordingly.



1.0 POLICY

- 1.1 The Board believes that the Sturgeon school system was established to provide an education for students who are residents of this system (as defined by the School Act).
- 1.2 The Board also believes that students who attend regular programs who do not reside in this system, hereinafter called non-resident students, may be permitted to attend Division schools if:
 - 1.2.1 there is room in the school;
 - 1.2.2 there are appropriate programs and resources available;
 - 1.2.3 where appropriate funding is not available, arrangements are made for the payment of any student tuition fees.
 - 1.2.4 students who are not residents of Alberta ~~must~~ produce a valid student Canadian visa or be a resident of Canada.
- 1.3 The Board also believes that the registration of non-resident students should be reviewed on an annual (school year) basis.

2.0 GUIDELINES

- 2.1 The Board will ~~establish~~ maintain a schedule of non-funded student tuition fees.
- 2.2 The Superintendent is responsible for the administration of this policy.

References: Board Policy: *1/8 – Non-Resident Student Transportation*
Admin Practice(s): *Administration 8 – Non-Residential Students*
Administration 9 – Non-Resident Students and Fees
Transportation 4 – Non-Resident/Non-Attendance Area Busing Request
School Act:



Committee of the Whole Memorandum

Date: May 13, 2015
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy I/1 – *Student Transportation Services*

Background:

Please find attached Policy I/1 – *Student Transportation Services*.

This policy is brought to the attention of Committee of the Whole with revisions suggested to reflect the changes in Transportation Fees.

The revised Administrative Practice Transportation 11 – *Student Transportation Fees* is also attached for Trustee information.

Recommendation:

That the Committee of the Whole review revised Policy I/1 – *Student Transportation Services* and advise Senior Administration accordingly.



1.0 POLICY

1.1 The Board has established and operates a student transportation system to provide service to a student's directed school. This service is available to all students within the Board's jurisdiction who qualify for this service in accordance with criteria as contained in the School Act of Alberta or as outlined in administrative practices.

2.0 GUIDELINES

2.1 Transportation service will be provided on regular morning and afternoon school bus routes. Early Childhood and ECS students enrolled in half day programs operated by the Board may be provided with transportation services at noon based on available resources.

2.2 The Board will provide transportation for all students enrolled in an education program, ~~kindergarten~~ **Early Childhood Services** to grade 4, who reside further than 1,200 meters from the school to which the board has directed the student to attend.

2.3 The Board will provide transportation service for all students enrolled in an education program, grade 5 - 12, who reside further than 1,600 meters from the school to which the student has been directed to attend.

2.4 A fee is charged for all kindergarten - grade 12 students accessing transportation. Transportation fees are reviewed annually and are approved by the Board.

2.5 Students residing closer to the school site than the distances as specified in Guidelines 2.1 or 2.2 of this policy may be provided with transportation service if space is available on an existing school bus route.

2.6 The Superintendent of Schools or designate shall ensure that sufficient resources are available to provide transportation service for students in accordance with Board policy.

2.7 The Manager of Transportation Services is directed by the Superintendent of Schools to maintain the administrative practices required by this policy.

References: *Admin Practice(s): Transportation 3 - Support Staff & Bus Riding Duties
Transportation 5 - Student Transportation Services
Transportation 11 – Student Transportation Fees*
School Act: Transportation 51(1)



TRANSPORTATION 11 – Student Transportation Fees

Original Date: May 5, 2014 Revised Date: April 27, 2015 Responsible Administrator:
Secretary-Treasurer

1.0 RATIONALE

All Early Childhood Services to Grade 12 students accessing transportation services in Sturgeon School Division shall pay a transportation fee as directed in Policy I/1 – Student Transportation Services.

1.1 Transportation will be available for students who meet the criteria as set out in the Guidelines 2.3 and 2.4 of Policy I/1.

1.2 Students residing closer to the school site than the distances as specified in Guidelines 2.3 and 2.4 of Policy I/1 may be provided with transportation service if space is available.

2.0 PROCESS

The Secretary Treasurer will be responsible for ensuring the collection of transportation fees is undertaken according to established guidelines.

3.0 GUIDELINES

Transportation fees for the 2015-2016 school year are:

	Early Bird Rate*	Regular Rate
Headstart	\$100	\$150
Pre School Enrichment Program (PEP)	\$100	\$150
Kindergarten Full day	\$100	\$150
Kindergarten Half day	\$175	\$225
Eligible	\$175	\$225
Ineligible	\$200	\$250
School of Choice	\$200	\$250
Non Resident	\$250	\$300
Eligible Family Rate	\$525	\$675
Ineligible Family Rate	\$600	\$750
School of Choice Family Rate	\$600	\$750
Non Resident Family Rate	\$750	\$900

*Early bird rate available until June 30th

References: *Board Policy I/1 – Student Transportation Services*



TRANSPORTATION 11 – Student Transportation Fees

Original Date: May 5, 2014 Revised Date: April 27, 2015 Responsible Administrator:
Secretary-Treasurer

Definitions:

Kindergarten Full days – any Kindergarten student that is enrolled in a full day program or a Headstart or PEP student who is enrolled in a half day program but reside in an area where there is no noon time transportation available.

Kindergarten Half Days - any Early Childhood student that is attending Sturgeon Heights*, Morinville Public, Namao or Guthrie schools and is eligible for and resides in the noon transportation boundaries.

*Sturgeon Heights only applies to the children attending day cares that are serviced at noon time.

Eligible - any student that resides 2.4 km or more to their designated school.

Ineligible - any student that resides less than 2.4 km to their designated school.

School Of Choice- any student who is attending a school other than the one designated by the established boundaries and are not enrolled in a Sturgeon School Division directed program such as: French Immersion, LOGOS, CTS or Special Education.

Non Resident- any student that lives outside of the Sturgeon School Division boundary and attends a Sturgeon school.

Family Rates- the family rate applies to families with more than three children in the same category. If your family is a blend of two or more categories the fees reflected in your Parent Portal account will be the fees for your individual family rate.

- 3.1 Fees shall be due and payable at the time of registration by online payment via the PowerSchool Parent Portal, cash or cheque. If paid by June 30th, the early bird rate applies.
 - 3.1.1 An administration fee will be charged for each cheque returned.
- 3.2 Any student new to the Division, who enrolls after June 30th, will pay the regular rate or a portion of the fee, prorated on a 10 month basis.
 - 3.2.1 Any student entering the Division after March 31st of the school year will not be charged any portion of the Transportation fee.

References: Board Policy I/1 – Student Transportation Services



TRANSPORTATION 11 – Student Transportation Fees

Original Date: May 5, 2014 Revised Date: April 27, 2015 Responsible Administrator:
Secretary-Treasurer

- 3.3 All refunds shall be determined by the Transportation Department. No refunds will be approved except for students moving out of the transportation service area, transferring to another school jurisdiction or graduating during the school year. A request in writing will be required from parent/guardian stating reason for cancellation of transportation service before refund will be granted.
 - 3.3.1 A refund of Transportation fees will be determined on a prorated monthly basis.
 - 3.3.2 After March 31 of the school year, Transportation fees will not be refunded.
- 3.4 Students enrolled prior to September 30th may apply for transportation services at any time during the school year. The transportation fee will be the regular rate (not prorated). Payment is due in full upon registration. Students must meet the criteria as set out in Policy I/1.
- 3.5 Any student registered for Transportation Services, whose fees have not been paid by January 31st will receive a statement of the outstanding balance, which is due immediately.
- 3.6 Any outstanding balances as of April 30th will be forwarded to a collection agency.
- 3.7 In cases of genuine hardships, the Transportation Manager, in consultation with the Secretary Treasurer, has the discretion to waive or make alternative payment arrangements.

References: *Board Policy I/1 – Student Transportation Services*



Committee of the Whole Memorandum

Date: May 13, 2015
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy I/9 – *Language Immersion Transportation Service*

Background:

Please find attached Policy I/9 – *Language Immersion Transportation Service*.

This policy is brought to the attention of Committee of the Whole with revisions suggested.

The revised Administrative Practice Transportation 9 – *Language Immersion Transportation Service* is also attached for Trustee information.

Recommendation:

That the Committee of the Whole review revised Policy I/9 – *Language Immersion Transportation Service* and advise Senior Administration accordingly.



EFFECTIVE: January 28, 2004

REVISED:

REVIEW:

1.0 POLICY

- 1.1 The Board recognizes that parents/guardians may choose to exercise their right to enroll their child(ren) in language immersion programs located outside of Sturgeon School Division.
- 1.2 The Board believes that it is appropriate to share resources that may be available to assist in providing ~~transportation service~~ **financial assistance** for students to language immersion programs.

2.0 GUIDELINES

- ~~2.1~~ ~~Transportation service may be provided to a language immersion program on a school bus operated by, or contracted to, Sturgeon School Division when the number of students requiring service warrant the provision of this service.~~
- 2.2 **2.1** When the number of students from an attendance area does not support the total cost of school bus transportation, service may be provided with parents/guardians supplementing the unsupported cost for the provision of service.
- 2.3 **2.2** The Board may elect to provide the parents/guardians of the student with an allowance in lieu of the provision of transportation service.
- 2.4 **2.3** The Director of Transportation Services is directed by the Superintendent of Schools to develop and maintain the administrative practices required by this policy.

References: *Admin Practice(s): Transportation 9 – Language Immersion Transportation Service*
School Act:



TRANSPORTATION 9 – Language Immersion Transportation Service

Date: June 30, 2004 Revised: May 4, 2015 Responsible Administrator: Manager, Transportation Services

1.0 RATIONALE

It may be appropriate to share resources that are available to assist in providing financial assistance for students to language immersion programs not offered in Sturgeon School Division.

2.0 GUIDELINES

2.1 The Manager, Transportation Services shall develop procedures for receipt of applications for financial assistance in lieu of transportation.

2.1.1 The Manager, Transportation Services shall determine the amount of resources available from Alberta Education for the payment of allowance.

2.2 The amount of any transportation allowance payable shall be calculated in the amount of transportation grant approved and paid by Alberta Education less a five percent administration fee.

2.3 The Manager, Transportation Services shall provide to the Secretary Treasurer all relevant student information required to administer a Language Immersion Education Services Agreement with the educating Board.

References: *Board Policy: 1/9 Language Immersion Transportation Service*



Committee of the Whole Memorandum

Date: May 13, 2015
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Non Resident Fee Schedule 2015-2016

Attached is a schedule of the Alberta Education Funding Rates per pupil that would apply to a non resident student for a basic regular student and for special education program costs.

Recommendation:

That the Committee of the Whole review the Non Resident Fee Schedule 2015-2016 and advise Senior Administration accordingly.

**STURGEON SCHOOL DIVISION
FEE SCHEDULE FOR REGULAR and NON RESIDENT STUDENTS 2015-2016**

ALBERTA EDUCATION REGULAR PROGRAM				
Regular Program Rates	Grade 1-3	Grade 4-6	Grade 7-9	Grade 10-12 (@35 CEU's)
				Tier 1
Base Instruction	\$6,656.10	\$6,656.10	\$6,656.10	\$6,655.95 *
Class Size Base Rate	\$1,521.68	\$0.00	\$0.00	\$0.00 *
Socio-Economic Status	\$83.10	\$83.10	\$83.10	\$83.10
Equity of Opportunity - Base	\$97.87	\$97.87	\$97.87	\$97.87
Inclusive Education Student Rate	\$513.76	\$513.76	\$513.76	\$513.76
English as a Second Language **	\$1,141.58	\$1,141.58	\$1,141.58	\$1,141.58
First Nation, Metis and Inuit Education**	\$1,141.58	\$1,141.58	\$1,141.58	\$1,141.58
Plant Operations & Maintenance	\$770.65	\$770.65	\$727.89	\$731.96
Total	\$11,926.32	\$10,404.64	\$10,361.88	\$10,365.80
ESL not applicable	\$10,784.74	\$9,263.06	\$9,220.30	\$9,224.22
Foreign Student (FNMI not applicable)	\$10,784.74	\$9,263.06	\$9,220.30	\$9,224.22
ESL AND FNMI not applicable	\$9,643.16	\$8,121.48	\$8,078.72	\$8,082.64

SPECIAL NEEDS CONGREGATED PROGRAM AND IDENTIFIED INTEGRATED STUDENTS			
Program	Program Cost Per Student	Basic Rate Per Student	Total Cost Per Program Per Student
Life Skills Program	\$43,340.00	\$8,121.48	\$51,461.48
Based on Actual Cost. Adjustments will occur depending on grade level and any additional services required.			

* Grade 10 - 12 may be reconciled based on courses enrolled in.

** If applicable

Note: These amounts reflect the average cost and do not include the cost of additional services that may be unique to individual student programming. The cost of these services (if required) will be added to the fees identified above.

Transportation costs incurred on behalf of a sponsored student, as well as the transportation grant will also be taken into consideration where appropriate.



Committee of the Whole Memorandum

Date: May 13, 2015

To: Committee of the Whole

From: Wolfgang Jeske,
Associate Superintendent, Education Services

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

Background:

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

Recommendation:

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

Musical Theatre 15, 25, 35 for 3 or 5 credits acquired from Calgary Roman Catholic Separate School District No. 1 to be authorized as courses of study within Sturgeon School Division from September 1, 2014 to August 31, 2016 using the listed resources as per the course outline.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 15-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 9, 2015

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

Philosophy

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

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 15-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

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

Philosophy

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

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 25-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

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

Philosophy

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

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 25-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

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

Philosophy

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

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 35-3

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

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

Philosophy

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

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 35-5

Submitted By:
Sturgeon School Division No. 24

Submitted On:
Feb. 10, 2015

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

Philosophy

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



RECEIVED

APR 07 2015

Sturgeon School Division No. 24

April 1, 2015

CONFIDENTIAL

ASEBP Participation No. 26

Iva Paulik
Secretary-Treasurer
Sturgeon SD No. 24
9820 - 104 Street
Morinville, AB T8R 1L8

Dear Iva Paulik:

**Re: Premium Rate Notification for the 2015/2016 School Year
Sturgeon School Division No. 24**

Every year, the Alberta School Employee Benefit Plan (ASEBP) sets premium rates by taking into account many factors including the claims experience of the pool, market conditions, and forecasted benefit usage for the coming year.

Instead of a 0.9% increase (which would be breakeven based on the claims experience), there is a 1.5% overall decrease for 2015/2016:

- Life Insurance: 16.1% decrease
- Accidental Death & Dismemberment Insurance: no change
- Extended Disability Benefits: no change
- Extended Health Care: 1.8% increase
- Dental Care: 4.5% decrease
- Vision Care: 2.0% increase

The decrease has been achieved through the utilization of Capital Adequacy Reserve funds. Strong investment returns, lower generic prescription medication prices and the positive impact covered members have had through their focus on health have provided the opportunity for this one-time application of Capital Adequacy Reserve funds to moderate premiums for the coming year. It is important to note there is no guarantee that funds will be available in the future for this purpose.

The Trustees are pleased to be able to continue to balance coverage and costs, exercising a holistic view and making decisions accordingly. This is the fourth year that overall premium rates have decreased or been kept flat. This has been achieved at the same time as providing benefit improvements and enhanced health services.

In accordance with direction from ASEBP's Trustees, we are providing your jurisdiction's experience-adjusted premium rates to employer and employee representatives. Information about ASEBP's Experience Adjustment System (EAS) is enclosed.

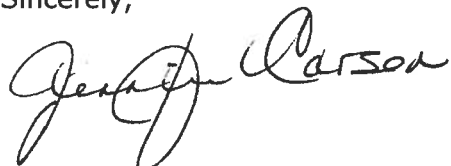
...over

Benefits Grouping	EAS Status	Plan	Monthly Premium Rate	
Life Insurance	In discount of 10% Incurred loss ratio = 69.0%	2	\$0.1071 per \$1,000 of coverage	
Extended Disability Benefits		All Plans	1.7913% of monthly earnings	
Accidental Death & Dismemberment	n/a	2	\$0.011 per \$1,000 of coverage	
		Plan	Single	Family
Extended Health Care	Close to discount Paid loss ratio = 84.7%	1	\$82.50	\$198.00
Dental Care		3	\$50.75	\$138.00
Vision Care		3	\$8.25	\$20.75
Health Spending Account				
HSA Administration Fees	Package 1		\$2.00 per employee, per month	

Please forward this information on to the appropriate personnel for implementation.

If you have any questions about your premium rates or the EAS, please contact Trudy Lakusta, School Jurisdiction Liaison, at 780-431-5893 or toll-free at 1-877-431-4786 (press 1 then enter extension 5893).

Sincerely,



Jennifer M. Carson, BBA
Chief Executive Officer
Alberta School Employee Benefit Plan

*Enclosures: Distribution Listing
Experience Adjustment System information*

/sa

Introduction

One of the advantages your school jurisdiction enjoys with ASEBP is that you are part of a pooled fund that moderates the effects of a better or poorer claim year on premium rates. Response from school jurisdictions indicated that it was unfair for the pool to subsidize groups that, year after year, take out more in benefits than they pay in premiums—or to benefit from groups that, year after year, put in more than they take out.

What is the Experience Adjustment System (EAS)?

The EAS addresses inequities in claims experience among school jurisdictions. Those with consistently poor experience could be subject to a surcharge resulting in higher premiums for themselves, while school jurisdictions which have a consistently better than average experience may see lower premiums because they qualify for a discount.

The EAS is designed to be revenue neutral—that is to say that ASEBP collects only as much in premiums as is needed to pay the claims expected over the course of a year. Under the EAS, base premium rates are set taking into account surcharges and discounts.

Eligibility

The EAS combines benefits into two groups: Life Insurance/Extended Disability Benefits (EDB) and Extended Health Care (EHC)/Dental Care (DC)/Vision Care (VC). The loss ratios and enrolment thresholds of each benefit grouping are examined independently for each school jurisdiction to determine if a surcharge or a discount will be applied to them.

EHC/DC/VC

- those eligible include participating employees, school trustees, and most early retirees (includes those participating in Early Retirement Package 1)
- threshold is a combined enrolment of at least 300 lives on the January 1st prior to the upcoming school year
- experience period of two calendar years' loss ratios (i.e., 2014 and 2013)

Life/EDB

- those eligible include participating employees, school trustees, and most early retirees (includes those participating in Early Retirement Package 1)
- threshold is a combined enrolment of at least 1,000 lives on the January 1st prior to the upcoming school year
- where only Life/EDB coverage is with ASEBP, the combined enrolment must be 2,000 lives
- experience period of five calendar years' loss ratios (i.e., 2014, 2013, 2012, 2011, 2010)

In all cases, application of surcharge or discount will be based on the jurisdiction's experience for the period ending December 31st prior to the upcoming school year (i.e. for the 2015/16 school year, the experience period ended December 31, 2014).

Determining Surcharge or Discount for Life/EDB

The five-year incurred loss ratio for Life/EDB has been determined by giving each year a weighting. By giving more weight to the most recent experience, jurisdictions will be affected by any changes in their experience more quickly. That is, if experience is deteriorating, the five-year incurred loss ratio will reflect that and be higher than if each of the five years is weighted equally. Improved experience will also be recognized more quickly with a lower five-year incurred loss ratio. The weightings are outlined below:

Life/EDB Experience Weighting Factors For 2015/16					
Experience Year	2014	2013	2012	2011	2010
Weighting	26.7%	23.3%	20.0%	16.7%	13.3%



Surcharge

The following surcharge rates are applied based on the loss ratios of the individual school jurisdiction:

Life/EDB

Jurisdiction's 5-Year Incurred Loss Ratio	Surcharge Rate
115-124.9%	5%
125-134.9%	10%
135-144.9%	15%
145-154.9%	20%
155% +	25%

EHC/DC/VC

Jurisdiction's 2-Year Paid Loss Ratio	Surcharge Rate
105-114.9%	5%
115-124.9%	10%
125-134.9%	15%
135-144.9%	20%
145% +	25%

Discount

The following discount rates are applied based on the loss ratios of the individual school jurisdiction:

Life/EDB

Jurisdiction's 5-Year Incurred Loss Ratio	Discount Rate
70-79.9%	5%
63-69.9%	10%
55-62.9%	15%
Under 55%	20%

EHC/DC/VC

Jurisdiction's 2-Year Paid Loss Ratio	Discount Rate
73-79.9%	10%
65-72.9%	15%
Under 65%	20%

Adding a benefit

When an employee group adds a new line of benefit (e.g., Vision Care), the applicable discount or surcharge in place for the relevant benefit grouping will be applied to the premium rate for the new benefit. If that benefit was previously with another carrier, the loss ratio will be recalculated using relevant data from the other carrier. It is possible this could result in a change in premium rate part way through the year.

Please contact ASEBP for information about how the EAS is applied when an employee group is admitted for the first time or is re-admitted following a period away from ASEBP.

How will I know where my school jurisdiction stands?

Final notices as well as claims experience reports that outline specifics about your school jurisdiction will be sent in the spring. These claims experience reports are:

Level One Health Benefits Claims Experience Report: All participating school jurisdictions receive a report from ASEBP in May that outlines paid premiums, paid claims, and paid loss ratios for a three-year period.

Level Two Health Benefits Claims Experience Report: School jurisdictions that are close to or in a surcharge situation receive a comprehensive report in May that includes financial and claims profiles.

Contact Us

ASEBP is here to answer your questions and work with you to help you understand your plan and your premiums. Please feel free to call, email, or visit the ASEBP website to get the answers to your questions. You can also contact Trudy Lakusta or Wendy Sheehan, School Jurisdiction Liaisons, for more information.

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Edmonton, Alberta T6H 5P9
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