



Board Meeting Agenda

May 25, 2016 – 4:30 p.m.

- 1. Call to Order**
- 2. Consideration of Agenda**
 - 2.1 Additions/Deletions 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 April 27, 2016
- 5. Presentations**
 - 5.1 3 Year Plan Update
Mr. Mark Lockwood, Director of Curriculum and Instruction,
Sturgeon School Division
 - 5.2 Learning Centres Report
Mr. Thomas Holmes, Principal Learning Centres and Coordinator
of Learning Support, Sturgeon School Division

6. Reports from Senior Administration

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

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 Joint Use Agreement – Town of Bon Accord – Bon Accord School/Lilian Schick School

9.2 SIGIS Child Care Society Lease Agreement

9.3 Non Resident Fee Schedule

9.4 French Immersion Transportation

- 9.5 Locally Developed Courses Approval – English AP 35 (5 credits)
- 9.6 Locally Developed Courses Approval – Film Studies 15, 25, 35 (3 credits)
- 9.7 Locally Developed Courses Approval – Film Studies 15, 25, 35 (5 credits)
- 9.8 Locally Developed Courses Approval – Forensic Science Studies 35 (5 credits)
- 9.9 Locally Developed Courses Approval – Instrumental Jazz 15, 25, 35 (3 credits)
- 9.10 Locally Developed Courses Approval – Instrumental Jazz 15, 25, 35 (5 credits)
- 9.11 Locally Developed Courses Approval – Musical Theatre 15, 25, 35 (3 credits)
- 9.12 Locally Developed Courses Approval – Musical Theatre 15, 25, 35 (5 credits)
- 9.13 Locally Developed Courses Approval – Vocal Jazz 15, 25, 35 (3 credits)
- 9.14 Locally Developed Courses Approval – Vocal Jazz 15, 25, 35 (5 credits)
- 9.15 Locally Developed Courses Approval – Work Place Skills 25, 35 (3 credits)
- 9.16 Locally Developed Courses Approval – Work Place Skills 25, 35 (5 credits)

10. Unfinished Business

11. Notices of Motion

12. Information

13. Comment & Question Period

13.1 ATA; CUPE

13.2 Community Members

13.3 Media

14. Requests for Information

15. Adjournment



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on April 27, 2016**

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**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on April 27, 2016**

Roll Call

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

Call to Order

The Chair called the meeting to order at 4:35 p.m.

Consideration of Agenda

#041/2016 – Moved by Mr. Jewell that the agenda be approved.

CARRIED 7/0

Appointments

There were no appointments.

Approval of Minutes

#042/2016 - Moved by Mrs. Mychasiw that the minutes of the Regular Meeting of March 23, 2016 be approved.

CARRIED 7/0

Presentations

Rotary Student Exchange

Mrs. Danielle Reed, Inbound Counselor, Rotary Youth Exchange Exchange Program and a grade 11 exchange student from Switzerland, provided a report with respect to the Rotary Youth Exchange Program. A Sturgeon Composite High School student will be the Division's outbound student for the 2016-2017 school year, embarking on a student exchange in Bolivia.

Reports from Senior Administration

A verbal and written report was presented on behalf of Senior Administration.

Reports from Trustees and Standing Committees

Chair's Report

A verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Building

No report was provided.

Finance & Human Resources

No report was provided.

Education Policy

A verbal report was provided.

Advocacy Committee

No report was provided.

Transportation

No report was provided.

Reports from Special Committees

Alberta School Boards Association Representative

A written and verbal report was provided.

Public School Boards' Association of Alberta Representative

A written and verbal report was provided.

Terry Jewell left the meeting at 5:40 p.m.

Terry Jewell returned to the meeting at 5:42 p.m.

New Business

2016-2017 Preliminary Budget Update

The Board of Trustees received a written and verbal report.

The meeting recessed at 6:14 p.m. for supper.

The meeting resumed at 6:39 p.m.

Unfinished Business

Notices of Motion

There were no Notices of Motion.

Information

There were no requests for information.

Comment & Question Period

ATA; CUPE

No report was provided.

Community Members

Media

Inquiries were made regarding:

- Carbon Levy
- Student Resource Officer

Requests for Information

There were no requests for information.

#043/2016 – 6:40 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED 7/0

#044/2016 – 7:40 p.m. – Moved by Mr. Jewell that the Board go out of camera.

CARRIED 7/0

Close of Meeting

The Chair adjourned the meeting at 7:41 pm.

Chair

Date

Secretary-Treasurer



Memorandum

Date: May 25, 2016
To: Public Board
From: Senior Administration
Subject: Seniors' Report

Young Scientist Conference

This year marked the 25th anniversary of the Young Scientist Conference. Sixty four student from SSD attended the full day conference held at the University of Alberta. Dr. Margaret-Ann Armour, a specialist in hazardous chemical management, delivered the keynote address to an auditorium of junior high students from Sturgeon School Division and Elk Island Public Schools. Students attended sessions on emergency response, the neurophysiology of concussions, assembly and operations of telescopes and data collection using digital devices. The final challenge of the day, to build a 44 inch card tower, was won by Morinville Public School. They received the Gerry Schick award and have earned the right to proudly display the banner.

Terry Fox Marathon of Hope

On April 12, 1980 Terry Fox began his Marathon of Hope. Although Terry did not complete his journey, his cause was taken up by thousands of student in Alberta. To date, the students in Sturgeon School Division have raised \$186, 558 to help support cancer research.

Fort McMurray Update

To date we have 32 students attending Division schools. In addition, the majority of our schools are actively engaged in fund raising projects to help and support Fort McMurray residents who were affected by the horrific wild fires of the past few weeks. Some of the initiatives are as follows.

- Items that were requested by the Red Cross have been collected
- Money has been collected through bake sales, school dances, popcorn sales, 'Chip In' sold potato chips, a garage sale, collecting loose change, bottle drive, cookie sales and donated to the Red Cross
- Teachers have collected 'teacher knick-knacks, for Fort McMurray teachers
- Thank you cards were created for the firefighters
- Donations were made to help support staff that have taken in Fort McMurray families
- School families were encouraged to make a donate to the Red Cross
- Food donations have been made to the Edmonton and Fort McMurray Food Banks

Sturgeon School Division is extremely proud of its students and their compassion for others.

Field Trips

Attached for Trustee information is a memo regarding recently approved school field trips.

BOARD



Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Ruth Kuik, Associate Superintendent
Subject: Fieldtrip Report

Field Trips

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

Overnight:

Sturgeon Composite High School

May 13 – 14, 2016	Sr. Girls Rugby Team to tournament in Red Deer
May 13 – 14, 2016	Sr. Boys Rugby Team to tournament in Red Deer
May 26-28, 2016	30 Grade 12 students on Outdoor Ed trip to Fort Assiniboine
April 7 – 17, 2017	Senior High Students to visit Europe (France, England & Belgium) to participate in the 100 th anniversary of Vimy Ridge celebration.



Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Draft Joint Use Agreement – Town of Bon Accord – Bon Accord School/Lilian Schick School

Background:

Attached you will find a draft Joint Use Agreement with the Town of Bon Accord – Bon Accord School/Lilian Schick School.

Recommendation:

That the Board of Trustees approve the Joint Use Agreement with the Town of Bon Accord – Bon Accord School/Lilian Schick School.

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

TOWN OF BON ACCORD
(hereinafter called "the Town")

OF THE SECOND PART

WHEREAS, given that community based use of facilities and equipment is important to us, the Town of Bon Accord, and Sturgeon School Division No. 24, 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 Town of Bon Accord, and Sturgeon School Division No. 24, 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 Town 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:

- 1.1.1 The Lillian Schick School consisting of gymnasium, shower and change rooms, 2 classrooms in the North Wing, school kitchen, adjoining corridors and vestibule, parking lot, and school grounds, but shall exclude any equipment owned solely by either party unless otherwise agreed upon.
- 1.1.2 The Bon Accord Community School consisting of the south wing of the school, gymnasium, community kitchen, adjoining corridors, parking lot, and school grounds, but shall exclude any equipment owned solely by either party unless otherwise agreed upon.

1.2 "Town Facilities" shall mean:

- 1.2.1 The community kitchen and attached kitchen storage room, community storage room, bar and bar storage room, community art storage room, ancillary space off gymnasium, stage area and associated vestibule and corridor space at Lillian Schick School, but shall exclude any equipment owned solely by either party unless otherwise agreed upon.
- 1.2.2 The Bon Accord Arena consisting of the change rooms, lobby and ice surface, and the Archie Jenkins Sports Grounds. It does not include the upper floor unless agreed upon by both parties.

1.3 "Joint Use" means the reciprocal use of all facilities that are owned by the Town or Division as described in Clause 1.1 and 1.2 above.

1.4 "Program Support Society (PSS)" means the parent fundraising society from Bon Accord Community School.

SECTION II- JOINT USE COMMITTEE

2.1 The Division and the Town agree to appoint a Joint Use Committee (hereinafter called "the Committee") whose membership shall consist of the following:

- 2.1.1 Three (3) members appointed by the Division
 - Principal of Bon Accord Community School or designate
 - Principal of Lillian Schick School or designate
 - Sturgeon School Division No. 24 Trustee representing the Bon Accord ward

- 2.1.2 Three (3) members appointed by the Town
 - Councillor
 - Town CAO or Designate
 - Community Services Manager
- One (1) non-voting member - the Bon Accord Community School PSS Chair or designate
- 2.2 The Committee shall make decisions by majority vote and otherwise shall be governed by this Agreement and its own procedure. Designates will have the full voting power of those positions they are representing.
- 2.3 The Chair of the Committee will alternate on an annual basis between the Sturgeon School Division No. 24 (even years) and the Town of Bon Accord Councillor or designate (odd years).
- 2.4 Remediation of unresolved conflicts of the Committee shall be referred to the Sturgeon School Division Board of Trustees or the Town of Bon Accord Council.

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 Town Facilities and School Facilities on an equitable basis for all residents within the jurisdiction of either of the parties to this Agreement.
 - 3.1.1.1 To give preference to groups, where the majority of participants are residents of the Town of Bon Accord and/or residents of Sturgeon County residing in the attendance areas of Bon Accord Community School and Lillian Schick School.
 - 3.1.1.2 To institute a fee differential for senior and youth groups in recognition of the contributions made by our senior citizens to our community and the importance to both parties of youth involvement in community activities.
 - 3.2 To develop and enforce rules and regulations regarding the use of Facilities, equipment, facility bookings and scheduling.
 - 3.3 To obtain detailed annual financial and booking reports of the joint use facilities (and equipment) operated by the Town and School Division.

3.3.1 These reports are due by Jan. 31 of each year and will include all financial and booking information for all facilities for the previous calendar year.

SECTION IV - USE OF FACILITIES

4.1 Facility and Hours of Use

FACILITY	TOWN'S HOURS	DIVISION'S HOURS
Town's Facilities	4:00 p.m. to 8:00 a.m. on All School Days. 24 Hours on all other days.	8:00 a.m. to 4:00 p.m. on all School Days.
Division's Facilities	5:00 p.m. to 8:00 a.m. on All School Days. 24 Hours on all other days.	8:00 a.m. to 5:00 p.m. on all School Days (with the exception of rooms for out of school care).

* these hours may be altered from time to time when mutually agreed upon

- 4.2 Each party in this agreement shall appoint a facilitator to receive information about bookings for the school and town facilities and will advise the other parties of the name of this person.
- 4.3 Both parties may use and share the facilities and equipment in the Town and School facilities subject to such other conditions as the Committee may decide.
- 4.3.1 Requests by the Town for the use of the schools during the School's Hours shall be made to the appropriate Administration and the School shall allocate space and times within the terms of this Agreement and the terms of such policies as may from time to time be approved by the Committee.
- 4.3.2 In the event that one of the parties wishes to make use of its own facilities for an extraordinary event such that a previously booked and approved joint use activity will be affected by cancellation, postponement or relocation, the party concerned shall provide notice at least two weeks prior to the event taking place.
- 4.4 The use of alcoholic beverages in the Town and School facilities is permitted subject to control of the Committee, Section 6.4 of this Agreement (Host Liability Insurance) and provided that all regulations of the Alberta Gaming and Liquor Commission are met.
- 4.5 The parties hereto agree that they shall comply with any regulations of the Committee in connection with the use of the Town and School facilities.

- 4.6 Each party to this Agreement shall be responsible for scheduling Town and School facilities users during its respective hours.
- 4.7 All Town and Division facilities are deemed smoke-free, year round.

In the event of an unresolved dispute of any nature between a user group and a town facilitator 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 Town and School Facilities at the end of hours when the Facilities are used exclusively for school purposes.
 - 5.1.2 Ensuring the Town Facilities are opened, closed and secured when used for Division purposes.
 - 5.1.3 Adequate supervision of students in Town Facilities during the hours when the Town Facilities are used for school purposes.
 - 5.1.4 Maintaining the School Facilities described in Clause 1.1 in a good state of repair. Excepting the Town will maintain the ball diamond and soccer fields on Bon Accord Community School grounds.
 - 5.1.5 Repairing any negligent damage occurring to the Town and/or School Facilities when they are used exclusively for Division purposes.
 - 5.1.6 The Town shall invoice the Division for costs associated with alarm responses during non-town operational hours that are caused by improper operation of the alarm system by a Division user.
- 5.2 The Town shall be responsible for:
 - 5.2.1 Adequate supervision of Lillian Schick School during the hours that it is available for Town purposes.
 - 5.2.2 Ensuring that Lillian Schick School is opened, closed and secured when used for Town purposes.
 - 5.2.3 Cleaning the Town and School Facilities at the end of the hours when the Town and School facilities are used for Town purposes.

- 5.2.4 Maintaining the facilities described in Clause 1.2 in a good state of repair.
 - 5.2.5 Repairing any negligent damage occurring to the Town and/or School Facilities when they are used for Town purposes.
 - 5.2.6 The Division shall invoice the Town for costs associated with alarm responses during non-school operational hours that are caused by improper operation of the alarm system by an organization operating under the Town approved access.
- 5.3 The BACS Program Support Society will retain a person or persons as 'Evening Host' who will:
- 5.3.1 Take bookings from community groups for use of the Bon Accord Community School during Town hours.
 - 5.3.2 Conduct pre and post check of equipment/inventory and its storage.
 - 5.3.3 Ensure that the facility is opened, closed and secured and provide supervision of community groups at the school when they are being used during Town hours.
 - 5.3.4 Ensure that the user groups clean the facility after each use.
 - 5.3.5 Report directly to the School Facilitator or Principal any problems or difficulties with user groups.
 - 5.3.6 The Division shall invoice the PSS for costs associated with alarm responses during non-school-operational hours that are caused by improper operation of the alarm system by an organization operating under the Town approved access.

The Program Support Society in discussion with the Joint Use Committee retains the right to discontinue the position of Evening Host with a minimum of 30 days' notice. In the event that the position of Evening Host is discontinued, the committee will meet to discuss alternatives that will allow joint use to of the facility to continue.

- 5.4 The parties hereto agree to negotiate the following costs:
- 5.4.1 Periodic maintenance of the school gymnasium floors.
 - 5.4.2 Provision and maintenance of jointly used equipment. The Town of Bon Accord and Lillian Schick School or the Bon Accord Community

School and the Parent Support Society, will share the cost of replacing equipment available for joint use, when the cost of such replacement exceeds the amount held in reserve for this purpose.

- 5.4.3 Both parties agree that either party may, during review of the fee schedule at the spring meeting, recommend an increase in the rates charged to user groups to reflect changes in the Division's and the Town's costs of maintenance.

SECTION VI - INSURANCE

- 6.1 The Division shall maintain adequate insurance upon the said Schools, and any monies recovered shall be used to restore the schools including the joint facilities. Such insurance will be so arranged that the Division's insurers will have no right of recovery from the Town.
- 6.2 If the Town procures any insurance on its property or the property of others, which is the responsibility of the Town, such insurance will be so arranged that the Town's insurers will have no right of recovery from the Division.
- 6.3 The Division's Public Liability insurance will include the Town as an additional named insured with respect to the Town's activities at the Joint Use Facilities.
- 6.4 All users are required to provide proof of liability insurance of a minimum of five million (\$5,000,000,000) dollars with Sturgeon School Division No. 24 identified as an additional named insured.
- Users who wish to serve liquor in school facilities shall provide evidence of Host Liquor Liability Insurance. Said insurance will have a minimum of five million dollars (\$5,000,000.00) liability coverage and the Town and the Division must be named as Additional Named Insured's in the policy. A copy of the insurance policy and a copy of the Liquor License must be provided at least 24 hours prior to rental and before a key to the facility is released.

SECTION VII - INDEMNITY

- 7.1 The Division agrees at all times to indemnify the Town 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 Town 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 Town done in pursuance of this Agreement during the time that this Agreement shall be in force.

SECTION VIII - FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 8.1 The parties of this agreement agree to comply with privacy requirements of Part 2 of the *Freedom of Information and Protection of Privacy Act* insofar as it applies to the operations and personal information each party has access to, collects, or uses in providing the services under the contract.
- 8.2 The *Freedom of Information and Protection of Privacy Act* imposes an obligation on the parties to protect the privacy of individuals whose information may be involved in meeting contract requirements. The parties will be required to protect the confidentiality and privacy of each individual's personal information accessible or collected under the contract.
- 8.3 The parties acknowledge that information and records maintained or submitted by the other party may be subject to the protection and access provisions of the *Freedom of Information and Protection of Privacy Act*.

SECTION IX- TERMINATION AND AMENDMENT

- 9.1 The Joint Use Agreement shall be in effect from the day and year first above written for a period of Five (5) years with the option of a five (5) year extension. It may be terminated by either party giving the other party one (1) year's notice in writing.
- 9.2 The Joint Use Agreement may be amended from time to time with the mutual consent of both parties.

SECTION X - ASSIGNABILITY

- 10.1 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.
- 10.2 This Agreement shall be binding upon the parties' successors and assigns.

SECTION XI - NOTICES

- 11.1 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 Town Administrator, Town of Bon Accord, Bon Accord, Alberta; 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.
- 11.2 This Agreement supersedes all previous joint use agreements between the parties.

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

STURGEON SCHOOL DIVISION NO. 24

CHAIRPERSON

SUPERINTENDENT OF SCHOOLS

TOWN OF BON ACCORD

MAYOR

CHIEF ADMINISTRATIVE OFFICER

**BON ACCORD
JOINT USE
HANDBOOK**

Evening Host Duties

The Evening Host is a contract employee of the Program Support Society only. The Program Support Society, in discussion with the Joint Use Committee retains the right to discontinue the position of Evening Host with a minimum of 30 days notice. . In the event that the position of Evening Host is discontinued, the committee will meet to discuss alternatives that will allow joint use to of the facility to continue.

Evening Host Duties:

- Receives bookings from interested groups for use of BACS and records the following information:
 - User or group name
 - Date and time of activity
 - Type of activity
 - Number of participants
- Receives a copy of liability insurance (or indicate if the group does NOT have insurance and will therefore fall under the general liability insurance)
- Conducts pre & post check of equipment/inventory and its storage.
- Supervises the facilities during the Town's hours.
- Ensures that the user groups clean the facilities after each use.
- Reports directly to the Bon Accord Community School's facilitator or principal any problems or difficulties with user groups.

NOTE: The Division's General Liability Insurance will cover users of school facilities during the Town's hours if these users do not have access to other insurance, such as Provincial sports organizations or service clubs, provided such activities fall into the "low" or "medium" risk categories. Activities that fall into the "high risk" or "excluded" categories **must** provide proof of additional insurance.

**Lilian Schick School and Town of Bon Accord
Equipment Available for Joint Use**

1. Volleyball: Nets, Poles
2. Basketball: Nets, Rims
3. Badminton: Nets and Poles only
4. Floor mats
5. Projector

**Bon Accord Community School & Town of Bon Accord
Equipment Available for Joint Use**

1. Floor Mats
2. Projector
3. P.A. System

Equipment Jointly Owned at Lilian Schick School

1. Bar Fridge
2. Commercial Refrigerator
3. Commercial Gas Stove
4. Deep Fryer
5. Commercial Dishwasher
6. Garb-orator
7. Microwave

Bon Accord Contract - Lilian Schick School Rental

Facility:

Function Type: _____

Renter/Contact Name: _____

Phone/Cell: _____

Mailing Address: _____

Date of Function: _____ Time of Facility Use: Start: _____ End: _____

Facility Walk through Info: Day: _____ Time: _____

Category	Amount To Be Charged		Date Paid		Copy to:
	Rate	Deposit	Rental	Deposit	
					School Principal <input type="checkbox"/>
					Town of Bon Accord <input type="checkbox"/>
					Group representative <input type="checkbox"/>

I understand any function where alcohol is being served the renter is to provide proof of Host Liquor Liability Insurance with the Town of Bon Accord named as *Additional Named Insured* in the amount of \$5,000,000 on one insurance policy. The keys to the facility cannot be signed out until such documentation is presented to the Town. _____ (Renter Initial)

- Renter informed that key must be picked up at Bon Accord Town Office by 4:30 p.m. on the business day prior to the function and returned by noon on the business day after the function.
- Renter informed that a call out of staff for any reason other than maintenance need will result in a charge to the renter. AFTER OFFICE HOURS FACILITY NUMBER: (780) 975-0770
- Renter informed that all licenses and permits to be obtained are the responsibility of the renter. *Host Liquor Liability Insurance with the Town of Bon Accord named as Additional Insured in the amount of \$5,000,000 must be received at the Town of Bon Accord one week prior to the event.*
- Bookings may be pre-empted for school activities with a minimum wherever possible of one (1) months' notice.

Please Read Carefully and Sign Indicating Your Understanding and Agreement

I, the undersigned, hereby place my signature in concurrence with the rental contract for the above noted facility. I understand the terms of the checklist and agree to all operating and cleaning requirements as listed. I understand that if any damage is incurred or the facility is not left in the conditions set out by the facility checklist, this may result in a loss of a portion or all of the damaged deposit. I further understand that I shall be held responsible for any costs that may exceed the deposit to rectify damages incurred.

I hereby release the Town of Bon Accord, its employees and volunteers from all liability if damage, injury or loss were to occur to any person or property while in any Town of Bon Accord facility or Town of Bon Accord/Sturgeon School Division joint use facility.

I further absolve the Town of Bon Accord, its employees and volunteers from any responsibility should any person cause damage or injury to themselves or another person or any property as a result of consumption of alcohol or any other mind altering substance while on the premises of a Town of Bon Accord facility or a Town of Bon Accord/Sturgeon School Division joint use facility.

I have read the above waiver and with my signature indicate my full understanding and agreement with all.

_____ Town of Bon Accord Representative Date
 Renter's Signature

LILIAN SCHICK SCHOOL IS AN ARMED FACILITY -IF YOU DON'T KNOW DISARMING/ARMING PROCEDURES, PLEASE ASK TOWN STAFF. THERE IS A \$150.00 CHARGE FOR SETTING OFF THE ALARM

Bon Accord Contract for Lilian Schick School Rental

Regulations for Community Use

- 1. Building security must be ensured during the time the group(s) is using the building. Outside doors must remain locked unless the group(s) appoints a door monitor to ensure that only members of that group(s) enter the building while the door is unlocked. **Only the authorized individual from the group(s) may unlock the door and deactivate the security alarm. Costs incurred by the School and/or Town for false alarms will be charged to the group(s) – these costs are significant. The community-use exterior doors are the only outside access doors that may be used by the group(s). All other exterior doors may not be opened for any reason other than emergencies. ** This section will be strictly enforced; suspension of use privileges and fines will be levied for non-compliance. Should problems occur with the alarm system or (un)locking of facility please phone the Town of Bon Accord “on call” staff at 975-0770. DO NOT CALL ANY SCHOOL STAFF.**
- 2. A representative of the booking group(s) must meet with the Community Services Manager preceding the booking dates to review security and clean-up procedures. Call the Town Office to set up an appointment time.**
- 3. The group(s) agrees to leave the area used (including halls and washrooms) in the same condition as found (clean, lights off, furniture in place, etc.) If, in the judgment of the caretaker and principal, the area used by the group needs additional cleaning, a minimum fee of \$100 will be assessed and if more than 3 hours is needed for cleaning, an additional \$25.00 per hour will be charged. These cleaning fees are payable upon receipt of invoice. No group will be eligible to book the facility until they have cleared their charges.**
- 4. There will be a charge of \$50 for replacement of a lost fob and/or key.**
- 5. Any costs of damage to the premises during the above noted hours of use will be assessed to the renting group(s).**
- 6. An inspection will be conducted by the principal/designate with a representative of the group(s), if they so desire, on the first work day after use. Cleaning arrangements may be made for special functions (i.e. New Years' Eve), with cleaning to begin no later than 8:00 a.m. Such arrangements must be made and confirmed by the Town and School prior to the function.**
- 7. The group/individual signing the contract will be responsible for all long distance and directory assistance toll charges charged to the community-use telephone during the time period they are using the school.**
- 8. This application is not considered to be approved until signed by Town of Bon Accord staff.**
- 9. Any group(s)/individual(s) found abusing the facilities and/or equipment, or failing to adhere to any of the above conditions, will have their privilege of use suspended pending reinstatement by the owner of the facilities and/or equipment. Willful damage may result in a fine levied against the group and/or legal proceedings.**
- 10. Disputes over any extra charges levied against user groups will be referred to the Joint-Use Committee of the Town and School Division for resolution. The Committee decision shall be binding.**

ALL DEPOSITS AND USER FEES ARE PAYABLE AT THE TOWN OFFICE PRIOR TO THE FUNCTION**

Bon Accord Contract for Lilian Schick School Rental

Groups using Town of Bon Accord facilities are responsible to fulfill the following cleaning requirements. Failure to do so may result in retention of some or all of your damage deposit. If, during the course of your use of the facility, you should find something improperly cleaned from past use, please ensure that this is indicated on the Facility Checklist provided when performing your walkthrough with the Facility Caretaker. The following checklist is provided to assist with you with after function cleaning.

	Completed
Kitchen: (Applicable if used for function)	
Fridge clean and empty	
Oven(s) and stove and grills clean	
Grill - To clean grill after use, pour a small amount of water on the hot grill and scrape off residue with the provided scraper.	
Hood fan clean	
Sinks & counters clean	
Dishwasher & traps clean	
Dishes clean and put away properly	
Floor clean	
Trolleys clean	
Ash trays clean	
Gym/Hall: DO NOT WASH GYM OR HALL FLOORS - (Spot wipe spills only)	
Chairs & tables stacked properly and in designated area	
Stage area clean	
Bar:	
Floor clean	
Counters & sinks clean	
Fridge clean & empty	
Washrooms:	
Floor clean	
Sinks, counters clean	
Other:	
All garbage cans emptied and newly bagged (Leave in the Community Entrance Foyer)	
Lights turned off	
Facility securely locked. IMPORTANT: for Lilian Schick School...Please check all doors to ensure that they are securely closed and locked. Although the front doors are accessible by community users, they are NOT to be used. Use of these doors will set the alarm off and you will be liable for the charge from the school which may be significant. If you set off the alarm, call the after- hours number listed below.	
Security system turned on	

AFTER OFFICE HOURS FACILITY PHONE NUMBER:(780) 975-0770

Complete

Please call this number if you experience any emergency maintenance problems or if you set off an alarm.

Booking Form for User Groups for Bon Accord Community School (Page 1 of 4)

Copies as follows:

1 Bon Accord Community School Principal; 1-Group Representative; 1-Town of Bon Accord; 1-Sturgeon School Division

APPLICATION FOR COMMUNITY USE OF BON ACCORD COMMUNITY SCHOOL

Must be Received Seven (7) Business Days Before Event Date

ORGANIZATION: _____
 REPRESENTATIVE: _____ ADDRESS: _____
 PHONE (Res.): _____ (Bus.): _____
 Alternative Contact: _____ Address: _____ Phone: _____
 Facility Walk Through: Date & Time _____ Signature _____

Specific Area/Room	Activity	Age Group Youth/Adult	Time		Day	Dates Required	
			From:	To:		From:	To:

Proof of Host Liquor Liability (with Town named - copy attached): _____

DATES OMITTED (if any): _____ Expected Number of Participants: _____
 SPECIAL INSTRUCTIONS OR PERMISSION REQUIRED: _____

LIST OF EQUIPMENT REQUIRED (if available): _____

Office Use Only	Fees: \$	Security Deposit: \$	Paid: Y / N
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RULES AND REGULATIONS FOR COMMUNITY USE

1. Building security must be ensured during the time the group(s) is using the building. **The Evening Host acts as a monitor to ensure rules and regulations are followed. Costs incurred by the School and/or Town for false alarms will be charged to the group(s) - these costs are significant. The community-use exterior doors are the only outside access doors that may be used by the group(s). All other exterior doors may not be opened for any reason other than emergencies. ** This section will be strictly enforced; suspension of use privileges and fines will be levied for non-compliance**
2. Bookings may be pre-empted for school activities with a minimum, whenever possible, of one (1) month's notice.
3. A representative of the booking group(s) **must** meet with the Evening Host preceding the booking dates to review security and clean-up procedures. Call the Evening Host at Bon Accord Community School to set up an appointment time.

**Booking Form for User Groups for Bon Accord Community School
(Page 2 of 4)**

4. The group(s) agrees to leave the area used (including halls and washrooms) in the same condition as found (clean, lights off, furniture in place, etc.) If, in the judgment of the caretaker and principal, the area used by the group needs additional cleaning, a minimum fee of \$100 will be assessed and if more than 3 hours is needed for cleaning, an additional \$25.00 per hour will be charged. These cleaning fees are payable upon receipt of invoice. No group will be eligible to book the facility until they have cleared their charges.
5. When two or more groups use the building simultaneously, responsibility for security and clean up is shared equally by the groups.
6. Any costs of damage to the premises during the above noted hours of use will be assessed to the contracting group(s).
7. If requested by the Evening Host, an inspection will be conducted by the principal/designate or a custodian with a representative of the group(s), on the first work day after use. Cleaning arrangements may be made for special functions (i.e. New Years' Eve), with cleaning to begin no later than 8:00 a.m. Such arrangements must be made and confirmed by the Evening Host on behalf of the School prior to the function.
8. This application is not considered to be approved until signed by the Principal/designate at Bon Accord Community School.
9. Any group(s)/individual(s) found abusing the facilities and/or equipment will have their privilege of use suspended pending reinstatement by the owner of the facilities and/or equipment. The evening host has the right to demand that any individual / group leave the premises immediately with no refund of fees if such abuse occurs.
10. Failure to adhere to any of the above conditions may result in loss of the use of the building; a fine levied against the group and/or appropriate legal proceedings.
11. Disputes over any extra charges levied against user groups will be referred to the Joint-Use Committee of the Town and School Division for resolution. The Committee decision shall be binding.

**ALL DEPOSITS AND USER FEES ARE PAYABLE TO THE BON ACCORD COMMUNITY SCHOOL
PROGRAM SUPPORT SOCIETY PRIOR TO THE FUNCTION****

**Booking Form for User Groups for Bon Accord Community School
(Page 3 of 4)**

Please Read Carefully and Sign Indicating Your Understanding and Agreement

I, the undersigned, hereby place my signature in concurrence with the rental contract for the above facility. I understand the terms of the Rules and Regulations for Community Use and Facility Checklist and agree to all operating and cleaning requirements as listed. I understand that if any damage is incurred or the facility is not left in the condition set out in the facility check list, this may result in a loss of a portion or all of the damage deposit. I further understand that I shall be held responsible for any costs that may exceed the deposit, to rectify damages incurred.

I hereby release the Town of Bon Accord, its employees and volunteers from all liability if damage, injury or loss were to occur to any person or property while in any Town of Bon Accord/Sturgeon School Division joint use facility.

I further absolve the Town of Bon Accord, its employees and volunteers from any responsibility should any person cause damage or injury to themselves or another person or any property as a result of consumption of alcohol or any other mind altering substance while on the premises of a Town of Bon Accord/Sturgeon School Division joint use facility.

I have read the above waiver and with my signature indicate my full understanding and agreement with all.

Signature of Group Representative

DATE: _____

Principal/Designate of Bon Accord Community School

DATE: _____

Booking Form for User Groups for Bon Accord Community School

Clean Up Checklist

Name of group _____ Date _____

- Gym**
- floor swept
 - floor washed (if necessary)

- Hallways**
- floor swept
 - floor washed (if necessary)

- Bathrooms**
- garbage taken out
 - toilets, urinals flushed
 - floors washed (and swept if necessary)
 - sinks clean

- Boot room**
- carpet vacuumed
 - boot racks cleaned

- Chair room**
- chairs put back in right place
 - chairs stacked **as per sign**
 - tables cleaned
 - tables stacked **as per sign**

- Kitchen**
- garbage taken out
 - stove and oven cleaned
 - no utensils left on counter
 - no food left in cooler
 - floor washed
 - counters cleaned
 - dishwasher emptied and drained and cleaned of food

- Classrooms**
- left exactly as found
(i.e. chairs up if found that way)
 - floor swept
 - floor washed if necessary
 - boards erased
 - garbage out

Thank you for your cooperation in maintaining a clean learning atmosphere for all students and user groups.

Facility Fees

Recreation Use for Service Groups, Local Residents & Non-Residents (Court shoes required)

Group	Gymnasium	Classroom	Other
Resident Child/Senior Activity	\$20 / hour \$200 Security Deposit	\$15 / hour \$100 Security Deposit	\$15
Resident Adult Activity	\$30 / hour \$200 Security Deposit	\$20 / hour \$100 Security Deposit	charge for
Non-Resident Child and/or Adult Activity	\$25 / hour \$200 Security Deposit	\$20 / hour \$100 Security Deposit	minimal kitchen use*
Resident child's birthday party or non-profit community groups use	\$50 for first 3 hours , then \$20 / hour Security deposit: \$100		
Resident or non-resident tournament	User fee: \$25 / hour Security deposit: \$200.00		\$10 / hour charge for minimal kitchen use
Minimal kitchen use only* (BACS)			\$15 / hour
Full use of BACS kitchen only			\$25 / hour
Regular monthly use by resident or non-resident groups - outside shoes or boots worn	Fee and security deposit to be negotiated with individual groups according to anticipated use of facilities and likelihood of additional maintenance		

Weddings, Dinners, Reunions, Dances, Seminars, Public Meetings, Conferences, etc.

Facility	Resident User Fees		Non-Resident User Rates	
Gymnasium, either School	User Fee:	\$200	User Fee:	\$350
	Security Deposit:	\$150	Security Deposit:	\$150
Gymnasium either school – with minimum use of kitchen)**	User Fee:	\$250	User Fee:	\$375
	Security Deposit:	\$200	Security Deposit:	\$200
Lilian Schick Gymnasium, Kitchen & Bar	User Fee:	\$350	User Fee:	\$450
	Security Deposit:	\$300	Security Deposit:	\$300
Lilian Schick Gymnasium, Kitchen & Bar – Weekend Use (Sat/Sun)	User Fee:	\$550	User Fee:	\$750
	Security Deposit:	\$300	Security Deposit:	\$300
Kitchen only -minimal use	User Fee:	\$20 / hour	User Fee:	\$25 / hour
	Security Deposit:	\$75	Security Deposit:	\$75.00
Lilian Schick Kitchen Only (full use)	User Fee:	\$30 / hour	User Fee:	\$40 / hour
	Security Deposit:	\$150	Security Deposit:	\$150.00

** Minimal Use of Kitchen is defined as use that does not require the operation of the dishwasher and does not involve the preparation of a full meal.

- Child Group - Participants are under 18 years of age.
- Senior Group - Participants are over 50 years of age.
- Resident User - Persons living or groups based in the Bon Accord and Lilian Schick attendance area.
- Non-Resident User - Persons living, or groups based outside of the Bon Accord Community & Lilian Schick School attendance area.

RATES ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE

Disputes over any charges will be referred to the Joint-Use Committee of the Town and School Division.

Town sponsored activities in the School Facilities are not subject to user fees, excepting those otherwise identified herein. If these activities are held at Bon Accord Community School, the Town must ensure adequate supervision of the activities.

School sponsored activities in the Town Facilities are not subject to user fees. When the schools wish to use the arena during School Hours, four (4) weeks notice must be given to the Town prior to the event in order that the Town can schedule appropriate staff.



Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Lease Agreement – SIGIS Child Care Society

Background:

Attached is a draft lease agreement with SIGIS Child Care Society for a children centre at Sturgeon Heights School. This lease agreement was reviewed at the May 11, 2016 meeting of the Committee of the Whole.

Recommendation:

That the Board of Trustees approve the lease agreement with SIGIS Child Care Society for a children centre at Sturgeon Heights School for the 2016-2017 school year.

Between:

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

and

SIGIS Child Care Society

Sturgeon Heights School

LEASE AGREEMENT

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This Lease made the _____ day of _____, 20__.

BETWEEN:

**The Board of Trustees of
Sturgeon School Division No. 24**
(the "Landlord").

and

SIGIS Child Care Society
(the "Tenant")

In consideration of the mutual covenants herein contained, the parties agree as follows:

Summary of Certain Basic Lease Provisions

The following is a summary of certain basic Lease provisions, which are a part of, and are in certain instances referred to in subsequent provisions of this Lease. In the event of any conflict between the contents of this section and the remaining provisions of this Lease, the said remaining provisions shall govern.

- a. Address of Landlord: Sturgeon School Division No. 24
9820 – 104 Street, Morinville, Alberta T8R 1L8
- b. Address of Tenant: SIGIS Child Care Society
#1, 115 Larose Drive, St. Albert, AB T8N 2X7
- c. Building: Room 107 & 108, Sturgeon Heights School
- d. Rent: xxxxxx
- e. Term: xxxxxx
- f. Floor area of Premises: 198 metres
- g. Permitted Use of Premises: Children Centre
- h. Hours of Operation: Between the hours of 7:00 a.m. and 6:00 p.m. Monday to Friday; 12 months of the year.

Lease

1.0 Lease, Premises, Term, Rent, and Additional Rent

1.1 Lease and the Premises

The Landlord leases to the Tenant a portion of a building known as the Sturgeon Heights School, 50 Hogan Road, St. Albert, Alberta (herein called the "Building") containing 198 square metres as designated on Schedule "A" attached (herein called "the premises"). The Landlord agrees that the Tenant may have access to Room 107 & 108. The Tenant agrees that Room 108 is shared with Sturgeon Heights School. The Tenant will have access to Room 108 from 7:00 a.m. to 8:15 a.m. and from 3:15 p.m. to 6:00 p.m. From the hours of 8:15 a.m. to 3:15 p.m., Sturgeon Heights School will have access to Room 108.

1.2 Term and Early Termination

The term of the Lease is xxxxxx.

In the event that the leased space is required by the Landlord for instructional purposes, the lease can be terminated with sixty days' notice to the Tenant. The determination of what space is required for instructional purposes rests solely with the Landlord.

In the event that the leased space is not required by the Tenant, the lease can be terminated with sixty days' notice to the Landlord.

1.3 Rent

The Tenant will pay to the Landlord at Sturgeon School Division No. 24, 9820 – 104 Street, Morinville, Alberta, or such other place the Landlord designates, without deduction or set-off, rent as follows:

1.3.1 xxxxxx

The annual rent shall be paid in equal monthly instalments of \$1,500.00 commencing the 1st day of August 2016. The Tenant shall furnish to the Landlord at the beginning of each year of the term a series of postdated cheques for each of the monthly instalments of rent falling due within such year. The Tenant shall pay interest on all arrears of rent and other sums payable under this Lease at the rate of 18% per annum computed from the date of default until payment is made.

1.4 Taxes

- 1.4.1 The Tenant acknowledges that the Premises may not be exempt from assessment pursuant to the Municipal Taxation Act of Alberta. Subject to subparagraph 1.4.2, in the event realty taxes and assessments are levied, rated, charged, or assessed solely against the Premises, directly or indirectly as a result of the use, trade carried on or occupation of the Premises, the Tenant shall pay all such levies, rates, charges, or assessments upon their due date and shall provide evidence of such payment satisfactory to the Landlord.
- 1.4.2 In the event of the entire Building, or any portion thereof, for any reason whatsoever, should become subject to assessment, the Landlord, at its sole option, may terminate this Agreement.
- 1.4.3 The Tenant shall pay to the Landlord, any tax, duty, levy, assessment, rate and charge imposed upon the Landlord which is computed having regard to or based in whole or in part directly or indirectly upon the rent, additional rent and all other costs payable by the Tenant hereunder, whether existing at the date hereof or hereinafter imposed by any governmental authority, including, without limitation any tax, duty, levy, assessment, rate or charge in the nature of or similar to a value tax, business transfer tax, sales tax or goods and services tax. Such tax shall be payable in the same manner and at the same times as the monthly instalments of the annual rent.

1.5 Liabilities

The landlord shall pay when due all rates and charges for light, power, heat, garbage collection or disposal, water, sewer, gas, or other utilities (excluding telephone) used in connection with the Premises.

1.6 Excess Usage

The Landlord may determine electrical consumption for the Building and determine the Tenant's electrical consumption in the Premises upon whatever reasonable basis selected by it, including estimates based on any special equipment in the Premises having regard to capacity and hours of use. In the event that the Tenant's electrical consumption exceeds the norm so established, the Tenant shall pay an amount equal to the cost of its consumption in excess of the norm.

1.7 Business Tax Levies

The Tenant will pay when due any business tax, income tax, license, or any other tax rate, charge, duty, fee, or assessment whether imposed by any municipality, legislative, or other authority which may be rated, levied, or assessed in connection with the activity or activities carried on within the Premises and will provide to the Landlord when requested receipts evidencing payment in full.

2.0 Repair

2.1 Repair by Tenant

2.1.1 The Tenant shall (subject to subparagraph 2.1.2 throughout the term, at its sole cost and expense and with due diligence and dispatch, keep and maintain in good order, condition, and repair, making all needed repairs and replacements (including damage caused by vandalism) as determined by the Landlord, acting reasonably, the whole of the Premises and every part thereof whether furnished or installed by the Landlord or Tenant.

2.1.2 All repairs and replacements which are the responsibility of the Tenant under this Lease shall be performed by the Landlord, at the Tenant's sole cost and expense. Upon completion, the Tenant shall pay to the Landlord on demand, as additional rent, the Landlord's costs and expenses in connection with the work.

2.2 Landlord Repair

The Landlord will keep in good and substantial state of repair the foundations, roofs, exterior walls, (excluding glass), structural subfloors, bearing walls, columns, beams, and other structural elements of the Building and the Premises, and the systems provided for bringing utilities to the Premises and other parts of the Building, unless such repairs are due to any act, omission, neglect, or default of the Tenant or those for whom the Tenant is in law responsible.

2.3 Entry to Inspect

The Landlord or anyone designated by it shall be entitled at all reasonable times to:

2.3.1 Enter and examine the state of maintenance, repair and condition of the Premises;

- 2.3.2 Make repairs or perform any other obligation which the Tenant is required to make pursuant to the terms of this Lease;
- 2.3.3 Make any repairs which the Landlord, in its sole opinion, considers necessary or advisable, whether or not the obligation of the Tenant or the Landlord under this Lease.

The Tenant shall not impede or interfere with such entry or the exercise of any of the Landlord's rights hereunder. The Landlord shall not unreasonably interfere with the Tenant's business operations in the Premises. The Landlord will not be liable for damage to the property of the Tenant or of others located on the premises as a result of an entry unless caused by the negligence of the Landlord or those for whom the Landlord is responsible in law.

2.4 Destruction of Premises

- 2.4.1 In the event of the Total Destruction of the Premises by any cause, then this Lease shall terminate from the date when such destruction occurs. The Tenant shall immediately surrender the Premises and all its interest therein to the Landlord and the Tenant shall pay rent only to the time of such destruction. "Total Destruction" shall mean such damage to the Premises whereby they are not fit for use by the Tenant for the Tenant's activities and which cannot reasonably be repaired or rebuilt within 90 days after the occurrence of the damage.
- 2.4.2 In the event of Partial Destruction of the Premises by any cause, then if the destruction is such that the Premises cannot be used for the Tenant's activities until repaired, the rent shall abate until the repair has been made. If the Premises may be partially used for the Tenant's activities while the repairs are being made, then the rent shall abate in the portion that the part of the Premises rendered unusable bears to the whole of the Premises. "Partial Destruction", shall mean any damage to the Premises less than the Total Destruction but which renders all or part of the Premises temporarily unfit for the Tenant's activities.
- 2.4.3 A certificate of an architect appointed by the Landlord certifying that Total Destruction or Partial Destruction has occurred shall be binding and conclusive upon both the Landlord and Tenant.

3.0 Use of Premises

3.1 Use

The Premises will not be used for any purpose other than the purpose of conducting the business of Child Care Centre and the Tenant will not commit or permit:

3.1.1 Any waste upon or damage to the Premises;

3.1.2 A nuisance or other thing that might disturb the quiet enjoyment of any other tenants in the building or which unreasonably disturbs or interferes with or annoys any person; or

3.1.3 Any act or practice which may damage the Building;

and the Tenant shall not:

3.1.4 Permit or allow any odours, vapours, steam, water, vibrations, noises, or other undesirable effects to emanate from the Premises or any equipment or installation therein which, in the Landlord's opinion, are objectionable or cause any interference with the safety, comfort, or convenience of the Landlord or any occupants of the Building;

3.1.5 Permit the Premises to be used in any manner so as to constitute a hazard; or whether or not any of the foregoing nuisances or acts or conduct arises out of the use of the Premises for a purpose permitted by this Lease. If the Tenant is in default of any of the foregoing, the Tenant shall forthwith take such steps as are necessary to cure any such default.

3.2 Alcohol – Tobacco

The Tenant shall not permit the sale, use, distribution, consumption, or presence of alcoholic beverages, including wine, on the Premises. In addition the Tenant shall not permit or allow smoking on the Premises. The Tenant shall comply with all smoking bans imposed throughout the Building by the Landlord.

3.3 Compliance with Laws

The Tenant covenants that it shall, at its sole cost and expense, comply with and observe the requirements of all statutes, by-laws, ordinances, regulations, and

orders at any time enforced during the term of this lease which are applicable to the Tenant or the condition, maintenance, use, occupation, alterations, additions, changes, substitutions, repairs, or replacements of or to the Premises, and any equipment, machinery, or other facilities in, on or used in connection with the Premises or any part thereof including without limitation any regulation, order or requirement of the Canadian Fire Underwriters Association or any successor body having similar functions and of any liability or fire insurance company by which the Landlord or the Tenant may be insured at any time during the term, whether or not such a statute, by-law, law, ordinance, regulation, order, or requirement be of a kind now existing or within the contemplation of the Landlord or the Tenant.

3.4 Zoning

The Tenant represents and warrants that the Premises and their use complies with all the zoning requirements of any governmental authority having jurisdiction. The Tenant shall apply and be responsible for any permits or consents that may be required and if such permits or consents cannot be obtained then this Lease shall be null and void. Evidence of such permits or consents shall be made available to the Landlord when requested. The Landlord makes no representation or warranty that such permits or consents will be granted or available to the Tenant.

4.0 Assigning and Subletting

4.1 Consent Required

The Tenant will not assign, mortgage, or transfer this Lease or the term or any portion thereof or let, sublet, grant a concession, or license or part with possession of all or any part of the Premises without the prior written consent of the Landlord, which consent may be unreasonably withheld. If after the date of execution of this Lease, shares of the tenant are transferred by sale, assignment, bequest, inheritance, operation of law or other disposition, or issued by subscription or allotment, so as to result in a change of the effective voting or other control of the Tenant by the person or persons holding control on the date of execution of this Lease or if other steps are taken to accomplish a change of control, the Tenant shall promptly notify the Landlord in writing of the change, which will be considered to be an assignment of this Lease to which this section 4.1 applies.

5.0 Insurance and Indemnification

5.1 Tenant Insurance

The Tenant will take out and keep in force throughout the term:

- 5.1.1 All risks, direct damage insurance upon its fixtures and improvements and all parts of the Premises (including glass) which the Tenant is obligated to keep in repair under Section 2.0 to the full replacement value thereof; and
- 5.1.2 Comprehensive general liability insurance against claims for personal injury, death or property damage or loss arising out of all operations of the Tenant and other persons conducting business on or from the Premises, indemnifying and protecting the Landlord and the Tenant to a limit of \$2,000,000 inclusive.

Each insurance policy will name the Landlord as an additional named insured or contain a waiver of the right of subrogation against the Landlord and will contain a clause that the insurer will not cancel or change or refuse to renew the insurance without first giving the Landlord 15 days prior written notice. The Tenant will deliver the Landlord copies or certificates of the policies. If the Tenant fails to take out or keep in force any policy of insurance required, the Landlord may do so and pay the premium and the Tenant will pay to the Landlord the amount so paid as additional rent on the 1st day of the month following the payment by the Landlord.

5.2 Increase or Cancellation of Insurance

The Tenant agrees that it will not keep or use in the Premises any article which may be prohibited by insurance policies in force from time to time covering the Premises or the Building. In the event the Tenant's occupancy or, conduct of business in the Premises, whether or not the Landlord has consented to the same, or any acts or omissions of the Tenant causes any increase in premiums for the insurance carried by the Landlord with respect to the Building, the Tenant shall pay any such increase in premiums as additional rent. If any insurance policy on the Building shall be cancelled or coverage thereunder reduced by reason of the use and occupation of the Premises by the Tenant and the Tenant fails to remedy the conditions giving rise to cancellation or reduction of coverage within 48 hours after notice by the Landlord, the Landlord may at its option terminate this Lease.

5.3 Indemnification of Landlord

Notwithstanding any other terms, covenants, and conditions contained in this Lease and except to the extent that the loss of life, personal injury, or damage to property referred to in this paragraph is caused by the negligence of the Landlord or another person for whose negligence the Landlord is responsible in law, the Tenant will indemnify the Landlord and save it harmless from and against any and all claims, actions, damages, liability and expenses in connection with loss of life, personal injury or damage to property arising from any occurrence on the Premises or the occupancy or the use of the Premises or occasioned totally or in part by an act or omission of the Tenant, its employees, agents, customers, invitees, or anyone permitted by the Tenant to be on the Premises. If the Landlord shall, without fault on its part be made a party to any litigation commenced by or against the Tenant, the Tenant shall protect, indemnify and hold the Landlord harmless and pay all the costs, expenses, and reasonable legal fees incurred or paid by the Landlord in connection with such litigation. The Tenant shall also pay all costs, expenses, and legal fees (on a solicitor and client basis) that may be incurred or paid by the Landlord enforcing this Lease.

5.4 Loss and Damage

Unless caused by the negligence of the Landlord or those for whose negligence the Landlord is responsible in law, the Landlord is not liable for the death of, or injury to the Tenant or others on the Premises or for the loss of or damage to property of the Tenant by theft or otherwise. Without limiting the generality of the foregoing, the Landlord is not liable for death, injury, loss, or damage of or to persons or property resulting from fire, explosion, falling plaster, steam, gas, electricity, water, rain, snow, or leaks from any part of the Premises or the Building, or from the pipes, appliances, or plumbing works, or from the roof, street, or subsurface, or from any other place or by dampness or by other cause of any kind or caused by other tenants or occupants or other persons on the Premises or in any other part of the Building or resulting from construction, alteration or repair.

5.5 Landlord's Insurance

The Landlord will insure and keep enforced throughout the term all risks direct damage insurance on the Building, excluding improvements upon which the Tenant is obliged to take out insurance, and in amounts such as would be carried by a prudent owner.

6.0 Use of Common Areas

6.1 Common Areas – Non-Exclusive Use

The Tenant, its employees, customers, or other invitees, in common with others, shall have the use of all common areas, hallways, stairways, and sidewalks adjoining to or required in order to obtain access to the Premises, subject to the control and management of the Landlord. The Landlord may alter the location of the components of the common area of the Building and construct additions to or extend any part, provided the Landlord will not disturb the operation of the Tenant's activities any more than is reasonably necessary in the circumstances.

7.0 Alterations and Signs

7.1 Alterations and Changes by Tenant

The Tenant shall have the right to make, at its own expense, alterations to the Premises (excluding structural elements, mechanical, or electrical systems) as the Tenant may deem necessary for the requirements of its activities. No alterations involving an estimated cost exceeding \$200 shall be undertaken until detailed plans and specifications have been submitted and approved in writing by the Landlord. If approved, the alterations shall be conducted under the supervision of an architect or engineer satisfactory to the Landlord acting reasonably.

7.2 Condition of Premises

The Tenant, having examined the Premises accepts the same in their present condition. The Landlord makes no representation and shall not be liable for any latent defects nor for any change of conditions affecting the Premises.

7.3 Painting and Decorating

The Tenant will use drapery approved by the Landlord. The Tenant will not paint or decorate the interior of the Premises without the approval of the Landlord. All interior decorating or painting required to be done at any time, shall be done at the sole cost and expense of the Tenant.

7.4 Tenant's Signs

The Tenant will not place or permit any sign, awning, or advertising matter anywhere without first obtaining the Landlord's consent.

7.5 Removal of Installations and Restoration by Tenant

All alterations, additions, and improvements made by the Tenant during the term of this Lease or any prior lease become the property of the Landlord. No alteration, addition, or improvement will be removed from the Premises without the prior consent from the Landlord. Upon termination of this Lease the alterations, additions, and fixed improvements excepting the Tenant's unafixed appliances, furniture and similar materials will remain the property of the Landlord, but the Tenant will remove all or some of the alterations, additions, and fixed improvements if and to the extent requested by the Landlord and restore the Premises to the condition existing prior to the Tenant installing the alterations, additions, and improvements pursuant to this Lease or any prior lease. If the Tenant fails to remove its fixtures they shall become the property of the Landlord. If the Tenant in removing its fixtures damages the Premises, it shall repair such damage.

7.6 Tenant to Discharge all Liens

The Tenant will promptly pay all its contractors and material men and do all things necessary to minimize the possibility of a lien attaching to the Premises or the Building. If a lien be registered, the Tenant will cause it to be discharged at the Tenant's expense within 5 days after it is brought to the attention of the Tenant.

8.0 Default of Tenant

8.1 Acceleration of Rent

The current month's rent and any monthly sums payable under this lease together with the next 3 months' rent and all other sums payable under this Lease for that 3 month period, immediately become payable and the term of this Lease becomes forfeited, at the option of the Landlord, and without the necessity of demand, upon any one or more of the following occurring:

- 8.1.1 If the rent or any other sum payable as rent is not paid on the due date;
- 8.1.2 If the Premises become vacant or unoccupied;
- 8.1.3 If any goods or equipment of the Tenant are taken in execution or attachment;
- 8.1.4 If a writ execution is issued against the goods or equipment of the Tenant;

- 8.1.5 If the Tenant becomes bankrupt or insolvent or makes an assignment for the benefit of its creditors or takes the benefit of any Act in force for bankrupt or insolvent creditors or makes a proposal under the Bankruptcy Act;
- 8.1.6 If the Tenant fails to observe one or more of the covenants or terms of this Lease and such default continues for 15 days after notice (or in case of a default which cannot with due diligence be cured within a period of 15 days, the Tenant fails to proceed promptly after the giving of such notice to cure the same).

8.2 Distress

In consideration of the making of this Lease, notwithstanding any law or statute to the contrary, none of the goods and chattels of the Tenant at any time during the term in the Premises shall be exempt from levy by distress for rent in arrears by the Tenant, and that upon a claim being made for exemption by the Tenant or on distress being made by the Landlord, this Section may be pleaded as an estoppel against the Tenant in an action brought to test the right to levy upon goods named as exempt.

8.3 Landlord's Performance of Tenant's Obligations

If the Tenant fails to perform an obligation under this Lease the Landlord may perform (but shall not be obliged to) the obligation. All expenses incurred by or on behalf of the Landlord under this Section will be payable as additional rent by the Tenant upon receipt of an invoice from the Landlord. The Landlord will not be liable to the Tenant for loss or damage resulting from such action by the Landlord unless caused by the negligence of the Landlord or those for whose negligence the Landlord is responsible in law.

8.4 Waiver

The waiver by the Landlord of a breach of a term of this Lease will not be considered to be a waiver of a subsequent breach of a term. The subsequent acceptance of rent by the Landlord will not be considered to be a waiver of a preceding breach by the Tenant of the term of this Lease regardless of the Landlord's knowledge of the preceding breach at the time of acceptance of the rent. No covenant, term, or condition of this Lease will be considered to have been waived by the Landlord unless the waiver is in writing.

9.0 Overholding

9.1 No Tacit Renewal

If the Tenant remains in possession of the Premises after the end of the term of this Lease, the Tenant will be considered to be occupying the Premises as a Tenant from month to month upon the terms and conditions set forth in this Lease including rental.

10.0 Landlord's Covenant

10.1 Quiet Possession

Subject to the provisions of this Lease the Landlord covenants with the Tenant for quiet enjoyment.

11.0 Expropriation

11.1 Cancellation

11.1.1 If all or part of the Building in which the Premises are located is expropriated the landlord may cancel this Lease.

11.1.2 Cancellation by the Landlord shall be upon 30 days' notice in writing.

11.1.3 Upon notice being given by the Landlord this Lease is cancelled from the date the expropriating authority takes possession. The tenant shall then surrender all interest in the Premises to the Landlord and pay rent to the date of surrender. The Tenant shall have no claim against the Landlord for the value of the unexpired term of this Lease. If an award of compensation is made to the Landlord and specifically includes an award for the Tenant, the Landlord shall account to the Tenant for such an award.

12.0 Miscellaneous

12.1 Notice

Any notice to be given pursuant to this Lease shall be in writing and shall be sufficiently given if delivered in person to the Landlord or the Tenant, or mailed by registered mail addressed:

12.1.1 if to the Landlord as follows: Sturgeon School Division No. 24
9820 – 104 Street
Morinville, AB T8R 1L8

12.1.2 if to the Tenant as follows: SIGIS Child Care Society
#1, 115 Larose Drive
St. Albert, AB T8N 2X7

A notice mailed as aforesaid will be considered to have been given to the party to which it is address on the third business day following the date of mailing. Either party may give notice of change of address by notice in writing to the other. In the event of a disruption or threatened disruption in the Canadian postal system or its operation in St. Albert, all notices shall be delivered and shall not be mailed.

12.2 Amendments

This lease can be changed only by a document signed by the Landlord and Tenant.

12.3 Registration

The Tenant will not register this Lease. The Tenant may file a Caveat provided that the Caveat only describes the parties, the Premises and the term.

12.4 Successors and Assigns

This lease binds and benefits the parties and their respective heirs, executives, administrators, successors, and assigns.

12.5 Acceptance

The Tenant does hereby accept this Lease of the Premises to be held by it as a Tenant subject to the conditions, restrictions and covenants contained herein.

12.6 Rules and Regulations

The Tenant shall observe and perform all rules and regulations, if any attached as Schedule "B". If no rules and regulations are in existence at the date of this Lease, the Landlord shall have the right to declare and from time to time amend or add further rules and regulations relating to the Premises. No rule, regulation or modification will contradict a provision of this Lease. Any amendment, variation, or addition to the rules and regulations shall be binding upon the Tenant when the Landlord mails a copy to the Tenant, in accordance with the provision in clause 12.1.

13.0 Guarantee

13.1 Guarantee

The guarantor in consideration of the granting of the within Lease by the Landlord to the Tenant made at the request of the Guarantor, it being a condition thereof that the Guarantor execute these presents, the Guarantor covenant with the Landlord that:

- 13.1.1 If any time default shall be made on the part of the Tenant in the payment of any monies from time to time owing under the terms of this Lease, whether as rent or otherwise howsoever, the Guarantor will on demand pay to the Landlord the whole of such monies including interest which shall then be due to the Landlord as aforesaid;
- 13.1.2 If any time there should be a breach on the part of the Tenant of any other covenant on its part contained in this Lease, other than the covenants to pay rent and other sums, the Guarantor will upon the request of the Landlord cause such breach to be remedied within a reasonable time;
- 13.1.3 The Guarantor will indemnify and save the Landlord harmless against all losses of rents and any other monies payable under the terms of this Lease and against all losses, costs, damages, charges and expenses whatsoever which the Landlord may incur by reason of any default on the part of the Tenant;
- 13.1.4 The liability of the Guarantor as surety under this agreement shall not be impaired or discharged by reason of any time or other indulgences granted by the landlord to the Tenant, or by any variation in the terms of the Lease or by any other thing whatsoever which under the law relating to sureties

would, but for this provision, have the effect of releasing the Guarantor, to the intent that the Guarantor shall be liable as if they were principal debtors and not a surety;

- 13.1.5 The Landlord shall not be bound to commence or exhaust any of its remedies against the Tenant or any other part or under any security it may hold before requiring payment from the Guarantor and the Landlord may enforce the various remedies available to it and may realize upon the various securities held by this or any part thereof in such order as the Landlord may determine;
- 13.1.6 That this Guarantee shall remain in full force and effect notwithstanding any assignment or subletting by the Tenant or by a transfer by the Landlord of its interest under this Lease;
- 13.1.7 Any demand upon or request of the Guarantor hereunder shall be in writing and shall be conclusively deemed to have been received by the addressee on the third day following mailing at any Post Office in Canada of such demand or request in a postage prepaid envelope addressed to the Guarantor at their address last known to the Landlord;
- 13.1.8 This agreement shall be a continuing Guarantee and shall bind the successors and assigns of the Guarantor and the benefits thereof shall pass to the successors and assigns of the Landlord as if they had been expressly named herein.

The PARTIES HERETO have executed this Lease Agreement as of the day and year first written above.

Sturgeon School Division No. 24

Per: _____
Board Chair

Secretary-Treasurer

SIGIS Child Care Society

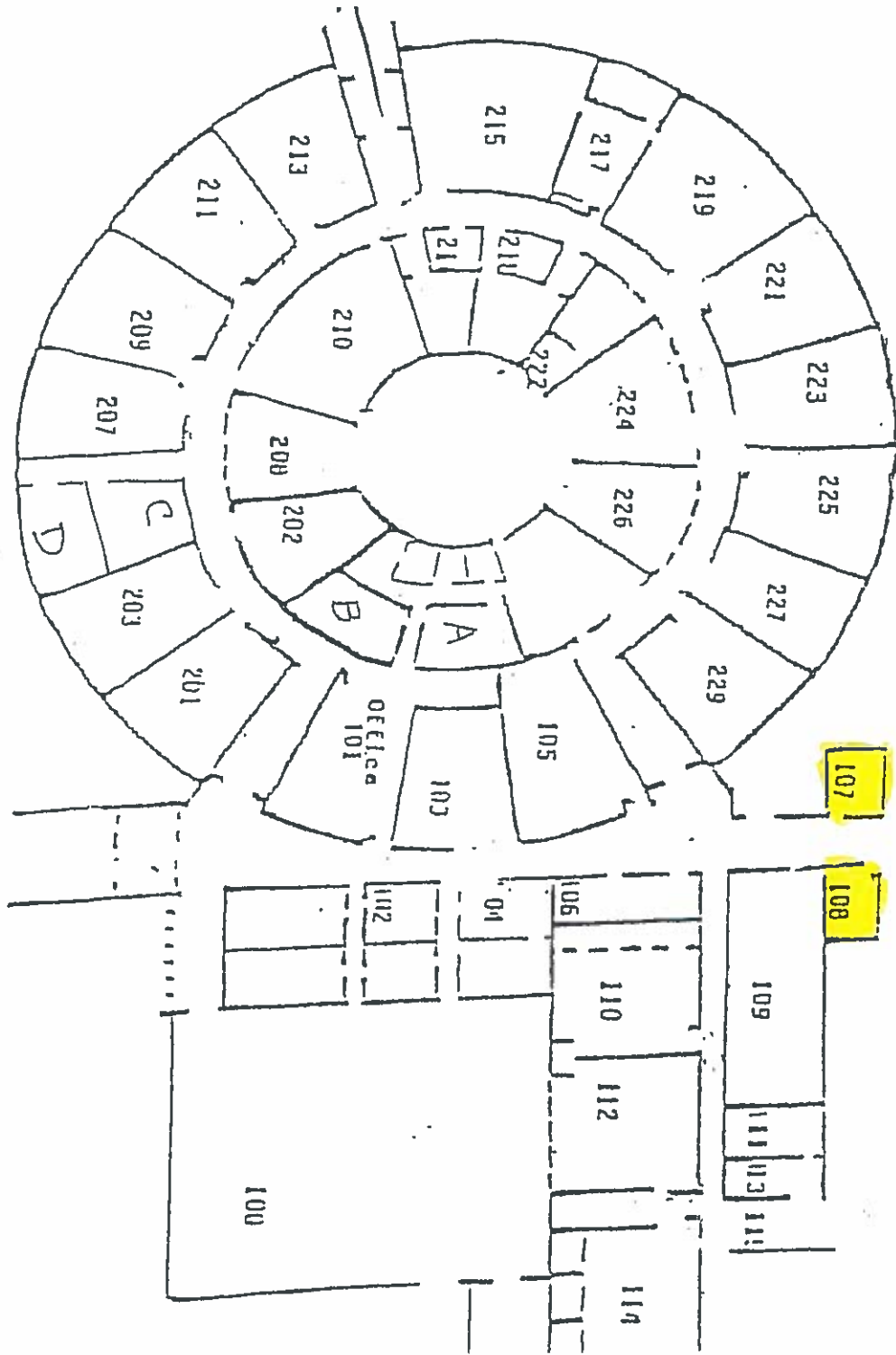
Per: _____
Signature

Name and Position

Guarantor's Signature

Name

SCHEDULE "A"



STURGEON HEIGHTS SCHOOL



Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Non Resident Fee Schedule 2016 - 2017

Background:

Attached is the Non Resident Fee Schedule for the 2016 – 2017 school year. Non Resident Fee Schedule was brought to the May 11, 2016 Committee of the Whole.

Recommendation:

That the Board of Trustees approve the attached schedule of fees for the 2016 – 2017 school year.

STURGEON SCHOOL DIVISION
FEE SCHEDULE FOR REGULAR AND NON RESIDENT STUDENTS 2016-2017

<u>Regular Program Rates</u>	<u>Grade 1-3</u>	<u>Grade 4-6</u>	<u>Grade 7-9</u>	<u>Grade 10-12 (@35 CEU's)</u>
	<u>Tier 1</u>			
Base Instruction	\$6,679.79	\$6,679.79	\$6,679.79	\$6,679.79 *
Class Size Base Rate	\$1,521.68	\$0.00	\$0.00	\$0.00 *
Socio-Economic Status	\$85.77	\$85.77	\$85.77	\$85.77
Equity of Opportunity - Base	\$101.00	\$101.00	\$101.00	\$101.00
Inclusive Education Student Rate	\$523.71	\$523.71	\$523.71	\$523.71
English as a Second Language **	\$1,178.10	\$1,178.10	\$1,178.10	\$1,178.10
First Nation, Metis and Inuit Education **	\$1,178.10	\$1,178.10	\$1,178.10	\$1,178.10
Plant Operations & Maintenance	\$795.30	\$795.30	\$751.18	\$755.38
Total	\$12,063.45	\$10,541.77	\$10,497.65	\$10,501.85
ESL not applicable	\$10,885.35	\$9,363.67	\$9,319.55	\$9,323.75
Foreign Student (FNMI not applicable)	\$10,885.35	\$9,363.67	\$9,319.55	\$9,323.75
ESL AND FNMI not applicable	\$9,707.25	\$8,185.57	\$8,141.45	\$8,145.65

SPECIAL NEEDS CONGREGATED PROGRAM AND IDENTIFIED INTEGRATED STUDENTS

<u>Program</u>	<u>Program Cost Per Student</u>	<u>Basic Rate Per Student</u>	<u>Total Cost Per Program Per Student</u>
Life Skills Program	\$43,340.00	\$8185.57***	\$51,525.57

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.



Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: French Immersion Transportation

Background:

In June of 2015, it was determined by the Board of Trustees that Sturgeon School Division would operate this route for another year and the French Immersion bus (Route 502) was reinstated for the 2015-2016 school year. At that time, the Board of Trustees moved to reassess the French Immersion route for the 2016-2017 school year.

Recommendation:

That the Board of Trustees approve the French Immersion Bus to St. Albert managed by Sturgeon School Division for the 2016-2017 school year and to reassess the route for the 2017-2018 school year.

FRENCH IMMERSION COST ANALYSIS ROUTE 502 15-16 SY

Jan 2016 Exhibit 1

Transported Students	Grade Breakdown				
	Total	Gr K-3	Gr 4-6	Gr 7-9	Gr 10-12
Catholic	9	4	4	1	0
Public	10	2	1	4	3
Total Riders				19	

Alberta ED Funding	Funding by Grade				
	Total	Gr K-3	Gr 4-6	Gr 7-9	Gr 10-12
Catholic	3289.08	3475.03	1409.14	0	
Public	1648.83	869.05	5396.18	4034.01	
Total Funding			20,121.32		

Sturgeon	Fees Assessed by Grade				
	Total	Gr K-3	Gr 4-6	Gr 7-9	Gr 10-12
Fees Assessed	1500	1125	1125	675	
Total Revenue from Fees			4,425.00		

Operating Costs	Bus 502
Total Cost	40,878.54

Cost to Division	(16,332)
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FRENCH IMMERSION COST ANALYSIS ROUTE 502 16- 17 SY Apr 2016 Exhibit 2

Transported Students	Grade Breakdown				
	Total	Gr K-3	Gr 4-6	Gr 7-9	Gr 10-12
Catholic	9	3	5	1	0
Public	9	2	1	3	3
Total Riders					18

Alberta ED Funding	Funding by Grade				
	Total	Gr K-3	Gr 4-6	Gr 7-9	Gr 10-12
Catholic	8,414	2522	4483	1409	0
Public	10,615	1648	869	4023	4075
Total Funding					19,029.00

Sturgeon Transportation Fees	Fees Assessed by Grade				
	Total	Gr K-3	Gr 4-6	Gr 7-9	Gr 10-12
Fees Assessed	4200	1250	1375	900	675
Total Revenue from Fees					4,200.00

Operating Costs	Bus 502
Total Cost	40,878.54

Cost to Division	(17,650)
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TWO YEAR FRENCH IMMERSION STUDENT AND FUNDING COMPARISON

	Grades		Funding		Transportation Fees	
	15-16	16-17	15-16	16-17	15-16	16-17
Catholic						
K-3	4	3	3289	2522	1000	750
Gr 4- 6	4	5	3475	4483	900	1150
Gr 7-9	1	1	1409	1409	225	225
Gr 10-12	0	0	0	0	0	0
	9	9	\$8,173.00	\$8,414.00	\$2,125.00	\$2,125.00
Public						
K-3	2	2	1648	1648	500	500
Gr 4- 6	1	1	869	869	225	225
Gr 7-9	4	3	5396	4023	900	675
Gr 10-12	3	3	4034	4075	675	675
	10	9	\$11,947.00	\$10,615.00	\$2,300.00	\$2,075.00
Totals	19	18	\$20,120.00	\$19,029.00	\$4,425.00	\$4,200.00

1 student advanced from Gr 3 to Gr 4
 1 Gr 4 student charged school of choice fee- \$250

1 student advanced from Gr 9 to Gr 10
 1 student graduated

	15-16	16-17
Total Operating Costs	\$40,878.00	\$40,878.00
Total Revenue	\$24,545.00	\$23,229.00
Cost to Division	\$16,333.00	\$17,649.00

Increased cost from 15-16 SY to 16-17 SY -\$1,316.00

Number of		School Years		Grades at MI School Years	
Grade	Students				
0	2			K-3	15-16 SY
1	1			4	16-17 SY
2	2			5	17-18 SY
3	1	24-25	10 years	6	18-19 SY
4	0	23-24		7	19-20 SY 5 Years
5	5	22-23		8	20-21 SY
6	0	21-22		9	21-22 SY
7	1	20-21		10	22-23 SY
8	3	19-20	5 years	11	23-24 SY
9	1	18-19		12	24-25 SY 10 years
10	0	17-18			
11	3	16-17			
12	0	15-16			

Current Student	Students Grade	Students Grade	Students Grade
15-16 SY	17-18 SY	19-20 SY	24-25 SY
Grade	Grade	Grade	Grade
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9
10	10	10	10
11	11	11	11
12	12	12	12
19	16	15	6

Assumption: This information is based on the number of students that are currently riding the bus.



Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
English (AP) 35 (5 credits) acquired from Red Deer Public School District School No. 104

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course English (AP) 35 (5 credits) acquired from Red Deer Public School District School No. 104 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course **English (AP) 35** for 5 credits acquired from Red Deer Public School District No. 104 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

LOCALLY DEVELOPED COURSE OUTLINE

English (AP) 35-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 14, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G11 G12

Acknowledgment

The College Board

Course Description

Understandings:

What will students understand (about what big ideas) as a result of the unit? Students will understand that:

- Literature provides a mirror to help us understand ourselves and others.
- Writing is a form of communication across the ages.
- Literature reflects the human condition.
- Literature deals with universal themes, i.e., man vs. man, man vs. self, man vs. nature, man vs. God
- Literature reflects its social, cultural, and historical values.

Essential Questions:

What arguable, recurring and thought-provoking questions will guide inquiry and point toward the big ideas of the unit?

- How does literature help us understand ourselves and others?
- How has writing become a communication tool across the ages?
- How does literature reflect the human condition?
- How does literature express universal themes?
- How does literature provide for a critical examination of society and the world we live in?

Course Prerequisite



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Film Studies 15, 25, 35 (3 credits) acquired from Calgary School District No. 19

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Film Studies 15, 25, 35 (3 credits) acquired from Calgary School District No. 19 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Film Studies 15, 25, 35 for 3 credits acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2017 using the listed resources as per the course outline.

BOARD 9.11

LOCALLY DEVELOPED COURSE OUTLINE

Film Studies 15-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 25, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-3	75.00	09/01/2016	08/31/2017	Acquired	Authorization	G10 G11 G12

Acknowledgment

Course Description

Film Studies is the exploration of film and media art as an artistic form of expression. This course is designed to work in concert with Career and Technology Studies as well as English Language Arts to provide innovative and unique ways for students to engage in the study of this art form as well as the technological and literary aspects of the medium. The literary and storytelling aspects of film cross over with Language Arts and the technological skills fall within CTS, while Film Studies, as a course, is the artistic link that examines the medium as a form of expression.

This course is structured differently from many other locally developed courses. The course provides a structure for the learning and invites students, with the support of a collaborative community of learners and experts, to engage with ideas, colleagues and audiences through media art. There is not one set of specific outcomes each student must achieve; rather, students will use guiding questions and an apprenticeship model to explore the general outcomes in their own unique ways as appropriate to the student and their context.

Personalized learning occurs through an apprenticeship model in which students engage in deep disciplinary ways of knowing and doing in order to better understand themselves as artists and refine their practice. Flexibility in choice and design allows teachers and students to create avenues of study that meet the personalized needs of each student.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have participated in the courses in sequence or have related study. Career and Technology Studies courses have prerequisites and, if offering Film Studies in conjunction with CTS credits, it is important to ensure students have the proper sequence of CTS courses.

LOCALLY DEVELOPED COURSE OUTLINE

Film Studies 25-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 25, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-3	75.00	09/01/2016	08/31/2017	Acquired	Authorization	G10 G11 G12

Acknowledgment

Course Description

Film Studies is the exploration of film and media art as an artistic form of expression. This course is designed to work in concert with Career and Technology Studies as well as English Language Arts to provide innovative and unique ways for students to engage in the study of this art form as well as the technological and literary aspects of the medium. The literary and storytelling aspects of film cross over with Language Arts and the technological skills fall within CTS, while Film Studies, as a course, is the artistic link that examines the medium as a form of expression.

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LOCALLY DEVELOPED COURSE OUTLINE

Film Studies 35-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 25, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-3	75.00	09/01/2016	08/31/2017	Acquired	Authorization	G10 G11 G12

Acknowledgment

Course Description

Film Studies is the exploration of film and media art as an artistic form of expression. This course is designed to work in concert with Career and Technology Studies as well as English Language Arts to provide innovative and unique ways for students to engage in the study of this art form as well as the technological and literary aspects of the medium. The literary and storytelling aspects of film cross over with Language Arts and the technological skills fall within CTS, while Film Studies, as a course, is the artistic link that examines the medium as a form of expression.

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9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Film Studies 15, 25, 35 (5 credits) acquired from Calgary School District No. 19

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Film Studies 15, 25, 35 (5 credits) acquired from Calgary School District No. 19 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Film Studies 15, 25, 35 for 5 credits acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2017 using the listed resources as per the course outline.

BOARD

9.7

LOCALLY DEVELOPED COURSE OUTLINE

Film Studies 15-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 25, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-5	125.00	09/01/2016	08/31/2017	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Film Studies is the exploration of film and media art as an artistic form of expression. This course is designed to work in concert with Career and Technology Studies as well as English Language Arts to provide innovative and unique ways for students to engage in the study of this art form as well as the technological and literary aspects of the medium. The literary and storytelling aspects of film cross over with Language Arts and the technological skills fall within CTS, while Film Studies, as a course, is the artistic link that examines the medium as a form of expression.

This course is structured differently from many other locally developed courses. The course provides a structure for the learning and invites students, with the support of a collaborative community of learners and experts, to engage with ideas, colleagues and audiences through media art. There is not one set of specific outcomes each student must achieve; rather, students will use guiding questions and an apprenticeship model to explore the general outcomes in their own unique ways as appropriate to the student and their context.

Personalized learning occurs through an apprenticeship model in which students engage in deep disciplinary ways of knowing and doing in order to better understand themselves as artists and refine their practice. Flexibility in choice and design allows teachers and students to create avenues of study that meet the personalized needs of each student.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have participated in the courses in sequence or have related study. Career and Technology Studies courses have prerequisites and, if offering Film Studies in conjunction with CTS credits, it is important to ensure students have the proper sequence of CTS courses.

LOCALLY DEVELOPED COURSE OUTLINE

Film Studies 25-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 25, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-5	125.00	09/01/2016	08/31/2017	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Film Studies is the exploration of film and media art as an artistic form of expression. This course is designed to work in concert with Career and Technology Studies as well as English Language Arts to provide innovative and unique ways for students to engage in the study of this art form as well as the technological and literary aspects of the medium. The literary and storytelling aspects of film cross over with Language Arts and the technological skills fall within CTS, while Film Studies, as a course, is the artistic link that examines the medium as a form of expression.

This course is structured differently from many other locally developed courses. The course provides a structure for the learning and invites students, with the support of a collaborative community of learners and experts, to engage with ideas, colleagues and audiences through media art. There is not one set of specific outcomes each student must achieve; rather, students will use guiding questions and an apprenticeship model to explore the general outcomes in their own unique ways as appropriate to the student and their context.

Personalized learning occurs through an apprenticeship model in which students engage in deep disciplinary ways of knowing and doing in order to better understand themselves as artists and refine their practice. Flexibility in choice and design allows teachers and students to create avenues of study that meet the personalized needs of each student.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have participated in the courses in sequence or have related study. Career and Technology Studies courses have prerequisites and, if offering Film Studies in conjunction with CTS credits, it is important to ensure students have the proper sequence of CTS courses.

LOCALLY DEVELOPED COURSE OUTLINE

Film Studies 35-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 25, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-5	125.00	09/01/2016	08/31/2017	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Film Studies is the exploration of film and media art as an artistic form of expression. This course is designed to work in concert with Career and Technology Studies as well as English Language Arts to provide innovative and unique ways for students to engage in the study of this art form as well as the technological and literary aspects of the medium. The literary and storytelling aspects of film cross over with Language Arts and the technological skills fall within CTS, while Film Studies, as a course, is the artistic link that examines the medium as a form of expression.

This course is structured differently from many other locally developed courses. The course provides a structure for the learning and invites students, with the support of a collaborative community of learners and experts, to engage with ideas, colleagues and audiences through media art. There is not one set of specific outcomes each student must achieve; rather, students will use guiding questions and an apprenticeship model to explore the general outcomes in their own unique ways as appropriate to the student and their context.

Personalized learning occurs through an apprenticeship model in which students engage in deep disciplinary ways of knowing and doing in order to better understand themselves as artists and refine their practice. Flexibility in choice and design allows teachers and students to create avenues of study that meet the personalized needs of each student.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have participated in the courses in sequence or have related study. Career and Technology Studies courses have prerequisites and, if offering Film Studies in conjunction with CTS credits, it is important to ensure students have the proper sequence of CTS courses.



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Forensic Science Studies 35 (5 credits) acquired from Pembina Hills Regional Division No. 7

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Forensic Science Studies 35 (5 credits) acquired from Pembina Hills Regional Division No. 7 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course **Forensic Science Studies 35** for 5 credits acquired from Pembina Hills Regional Division No. 7 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

BOARD

9.9

LOCALLY DEVELOPED COURSE OUTLINE

Forensic Science Studies 35-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Mar. 30, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Advanced Forensic Science 35 is a distributed learning course that allows students to study scientific concepts and technologies related to solving crime in society in an anytime, anyplace, any pace model. Through the study of forensic science techniques, students are given the opportunity to explore and further understand how basic scientific concepts apply specifically to this unique field of study. This course encourages an engaging and interdisciplinary approach to learning that has been successful for many years at the Alberta Distance Learning Centre.

Course Prerequisite



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Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Instrumental Jazz 15, 25, 35 (3 credits) acquired from Calgary School District No. 19

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Instrumental Jazz 15, 25, 35 (3 credits) acquired from Calgary School District No. 19 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Instrumental Jazz 15, 25, 35 for 3 credits acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.9

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 15-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-3	75.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Instrumental Jazz is the study of a uniquely North American art form and offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program. Instrumental Jazz is designed as an extension to the Instrumental Music 10-20-30 program, allowing for a deepening of musical skills and new understandings in a performance environment.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Instrumental Music 10-20-30.

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 25-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-3	75.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Instrumental Jazz is the study of a uniquely North American art form and offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program. Instrumental Jazz is designed as an extension to the Instrumental Music 10-20-30 program, allowing for a deepening of musical skills and new understandings in a performance environment.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Instrumental Music 10-20-30.

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 35-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-3	75.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Instrumental Jazz is the study of a uniquely North American art form and offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program. Instrumental Jazz is designed as an extension to the Instrumental Music 10-20-30 program, allowing for a deepening of musical skills and new understandings in a performance environment.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Instrumental Music 10-20-30.



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: May 25, 2016

To: Board of Trustees

From: Committee of the Whole

Subject: **Locally Developed Course Approval –**
Instrumental Jazz 15, 25, 35 (5 credits) acquired from Calgary School District No. 19

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Instrumental Jazz 15, 25, 35 (5 credits) acquired from Calgary School District No. 19 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Instrumental Jazz 15, 25, 35 for 5 credits acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.10

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 15-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Instrumental Jazz is the study of a uniquely North American art form and offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program. Instrumental Jazz is designed as an extension to the Instrumental Music 10-20-30 program, allowing for a deepening of musical skills and new understandings in a performance environment.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Instrumental Music 10-20-30.

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 25-5

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Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Instrumental Jazz is the study of a uniquely North American art form and offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program. Instrumental Jazz is designed as an extension to the Instrumental Music 10-20-30 program, allowing for a deepening of musical skills and new understandings in a performance environment.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Instrumental Music 10-20-30.

LOCALLY DEVELOPED COURSE OUTLINE

Instrumental Jazz 35-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Instrumental Jazz is the study of a uniquely North American art form and offers students the opportunity to study the jazz idiom as a subject in its own right and as an integral part of the Fine Arts program. Instrumental Jazz is designed as an extension to the Instrumental Music 10-20-30 program, allowing for a deepening of musical skills and new understandings in a performance environment.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Instrumental Music 10-20-30.



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Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Musical Theatre 15, 25, 35 (3 credits) acquired from
Calgary Roman Catholic Separate School District No. 1

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Musical Theatre 15, 25, 35 (3 credits) acquired from Calgary Roman Catholic Separate School District No. 1 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Musical Theatre 15, 25, 35 for 3 credits acquired from Calgary Roman Catholic Separate School District No. 1 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.11

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 15-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Mar. 30, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-3	62.50	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

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 promote an entrepreneurial spirit through collaborating with community arts partners. 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.

Course Prerequisite

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.

Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 25-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Mar. 30, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-3	62.50	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

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 promote an entrepreneurial spirit through collaborating with community arts partners. 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.

Course Prerequisite

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.

Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 35-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Mar. 30, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-3	62.50	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

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 promote an entrepreneurial spirit through collaborating with community arts partners. 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.

Course Prerequisite

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.

Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Musical Theatre 15, 25, 35 (5 credits) acquired from
Calgary Roman Catholic Separate School District No. 1

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Musical Theatre 15, 25, 35 (5 credits) acquired from Calgary Roman Catholic Separate School District No. 1 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Musical Theatre 15, 25, 35 for 5 credits acquired from Calgary Roman Catholic Separate School District No. 1 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.16

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 15-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Mar. 30, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

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 promote an entrepreneurial spirit through collaborating with community arts partners. 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.

Course Prerequisite

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.

Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 25-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Mar. 30, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

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 promote an entrepreneurial spirit through collaborating with community arts partners. 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.

Course Prerequisite

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.

Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.

LOCALLY DEVELOPED COURSE OUTLINE

Musical Theatre 35-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Mar. 30, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

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 promote an entrepreneurial spirit through collaborating with community arts partners. 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.

Course Prerequisite

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.

Musical Theatre 15 is the prerequisite for Musical Theatre 25, and Musical Theatre 25 is the prerequisite for Musical Theatre 35.



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Vocal Jazz 15, 25, 35 (3 credits) acquired from Calgary School District No. 19

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Vocal Jazz 15, 25, 35 (3 credits) acquired from Calgary School District No. 19 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Vocal Jazz 15, 25, 35 for 3 credits acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.13

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 15-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 14, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-3	75.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Vocal Jazz offers students the opportunity to study the jazz idiom as a subject in its own right in a small ensemble setting and as an integral part of the Fine Arts program. Vocal Jazz is the study of a uniquely North American art form that tells the history of people. In this musical form, the human voice becomes the instrument of delivery.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Choral 10-20-30 or Choir 15-25-35.

Course Prerequisite

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 25-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 14, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-3	75.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Vocal Jazz offers students the opportunity to study the jazz idiom as a subject in its own right in a small ensemble setting and as an integral part of the Fine Arts program. Vocal Jazz is the study of a uniquely North American art form that tells the history of people. In this musical form, the human voice becomes the instrument of delivery.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Choral 10-20-30 or Choir 15-25-35.

Course Prerequisite

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 35-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 14, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-3	75.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Vocal Jazz offers students the opportunity to study the jazz idiom as a subject in its own right in a small ensemble setting and as an integral part of the Fine Arts program. Vocal Jazz is the study of a uniquely North American art form that tells the history of people. In this musical form, the human voice becomes the instrument of delivery.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Choral 10-20-30 or Choir 15-25-35.

Course Prerequisite



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Vocal Jazz 15, 25, 35 (5 credits) acquired from Calgary School District No. 19

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Vocal Jazz 15, 25, 35 (5 credits) acquired from Calgary School District No. 19 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Vocal Jazz 15, 25, 35 for 5 credits acquired from Calgary School District No. 19 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.14

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 15-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 14, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
15-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Vocal Jazz offers students the opportunity to study the jazz idiom as a subject in its own right in a small ensemble setting and as an integral part of the Fine Arts program. Vocal Jazz is the study of a uniquely North American art form that tells the history of people. In this musical form, the human voice becomes the instrument of delivery.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Choral 10-20-30 or Choir 15-25-35.

Course Prerequisite

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 25-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 14, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Vocal Jazz offers students the opportunity to study the jazz idiom as a subject in its own right in a small ensemble setting and as an integral part of the Fine Arts program. Vocal Jazz is the study of a uniquely North American art form that tells the history of people. In this musical form, the human voice becomes the instrument of delivery.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Choral 10-20-30 or Choir 15-25-35.

Course Prerequisite

LOCALLY DEVELOPED COURSE OUTLINE

Vocal Jazz 35-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 14, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Vocal Jazz offers students the opportunity to study the jazz idiom as a subject in its own right in a small ensemble setting and as an integral part of the Fine Arts program. Vocal Jazz is the study of a uniquely North American art form that tells the history of people. In this musical form, the human voice becomes the instrument of delivery.

Enrolment in this course will be based on the teacher's recommendation and permission by the principal. It is recommended that students have taken the courses in sequence and accompanied by Choral 10-20-30 or Choir 15-25-35.

Course Prerequisite



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Workplace Essential Skills 25, 35 (3 credits) acquired from
Edmonton School District No. 7

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Workplace Essential Skills 25, 35 (3 credits) acquired from Edmonton School District No. 7 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Workplace Essential Skills 25, 35 for 3 credits acquired from Edmonton School District No. 7 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.15

LOCALLY DEVELOPED COURSE OUTLINE

Workplace Essential Skills 25-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-3	62.50	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Workplace Essential Skills 25-35 is a course series developed to provide students at risk of not completing high school with the basic literacy and numeracy skills required in the workplace, preparing them for employment and lifelong citizenship. This course series focuses on the workplace environment, providing students with opportunities to develop the fundamental knowledge, skills and attitudes they require to pursue further studies, training and employment.

This course series is unique in that it provides opportunities for students to gain the necessary knowledge, skills and experiences to prepare them to potentially receive certification for the Test of Workplace Essential Skills (TOWES), a nationally accepted test that measures essential skills in the workplace.

Teachers who wish to view a version of Workplace Essential Skills 25-35 that displays specific outcomes in a sequence can download it from LDCOMS. This 'teacher-friendly' version is located in the "Assessment" section of LDCOMS for this course.

LOCALLY DEVELOPED COURSE OUTLINE

Workplace Essential Skills 35-3

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-3	62.50	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Workplace Essential Skills 25-35 is a course series developed to provide students at risk of not completing high school with the basic literacy and numeracy skills required in the workplace, preparing them for employment and lifelong citizenship. This course series focuses on the workplace environment, providing students with opportunities to develop the fundamental knowledge, skills and attitudes they require to pursue further studies, training and employment.

This course series is unique in that it provides opportunities for students to gain the necessary knowledge, skills and experiences to prepare them to potentially receive certification for the Test of Workplace Essential Skills (TOWES), a nationally accepted test that measures essential skills in the workplace.

Teachers who wish to view a version of Workplace Essential Skills 25-35 that displays specific outcomes in a sequence can download it from LDCOMS. This 'teacher-friendly' version is located in the "Assessment" section of LDCOMS for this course.



9820– 104 Street, Morinville, Alberta T8R 1L8 Tel: (780) 939-4341 Fax: (780) 939-5520

Board Memorandum

Date: May 25, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: **Locally Developed Course Approval –**
Workplace Essential Skills 25, 35 (5 credits) acquired from
Edmonton School District No. 7

Background:

At the May 11, 2016 Committee of the Whole meeting Trustees reviewed Locally Developed Course Workplace Essential Skills 25, 35 (5 credits) acquired from Edmonton School District No. 7 and forwarded to today's Public Board meeting. The next step in this process is to receive Board Approval for this authorization.

Please find attached the course description for the above noted Locally Developed Course.

Recommendation:

That the Board of Trustees approve the locally developed course Workplace Essential Skills 25, 35 for 5 credits acquired from Edmonton School District No. 7 to be authorized as a course of study within Sturgeon School Division from September 1, 2016 to August 31, 2020 using the listed resources as per the course outline.

BOARD 9.16

LOCALLY DEVELOPED COURSE OUTLINE

Workplace Essential Skills 25-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
25-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Workplace Essential Skills 25-35 is a course series developed to provide students at risk of not completing high school with the basic literacy and numeracy skills required in the workplace, preparing them for employment and lifelong citizenship. This course series focuses on the workplace environment, providing students with opportunities to develop the fundamental knowledge, skills and attitudes they require to pursue further studies, training and employment.

This course series is unique in that it provides opportunities for students to gain the necessary knowledge, skills and experiences to prepare them to potentially receive certification for the Test of Workplace Essential Skills (TOWES), a nationally accepted test that measures essential skills in the workplace.

Teachers who wish to view a version of Workplace Essential Skills 25-35 that displays specific outcomes in a sequence can download it from LDCOMS. This 'teacher-friendly' version is located in the "Assessment" section of LDCOMS for this course.

LOCALLY DEVELOPED COURSE OUTLINE

Workplace Essential Skills 35-5

Submitted By:

Sturgeon School Division No. 24

Submitted On:

Apr. 15, 2016

Course Basic Information

<u>Outline</u>	<u>Hours</u>	<u>Start Date</u>	<u>End Date</u>	<u>Development Type</u>	<u>Proposal Type</u>	<u>Grades</u>
35-5	125.00	09/01/2016	08/31/2020	Acquired	Reauthorization	G10 G11 G12

Acknowledgment

Course Description

Workplace Essential Skills 25-35 is a course series developed to provide students at risk of not completing high school with the basic literacy and numeracy skills required in the workplace, preparing them for employment and lifelong citizenship. This course series focuses on the workplace environment, providing students with opportunities to develop the fundamental knowledge, skills and attitudes they require to pursue further studies, training and employment.

This course series is unique in that it provides opportunities for students to gain the necessary knowledge, skills and experiences to prepare them to potentially receive certification for the Test of Workplace Essential Skills (TOWES), a nationally accepted test that measures essential skills in the workplace.

Teachers who wish to view a version of Workplace Essential Skills 25-35 that displays specific outcomes in a sequence can download it from LDCOMS. This 'teacher-friendly' version is located in the "Assessment" section of LDCOMS for this course.