



# **Board Meeting Agenda**

## **February 22, 2017 – 4:30 p.m.**

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### **1. Call to Order**

### **2. Approval 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 Special Meeting of  
January 11, 2017

4.3 Approval of the Minutes of the Regular Meeting of  
January 25, 2017

### **5. Presentations**

5.1 FNMI

Mark Lockwood, Director of Curriculum & Instruction,  
Sturgeon School Division

Sandra Brenneis, Director 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 Policy B/I/1 – Trustee Functions, Trusteeship & Policy

9.2 Policy B/III/1 – Board Procedures

9.3 Policy D/I/1 – Fiscal Management

9.4 Policy F/I/6 – Religious Instruction

- 9.5 Policy F/II/2 – Field Trips
- 9.6 Policy F/III/4 – Student Evaluation Policy
- 9.7 Policy G/II/4 – Student Illness or Accident
- 9.8 Central Office – Modernization Proposal
- 9.9 Division Name Change
- 9.10 Draft Operational School Year Calendar, 2017 – 2018
- 9.11 Draft Operational School Year Calendar, 2018 – 2019
- 9.12 External Auditor
- 9.13 French Immersion Bussing
- 9.14 Election 2017 – Town of Morinville Agreement, Ward 5
- 9.15 Monthly Financial Report

## **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 Special Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on January 11, 2017**

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**Roll Call**

Present were Trustees: Ms. Tracy Nowak (Chair), Mrs. Shelley Porter (Vice Chair); Mrs. Misty Featherley, Mr. Terry Jewell, Mrs. Shelley Porter; Dr. Michèle Dick (Superintendent).

Absent: Mrs. Wendy Miller

**Call to Order**

The Chair called the meeting to order at 3:50 p.m.

**Reappointment of the Superintendent of Schools**

# S-01/17 – 3:51 p.m. - Moved by Mr. Jewell that the Board of Trustees extend the Superintendent's contract, and authorize the Board Chair to complete the necessary documentation.

CARRIED 5/0

**Close of Meeting**

The Chair adjourned the meeting at 3:55 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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

BOARD 4.2



**Minutes of the Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on January 25, 2017**

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**Minutes of the Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on January 25, 2017**

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### **Roll Call**

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

Absent: Mr. Terry Jewell

### **Call to Order**

The Chair called the meeting to order at 4:30 p.m.

### **Approval of Agenda**

#001/2017 – Moved by Mrs. Porter that the agenda be approved.

CARRIED 5/0

### **Appointments**

There were no appointments.

### **Approval of Minutes**

#002/2017 – Moved by Mrs. Kohle that the minutes of the Regular Meeting of November 23, 2016 be approved.

CARRIED 5/0

### **Presentations**

### **Reports from Senior Administration**

A verbal and written report was provided 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**

A verbal report was provided.

**Finance & Human Resources**

No report was provided.

**Education Policy**

No report was provided.

**Advocacy**

No report was provided.

**Transportation**

No report was provided.

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

A verbal report was provided.

**Public School Boards Association of Alberta Representative**

A verbal report was provided.

**New Business****Policy B/1/1 – Trustee Functions, Trusteeship & Policy**

Policy B/1/1 – Trustee Functions, Trusteeship & Policy to be referred to the February 8, 2017 Committee of the Whole Meeting.

**Policy B/1/3 – Committees of the Board**

#003/2017 – Moved by Mrs. Porter that the Board of Trustees approve Policy B/1/3 – Committees of the Board.

CARRIED 5/0

**Policy C/1 – Organizational Chart**

#004/2017 – Moved by Mrs. Kohle that the Board of Trustees approve Policy C/1 – Organizational Chart.

CARRIED 5/0

**Policy D/1/1 – Operational School Year**

#005/2017 – Moved by Mrs. Featherley that the Board of Trustees approve Policy D/1/1 – Operational School Year.

CARRIED 5/0



**Policy F/II/9 – Library Learning Commons**

**#006/2017 – Moved by Mrs. Miller** that the Board of Trustees approve Policy F/II/9 – Library Learning Commons.

CARRIED 5/0

**Policy G/II/6 – Home Education**

**#007/2017 – Moved by Mrs. Kohle** that the Board of Trustees approve Policy G/II/6 – Home Education.

CARRIED 5/0

**Policy G/II/7 – Student Accident Insurance**

**#008/2017 – Moved by Mrs. Featherley** that the Board of Trustees approve Policy G/II/7 – Student Accident Insurance.

CARRIED 5/0

**Jurisdiction Names**

**#009/2017 – Moved by Mrs. Kohle** that the Board of Trustees approve the Sturgeon School Division No. 24 short name/AKA name to be 'Sturgeon Public Schools', effective immediately.

CARRIED 4/1

Opposed: Mrs. Porter

**Monthly Financial Report**

Board of Trustees received as information the 4 Months Financial Report for 2016 – 2017 as of December 31, 2016

**Election 2017****Appointment of Returning Officer**

**#010/2017 – Moved by Mrs. Porter** that as per Section 13 (1) of the of the Local Authorities Election Act, the Board of Trustees appoint the Secretary Treasurer of Sturgeon School Division as the Returning Officer for the 2017 election of the local school jurisdiction.

CARRIED 5/0

**Unfinished Business**

**Notices of Motion**

There were no Notices of Motion.

**Information**

**Comment & Question Period**

**ATA; CUPE**

No report was provided.

**Community Members**

**Media**

No report was provided.

**Requests for Information**

There were no requests for information.

#111/2017 – 6:45 p.m. – Moved by Mrs. Miller that the Board go in camera.

CARRIED 5/0

#112/2017 – 7:20 p.m. – Moved by Mrs. Porter that the Board go out of camera.

CARRIED 5/0

**Close of Meeting**

The Chair adjourned the meeting at 7:21 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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



# Memorandum

Date: February 22, 2017  
To: Public Board  
From: Senior Administration  
Subject: Seniors' Report

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## **Sturgeon Concussion Protocol**

Sturgeon School Division is currently working in partnership with the University of Alberta in building a transition plan to help students who have suffered Mild Traumatic Brain Injuries (MTBI) reintegrate back into the classroom setting. Part of this planning also involves the identification of a Most Responsible Contact Person in each of the division's schools, Grades 5-12, and the development of a protocol to guide such transitions.

Presently teachers across the division have been asked to complete a survey indicating their understanding of concussions and MTBIs. The data gleaned from this survey will assist in determining "Next Steps."

On May 19<sup>th</sup> staff will be able to take advantage of a half-day professional development activity featuring a high level guest athlete, a neuroscientist and our U.ofA. Research Lead who will explain the effects of MTBIs and the importance of healthy recovery.

Finally, the division will organize a Concussion Think Tank Team with representation from each school (Grades 5-12). This team will work together to develop a draft protocol articulating the transition planning process that would best serve students returning to the classroom after suffering such an injury. The draft protocol will be reviewed by administration and made available to the Board before being approved.

This is an important undertaking and the results coming from the work of our division will be made available to other divisions across Alberta as they address issues related to concussions and MTBIs.

Further information will be provided as we continue through this process.

## **Field Trips**

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

BOARD 6.



## Board Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy B/I/1 – Trustee Functions, Trusteeship & Policy

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### **Background:**

At the January 25, 2017 Public Board meeting Trustees directed the following changes to Policy B/I/1 – Trustee Functions, Trusteeship & Policy:

*2.2.5 Following a Trustee development activity, provide the Board with a written summary of materials received and ideas gained.*

*2.4 The Vice Chair shall act on behalf of the Board Chair in the Board Chair's absence and shall assume the duties and responsibilities of the Board Chair.*

*Ref.: B/III/2 – Rules of Order  
Robert's Rules of Order*

The changes were made and the revised policy was reviewed at the February 8, 2017 Committee of the Whole.

### **Recommendation:**

That the Board of Trustees approve Policy B/I/1 Trustee Functions, Trusteeship & Policy.



**1.0 POLICY**

- 1.1 The School Act has provided school boards with specific powers and responsibilities.
- 1.2 The Board of Trustees of Sturgeon School Division No. 24 is responsible for the education of the students registered in its schools.

**2.0 GUIDELINES**

- 2.1 The Board shall be responsible for:
  - 2.1.1 Representing the community in its policy setting.
  - 2.1.2 Setting priorities and policies to provide leadership and direction for the jurisdiction.
  - 2.1.3 Allocating the financial means in accordance with Alberta Education regulations in order to provide the resources necessary to achieve division goals and priorities.
  - 2.1.4 Monitoring and evaluating the effectiveness of division policies in achieving objectives.
  - 2.1.5 Hiring and evaluating the Superintendent of Schools.
  - 2.1.6 Serving as an advocate for public education.
- 2.2 The role of each individual trustee is to:
  - 2.2.1 Represent his or her constituents and consider the interests of all division stakeholders when making decisions.
  - 2.2.2 Be familiar with the School Act and Division policies and practices
  - 2.2.3 Be familiar with and adhere to the Trustee Code of Conduct.
  - 2.2.4 Stay informed on significant developments in education.

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References: Board Policies: B/II/5 – Trustee Code of Conduct  
B/III/2 – Rules of Order  
*School Act: Sections 60*  
Roberts' Rules of Order



- 2.2.5 Following a Trustee development activity, provide the Board with a written summary of materials received and ideas gained.
- 2.2.6 Support the corporate decisions of the Board.
- 2.2.7 Respect and support the authority of the Superintendent to direct the work of administration and staff.
- 2.2.8 Observe the Board’s rules of order for conduct at Board meetings.
- 2.2.9 Promote positive relationships between the Board and all division stakeholders.
- 2.3 The Board Chair shall have the authority on behalf of the Board to:
  - 2.3.1 Preside at all Board meetings.
  - 2.3.2 Sign all documents required by law or as authorized by the action of the Board.
  - 2.3.3 Represent the corporate Board as required.
- 2.4 The Vice Chair shall act on behalf of the Board Chair in the Board Chair’s absence and shall assume the duties and responsibilities of the Board Chair.

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References: Board Policies: B//1/5 – Trustee Code of Conduct  
B//1/1/2 – Rules of Order  
School Act: Sections 60  
Roberts' Rules of Order



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  - 2.2.5 Support the corporate decisions of the Board.

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References: Board Policies: B/II/5 – Trustee Code of Conduct  
*School Act: Sections 60*



- 2.2.6 Respect and support the authority of the Superintendent to direct the work of administration and staff.
  - 2.2.7 Observe the Board's rules of order for conduct at Board meetings.
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- 2.3.1 Preside at all Board meetings.
  - 2.3.2 Sign all documents required by law or as authorized by the action of the Board.
  - 2.3.3 Represent the corporate Board as required.

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References: Board Policies: B//5 – Trustee Code of Conduct  
*School Act: Sections 60*





## Board Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy B/III/1 – Board Procedures  
Board Regulation Board 1 – Board Procedures

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### **Background**

At the February 8, 2017 Committee of the Whole meeting Trustees reviewed Policy B/III/1 – Board Procedures and Board Regulation Board 1 – Board Procedures and forwarded it to today's Public Board meeting with the following amendment to Board Regulation Board 1 – Board of Trustees - Appendix "B":

Treaty 6 Acknowledgement Statement be moved to item # 2.

### **Recommendation:**

That the Board of Trustees approve Policy B/III/1 – Board Procedures and Board Regulation Board 1 – Board Procedures.



**1.0 POLICY**

**1.1 Meetings of the Board**

1.1.1 The organizational meeting of the Board shall be held annually at the August Board meeting, except in an election year, where it will be held within 4 weeks of election date.

1.1.2 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board.

**1.2 The Board will acknowledge the Treaty 6 territory with the Treaty 6 Acknowledgement Statement at the Annual Organizational Meeting.**

**1.2.1 Treaty 6 Acknowledgement Statement:**

*We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place and travelling route to the Cree, Sauteaux, Blackfoot, Métis, Dene and Nakota Sioux.*

*We acknowledge all of the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries.*

**1.3 The Board may also acknowledge Treaty 6 territory with the Treaty 6 Acknowledgement Statement at any Board sponsored events as previously approved by the Board.**

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References: *Board Regulation: Board 1 – Board Procedures*  
*School Act Division 2: Operations & Management*



**1.0 POLICY**

**1.1 Meetings of the Board**

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1.1.2 The Board will establish, by resolution at the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board.

Original

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References: *Board Regulation: Board 1 – Board Procedures*  
*School Act Division 2: Operations & Management*

**BOARD OF TRUSTEES 1 – Board Procedures**

Date: Sept. 24, 2014    Revised: Nov. 25, 2015    Responsible Administrator: Superintendent of Schools

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**1.0** Board Regulation “Board Procedures” shall be administered in compliance with Policy B/III/1 and School Act Division 2: Operations & Management

**2.0 RATIONALE:**

2.1 At the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board shall be established by Board resolution.

**3.0 GUIDELINES:**

**3.1 Preparation of Board Meeting Agendas**

3.1.1 The Superintendent of Schools, in consultation with the Board Chair will prepare agendas for Board meetings.

**3.2 Agenda Items**

3.2.1 Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.

**3.3 Distribution of Agenda Kits**

3.3.1 Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, not later than 5:00 pm three (3) business days prior to the Board Meeting.

3.3.2 Closed and/or In Camera Meeting Agenda kits will be provided electronically or delivered to the residence of each trustee, time permitting.

**3.4 Order of Business at Board Meetings**

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References:    *Board Policy B/II/2: Code of Ethics*  
                  *Board Policy B/III/1: Board Procedures*  
                  *School Act Division 2: Operations & Management*

**BOARD OF TRUSTEES 1 – Board Procedures**

Date: Sept. 24, 2014    Revised: Nov. 25, 2015    Responsible Administrator: Superintendent of Schools

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3.4.1 The Order of Business at Regular meetings of the Board will be as per Appendix A.

3.4.2 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.

3.4.3 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

3.5 Order of Business at Board Organizational Meetings

3.5.1 The organizational meeting of the Board shall be held annually and in accordance with the School Act at a time and place to be fixed by the Secretary Treasurer of the Board who shall give notice of the meeting to each trustee as if it were a special meeting. The Order of Business at Board Organizational meetings will be as per Appendix B.

3.6 Preparation and Approval of Minutes

3.6.1 The minutes of board meetings will state the date and venue of the meeting, the trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.

3.6.2 The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved. It is the trustees' responsibility to check for accuracy of content and, if necessary to request changes and corrections.

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References:    *Board Policy B/II/2: Code of Ethics*  
                  *Board Policy B/III/1: Board Procedures*  
                  *School Act Division 2: Operations & Management*



**BOARD OF TRUSTEES 1 – Board Procedures**

Date: Sept. 24, 2014    Revised: Nov. 25, 2015    Responsible Administrator: Superintendent of Schools

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3.6.3 Minutes, once approved, are only subject to change by a formal resolution.

3.7 Open Meetings

3.7.1 All meetings shall be held in accordance with the School Act, Section 70.

3.8 Special Meetings of the Board

3.8.1 Special meetings of the Board shall be called in accordance with the School Act, Section 67.

3.9 Annual General Meetings of the Board

3.9.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:

3.9.1.1 Prior to November 15 in each year

3.9.1.1.1 At a convenient place within the Division

3.9.1.1.1.1 At a date, time and place specified by the Board.

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References:    *Board Policy B/II/2: Code of Ethics*  
                  *Board Policy B/III/1: Board Procedures*  
                  *School Act Division 2: Operations & Management*



**BOARD OF TRUSTEES 1 – Board Procedures**

Date: Sept. 24, 2014    Revised: Nov. 25, 2015    Responsible Administrator: Superintendent of Schools

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APPENDIX "A"

Sturgeon School Division  
Board Meeting Agenda

1. Call to Order
2. Consideration of Agenda
  - 2.1. Additions/Deletions to Agenda
  - 2.2. Approval of Agenda
3. Appointments
  - 3.1. \_\_\_\_\_
4. Reading and Approving of Minutes
  - 4.1. Amendment/Correction of Minutes
  - 4.2. Approval of Minutes of the Regular Meeting of \_\_\_\_\_
5. Presentations
  - 5.1. \_\_\_\_\_
  - 5.2. \_\_\_\_\_
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 Committee
  - 7.7. Transportation
8. Reports from Special Committees
  - 8.1. Alberta School Boards Association Representative
  - 8.2. Public School Boards Association of Alberta Representative

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References:    *Board Policy B/II/2: Code of Ethics*  
                  *Board Policy B/III/1: Board Procedures*  
                  *School Act Division 2: Operations & Management*



**BOARD OF TRUSTEES 1 – Board Procedures**

Date: Sept. 24, 2014    Revised: Nov. 25, 2015    Responsible Administrator: Superintendent of Schools

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9. New Business

- 9.1. \_\_\_\_\_
- 9.2. \_\_\_\_\_
- 9.3. \_\_\_\_\_
- 9.4. \_\_\_\_\_
- 9.5. \_\_\_\_\_
- 9.6. \_\_\_\_\_

10. Unfinished Business

- 10.1. \_\_\_\_\_

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

Revised Draft

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References:   *Board Policy B/II/2: Code of Ethics*  
                  *Board Policy B/III/1: Board Procedures*  
                  *School Act Division 2: Operations & Management*





**BOARD OF TRUSTEES 1 – Board Procedures**

Date: Sept. 24, 2014    Revised: Nov. 25, 2015    Responsible Administrator: Superintendent of Schools

**APPENDIX "B"**

Sturgeon School Division  
Board Organizational Meeting  
Agenda

1. Call to Order - The Secretary Treasurer will call the meeting to order and act as Chair.
2. Treaty 6 Acknowledgement Statement
3. Declaration of Returning Officer - if applicable
4. Oath of Office - if applicable
5. Election of Board Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
6. Election of Vice-Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot.
7. Code of Ethics - the Board Chair will read the Code of Ethics.
8. Date, Time, Place of Regular Meetings.
9. Trustee membership on committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

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References:    *Board Policy B/II/2: Code of Ethics*  
                  *Board Policy B/III/1: Board Procedures*  
                  *School Act Division 2: Operations & Management*

**BOARD OF TRUSTEES 1 – Board Procedures**

Date: **Sept. 24, 2014**    Revised: **Nov. 25, 2015**    Responsible Administrator: Superintendent of Schools

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**1.0** Board Regulation “Board Procedures” shall be administered in compliance with Policy B/III/1 and School Act Division 2: Operations & Management

**2.0 RATIONALE:**

**2.1** At the Annual Organizational Meeting, the dates, start time, standing adjournment time, and place of the regular meetings of the Board shall be established by Board resolution.

**3.0 GUIDELINES:**

**3.1** Preparation of Board Meeting Agendas

**3.1.1** The Superintendent of Schools, in consultation with the Board Chair will prepare agendas for Board meetings.

**3.2** Agenda Items

**3.2.1** Items to be considered for inclusion in the Board Meeting Agenda must be submitted to the Board Chair or Superintendent of Schools eight (8) days prior to the meeting.

**3.3** Distribution of Agenda Kits

**3.3.1** Regular Board Meeting Agenda kits will be available on the division website or delivered in person to the residence of each trustee or other place designated by the trustee, not later than 5:00 pm three (3) business days prior to the Board Meeting.

**3.3.2** Closed and/or In Camera Meeting Agenda kits will be provided electronically or delivered to the residence of each trustee, time permitting.

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References: *Board Policy B/III/1: Board Procedures*  
*School Act Division 2: Operations & Management*



## BOARD OF TRUSTEES 1 – Board Procedures

Date: **Sept. 24, 2014** Revised: **Nov. 25, 2015** Responsible Administrator: Superintendent of Schools

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### 3.4 Order of Business at Board Meetings

- 3.4.1 The Order of Business at Regular meetings of the Board will be as per Appendix A.
- 3.4.2 Any appointments made with the Board by delegations will be dealt with at the designated time (or as close to it as possible following completion of discussion of the last item) regardless of the position reached in the Agenda. Any delegations appearing before the Board will be made aware of the Board's practice with respect to delegations coming before the Board or its Committees.
- 3.4.3 The Board Chair may depart from the order of business set forth on the Agenda with the consent of a majority of trustees present.

### 3.5 Order of Business at Board Organizational Meetings

- 3.5.1 The organizational meeting of the Board shall be held annually and in accordance with the School Act at a time and place to be fixed by the Secretary Treasurer of the Board who shall give notice of the meeting to each trustee as if it were a special meeting. The Order of Business at Board Organizational meetings will be as per Appendix B.

### 3.6 Preparation and Approval of Minutes

- 3.6.1 The minutes of board meetings will state the date and venue of the meeting, the trustees and members of the administration present and those trustees absent. The minutes shall contain all motions, board requests for information and notices of motion. They shall also state the time at which the meeting was called to order, the time that the meeting reverted from a closed to an open meeting, the time and duration of any recesses and the time the meeting adjourned or was closed.
- 3.6.2 The minutes of the previous meeting or other past meetings shall be provided to the Board prior to the meeting at which they are to be approved.

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References: *Board Policy B/III/1: Board Procedures*  
*School Act Division 2: Operations & Management*



## BOARD OF TRUSTEES 1 – Board Procedures

Date: **Sept. 24, 2014**    Revised: **Nov. 25, 2015**    Responsible Administrator: Superintendent of Schools

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It is the trustees' responsibility to check for accuracy of content and, if necessary to request changes and corrections.

3.6.3 Minutes, once approved, are only subject to change by a formal resolution.

### 3.7 Open Meetings

3.7.1 All meetings shall be held in accordance with the School Act, Section 70.

### 3.8 Special Meetings of the Board

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### 3.9 Annual General Meetings of the Board

3.9.1 The Board may provide for the holding of an annual meeting of the electors for the discussion of Board affairs which shall be held:

3.9.1.1 Prior to November 15 in each year

3.9.1.1.1 At a convenient place within the Division

3.9.1.1.1.1 At a date, time and place specified by the Board.

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References: *Board Policy B/III/1: Board Procedures*  
*School Act Division 2: Operations & Management*



**BOARD OF TRUSTEES 1 – Board Procedures**

Date: **Sept. 24, 2014**    Revised: **Nov. 25, 2015**    Responsible Administrator: Superintendent of Schools

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**APPENDIX "A"**

**Sturgeon School Division  
Board Meeting Agenda**

1. Call to Order
2. Consideration of Agenda
  - 2.1. Additions/Deletions to Agenda
  - 2.2. Approval of Agenda
3. Appointments
  - 3.1. \_\_\_\_\_
4. Reading and Approving of Minutes
  - 4.1. Amendment/Correction of Minutes
  - 4.2. Approval of Minutes of the Regular Meeting of \_\_\_\_\_
5. Presentations
  - 5.1. \_\_\_\_\_
  - 5.2. \_\_\_\_\_
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 Committee
  - 7.7. Transportation
8. Reports from Special Committees
  - 8.1. Alberta School Boards Association Representative
  - 8.2. Public School Boards Association of Alberta Representative

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References: *Board Policy B/III/1: Board Procedures*  
*School Act Division 2: Operations & Management*



**BOARD OF TRUSTEES 1 – Board Procedures**

Date: **Sept. 24, 2014**    Revised: **Nov. 25, 2015**    Responsible Administrator: Superintendent of Schools

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9. New Business

- 9.1. \_\_\_\_\_
- 9.2. \_\_\_\_\_
- 9.3. \_\_\_\_\_
- 9.4. \_\_\_\_\_
- 9.5. \_\_\_\_\_
- 9.6. \_\_\_\_\_

10. Unfinished Business

- 10.1. \_\_\_\_\_

11. Notices of Motion

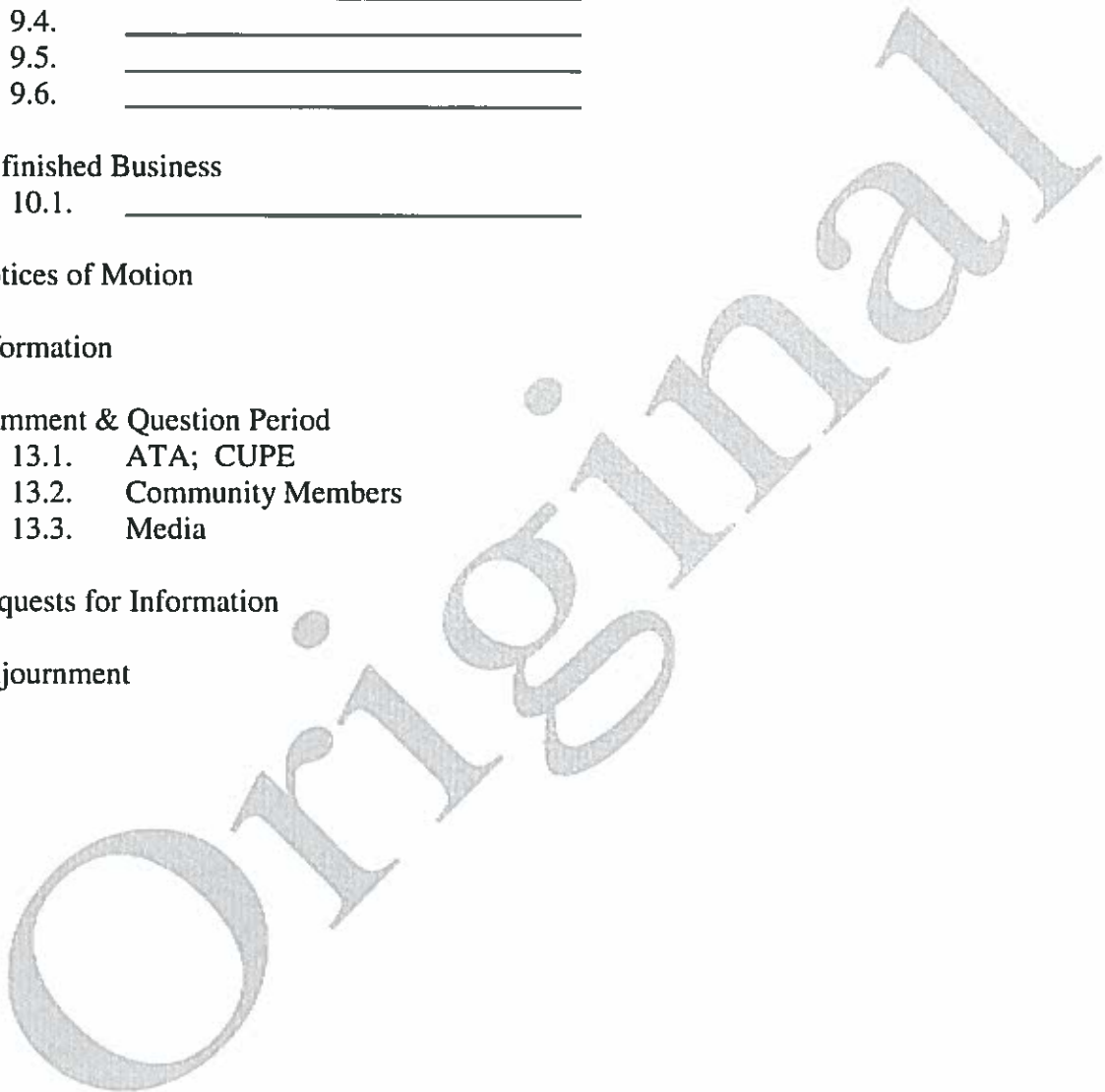
12. Information

13. Comment & Question Period

- 13.1.   ATA; CUPE
- 13.2.   Community Members
- 13.3.   Media

14. Requests for Information

15. Adjournment



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References:   *Board Policy B/III/1: Board Procedures*  
                  *School Act Division 2: Operations & Management*



## BOARD OF TRUSTEES 1 – Board Procedures

Date: Sept. 24, 2014    Revised: Nov. 25, 2015    Responsible Administrator: Superintendent of Schools

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### APPENDIX "B"

#### Sturgeon School Division Board Organizational Meeting Agenda

1. Call to Order - The Secretary Treasurer will call the meeting to order and act as Chair.
2. Declaration of Returning Officer - if applicable
3. Oath of Office - if applicable
4. Election of Board Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot. Upon declaration of election, the elected Board Chair shall assume the Chair.
5. Election of Vice-Chair - may, as provided for in School Act Section 57, at the request of one trustee, be handled by a secret ballot.
6. Code of Ethics - the Board Chair will read the Code of Ethics.
7. Date, Time, Place of Regular Meetings.
8. Trustee membership on committees - the Board will establish their operational structure (committees, task groups, etc.) and elect trustee representatives to these. It will also elect its representatives to organizations.

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References:    *Board Policy B/III/1: Board Procedures*  
                  *School Act Division 2: Operations & Management*



## Board Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy D/I/1 – Fiscal Management

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### **Background**

At the February 8, 2017 Committee of the Whole meeting Trustees reviewed Policy D/I/1 – Fiscal Management and forwarded it to the Public Board meeting.

### **Recommendation:**

That the Board of Trustees approve Policy D/I/1 – Fiscal Management.

BOARD 9.3





**1.0 POLICY**

- 1.1 The Board believes that one of its key responsibilities is the timely review of the financial affairs of the Division.

**2.0 GUIDELINES**

- 2.1 Monthly at the public board meeting, the Board shall receive a financial report of budget and year-to-date revenues and expenditures, along with a variance analysis for the previous month.
- 2.2 All Division departments and schools shall have access to monthly reporting of budget and year-to-date expenditures.
- 2.3 Principals shall report quarterly to school councils on their schools' financial information.

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References: Admin Practice(s): Financial Management 5 – Fiscal Reporting  
Financial Management 11 – School Budget Allocations



**1.0 POLICY**

- 1.1 The Board believes that one of its key responsibilities is the timely review of the financial affairs of the School Division.

**2.0 GUIDELINES**

- 2.1 The Board requires monthly financial statements and variance reports, both consolidated and by established site, of the preceding month, for the Committee of the Whole.
- 2.2 Schools will have access to monthly reporting of budget and year-to-date expenditures.
- 2.3 Principals are to report quarterly to school councils and communities using a report format developed by Central Office administration.

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References: *Admin Practice(s): Financial Management 5 – Fiscal Reporting*  
*Financial Management 11 – School Budget Allocations*  
*Board Approved School Reporting Form*



## **FINANCIAL MANAGEMENT 5 – Fiscal Reporting**

Date: June 30, 2004    Revised: Nov. 28, 2012    Responsible Administrator: Secretary Treasurer

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### **1.0 RATIONALE**

Monthly at the public board meeting, the Board shall receive a financial report of budget and year-to-date revenues and expenditures, along with a variance analysis for the previous month.

### **2.0 PROCESS**

The person with primary responsibility for fiscal monthly reporting is the Secretary Treasurer.

### **3.0 GUIDELINES**

3.1 The fiscal year shall begin on September 1<sup>st</sup> and end on August 31<sup>st</sup> of the following year.

3.2 Fiscal management will be undertaken in a manner consistent with professional standards regarding sound and ethical fiscal practices and in compliance with the requirements established by Alberta Education. This will include:

3.1.1 Maintaining accurate financial records;

3.1.2 Keeping secure the financial resources and records of the Division;

3.1.3 Establishing and maintaining a system for the effective supervision and control of revenues and expenditures;

3.1.4 Reporting to Alberta Education as required;

3.1.5 Efficiently administering the Division payroll;

3.1.6 Communicating financial data appropriate for public consumption; and

3.1.7 Maintaining supervisory and/or consultative services in relation to school-based financial matters involving public funds.

3.3 A variance analysis shall be provided to the Board of Trustees when the expenditure of a budget line exceeds the projected amount by 10 (ten) percent.

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References: Board Policy: D/I/1 - Fiscal Management



## **FINANCIAL MANAGEMENT 5 – Fiscal Reporting**

Date: June 30, 2004    Revised: Nov. 28, 2012    Responsible Administrator: Secretary Treasurer

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- 3.4    Regular updates of the Division financial matters shall be provided to the Superintendent of Schools.

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References:    Board Policy: D//1 - Fiscal Management



# Board Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy F/I/6 – Religious Instruction  
Board Regulation Education 1 – Religious Instruction

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## **Background**

At the February 8, 2017 Committee of the Whole meeting Trustees reviewed Policy F/I/6 – Religious Instruction and Board Regulation Education 1 – Religious Instruction and forwarded it to today’s Public Board meeting.

Associated Admin Practice Educational Services 20 – Religious Instruction/Exercises is also attached for Trustee information.

## **Recommendation:**

That the Board of Trustees approve Policy F/I/6 – Religious Instruction and Board Regulation Education 1 – Religious Instruction.



## 1.0 POLICY

- 1.1 The Board believes that our schools have a role in helping children develop emotionally, intellectually, physically, morally and spiritually.
- 1.2 The Board believes in religious tolerance, the acknowledgement of religious diversity, the maintenance of inclusive and respectful environments in its schools, and the provision of appropriate opportunities for students to give expression to their religious beliefs.
- 1.3 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada, and the Alberta Human Rights Act, the Board encourages the practice of providing opportunities for students to take part in religious instruction during the day, and may prescribe religious instruction to be offered to its students.
- 1.4 The Board may permit persons other than teachers to provide religious instruction to its students.

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References: Admin Practice(s): ES 20 – Religious Instruction/Exercises  
Board Regulation: Education 1 - Religious Instruction  
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)  
Alberta Act, 1905: Section 17  
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138  
Constitution Act, 1867: Section 93  
Alberta Human Rights Act Preamble



**1.0 POLICY**

- 1.1 The Board believes that our schools have a role in helping children develop emotionally, intellectually, physically, morally and spiritually.
- 1.2 The Board believes in religious tolerance, the acknowledgement of religious diversity, the maintenance of inclusive environments in its schools, and the provision of appropriate opportunities for students to give expression to their religious beliefs.
- 1.3 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories and the Constitution of Canada, the Board encourages the practice of providing opportunities for students to take part in religious instruction during the day, and may prescribe religious instruction to be offered to its students.
- 1.4 The Board may permit persons other than teachers to provide religious instruction to its students.

**2.0 GUIDELINES**

- 2.1 The Board supports the implementation of regulations that facilitate the operation of this policy.

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References: Admin Practice(s): ES 20 – Religious Instruction/Exercises  
Board Regulation: Education 1 - Religious Instruction  
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)  
Alberta Act, 1905: Section 17  
School Ordinance of the Northwest Territories, 1901: Sections 137 and 138  
Constitution Act, 1867: Section 93  
Alberta Human Rights Act, Sections 11.1(1) and (2)



## EDUCATION 1 – Religious Instruction

Date: Nov. 23, 2011

Revised:

Responsible Administrator: Superintendent

**1.0** Board Regulation, Education 1 – Religious Instruction shall be administered in compliance with Policy F/I/6.

**2.0 PROCESS**

**2.1** Whenever parents/guardians request that religious instruction courses be made available at a school, the Principal shall advise the Superintendent, who will advise the Board of Trustees.

**2.2** The Board of Trustees may, through the Superintendent, direct the Principal to determine the degree of parent/guardian interest around such request for religious instruction courses through surveys, meetings or any other appropriate means of gathering information, and establish a timeframe for such undertaking.

**2.3** The Principal shall present information obtained, including the rationale for the request for religious instruction courses and the determined degree of parent/guardian interest in the request, to the Board and seek Board prescription of such courses.

**2.4** The Board shall consider the rationale presented, including the tradition and culture of the school community, as well as the determined degree of parent/guardian interest and may prescribe the religious instruction courses to be included in the school's course offerings.

**2.5** For schools where the Board prescribes religious instruction courses, the Principal shall typically present information regarding such courses as part of the school's instructional program plan for the coming school year. Such information shall include:

**2.5.1** the grades or grade groupings for which religious instruction will be offered,

**2.5.2** the scheduling, as per legislation, of instruction per week,

**2.5.3** the process by which parents/guardians will indicate their approval or non-approval for their child(ren) to participate in a religious instruction course,

**2.5.4** the course of instruction to be offered to any student whose parents/guardians indicate that their child is not to participate in a religious instruction course, and

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**References:** Board Policy: F/I/6 – Religious Instruction  
 School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)  
 Alberta Act, 1905: Section 17  
 School Ordinance of the Northwest Territories, 1901; Sections 137 and 138  
 Constitution Act, 1867: Section 93  
 Alberta Human Rights Act Preamble



**EDUCATION 1 – Religious Instruction**

Date: Nov. 23, 2011

Revised:

Responsible Administrator: Superintendent

- 
- 2.5.5 if any persons other than teachers are to provide the religious instruction to the students.
- 2.6 The Principal shall annually:
- 2.6.1 inquire of parents/guardians as to whether or not they wish to have their child(ren) participate in a religious instruction course, and
- 2.6.2 facilitate receipt of written approval for students whose parents/guardians wish them to participate in any religious instruction course.
- 2.7 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada and the Alberta Human Rights Act, the Principal shall also annually:
- 2.7.1 receive indication from any parents/guardians who do not wish to have their child(ren) participate in a religious instruction course, and
- 2.7.2 make provision to provide an alternate course of instruction for any student(s) whose parents/guardians do not wish them to participate in a religious instruction course.
- Revised Draft*

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References: Board Policy: F/1/6 – Religious Instruction  
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)  
Alberta Act, 1905: Section 17  
School Ordinance of the Northwest Territories, 1901; Sections 137 and 138  
Constitution Act, 1867: Section 93  
Alberta Human Rights Act Preamble

**EDUCATION 1 – Religious Instruction**Date: **Nov. 23, 2011**

Revised:

Responsible Administrator: Superintendent

**1.0** Board Regulation, Education 1 – Religious Instruction shall be administered in compliance with Policy F/I/6.

**2.0 PROCESS**

**2.1** Whenever parents/guardians request that religious instruction courses be made available at a school, the Principal shall advise the Superintendent, who will advise the Board of Trustees.

**2.2** The Board of Trustees may, through the Superintendent, direct the Principal to determine the degree of parent/guardian interest around such request for religious instruction courses through surveys, meetings or any other appropriate means of gathering information, and establish a timeframe for such undertaking.

**2.3** The Principal shall present information obtained, including the rationale for the request for religious instruction courses and the determined degree of parent/guardian interest in the request, to the Board and seek Board prescription of such courses.

**2.4** The Board shall consider the rationale presented, including the tradition and culture of the school community, as well as the determined degree of parent/guardian interest and may prescribe the religious instruction courses to be included in the school's course offerings.

**2.5** For schools where the Board prescribes religious instruction courses, the Principal shall typically present information regarding such courses as part of the school's instructional program plan for the coming school year. Such information shall include:

**2.5.1** the grades or grade groupings for which religious instruction will be offered,

**2.5.2** the scheduling, as per legislation, of instruction per week,

**2.5.3** the process by which parents/guardians will indicate their approval or non-approval for their child(ren) to participate in a religious instruction course,

**2.5.4** the course of instruction to be offered to any student whose parents/guardians indicate that their child is not to participate in a religious instruction course, and

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**References:** Board Policy: F/I/6 – Religious Instruction  
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)  
Alberta Act, 1905: Section 17  
School Ordinance of the Northwest Territories, 1901; Section 137 and 138  
Constitution Act, 1867: Section 93  
Alberta Human Rights Act, Sections 11.1(1) and (2)

**EDUCATION 1 – Religious Instruction**Date: **Nov. 23, 2011**

Revised:

Responsible Administrator: Superintendent

- 
- 2.5.5 if any persons other than teachers are to provide the religious instruction to the students.
- 2.6 The Principal shall annually:
- 2.6.1 inquire of parents/guardians as to whether or not they wish to have their child(ren) participate in a religious instruction course, and
- 2.6.2 facilitate receipt of written approval for students whose parents/guardians wish them to participate in any religious instruction course.
- 2.7 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada and the Alberta Human Rights Act, the Principal shall also annually:
- 2.7.1 receive indication from any parents/guardians who do not wish to have their child(ren) participate in a religious instruction course, and
- 2.7.2 make provision to provide an alternate course of instruction for any student(s) whose parents/guardians do not wish them to participate in a religious instruction course.
- Original*

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References: Board Policy: F/1/6 – Religious Instruction  
School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)  
Alberta Act, 1905: Section 17  
School Ordinance of the Northwest Territories, 1901; Section 137 and 138  
Constitution Act, 1867: Section 93  
Alberta Human Rights Act, Sections 11.1(1) and (2)



## EDUCATIONAL SERVICES 20 – Religious Instruction/Exercises

Date: Mar. 23, 2011

Revised: January 16, 2017

Responsible Administrator: Superintendent

### 1.0 RATIONALE

The Board encourages and supports the moral and spiritual development of the children in its schools along with their emotional, intellectual, and physical development.

### 2.0 PROCESS

The Superintendent will be responsible for maintaining this Administrative Practice and its operation.

### 3.0 GUIDELINES

- 3.1 Whenever a number of parents request that the school be opened by the recitation of the Lord's Prayer, the Principal shall undertake to obtain a consensus of parent opinion around such request through surveys, meetings or any other appropriate means of gathering information.
- 3.2 If the Principal determines that a majority of parents support a request for the Lord's Prayer to be part of the school day opening exercises, he/she will inform the Board of the school's intention to implement such practice.
- 3.3 As per the School Act, the Principal shall make provision to exclude any student(s) from participation in the school opening religious exercise.
- 3.4 Whenever a number of parents request that either Protestant or Roman Catholic religious instruction courses be offered at a school, the Principal shall undertake to determine through surveys, public meetings or any other appropriate means of obtaining information, if there is a sufficient number of parents desiring such instruction during the school day.
- 3.5 The Principal shall present information regarding parental numbers and subsequent recommendations and intentions as to religious course offerings as part of the school's instructional program plan for the coming school year. Such information shall include:
- 3.5.1 the grade(s) to which religious instruction courses shall be offered,
  - 3.5.2 the number of minutes of instruction per week, and
  - 3.5.3 the course(s) of instruction to be offered to any students whose parents indicate in writing that their child is not to participate in religious instruction.
- 3.6 Upon receiving a Principal's plan for offering of religious instruction courses in a school, Senior Administration shall prepare a recommendation to the Board of Trustees for authorization of the courses.

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References: *Board Policy: F/1/6 Religious Instruction/Exercises*  
*Board Regulation: Education 1 - Religious Instruction*  
*School Act: Sections 3, 50 (1) (a), (b), and (e), and 50 (2) (a) and (b)*  
*Alberta Act, 1905: Section 17*  
*School Ordinance of the Northwest Territories, 1901: Sections 137 and 138*  
*Constitution Act, 1867: Section 93*  
*Alberta Human Rights Act Preamble*



## Board Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy F/II/2 – Field Trips

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### **Background**

At the February 8, 2017 Committee of the Whole meeting Trustees reviewed Policy F/II/2 – Field Trips and forwarded it to today's Public Board meeting.

Associated Admin Practice Administration 5 – Field Trip Operational Procedures is also attached for Trustee information.

### **Recommendation:**

That the Board of Trustees approve Policy F/II/2 – Field Trips.

BOARD 9.5



**1.0 POLICY**

- 1.1 The Board of Trustees believes that off-site school sponsored activities can enhance student learning and development. Field trips must clearly demonstrate that they complement expected curriculum outcomes. The Board requires the administration to implement regulations that promote student safety and protection for the students, staff, volunteer helpers, and the Division.

Revised Draft

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References: *Board Policy(s): F/II/1 – Curricular and Extra Curricular Fees*  
*Admin Practice(s): Administration 5 – Field Trip Operational Procedures*  
*Administration 22 - Curricular and Extra Curricular Fees Collection*  
*Educational Services 7 – Curricular and Extra Curricular Fees*



**1.0 POLICY**

1.1 The Board of Trustees believes that off-site school sponsored activities can enhance student learning and development. Field trips must clearly demonstrate that they complement (enhance) expected curriculum outcomes. The Board requires the administration to implement regulations that promote student safety and protection for the students, staff, volunteer helpers, and the Division.

**2.0 GUIDELINES**

2.1 Field trips include any excursion in which students are off the school grounds. Off-campus education shall not be considered as field trips.

2.2 All field trips will be conducted under the auspices of the school and will be demonstrably related to curriculum and/or extra-curricular expectations.

2.3 Excursions planned during vacation periods but not directly sponsored by a school or the Division are outside the school year and therefore are the total and full responsibility of the planners, tour agencies and the transportation agencies involved. Even though such non-school and non-Division but well planned excursions are valuable, they are “non-Divisional” activities and cannot be legally approved by the Board.

2.4 The Superintendent is delegated the responsibility and authority to maintain operational procedures as required.

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References: *Admin Practice(s): Administration 5 – Field Trip Operational Procedures*



# ADMINISTRATION 5 – Field Trip Operational Procedures

Date: November 24, 2004

Revised January 9, 2017

Responsible Administrator: Superintendent

## 1.0 RATIONALE

Off-site school sponsored activities can enhance student learning and development. Field trips must clearly demonstrate that they complement expected curriculum outcomes.

## 2.0 PROCESS

The Superintendent or designate will be responsible for the process involving approval of field trips.

## 3.0 GUIDELINES

- 3.1 The Superintendent can exercise the right to cancel or alter a field trip at any time.
- 3.2 Funding for field trips is the responsibility of individual schools. No student shall be excluded from a field trip due to inability to pay additional fees levied. (Excluding academies, extended trips or tours not necessary to meet the learning expectations of a particular grade or course).
- 3.3 Field trips include any excursion in which students are off the school grounds. Off-campus education shall not be considered as field trips.
- 3.4 All field trips will be conducted under the auspices of the school and will be demonstrably related to curriculum and/or extra-curricular expectations.
- 3.5 Meaningful alternative learning experiences must be provided for those students who do not participate in the field trip.
- 3.6 No communication to parents or students regarding a proposed field trip shall occur until the applicable approvals have been provided.
- 3.7 Parents/guardians must provide informed consent for their child to participate in a field trip (Consent of Parent/Guardian and Acknowledgement of Risk form).
- 3.8 No field trip shall exceed five (5) school days.

References: *Board Policy: D//8 – Purchasing  
F//1/1 – Curricular and Extra-curricular Fees  
F//2 – Field Trips  
Admin Practice(s): Administration 22 – Curricular and Extra Curricular Fees Collection  
Educational Services 7 – Curricular and Extra Curricular Fees  
Financial Management 4 – Purchasing Authority and Procedure*





## ADMINISTRATION 5 – Field Trip Operational Procedures

Date: November 24, 2004

Revised January 9, 2017

Responsible Administrator: Superintendent

- 3.9 Unless in emergency situations, all school-sponsored activities during the regular school day will use transportation provided by or approved by the school/Division.
- 3.10 School staff shall not arrange for transportation other than indicated and approved on the Off Site Field Trip Proposal Form.
- 3.11 Approval shall only be given when the principal is satisfied that all criteria on the Field Trip Checklist and in the Field Trip Safety Plan forms have been met.
- 3.12 Gifts, entertainment and/or incentive trips or other personal services shall not be accepted or solicited by divisional staff when planning and coordinating school field trips.
- 3.13 School administration shall provide a report to school councils on all school field trips on a regular basis and no less than every five (5) months (i.e. January and June).
- 3.14 For further information, please refer to [www.youthsafeoutdoors.ca](http://www.youthsafeoutdoors.ca) website, or the Alberta School Boards Insurance Exchange website at <http://www.asbie.com/index.php>.
- 3.15 Principals shall approve all teacher supervisors. Principals may authorize other staff/people other than teachers to provide supervision when warranted.

### Field trips during the school day

- 3.16 The principal must give approval for all field trips. Approval may be given after completion of the following:
  1. The Offsite Field Trip Proposal Form
  2. Field Trip Checklist
  3. Consent of Parent/Guardian and Acknowledgement of Risk form

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References: *Board Policy:* D//8 – Purchasing  
 F//1/1 – Curricular and Extra-curricular Fees  
 F//1/2 – Field Trips  
*Admin Practice(s):* Administration 22 – Curricular and Extra Curricular Fees Collection  
 Educational Services 7 – Curricular and Extra Curricular Fees  
 Financial Management 4 – Purchasing Authority and Procedure



## ADMINISTRATION 5 – Field Trip Operational Procedures

Date: November 24, 2004

Revised January 9, 2017

Responsible Administrator: Superintendent

### Overnight/Outdoor Education and Out of Province Field Trips

- 3.17 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 the Province of Alberta.
- 3.18 To request approval to plan an overnight field trip the following documentation shall be submitted to the Superintendent for consideration four weeks prior to the trip:
1. Overnight/Outdoor Education Field Trip Proposal
  2. Field Trip Safety Plan
  3. Field Trip Approval Checklist
  4. Parent Correspondence Letter
  5. Consent of Parent/Guardian and Acknowledgement of Risk form
  6. Program/Activity Plan
  7. Any other supporting documents
- 3.19 The Board shall be provided, as information, all field trips that are overnight and/or out-of-province.

### Community Based Tours and Trips

- 3.20 Excursions planned during any vacation periods (non-operational school days), and not directly sponsored by a school or the Division, are outside of the school year and therefore are the total and full responsibility of the planners, tour agencies and/or the transportation agencies involved. Even though such non-school and non-Division excursions may be valuable, they are “non-Divisional” activities and cannot be supported or legally approved by the Board.
- 3.20.1 Materials relating to community trips shall not be photocopied or distributed at schools.
- 3.20.2 Planning and/or recruitment for community trips shall not take place on school property or in schools operated by Sturgeon School Division.
- 3.20.3 Any staff members who participate in a community trip shall communicate leave requests with the Associate Superintendent of Human Resources.

References: *Board Policy:* D/I/8 – Purchasing  
 F/III/1 – Curricular and Extra-curricular Fees  
 F/III/2 – Field Trips  
*Admin Practice(s):* Administration 22 – Curricular and Extra Curricular Fees Collection  
 Educational Services 7 – Curricular and Extra Curricular Fees  
 Financial Management 4 – Purchasing Authority and Procedure



## Board Memorandum

Date: February 22, 2017

To: Board of Trustees

From: Committee of the Whole

Subject: Policy F/III/4 – Student Evaluation Policy  
Proposed amended name Policy F/III/4– Student Assessment, Evaluation and Reporting

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### **Background**

At the February 8, 2017 Committee of the Whole meeting Trustees reviewed Policy F/III/4 – Student Evaluation Policy (proposed amended name Policy F/III/4– Student Assessment, Evaluation and Reporting) and forwarded it to today’s Public Board meeting.

Associated Admin Practices Educational Services 1 – Protocol for Reporting of Provincial Achievement Test and Diploma Examination Results and Educational Services 21 – Assessment, Evaluation and Reporting of Student Achievement are also attached for Trustee information.

### **Recommendation:**

That the Board of Trustees approve Policy F/III/4– Student Assessment, Evaluation and Reporting.

BOARD 9.6



**1.0 POLICY**

- 1.1 The Board accepts the responsibility for the establishment and maintenance of high standards of educational achievement for its students.
- 1.2 The Board believes that the primary responsibility for the continuing evaluation of student achievement lies with each school and its teachers.
- 1.3 The Board requires that the processes, measures and criteria used for the purposes of student assessment evaluation and reporting shall be clearly communicated to parents/guardians and students.

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References: *Admin Practice(s): ES 1 - Protocol for Reporting of Provincial Achievement Test and Diploma Examination Results*  
*ES 21 - Assessment, Evaluation and Reporting Student Achievement*



## 1.0 POLICY

- 1.1 The Board accepts the responsibility for the establishment and maintenance of high standards of educational achievement for its students.
- 1.2 The Board believes that the primary responsibility for the continuing evaluation of student achievement lies with each school and its teachers.
- 1.3 The Board requires that the processes, measures and criteria used for the purposes of student assessment and evaluation shall be clearly communicated to parents and students.

## 2.0 GUIDELINES

- 2.1 The Superintendent or designate shall maintain Divisional procedures and practices to facilitate the assessment, evaluation and reporting of student learning.

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References: Admin Practice(s): *ES 1 - Protocol for Reporting of Provincial Achievement Test and Diploma Examination Results*  
*ES 21 - Assessment, Evaluation and Reporting Student Achievemen*



# EDUCATIONAL SERVICES 1 – Protocol for Reporting of Provincial Achievement Test and Diploma Examination Results

Date: Mar. 25, 2003    Revised: January 9, 2017    Responsible Administrator: Associate Superintendent, Education Services

## **1.0 RATIONALE**

The Board believes that schools should report on an annual basis to its public results on Provincial Achievement Tests and Provincial Diploma Examinations.

## **2.0 PROCESS**

The Associate Superintendent, Education Services will be responsible to maintain the process and ensure that it is followed.

## **3.0 GUIDELINES**

3.1 Principals shall report to their public in the following areas:

3.1.1 Results for the Acceptable Standard and the Standard of Excellence on Provincial Achievement Tests and Diploma Examinations for all students enrolled in the grade level or course.

3.1.2 Five Year Analysis of Provincial Achievement Test and Diploma Examination results.

3.1.3 Achievement of School and Division Targets as outlined in the Three Year Education Plan.

3.1.4 School and Division Action Plans that shall be implemented to address areas of need.

3.2 Principals shall report to their public in accordance with guidelines established by Alberta Education.

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References:	<i>Board Policies:</i>	<i>D/I/6 Appeals</i> <i>F/III/4 Student Evaluation Policy Student Assessment, Evaluation and Reporting</i>
	<i>Admin Practice(s):</i>	<i>ES 21 – Assessment, Evaluation and Reporting of Student Achievement</i>
	<i>School Act:</i>	<i>Sections 18, 20</i>
	<i>Guide to Education</i>	



# EDUCATIONAL SERVICES 21 –Assessment, Evaluation and Reporting of Student Achievement

Date: Oct. 26, 2011 Revised: January 9, 2017 Responsible Administrator: Associate Superintendent, Education Services

## 1.0 RATIONALE

The Board believes that fair and just practices for assessment, evaluation and reporting of student achievement form an essential component of a quality educational system.

The Board believes in the importance of reporting to parents/guardians the assessment and evaluation criteria as well as student achievement information.

## 2.0 PROCESS

The Associate Superintendent, Education Services will be responsible to maintain this administrative practice.

## 3.0 GUIDELINES

3.1 The following terms for the use of this administrative practice and the interpretation of related documentation and actions are defined as:

- 3.1.1 “Fair” means free from bias or dishonesty, and “fairness” is concerned with addressing the student as an individual.
- 3.1.2 “Just” means deserved, and “justice” is concerned with assessing groups of students equitably, in accordance with standards or requirements.
- 3.1.3 “Assessment” refers to the process of collecting, interpreting, and communicating information about a student’s progress in relation to the learning outcomes.
  - 3.1.3.1 “Formative assessment” or “assessment for learning” refers to assessments that take place during instruction and learning to:
    - 3.1.3.1.1 inform students, on an ongoing basis, about their progress towards achieving the intended learning outcome,

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References: *Board Policy:* D//6 - Appeals  
 F//4 - ~~Student Evaluation Policy~~ *Student Assessment, Evaluation and Reporting*

*Admin Practice(s):* ES 1 – Protocol for Reporting of Provincial Achievement Test and Diploma Examination Results

*School Act:* Sections 18, 20  
*Guide to Education*



# EDUCATIONAL SERVICES 21 –Assessment, Evaluation and Reporting of Student Achievement

Date: Oct. 26, 2011 Revised: January 9, 2017 Responsible Administrator: Associate Superintendent, Education Services

- 3.1.3.1.2 identify the gains and difficulties students are experiencing in what they are being asked to learn or perform,
- 3.1.3.1.3 provide specific, descriptive and meaningful feedback,
- 3.1.3.1.4 motivate students to learn by providing feedback on a continuous basis, and
- 3.1.3.1.5 monitor student performance toward the expected learning outcomes as set out in the programs of study and adjust instruction on the basis of the findings where necessary.

3.1.3.2 “Summative assessment” or “assessment of learning” refers to assessment that takes place after an instructional segment such as a group of integrated lessons, unit, reporting period or grade to:

- 3.1.3.2.1 describe the degree to which each student has achieved the learning outcomes as set out in the programs of study,
- 3.1.3.2.2 understand the students’ achievement at the end of the instructional segment and to inform future instructional planning,
- 3.1.3.2.3 synthesize assessment information and results obtained from assessments conducted for each instructional segment for the reporting period to form grades and comments, which summarize each student’s strengths and areas of need, to be communicated to students and parents/guardians at the end of the reporting period, and
- 3.1.3.2.4 evaluate the effectiveness of the instruction used during the reporting period.

3.1.4 “Evaluation” is judgment about the student’s level of performance in relation to standards or requirements.

3.1.5 “Reporting” refers to communication of student achievement; “formal reporting” refers to written reports for permanent records used to communicate student progress to parents and to assist in promotion decisions; “informal reporting” refers to written progress reports not kept in the student’s file or oral reporting to parents.

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References: *Board Policy:* D//6 - Appeals  
F//III/4 – ~~Student-Evaluation-Policy~~ *Student Assessment, Evaluation and Reporting*

*Admin Practice(s):* ES 1 – Protocol for Reporting of Provincial Achievement Test and Diploma Examination Results

*School Act:* Sections 18, 20  
*Guide to Education*





## EDUCATIONAL SERVICES 21 –Assessment, Evaluation and Reporting of Student Achievement

Date: Oct. 26, 2011 Revised: January 9, 2017 Responsible Administrator: Associate Superintendent, Education Services

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- 3.2 Assessment, evaluation and reporting of student achievement is the responsibility of a student's teachers under the supervision of the school Principal.
  - 3.3 Assessment shall include clear and timely communication between parent/guardians, students and teachers.
  - 3.4 Principals shall ensure that the school has a clear and concise policy related to the assessment and evaluation of student achievement in accordance with Board policy and guidelines and Alberta Education regulations.
  - 3.5 Principals shall ensure that teachers use the divisional reporting system to provide clear and concise information on student achievement to student, parents/guardians and school staff.
  - 3.6 Principals shall ensure that:
    - 3.6.1 Each student receive a minimum of one written teacher comment concerning individual academic growth a minimum of three times per year, to coincide with two parent teacher conferences and the end of the school year.
    - 3.6.2 Teachers who teach a complementary course shall provide students with a minimum of one written comment in their complementary courses at the end of each term.
    - 3.6.3 Principals shall direct, at the school level, who is most responsible for grade level commenting based on the individual school's homeroom environment and the number of academic teachers at grade level.
  - 3.7 Teachers shall ensure that learning outcomes for each course and/or program and the criteria for successful completion of each are clearly specified and communicated to students and parents/guardians at the beginning of each course or program.

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References: *Board Policy:* D/I/6 - Appeals  
F/III/4 – ~~Student Evaluation Policy~~ *Student Assessment, Evaluation and Reporting*  
*Admin Practice(s):* ES 1 – Protocol for Reporting of Provincial Achievement Test and Diploma Examination Results  
*School Act:* Sections 18, 20  
*Guide to Education*



## EDUCATIONAL SERVICES 21 –Assessment, Evaluation and Reporting of Student Achievement

Date: Oct. 26, 2011 Revised: January 9, 2017 Responsible Administrator: Associate Superintendent, Education Services

- 3.7.1 The course description, including learning outcomes, evaluation components and weighting, shall be placed in the section of the Teacher Gradebook provided for such description.
- 3.7.2 The course description, evaluation components and weightings shall be updated annually or as otherwise required.
- 3.8 Teachers shall ensure that a variety of assessment techniques, both formative and summative, are used to measure student achievement and are included in the Teacher Gradebook.
  - 3.8.1 Descriptions shall be included for all assessment tasks shown in the Teacher Gradebook. The description shall also include the date on which the assigned assessment task is due, and include or reference, where applicable, any rubric, scale or other criteria used to judge student performance on the task.
  - 3.8.2 Notwithstanding the exercise of teacher judgment regarding the progress of any student, formative assessments shall not normally be included in the determination of a student's final grade.
- 3.9 A student's final standing in any course shall be based on a number of indicators of achievement throughout the term.
- 3.10 Evaluation of student growth as a learner and development of personal and social skills shall be reported separate from academic achievement of learner outcomes.
- 3.11 Using the electronic reporting system mandated by the Division, updating of student progress towards achievement of learning outcomes shall be undertaken by teachers on a regular basis as directed by the Superintendent and communicated through the Superintendent's Administrator Council.
- 3.12 Student achievement shall be reported in writing to students and parents/guardians on a schedule approved as part of the school's annual program planning by the Principal.

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References: *Board Policy:* D/I/6 - Appeals  
F/III/4 – ~~Student Evaluation Policy~~ *Student Assessment, Evaluation and Reporting*  
*Admin Practice(s):* ES 1 – Protocol for Reporting of Provincial Achievement Test and Diploma Examination Results  
*School Act:* Sections 18, 20  
*Guide to Education*



# EDUCATIONAL SERVICES 21 –Assessment, Evaluation and Reporting of Student Achievement

Date: Oct. 26, 2011 Revised: January 9, 2017 Responsible Administrator: Associate Superintendent, Education Services

- 3.13 A schedule of parent-teacher interviews shall be approved as part of the school’s annual program planning by the Principal and be complemented by additional home contact as needed to support student growth and achievement.
- 3.14 The Principal shall develop and apprise students and parents/guardians of an appropriate school appeal policy for when a student or parent/guardian requests a review of a final achievement mark in a course.

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References: *Board Policy:* D/I/6 - Appeals  
F/III/4 – ~~Student Evaluation Policy~~ *Student Assessment, Evaluation and Reporting*

*Admin Practice(s):* ES 1 – Protocol for Reporting of Provincial Achievement Test and Diploma Examination Results

*School Act:* Sections 18, 20  
*Guide to Education*



## Board Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy G/II/4 – Student Illness or Accident  
Amended name Policy G/II/4 – Student Illness or Injury

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### **Background**

At the February 8, 2017 Committee of the Whole meeting Trustees reviewed Policy G/II/4 – Student Illness or Accident and forwarded it to today’s Public Board meeting with the following amendment:

The word “accident” be replaced with “injury”.

Associated Admin Practice Student Services 11 – Student Illness or Injury is also attached for Trustee information.

### **Recommendation:**

That the Board of Trustees approve Policy G/II/4 – Student Illness or Injury.

BOARD 9.7



**1.0 POLICY**

- 1.1 The Board recognizes that situations may arise where a student is injured or becomes ill. In some situations, where students remain at school, the school shall make a reasonable effort to contact the parent/guardian and to make the student comfortable.
- 1.2 The Board also recognizes that, in some instances, the health needs of the ill or injured student are best served by the transportation of such students to an appropriate medical facility.
- 1.2.1 Furthermore, the Board recognizes that in responding to emergency medical situations, staff shall determine the safest possible means of transportation.
- 1.3 The Board recognizes that emergency medical transportation authorized by a staff member is the safest possible means of transportation.
- 1.4 The Board recognizes that staff members are expected to take any action to provide medical assistance as would be expected of any reasonable adult.

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References: Admin Practice(s): *SS 11 – Student Illness or Accident Injury*  
School Act: *Sections 18, 20, 45, 60, 61*



**1.0 POLICY**

- 1.1 The Board recognizes that situations may arise where a student is injured or becomes ill. In some situations, where students remain at school, the school shall make a reasonable effort to contact the parent/guardian and to make the student comfortable.
- 1.2 The Board also recognizes that, in some instances, the health needs of the ill or injured student are best served by the transportation of such students to an appropriate medical facility.
- 1.3 The Board also recognizes that its employees will be called upon to determine the most appropriate mode of transporting ill or injured students.
- 1.4 The Board further recognizes its responsibility to establish guidelines and approved procedures which will enable employees to arrive at an appropriate determination.

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References: *Admin Practice(s): SS 11 – Student Illness or Accident*  
*School Act:*

**STUDENT SERVICES 11 – Student Illness or Injury**

Date: Oct. 13, 2010

Revised: February 8, 2017

Responsible Administrator: Associate  
Superintendent, Education Services**1.0 RATIONALE**

Reasonable effort shall be made to secure parent/guardian transport of ill or injured students.

**2.0 PROCESS**

The Associate Superintendent, Education Services will be responsible to maintain this Administrative Practice.

**3.0 GUIDELINES**

3.1 Where, in the opinion of the principal or designate, an ill or injured student may remain at school, the principal or designate shall:

3.1.1 Attempt to notify the parent/guardian of the extent of the illness or injury.

3.1.2 Take the student to the medical room and arrange for the student's comfort.

3.1.3 Ensure reasonable supervision of the student while in the medical room.

3.1.4 In case of injury, record the incident on the "Student Injury Report Form".

3.1.4.1 For injuries requiring a physician or ambulance, the original of this report must be forwarded to the Secretary-Treasurer and a copy retained in the school.

3.2 If consideration is given to sending an ill or injured student home from school, the principal or designate shall:

3.2.1 Contact parent/guardian by telephone, at home or place of work, to ensure the student is escorted home, or to a designated agreed upon location.

3.2.2 Keep the student at school until the parent/guardian is contacted.

3.3 Where, in the opinion of the principal or designate, an ill or injured student must be transported to a medical facility, the employee shall:

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References: *Board Policy: G/II/4 Student Illness or Accident Injury*  
*School Act: Sections 18, 20, 45, 60, 61*



## STUDENT SERVICES 11 – Student Illness or Injury

Date: Oct. 13, 2010

Revised: February 8, 2017

Responsible Administrator: Associate  
Superintendent, Education Services

- 
- 3.3.1 Notify the parent/guardian, if possible, of the extent of the illness or injury.
  - 3.3.2 Arrange for transportation from the following transportation modes:
    - 3.3.2.1 transport by the parent/guardian of the student;
    - 3.3.2.2 transport in a vehicle owned by a properly certified ambulance service;
  - 3.4 Where an employee of the Board accompanies the student during transportation, he/she shall be granted leave of absence from regular duty with full pay and benefits.
  - 3.5 Where transportation occurs by means of a properly certificated ambulance driver:
    - 3.5.1 A staff member or designate shall accompany the student, either within the ambulance or by private vehicle.
    - 3.5.2 A staff member shall, as soon as it is practicable, submit a written report to the principal detailing all circumstances.
    - 3.5.3 All invoices for ambulance service are the responsibility of the parent. The School shall provide the parent all applicable forms to arrange for reimbursement from the Board Student Injury Policy Insurers.

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References: *Board Policy: G/II/4 Student Illness or Accident Injury*  
*School Act: Sections 18, 20, 45, 60, 61*





## Board Memorandum

Date: February 22, 2017  
To: Public Board  
From: Committee of the Whole  
Subject: Central Office—Modernization Proposal

---

### **Background:**

Over the past several years the Building Committee has been investigating a number of options regarding the Frank Robinson Education Centre (FREC) which houses the division's administrative offices; the Transportation and Information Technology Departments; the Operations and Maintenance Department, warehouse, storage and lay-down yard. Given the age of the building and the demands being placed on the overall facility, consideration has been given to the ways in which the division can maximize its use as well as its life span.

At this evening's meeting members of the Building Committee will speak to this item and administration will respond to any questions Trustees may have including those related to the possible timelines and funding requirements associated with a possible modernization of the present building.

### **Recommendation:**

“That Trustees receive as information an update regarding the proposed modernization of the Frank Robinson Education Centre.”



# Memorandum

Date: February 22, 2017  
To: Public Board  
From: Committee of the Whole  
Subject: Division Name Change

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## **Background**

Over the past few years the Board of Trustees has raised the topic of changing the division's name to include a reference to the "public" nature of our schools. To this end, "Sturgeon Public Schools" and "Sturgeon Public School Division" were discussed as possibilities that might better reflect our true identity.

At the January 18<sup>th</sup> Public Board meeting Trustees voted in favor of changing the division's "a.k.a." name to Sturgeon Public Schools.

**Motion 009/2017 – Moved by Mrs. Kohle that the Board of Trustees approve the Sturgeon School Division No. 24 short name/AKA name to be 'Sturgeon Public Schools', effective immediately.**

However, follow-up discussions have suggested that Sturgeon Public School Division may be better aligned to our corporate name (Sturgeon School Division #24) and would result in the acronym "SPSD" (as opposed to "SPS" which is an acronym used by another local school board).

## **Recommendation:**

"That the Board of Trustees rescind Motion 009/2017 – Moved by Mrs. Kohle that the Board of Trustees approve the Sturgeon School Division No. 24 short name/AKA name to be 'Sturgeon Public Schools', effective immediately.

"That the Board of Trustees approve Sturgeon Public School Division as the "a.k.a." name for Sturgeon School Division #24."

BOARD 9.9



## Committee of the Whole Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Thomas Holmes, Associate Superintendent of Human Resources and Leadership Support  
Subject: Operational Calendar for 2017-2018

---

### **Background:**

Attached for Trustee review is a final draft Operational Calendar package for 2017-2018 that includes the following documents:

- Operational Calendar
- Operational Year Day Count
- Operational Year Details

### **Recommendation:**

That the Board of Trustees approve the Operational Calendar for 2017-2018.

BOARD 9.10

# 2017-2018

**APPROVED IN PRINCIPLE  
SUBJECT TO CHANGE  
March 23, 2016  
DRAFT January 11, 2017**

## AUGUST, 2017

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## SEPTEMBER, 2017

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## OCTOBER, 2017

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## NOVEMBER, 2017

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## DECEMBER, 2017

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## JANUARY, 2018

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## FEBRUARY, 2018

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## MARCH, 2018

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## APRIL, 2018

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## MAY, 2018

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## JUNE, 2018

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## JULY, 2018

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School offices open August 28  
 Prof. Dev. Collaboration – No classes August 30  
 Prof. Dev. Collaboration – No classes August 31  
 Operational Non-Instructional (K-12) September 1  
 Labour Day – No classes September 4  
 All classes (full day) September 5  
 Division/School PD/Collaboration; Staff meeting September 15  
 Thanksgiving Day – No classes October 9  
 Division/School PD/Collaboration; Staff meeting October 13  
 Division/School PD/Collaboration; Staff meeting November 10  
 Remembrance Day November 11  
 In lieu of Parent/Teacher Interviews November 24  
 Division/School PD/Collaboration; Staff meeting December 8  
 Christmas Vacation Dec. 25–Jan 5  
 Classes Resume January 8  
 Division/School PD/Collaboration; Staff meeting January 31  
 First day of classes Semester Two February 1  
 Teachers' Convention – No classes February 8-9  
 Division/School PD/Collaboration; Staff meeting February 16  
 Family Day – No classes February 19  
 Division/School PD/Collaboration; Staff meeting March 9  
 In lieu of Parent/Teacher Interviews March 23  
 Spring Recess March 26-30  
 Good Friday - No classes March 30  
 Easter Monday - No classes April 2  
 Classes Resume April 3  
 Division/School PD/Collaboration; Staff meeting April 13  
 Division/School PD/Collaboration; Staff meeting May 18  
 Victoria Day - No classes May 21  
 Division/School PD/Collaboration; Staff meeting June 8  
 Last day of classes June 28  
 Operational Non-Instructional (K-12) June 29

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



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



**School Year 2017-2018**

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	2.0	2.0	0.0	0.0	2.0	2.0
SEPTEMBER	2.0	2.0	18.0	18.0	20.0	20.0
OCTOBER	1.0	1.0	20.0	20.0	21.0	21.0
NOVEMBER	2.0	2.0	20.0	20.0	22.0	22.0
DECEMBER	1.0	1.0	15.0	15.0	16.0	16.0
JANUARY	1.0	1.0	17.0	17.0	18.0	18.0
<b>TOTAL – SEMESTER I</b>	9.0	9.0	90.0	90.0	99.0	99.0
FEBRUARY	3.0	3.0	16.0	16.0	19.0	19.0
MARCH	2.0	2.0	15.0	15.0	17.0	17.0
APRIL	1.0	1.0	19.0	19.0	20.0	20.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	2.0	2.0	19.0	19.0	21.0	21.0
<b>TOTAL - SEMESTER II</b>	9.0	9.0	90.0	90.0	99.0	99.0
<b>OPERATIONAL YEAR TOTAL</b>	18.0	18.0	180.0	180.0	198.0	198.0

\*\*Consider the option to go to 3<sup>rd</sup> Friday of month for P.D.

- References: Policy: *D/II/1 Operational School Year*  
 Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2017-2018*  
*School Operational Year Calendar Details 2017-2018*  
 School Act: 56



**School Year 2017-2018**

(All dates are inclusive unless otherwise specified)

**AUGUST**

Mon. 28 School offices open  
Wed. 30 Division/School PD/Collaboration; Staff meeting – No classes  
Thurs. 31 Division/School PD/Collaboration; Staff meeting – No classes

**SEPTEMBER**

Fri. 1 Operational Non-Instructional Day  
Mon. 4 LABOUR DAY - No classes  
Tues. 5 All classes (full day)  
Fri. 15 Division/School PD/Collaboration; Staff meeting – No classes

**OCTOBER**

Mon. 9 THANKSGIVING DAY - No classes  
Fri. 13 Division/School PD/Collaboration; Staff meeting – No classes

**NOVEMBER**

Fri. 10 Division/School PD/Collaboration; Staff meeting – No classes  
Fri. 24 Non-Instructional Day in lieu of Parent-Teacher Interviews

**DECEMBER**

Fri. 8 Division/School PD/Collaboration; Staff meeting – No classes  
Mon. 25 Christmas recess begins

**JANUARY**

Mon. 8 Classes resume  
Wed. 31 Division/School PD/Collaboration; Staff meeting – No classes

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References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2017-2018*  
*School Operational Year Calendar Day Count 2017-2018*  
School Act: 56



**FEBRUARY**

Thurs.	1	First day of Semester 2
Thurs/Fri.	8/9	Teachers' Convention - No classes
Fri.	16	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	19	FAMILY DAY - No classes

**MARCH**

Fri.	9	Division/School PD/Collaboration; Staff meeting – No classes
Fri.	23	Non-instructional day in lieu of Parent-Teacher Interviews
Mon.	26	Spring recess begins
Fri.	30	Good Friday – No classes

**APRIL**

Mon.	2	Easter Monday – No classes
Tues.	3	Classes Resume
Fri.	13	Division/School PD/Collaboration; Staff meeting – No classes

**MAY**

Fri.	18	Division/School PD/Collaboration; Staff meeting – No classes
Mon.	21	VICTORIA DAY - No classes

**JUNE**

Fri.	8	Division/School PD/Collaboration; Staff meeting – No classes
Thurs.	28	Last day of classes
Fri.	29	Operational Non-Instructional Day

DRAFT January, 2017

References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2017-2018*  
*School Operational Year Calendar Day Count 2017-2018*  
School Act: 56



## Committee of the Whole Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Thomas Holmes, Associate Superintendent of Human Resources and Leadership Support  
Subject: Draft Operational Calendar for 2018-2019

---

### **Background:**

Attached for Trustee review is a draft Operational Calendar package for 2018-2019 that includes the following documents:

- Draft Operational Calendar
- Draft Operational Year Day Count
- Draft Operational Year Details

### **Recommendation:**

That the Board of Trustees approve in principle the draft Operational Calendar for 2018-2019.

BOARD 9.11



2018-2019

DRAFT

OCTOBER 14, 2016

OCTOBER, 2018

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SEPTEMBER, 2018

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AUGUST, 2018

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JANUARY, 2019

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DECEMBER, 2018

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NOVEMBER, 2018

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APRIL, 2019

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28	29	30				

MARCH, 2019

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

FEBRUARY, 2019

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

JULY, 2019

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

JUNE, 2019

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

MAY, 2019

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

School offices open August 27  
 Prof. Dev. Collaboration – No classes August 29  
 Prof. Dev. Collaboration – No classes August 30  
 Operational Non-Instructional (K-12) August 31  
 Labour Day – No classes September 3  
 All classes (full day) September 4  
 Division/School PD/Collaboration; Staff meeting September 14  
 Thanksgiving Day – No classes October 8  
 Division/School PD/Collaboration; Staff meeting October 12  
 Division/School PD/Collaboration; Staff meeting November 9  
 In lieu of Parent/Teacher Interviews November 23  
 Division/School PD/Collaboration; Staff meeting December 7  
 Christmas Vacation Dec. 24-Jan 4  
 Classes Resume January 7  
 Division/School PD/Collaboration; Staff meeting January 11  
 Division/School PD/Collaboration; Staff meeting January 31  
 First day of classes Semester Two January 31  
 Teachers' Convention – No classes February 7-8  
 Family Day – No classes February 18  
 Division/School PD/Collaboration; Staff meeting March 1  
 In lieu of Parent/Teacher Interviews March 22  
 Spring Recess March 25-29  
 Classes Resume April 1  
 Division/School PD/Collaboration; Staff meeting April 12  
 Good Friday - No classes April 19  
 Easter Monday - No classes April 22  
 Division/School PD/Collaboration; Staff meeting May 17  
 Victoria Day - No classes May 20  
 Division/School PD/Collaboration; Staff meeting June 7  
 Last day of classes June 28

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

STURGEON SCHOOL DIVISION

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





**School Year 2018-2019**

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	18.0	18.0	19.0	19.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	2.0	2.0	20.0	20.0	22.0	22.0
DECEMBER	1.0	1.0	14.0	14.0	15.0	15.0
JANUARY	2.0	2.0	17.0	17.0	19.0	19.0
<b>TOTAL – SEMESTER I</b>	<b>10.0</b>	<b>10.0</b>	<b>90.0</b>	<b>90.0</b>	<b>100.0</b>	<b>100.0</b>
JANUARY	1.0	1.0			1.0	1.0
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	3.0	2.0	14.0	14.0	16.0	16.0
APRIL	1.0	1.0	19.0	19.0	20.0	20.0
MAY	1.0	1.0	21.0	21.0	22.0	22.0
JUNE	1.0	1.0	19.0	19.0	20.0	20.0
<b>TOTAL – SEMESTER II</b>	<b>8.0</b>	<b>8.0</b>	<b>90.0</b>	<b>90.0</b>	<b>98.0</b>	<b>98.0</b>
<b>OPERATIONAL YEAR TOTAL</b>	<b>18.0</b>	<b>18.0</b>	<b>180.0</b>	<b>180.0</b>	<b>198.0</b>	<b>198.0</b>

\*\*Consider the option to go to 3<sup>rd</sup> Friday of month for P.D.

References: Policy: *D/II/1 Operational School Year*  
 Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2018-2019*  
*School Operational Year Calendar Details 2018-2019*  
 School Act: 56



**School Year 2018-2019**

(All dates are inclusive unless otherwise specified)

**AUGUST**

Mon. 27 School offices open  
Wed. 29 Division/School PD/Collaboration; Staff meeting – No classes  
Thurs. 30 Division/School PD/Collaboration; Staff meeting – No classes  
Fri. 31 Operational Non-Instructional Day

**SEPTEMBER**

Mon. 3 LABOUR DAY - No classes  
Tues. 4 All classes (full day)  
Fri. 14 Division/School PD/Collaboration; Staff meeting – No classes

**OCTOBER**

Mon. 8 THANKSGIVING DAY - No classes  
Fri. 12 Division/School PD/Collaboration; Staff meeting – No classes

**NOVEMBER**

Fri. 9 Division/School PD/Collaboration; Staff meeting – No classes  
Fri. 23 Non-instructional day in lieu of Parent-Teacher Interviews

**DECEMBER**

Fri. 7 Division/School PD/Collaboration; Staff meeting – No classes  
Mon. 24 Christmas recess begins

**JANUARY**

Mon. 7 Classes resume  
Fri. 11 Division/School PD/Collaboration; Staff meeting – No classes  
Thurs. 31 Division/School PD/Collaboration; Staff meeting – No classes  
First day of Semester 2

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References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2018-2019*  
*School Operational Year Calendar Day Count 2018-2019*  
School Act: 56



**FEBRUARY**

Thurs/Fri. 7/8 Teachers' Convention - No classes  
Mon. 18 FAMILY DAY - No classes

**MARCH**

Fri. 1 Division/School PD/Collaboration; Staff meeting – No classes  
Fri. 22 Non-instructional day in lieu of Parent-Teacher Interviews  
Mon. 25 Spring recess begins

**APRIL**

Mon. 1 Classes Resume  
Fri. 12 Division/School PD/Collaboration; Staff meeting – No classes  
Fri. 19 Good Friday – No classes  
Mon. 22 Easter Monday – No classes

**MAY**

Fri. 17 Division/School PD/Collaboration; Staff meeting – No classes  
Mon. 20 VICTORIA DAY - No classes

**JUNE**

Fri. 7 Division/School PD/Collaboration; Staff meeting – No classes  
Fri. 26 Last day of classes

DRAFT October, 2016

References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2018-2019*  
*School Operational Year Calendar Day Count 2018-2019*  
School Act: 56



# Board Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Committee of the Whole  
Subject: External Auditor

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## **Background**

At the February 8, 2017 Committee of the Whole meeting, the Board of Trustees received the following information:

'Hawkings Epp Dumont accountants have been the Division's auditors since fiscal year ending August 31, 2007. Hawkings Epp Dumont's last appointment as the Division's auditors were for fiscal years 2015/2016 and 2016/2017.

"Moved by Mrs. Miller that the Board of Trustee approve the appointment of Hawkings, Epp, Dumont LLP as the Division's auditors for the 2014/2015, 2015/2016 & 2016/2017 school years."

At that time, the Board of Trustees felt that the newly elected board should decide on the appointment of external auditors.

## **Recommendation:**

That the Board of Trustees defer the selection of the external auditor for the newly elected Board of Trustees in the fall of 2017.

BOARD 9.12



## Committee of the Whole Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Committee of the Whole  
Subject: French Immersion Bussing

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### **Background:**

Since the 15-16 SY, the French Immersion Bus 502 has been reviewed annually by the Board of Trustees to determine feasibility whether to continue to provide service. In January 2017 a Ministerial Order was issued which allowed for the formation of Catholic 4x4 in the Namao and Carbondale areas. The Namao 4x4 encompasses Lancaster Park and the subdivisions in Sturgeon Valley that are currently serviced by Bus 502. Greater St. Albert Catholic Schools stated in the local newspaper that they are prepared to transport students from those areas starting in March of 2017.

### **Recommendation:**

- 1) That Bus 502 continue to operate for the remainder of the 16-17 SY.
- 2) That a letter be sent to the parents of Bus 502, indicating that the route will be cancelled for the 17-18 SY and that the K-5 students presently enrolled in the French Immersion programs offered by St. Albert schools will be eligible for transportation to Morinville Public School starting in 2017 – 2018 SY.

**THREE YEAR FRENCH IMMERSION STUDENT AND FUNDING COMPARISON**

Jan 2017

Exhibit I

	Grades			Funding			Transportation Fees		
	15-16	16-17	17-18	15-16	16-17	17-18	15-16	16-17	17-18
<b>Catholic</b>									
K-3	4	1	0	3289	729		1000	250	
Gr 4-6	4	4	2	3475	3067		900	950	
Gr 7-9	1	1	3	1409	1326		225	225	
Gr 10-12	0	0	1	0	0		0	0	
	9	6	6	\$8,173.00	\$5,122.00	\$0.00	\$2,125.00	\$1,425.00	\$0.00
<b>Public</b>									
K-3	2	6	4	1648	5194	3392	500	1500	1000
Gr 4-6	1	0	2	869	0	1801	225	0	450
Gr 7-9	4	4	3	5396	5250	3846	900	900	675
Gr 10-12	3	5	3	4034	6321	5173	675	1125	675
	10	15	12	\$11,947.00	\$16,765.00	\$14,212.00	\$2,300.00	\$3,525.00	\$2,800.00
<b>Totals</b>	19	21	18	\$20,120.00	\$21,887.00	\$14,212.00	\$4,425.00	\$4,950.00	\$2,800.00

Total Revenues	\$17,012
Expenses	\$43,000
Deficit	<b>(\$25,988)</b>

The estimated deficit for the French Immersion Bus for 17-18 SY could be approximately \$26,000. The changes in funding from year to year reflect the student demographic for that year. For example: the four students in the Grade 4-6 category in the 15-16 SYcolumn are not the same students in the 16-17 SY column



# Board Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Iva Paulik, Secretary Treasurer  
Subject: Election 2017 – Town of Morinville Agreement, Ward 5

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## **Background**

As per Sections 2.1 and 2.2 of the Local Authorities Election Act:

- (1) An elected authority may hold an election separately or in conjunction with another elected authority in the same area.
- (2) An elected authority may by resolution enter into an agreement with one or more elected authorities in the same area for the conduct of an election.

## **Recommendation:**

That the Board of Trustees delegate to the Secretary Treasurer or Superintendent the authority to enter into an agreement with the Town of Morinville to conduct the 2017 school board election for the Morinville Ward and direct the Returning Officer for Sturgeon School Division to appoint the Returning Officer for the Town of Morinville, as the Deputy Returning Officer for the Morinville Ward of Sturgeon School Division for the October 16, 2017 Election and delegate to her all Returning Officer powers in respect to the Morinville Ward and the election of one Trustee for the Morinville Ward.

BOARD 9.14





## Board Memorandum

Date: February 22, 2017  
To: Board of Trustees  
From: Iva Paulik, Secretary Treasurer  
Subject: Monthly Financial Report

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### **Background**

Attached you will find the 5 Months Financial Report for 2016 – 2017 as of January 31, 2017.

### **Recommendation:**

That the Board of Trustees receive as information the 5 Months Financial Report for 2016 – 2017 as of January 31, 2017.

BOARD 9.15

**Sturgeon School Division No. 24**

**Results as of January 31, 2017**

	Budget		Actual as at January 31, 2017	Variance % of Fall Budget
	Spring Budget 2016-2017	Fall Update 2016-2017		
<b><u>REVENUES</u></b>				
Alberta Education	63,209,179	63,485,786	26,196,450	41.26%
Other - Government of Alberta	621,208	768,600	330,574	43.01%
Federal Government	260,000	280,000	140,000	50.00%
Other - Alberta School Jurisdiction	21,677	21,677	21,677	100.00%
Fees	1,986,216	1,919,615	1,329,834	69.28%
Other - Sales and Services	247,328	302,066	116,659	38.62%
Investment Income	67,000	80,000	35,392	44.24%
Gifts and Donations	94,679	101,000	113,419	112.30%
Rental of Facilities	29,177	29,177	23,589	80.85%
Fundraising	218,000	107,000	75,020	70.11%
Amortization of Capital Contributions	1,453,156	1,543,159	642,983	41.67%
Other Revenues	-	113,742	15,971	14.04%
<b>Total Revenues</b>	<b>68,207,620</b>	<b>68,751,822</b>	<b>29,041,568</b>	<b>42.24%</b>
<b><u>EXPENDITURES</u></b>				
Instruction	52,565,528	52,902,405	21,580,573	40.79%
Plant Operations and Maintenance	7,426,024	7,544,589	3,065,226	40.63%
Transportation	5,524,993	5,493,698	2,708,369	49.30%
Board Governance and Administration	2,496,204	2,547,546	969,689	38.06%
External Services	73,654	105,066	46,020	43.80%
<b>Total Expenditures</b>	<b>68,086,403</b>	<b>68,593,304</b>	<b>28,369,877</b>	<b>41.36%</b>
<b>TARGET %</b>				
<b>2016-2017 Surplus/(Deficits)</b>	<b>121,217</b>	<b>158,518</b>	<b>671,691</b>	<b>41.67%</b>

(1)

(2)

(3)

(4)

(5)

(6)

(7)

(8)

<b>2016-2017 Surplus/(Deficits)</b>	121,217	158,518	671,691	41.67%
-------------------------------------	---------	---------	---------	--------

Less: Revenues Collected Upfront (mainly due to fees & SGF revenues)  
 Less: PUF (to be spent) (393,470)  
 Add: Transportation (adjustment to equalize actual costs with budget) (179,078)  
 425,524

**Projected 2016-2017 Surplus** 524,668

**Assumptions:**

- Revenues and Expenses for 5 months.
- AB Education grants paid based on last year's revenues (September 30th count not reflected yet).
- Expense Accruals: utilities, phones, subs and casual.

**Notes:**

Revenues:

- (1) Federal Government: Alexander tuition fees' invoicing is over 10 months.
- (2) Other - Alberta School Jurisdiction: received payment upfront as one lump sum
- (3) Fees: most collections of fees occurred in September/October.
- (4) Gifts & Donations: budget estimates based on average of previous years' actuals.
- (5) Rental of Facilities: tower rentals are collected upfront.
- (6) Fundraising: timing of fundraising events.
- (7) Other Revenues: budget is for ALERIE insurance refund; refund has not been received yet.

Expenditures:

- (8) Transportation: Unfavourable variance of 49% mainly due to bus contractors' budget being prorated over 12 months and actual occurs over 10 months. If actual costs paid over 12 months, the variance would be 42%.