



Board Meeting Agenda

January 25, 2017 – 4:30 p.m.

- 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 Approval of Minutes of the Regular Meeting of November 23, 2016
- 5. Presentations**
- 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/I/3 – Committees of the Board

9.3 Policy C/I – Organizational Chart

9.4 Policy D/II/1 – Operational School Year

9.5 Policy F/I/9 – Operation of School Media Resource Centre

9.6 Policy G/II/6 – Home Education

9.7 Policy G/II/7 – Student Accident Insurance

9.8 Jurisdiction Names

9.9 Monthly Financial Report

9.10 Election 2017

9.10.1 Appointment of Returning Officer

10. Unfinished Business

11. Notices of Motion

12. Information

13. Comment & Question Period

13.1 ATA; CUPE

13.2 Community Members

13.3 Media

14. Requests for Information

15. Adjournment



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on November 23, 2016**

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**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on November 23, 2016**

Roll Call

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

Absent: Dr. Michèle Dick

Call to Order

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

Approval of Agenda

#103/2016 – Moved by Mr. Jewell that the agenda be approved.

CARRIED 6/0

Appointments

There were no appointments.

Approval of Minutes

#104/2016 - Moved by Mrs. Miller that the minutes of the Regular Meeting of October 26, 2016 be approved.

CARRIED 6/0

Presentations

2015 – 2016 Audited Financial Statements

Mr. Phil Dirks, CA, Partner, Hawkings Epp Dumont LLP presented the Sturgeon School Division Audited Financial Statements for 2015 – 2016.

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.

The meeting recessed at 5:51 pm for dinner.

The meeting resumed at 6:18 pm.

New Business

Policy G/II/3 – Emergency Preparedness

#105/2016 – Moved by Mr. Jewell that the Board of Trustees rescind Policy G/II/3 – Emergency Preparedness.

CARRIED 6/0

Policy D/II/2 – School Operation in Emergency

#106/2016 – Moved by Mrs. Featherley that the Board of Trustees approve Policy D/II/2 – School Operation in Emergency.

CARRIED 6/0

Policy E/1/8 – Reduction in Professional Staff

#107/2016 – Moved by Mrs. Miller that the Board of Trustees approve Policy E/1/8 – Certificated Staffing.

CARRIED 6/0

Policy G/1/5 – Student Placement

#108/2016 – Moved by Mrs. Porter that the Board of Trustees approve Policy G/1/5 – Student Placement.

CARRIED 6/0

Draft 2015 – 2016 Audited Financial Statements

#109/2016 – Moved by Mr. Jewell that the Board of Trustees approve the 2015 – 2016 Audited Financial Statements for Sturgeon School Division.

CARRIED 6/0

Draft Sturgeon School Division Three Year Education Plan 2016/17 – 2018/19 and Annual Education Results Report 2015 - 2016

#110/2016 – Moved by Mrs. Porter that the Board of Trustees approve the Sturgeon School Division Three Year Plan 2016/17 – 2018/19.

CARRIED 6/0

#111/2016 – Moved by Mrs. Kohle that the Board of Trustees approve the Sturgeon School Division Annual Education Results Report 2015/16.

CARRIED 6/0

Draft Sturgeon School Division AERR Summary 2015 – 2016

#112/2016 – Moved by Mrs. Kohle that the Board of Trustees approve the Sturgeon School Division AERR Summary 2015 – 2016.

CARRIED 6/0

Fall Update to the 2016 – 2017 Budget

Board of Trustees received as information the Fall Update to the 2016 – 2017 Budget.

December 2016 Board Meeting

#113/2016 – Moved by Mrs. Miller that the Board of Trustees approve that the December 28, 2016 Board meeting be cancelled.

CARRIED 6/0

Employee and Family Assistance Program (EFAP)

Board of Trustees received as information the EFAP Overview and the EFAP Homewood Health Brochure.

Sturgeon School Division Scholarships 2015 – 2016

Board of Trustees received details with respect to Sturgeon School Division Scholarships 2015 – 2016 as information.

Unfinished Business

Notices of Motion

There were no Notices of Motion.

Information

Mrs. Miller expressed an interest in the Reggio Program update, specifically with respect to the student transition beyond grade 4.

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.

#114/2016 – 7:10 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED 6/0

#115/2016 – 7:20 p.m. – Moved by Mr. Jewell that the Board go out of camera.

CARRIED 6/0

Close of Meeting

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

Chair

Date

Secretary-Treasurer



Memorandum

Date: January 25, 2017
To: Public Board
From: Senior Administration
Subject: Seniors' Report

Sturgeon STEAM Games (Science, Technology, Engineering, Art and Math)

This project is led by Mrs. Woodford and the goal of the project is to provide Sturgeon students with an opportunity to create, showcase and compete in STEAM related challenges. Challenges will be created at two levels (Introductory and Advanced) for students in Grades 1-12. Students (with support from their teacher) would identify which level in which they wish to participate. Schools would identify student participants and teacher supervisors/coaches to attend. This selection process has yet to be determined. One school team will be entered per level and per event. Teams would consist of 2-3 students. Medals and banners will be awarded to winning teams and schools. Post-secondary groups will be invited to demonstrate robotics technology and offered the opportunity to assist schools as needed with student teams and project creation. The Superintendent has generously agreed to cover the cost of lunch, awards and prizes, supplies and transportation. This exciting day is still in the planning stages and more information will be provided as it becomes available.

Learning and Technology Policy Framework (LTPF)

The 2013 *Learning and Technology Policy Framework* (LTPF) provides leadership and strategic direction for government and school authorities throughout Alberta. The framework guides government and local school authorities in developing policies to help achieve the vision of *Inspiring Education* through the innovation and effective use of technology in K-12 schools. It provides actions for bringing *Inspiring Education* to life through the innovative use of technology in learning, teaching, leadership and administration. Five interdependent policy directions form the core of the framework: Student-Centred Learning; Research and Innovation; Professional Learning; Leadership; and Access, Infrastructure and Digital Learning Environments. These policy directions are grounded in the vision of *Inspiring Education*, and they serve as a roadmap to guide visioning, planning and decision-making related to technology. The framework is intended to ensure coherence and alignment across Alberta's education system, including classrooms, schools, school authorities, provincial government, education partners, teacher preparation programs and professional organizations.

BOARD

In Sturgeon School Division, the *Learning and Technology Policy Framework* is a primary reference for the Coordinator of Instructional Technology & Innovation and Manager of Technology Services. Since its release in 2013, this framework has helped guide and shift discussion around use of educational technology. Conversations with school leadership teams and teachers have become reflective of the priorities and policy directions. Secondly, the framework has guided technology priorities in Sturgeon School Division. Specific examples of such priorities include Google Apps for Education, assistive technology, EdTech Cohort, division-wide student events, Maker Education, division technology kits, ET/IT school visits, and division infrastructure projects. The cooperation between Education Services, Information Technology and schools is reflective of the interdependent relationships found in the framework.

Field Trips

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



Board Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Fieldtrip Report

Field Trips

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

Overnight:

Camilla School

March 16 - 17, 2017 40 Junior High Students to Jasper for a ski trip at Marmot Basin.

Guthrie School

March 16 - 17, 2017 12 Junior High Students to Jasper for a ski trip at Marmot Basin.
(with Lilian Schick School)

Lilian Schick School

March 16 - 17, 2017 36 Junior High Students to Jasper for a ski trip at Marmot Basin.
(with Guthrie School)

Redwater School

January 27 – 28, 2017 Senior Boys Basketball team to Lloydminster for a Basketball
Tournament.

February 3 - 4, 2017 Senior Boys Basketball team to Nanton for a Basketball
Tournament.



Board Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy B/I/1 – Trustee Functions, Trusteeship & Policy

Background

At the December 14, 2016 Committee of the Whole meeting Trustees reviewed Policy B/I/1 – Trustee Functions, Trusteeship & Policy and forwarded to the Public Board meeting.

Recommendation:

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

BOARD 9.1



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.

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



- 2.2.5 Following a Trustee development activity, share materials and ideas gained in written format with fellow Trustees.
- 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.

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



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References: Board Policies: B//1/5 – 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.

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



Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Thomas Holmes, Associate Superintendent, Human Resources & Leadership Support
Subject: Policy B/I/3 – Committees of the Board

Background

Attached for Trustee review is Policy B/I/3 – Committees of the Board and the accompanying B/I/3e – Policy Advisory Committee. In order to align with the current terminology used in the ATA Collective Agreement (September 1, 2012 to August 31, 2016), a recommendation for a committee name change from Policy Advisory Committee to Teacher Board Advisory Committee is being requested.

Recommendation:

That the Board review the attached Policy B/I/3 and the accompanying B/I/3e - Policy Advisory Committee, and advise Administration accordingly.



1.0 POLICY

- 1.1 The Board believes that the work of the Board may be facilitated through committees, both standing and ad hoc, task groups, and/or other structures as determined from time to time.
- 1.2 The Board may delegate responsibilities and duties to such committees and task groups while retaining Board governance regarding any or all decisions or recommendations made by these committees.

2.0 GUIDELINES

- 2.1 The Board shall annually establish standing committees, including mandate and membership, at their organizational meeting.
- 2.2 The Board may establish additional committees, task groups, and/or any other structures, as deemed necessary by Board motion. The mandate, membership and term of such ad hoc committees, task groups and/or other structures shall be determined by Board motion.
- 2.3 If a committee member is unable to attend a committee meeting, then, providing a committee quorum is present, the meeting shall proceed.
- 2.4 Each committee shall select a chair to act as the Board liaison with the assigned administrator.
- 2.5 The committee shall report to the Board on a regular basis at Committee of the Whole and/or Public Board meetings.
- 2.6 All other committee procedures are to be included in the specific description for each committee.

References: *School Act: 60 (2) (i)*



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: ~~POLICY ADVISORY COMMITTEE~~ TEACHER BOARD
ADVISORY COMMITTEE B/I/3e

Committee Powers: To meet with representatives of the teaching staff.

To discuss proposed changes to Board policy and regulations concerning teachers' working conditions, and requests for changes to Board policy and regulations by the Alberta Teachers' Association Local.

To refer to the Board or other Board committees matters requiring Board or Committee attention.

Committee Terms of Reference

1. Membership: Three trustees and a teacher (other than principal or vice-principal) from each of the schools within the Division. The Chair is one of the Board representatives, elected by the Board representatives.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Human Resources and Leadership Support.
4. Record of Proceedings of Committee Meetings: Kept by the administrator assigned and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Meetings: At the call of either side. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to the provisions of the Collective Agreement between the Board and the ATA Local.

References: *School Act: 61 (1) (b)*
Policy B/IV/2 Board Staff Communication



Board Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy C/1 – Organization Chart

Background:

At the January 11, 2017 Committee of the Whole meeting Trustees reviewed Policy C/1 – Organization Chart and directed the following amendments:

Section 1.3

1.3 The Board expects the Superintendent to keep the ~~Administrative and~~ management structure up-to-date and able to respond to the changing needs of the school system.

Section 1.4

1.4 To this end, the Superintendent may re-organize lines of authority and revise the Organizational Chart, subject to Board approval. ~~of major changes and/or the permanent elimination and/or creation of positions~~ Any permanent changes to the Organization Chart shall be implemented only upon Board approval.

Recommendation:

That the Trustees approve C/1 – Organization Chart.

BOARD 9.3



C/1 – Organization Chart

EFFECTIVE: July 3, 1985

REVISED: March 27, 2013

REVIEW: 2020-2021

1.0 POLICY

- 1.1 The Board of Trustees, which is responsible for providing high quality educational programs for students, acknowledges the necessity of discharging this responsibility through a well-ordered administrative and management structure.
- 1.2 The Superintendent of Schools, as the Chief Executive and Educational Officer for the division, is responsible for the effective functioning of an appropriate administrative and management structure within the budget guidelines established by the Board.
- 1.3 The Board expects the Superintendent to keep the management structure up-to-date and able to respond to the changing needs of the school system.
- 1.4 To this end, the Superintendent may re-organize lines of authority and revise the Organizational Chart, subject to Board approval. Any permanent changes to the Organization Chart shall be implemented only upon Board approval.
 - 1.4.1 Additional staff positions may, however, be added on a temporary basis, from time to time, as required and as approved by the Superintendent, and as advised to the Board.
- 1.5 All division employees are accountable to the Superintendent. The Superintendent is accountable to the Board of Trustees.

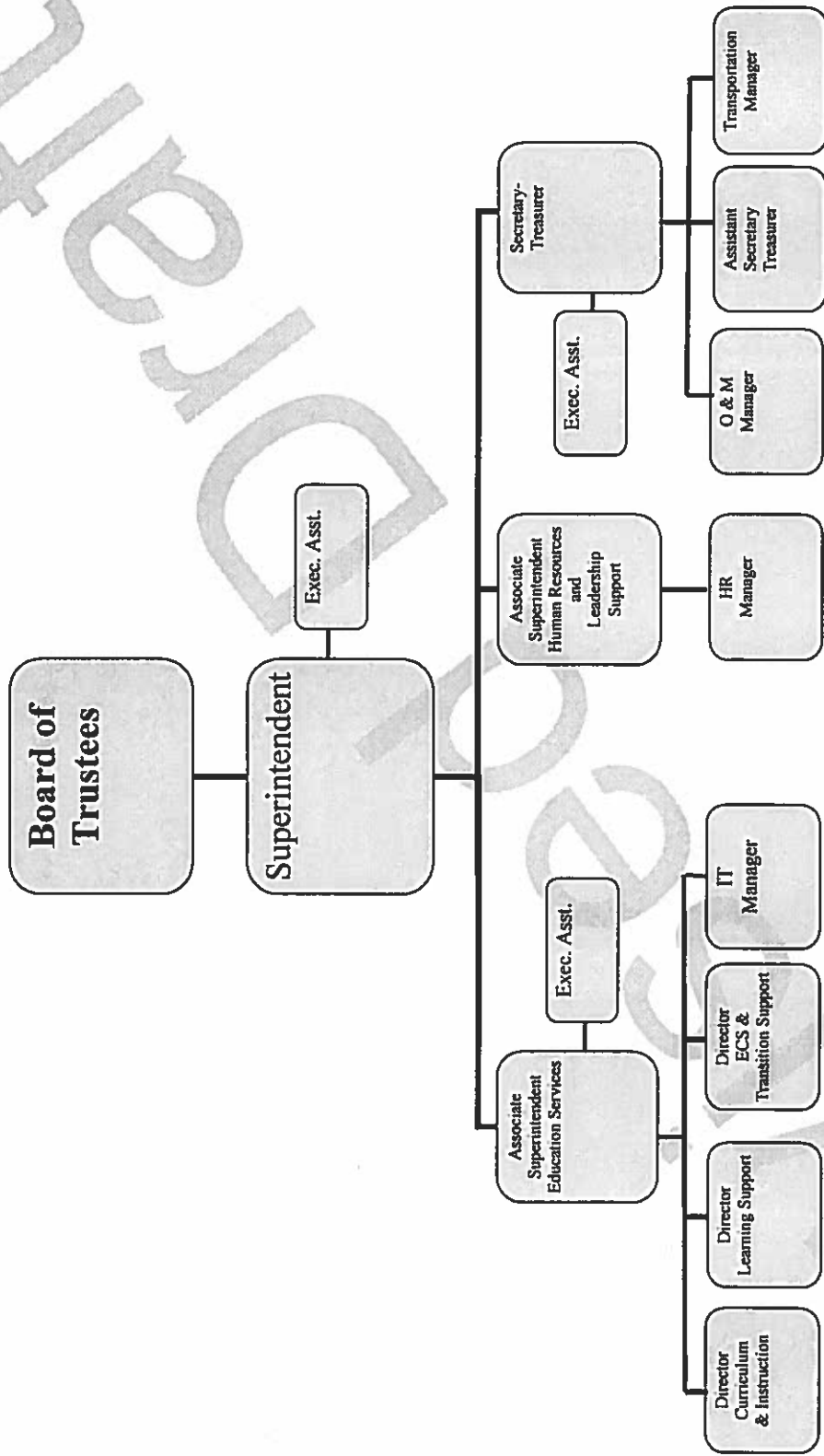
References: Organizational Chart



EFFECTIVE: July 3, 1986

REVISED: March 27, 2013

REVIEW: 2020-2021



References:



C/1 – Organization Chart

EFFECTIVE: July 3, 1985

REVISED: March 27, 2013

REVIEW: 2020-2021

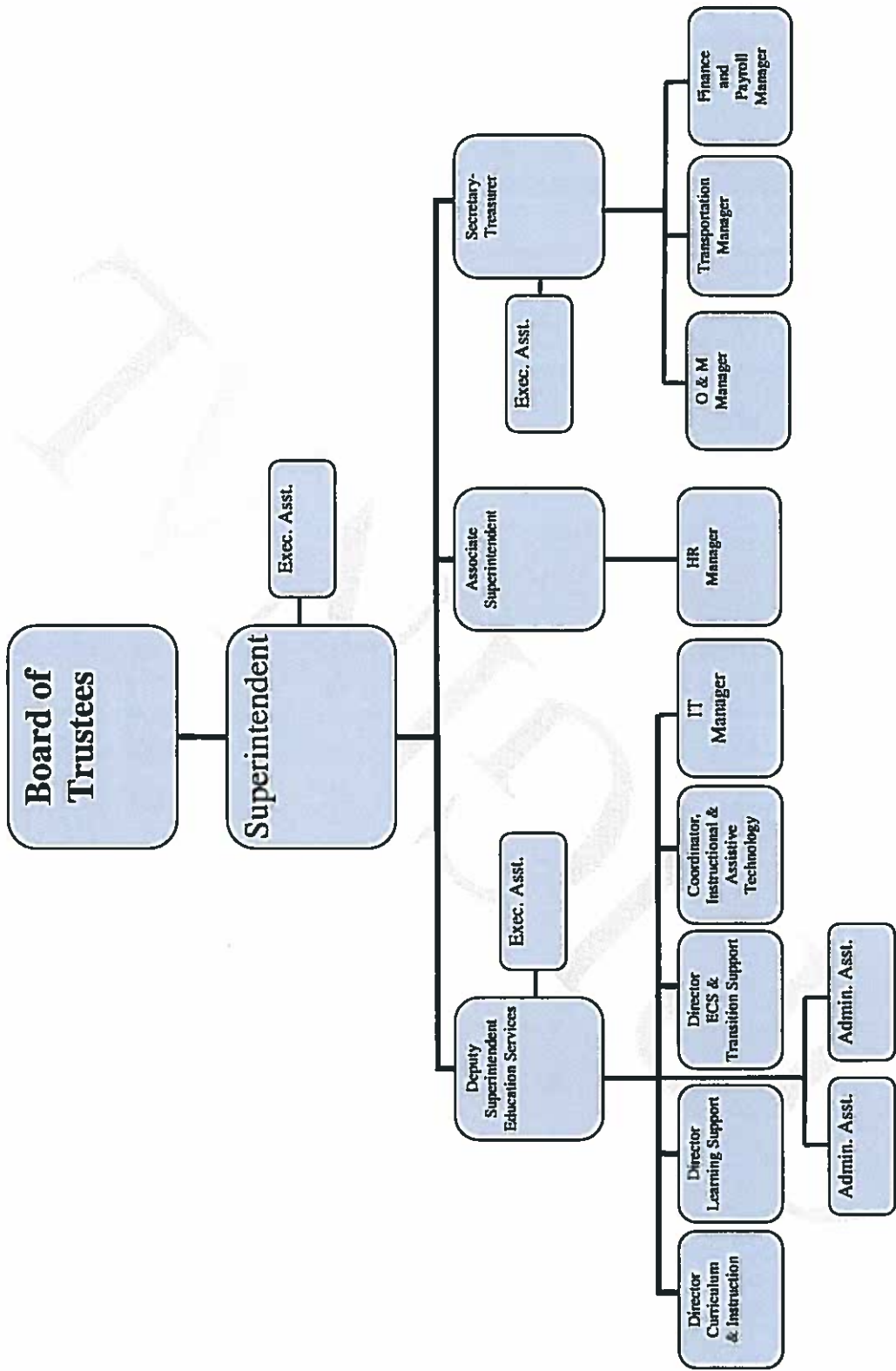
1.0 POLICY

- 1.1 The Board has formally adopted the Organization Chart set out in this policy.
- 1.2 Additional staff positions may be added on a temporary basis from time to time as required and as approved by the Superintendent, and as advised to the Board.
- 1.3 Any permanent changes to the Organization Chart shall be implemented only upon Board approval.
- 1.4 All division employees are accountable to the Superintendent. The Superintendent is accountable to the Board of Trustees.

2.0 ORGANIZATIONAL CHART

As attached.

References:



References:



Committee of the Whole Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy D/II/1 – Operational School Year and
Administrative Practice – Administration 4 – Operational School Year

Background:

At the January 11, 2017 Committee of the Whole meeting Trustees reviewed Policy D/II/1 – Operational School Year and forwarded it to this evening's Public Board meeting for further consideration.

The associated Administrative Practice, Administration 4 – Operational School Year, with additional identified revisions, as indicated below, is also attached for Trustee information.

Approval in Principle

- 3.1 An operational school year calendar shall be prepared for Approval in Principle by the Board of Trustees one (1) full school year in advance of the school year it is prepared for. This will occur on or before April 1 through the following process:
- 3.1.1 Senior Administration initial review;
 - 3.1.2 Committee of the Whole initial review, and
 - 3.1.3 Public Board meeting: Approval in Principle.

Final Approval

- 3.2 An operational school year calendar shall be prepared for Final Approval by the Board of Trustees on or before April 1 directly preceding the school year it is prepared for. Final approval will be determined through the following process:
- 3.2.1 Senior Administration final review;
 - 3.2.2 Committee of the Whole final review;
 - 3.2.3 Administrative Council review;
 - 3.2.4 Teacher-Board Advisory Committee (TBAC) review;
 - 3.2.5 School Council review, and
 - 3.2.6 Public Board meeting: Final Approval.

Recommendation:

That Trustees approve Policy D/II/1 – Operational School Year.

BOARD 9.4



POLICY

- 1.0 The Board shall establish an operational school year calendar in accordance with the School Act.

- 2.0 The Board shall specify the vacation periods in a school year in accordance with the School Act.

References: *Admin Practice(s): Administration 4 – Operational School Year
School Operational Year Calendar Details
School Operational Year Calendar Day Count
School Operational Year Calendar*

School Act Section 56



ADMINISTRATION 4 – Operational School Year

Date: Jan. 15, 2003

Revised: Nov. 25, 2015

Responsible Administrator: Superintendent

1.0 RATIONALE

Sturgeon School Division must establish an operational school year calendar in accordance with the School Act.

2.0 PROCESS

The Superintendent will be responsible for the process of establishing the operational school year calendar.

3.0 GUIDELINES

Approval in Principle

3.1 An operational school year calendar shall be prepared for Approval in Principle by the Board of Trustees one (1) full school year in advance of the school year it is prepared for. This will occur on or before April 1 through the following process:

- 3.1.1 Senior Administration initial review;
- 3.1.2 Committee of the Whole initial review, and
- 3.1.3 Public Board meeting: Approval in Principle.

Final Approval

3.2 An operational school year calendar shall be prepared for Final Approval by the Board of Trustees on or before April 1 directly preceding the school year it is prepared for. Final Approval will be determined through the following process:

- 3.2.1 Senior Administration final review;
- 3.2.2 Committee of the Whole final review;
- 3.2.3 Administrative Council review;
- 3.2.4 Teacher-Board Advisory Committee (TBAC) review;
- 3.2.5 School Council review, and
- 3.2.6 Public Board meeting: Final Approval.

References: *Board Policy: D/II/1 Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar Day Count
School Operational Year Calendar

School Act Section 56

**ADMINISTRATION 4 – Operational School Year**

Date: Jan. 15, 2003

Revised: Nov. 25, 2015

Responsible Administrator: Superintendent

-
- 3.3 The operational school year calendar will have no less than 180 instructional days.
 - 3.4 The first day of operation in the school year shall be established to ensure that:
 - 3.4.1 Students at all grade levels have access to at least the minimum hours of instruction specified by Alberta Education;
 - 3.4.2 Teachers have access to any professional development activity deemed necessary at the Division or school level, and
 - 3.4.3 School staff have sufficient time necessary for school year start-up.
 - 3.5 The last day of operation in the school year shall be no later than June 30.
 - 3.6 A fixed Christmas school break shall be established which shall include two (2) full weeks (Monday through Friday) that extends at least from December 24 to January 2.
 - 3.7 A fixed spring school break shall commence on the last Monday of March in each year and consist of five (5) consecutive school days inclusive of Good Friday or Easter Monday should either of these days occur during the five (5) day interval.
 - 3.8 The following shall be classified as non-operational periods:
 - 3.5.1 Labour Day
 - 3.5.2 Thanksgiving Day
 - 3.5.3 Remembrance Day
 - 3.5.4 Family Day
 - 3.5.5 Good Friday
 - 3.5.6 Easter Monday
 - 3.5.7 Victoria Day
 - 3.5.8 Summer School Break
 - 3.5.9 Christmas School Break (Includes Christmas Day, Boxing Day and New Year's Day)
 - 3.5.10 Spring School Break

References: *Board Policy: D/II/1 Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar Day Count
School Operational Year Calendar

School Act Section 56



ADMINISTRATION 4 – Operational School Year

Date: Jan. 15, 2003

Revised: Nov. 25, 2015

Responsible Administrator: Superintendent

- 3.6 There shall be two (2) operational days with no classes in each school year for teachers' convention.
- 3.7 The Board may approve operational, non-instructional days for some or all of the following purposes:
 - 3.7.1 Parent/teacher conference – two (2) days;
 - 3.7.2 opening and closing of schools at the beginning and the end of the school year;
 - 3.7.3 Professional Development days, and
 - 3.7.4 other days approved by the Board in accordance with the School Act.
- 3.8 After final approval of the operational school year calendar by the Board, the Superintendent shall ensure the Minister is advised before May 31 in accordance with Section 56(5) of the School Act.

References: *Board Policy: D/11/1 Operational School Year*
School Operational Year Calendar Details
School Operational Year Calendar Day Count
School Operational Year Calendar

School Act Section 56



Board Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy F/I/9 – Operation of School Media Resource Centre
Proposed amended name Policy F/I/9 – Library Learning Commons

Background

At the January 11, 2017 Committee of the Whole meeting Trustees reviewed Policy F/I/9 – Operation of School Media Resource Centre (proposed amended name Policy F/I/9 – Library Learning Commons) and forwarded to the Public Board meeting.

Associated Admin Practice Educational Services 10 – Operation of School Media Resource Centre (proposed amended name Educational Services 10 – Library Learning Commons) is also attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy F/I/9 — Library Learning Commons.

BOARD 9.5



F/I/9 – ~~Operation of School Media Resource Centre~~ Library Learning Commons

EFFECTIVE: June 25, 2003

REVISED: Mar 23, 2011

REVIEW: 2018-2019

1.0 POLICY

- 1.1 The Board recognizes that a Library Learning Commons is an integral component of quality education in its schools.
- 1.2 The Board recognizes that a Library Learning Commons is an interactive, collaborative, flexible and creative learning space.

References: Board Policy(s): D/I/8 Purchasing
Admin Practice(s): ES 10 Library Learning Commons
Guide to Education



1.0 POLICY

- 1.1 The Board recognizes that a school media resource centre is an integral component of quality education in its schools.

2.0 GUIDELINES

- 2.1 The goals and objectives for school media resource centres established in Divisional schools shall be consistent with standards as set forth by Alberta Education and with the goals and objectives of the Division.
- 2.2 Funds for the development and maintenance of an effective school media resource centre shall be allocated within school budgets.
- 2.3 The Superintendent is responsible for the implementation, administration, and monitoring of this policy.

References: *Admin Practice(s): ES 10 – Operation of School Media Resource Centre*



EDUCATIONAL SERVICES 10 – Library Learning Commons

Date: June 30, 2004

Revised Date: Dec. 19, 2016

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

This administrative practice outlines how the Library Learning Commons shall operate.

2.0 PROCESS

The Associate Superintendent, Education Services shall be responsible for maintaining this Administrative Practice and ensuring that it is followed.

3.0 GUIDELINES

- 3.1 Principals shall ensure that students have access to age appropriate quality print, digital, and interactive learning resources in multiple formats that are periodically reviewed to ensure resources address a diverse range of student learning and developmental needs.
- 3.2 Principals shall plan, with their staff and school council, for Library Learning Commons spaces that represent environments that are developmentally appropriate, inclusive, flexible, learner-centered and provide a physical space conducive to collaboration, inquiry and innovative teaching and learning.
- 3.3 Principals shall ensure that students have opportunities to explore, problem solve, engage in inquiry, design, create and share.
- 3.4 Principals shall allocate annually a budget to support the development and ongoing growth of the Library Learning Commons.
- 3.5 Resource selection shall be a cooperative process involving staff, administration, parents and where appropriate, students.
- 3.6 The learning commons shall provide exposure to a wide variety of Canadian resources (fiction and nonfiction).

References: Board Policy: D//8 Purchasing
F//9 Library Learning Commons
Guide to Education



EDUCATIONAL SERVICES 10 – Library Learning Commons

Date: June 30, 2004

Revised Date: Dec. 19, 2016

Responsible Administrator:
Associate Superintendent, Education Services

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- 3.7 Resources should reflect multiple perspectives, diversity, promote literacy and numeracy and develop students' interests and competencies.
 - 3.8 Resources should recognize indigenous knowledge and ways of knowing of the First Nations, Metis and Inuit people.
 - 3.9 Opportunities for community partnerships with local or regional library services shall be encouraged.

References: Board Policy: D//8 Purchasing
F//9 Library Learning Commons
Guide to Education



Board Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy G/II/6 – Home Education

Background

At the January 11, 2017 Committee of the Whole meeting Trustees reviewed Policy G/II/6 – Home Education and forwarded to the Public Board meeting.

Associated Admin Practices Student Services 2 – Home Education is also attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy G/II/6 – Home Education.

BOARD 9.0



1.0 POLICY

- 1.1 The Board recognizes that parents/guardians have a right and responsibility to make decisions regarding the education of their children.
- 1.2 The Board recognizes and affirms the right of resident parents/guardians to provide a home education program for their child within the parameters of provincial policy, regulation and procedures.
- 1.3 The Board recognizes that it has a responsibility to ensure that the student has access to an education program according to Section 29 of the School Act.

References: Board Policy: G//1 – Alternate Learning Opportunities
Admin Practice(s): SS 2 – Home Education
SS 3 – Homebound Students
School Act: Section 29



1.0 POLICY

- 1.1 The Board recognizes that parents have a right and responsibility to make decisions regarding the education of their children.
- 1.2 The Board recognizes and affirms the right of parents to provide a home education program for their child within the parameters of provincial policy, regulation and procedures.
- 1.3 The Board recognizes that it has a responsibility to ensure that the student has access to an education program according to Section 3 of the School Act.

2.0 GUIDELINES

- 2.1 The Superintendent of Schools shall ensure that the educational welfare of a student accessing Home Education is maintained in accordance with the School Act and Alberta Regulations.
- 2.2 The Superintendent of Schools shall clearly communicate the required legal commitment by the parents to the educational welfare of the student.

References: *Admin Practice(s):* SS 2 – Home Education
SS 3 – Homebound Students
School Act: Section 3



STUDENT SERVICES 2 – Home Education

Date: June 30, 2004

Revised Date: November 14, 2016

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

Special circumstances may warrant consideration and approval being granted for a resident student of Sturgeon School Division to be excused from school attendance providing that the necessary steps or actions have been discharged certifying that the student is under effective instruction at home or elsewhere.

2.0 PROCESS

The Superintendent or designate shall be responsible for administering this Administrative Practice.

3.0 GUIDELINES

- 3.1 The provision of home education services shall be approved and monitored through the Associate Superintendent, Education Services or designate.
- 3.2 In recognizing any parental request for home education, the Associate Superintendent, Education Services shall ensure that the educational welfare of the student is maintained in accordance with the School Act and Alberta Regulations.
- 3.3 In recognizing any parental request for home education, the Associate Superintendent, Education Services shall ensure that the legal commitment by the parents to the educational welfare of the student is understood and executed.
- 3.4 The Division will provide to parents of home education students an amount equal to 50% of the Alberta Education Home Education grants received subject to the following conditions:
 - 3.4.1 The funds are for the purchase of learning resources and directly related to educational material.
 - 3.4.2 The parent must provide receipts for such materials.
 - 3.4.3 The home education student must have been enrolled with the Division by September 30th of the school year.

References: *Board Policy: G/1/1 – Alternate Learning Opportunities*
G/1/6 – Home Education
 School Act: Section 29



STUDENT SERVICES 2 – Home Education

Date: June 30, 2004

Revised Date: November 14, 2016

Responsible Administrator:
Associate Superintendent, Education Services

- 3.5 The Division may pay Alberta Distance Learning Centre fees on behalf of parents of home education students enrolled with the Division by September 30th of the school year, and such payments will be considered part of the 50% payment as per Guidelines 3.4.
- 3.6 Applications for home education shall be completed by the parent in accordance with Alberta Regulation Home Education 145/2006.
- 3.7 Applications for home education shall, if possible, be filed on or prior to the commencement of the school academic year.
- 3.8 One to four visitations shall be carried out under the supervision of the Director, Curriculum and Instruction or designate.
- 3.8.1 To include two assessments per year for each student.
- 3.8.2 Official student records to be kept by the student's resident school.
- 3.8.3 Neighborhood school facilities will be accessible when appropriate supervision is available.
- 3.9 Should parents and/or students not comply with requirements of the School Act and Regulations and Board policy relative to home education:
- 3.9.1 Parents will be notified and asked to meet requirements.
- 3.9.2 A further meeting to resolve the issue shall be called.
- 3.9.3 Parents will be given sufficient time to comply.
- 3.9.4 If parents refuse to comply, a report will be filed with the Attendance Board for non-attendance.

References: *Board Policy: G/1/1 – Alternate Learning Opportunities*
G/1/6 – Home Education
School Act: Section 29



Board Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy G/II/7 – Student Accident Insurance

Background

At the January 11, 2017 Committee of the Whole meeting Trustees reviewed Policy G/II/7 – Student Accident Insurance and forwarded it to the Public Board meeting.

Recommendation:

That the Board of Trustees approve Policy G/II/7 – Student Accident Insurance.

BOARD 9.7



1.0 POLICY

- 1.1 The Board believes basic student accident insurance coverage should be provided for all funded students attending Division schools providing such coverage can be negotiated at reasonable rates with an insurance company.
- 1.2 The Board also believes information should be provided to all students attending Division schools whereby insurance coverage over and above the basic coverage provided by the Board can be arranged by the student's parent/guardian.

References: *Admin Practice(s): FM 12 – Student Accident Insurance*



1.0 POLICY

- 1.1 The Board believes basic Student Accident Insurance coverage should be provided for all students attending Divisional schools providing such coverage can be negotiated at reasonable rates with an insurance company.
- 1.2 The Board also believes information should be provided to all students attending Divisional schools whereby insurance coverage over and above the basic coverage provided by the Board can be arranged by the student's parent/guardian.

Original

References: *Admin Practice(s): FM 12 – Student Accident Insurance*

School Act:



FINANCIAL MANAGEMENT 12 – Student Accident Insurance

Date: June 30, 2004

Revised: Oct. 10, 2012

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

Student accident insurance should be provided for all students attending Division schools with the option for additional coverage.

2.0 PROCESS

The Secretary Treasurer will ensure Blanket Student Accident Insurance is available on an annual basis.

3.0 GUIDELINES

- 3.1 Information on coverage obtained shall be provided to all schools on or before September 15 as well as insurance coverage over and above the basic coverage paid by parents if selected. The appropriate enrolment forms, will be provided to all schools for release to parents/guardians on or before September 15.
- 3.2 Insurance coverage over and above the basic coverage provided by the Board shall be at the discretion of the student's parent/guardian.

References: *Board Policy: G/II/14 – Student Accident Insurance*



Memorandum

Date: January 25, 2017
To: Public Board
From: Michele Dick, Superintendent
Subject: Jurisdiction Names

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" have been discussed as possibilities that might better reflect our true identity.

Attached, Trustees will find a brief summary entitled "Establishment of Districts, Divisions, Regional Divisions and Separate Districts." This document identifies several options related to the topic of jurisdiction names with particular attention to the Corporate Name and the "A.K.A." Name.

Recommendation:

"That the Board of Trustees review the attached information and advise senior administration accordingly."

BOARD 9.9

**ESTABLISHMENT OF DISTRICTS, DIVISIONS, REGIONAL DIVISIONS,
SEPARATE DISTRICTS**

Jurisdiction Name

A jurisdiction name is how the divisions and school districts (public and separate) should be described.

Sections 207, 208, 220 and 223 of the **School Act** provide for the establishment by Ministerial Order of public school districts, school divisions, separate school districts and regional divisions. Each of these Sections prescribes a manner by which the divisions and public and separate school districts are to be described.

Section 238 of the Act provides that the Minister may by Ministerial Order alter the name or number of a district or division or the number of a ward.

EXAMPLES:

The _____ School District No. _____
The _____ School Division No. _____
The _____ Regional Division No. _____
The _____ Separate School District No. _____

Corporate Name

A corporate name is the manner that the corporate body of the school district or division will be referred to. The name of the corporation refers to the name of the school district's or division's legal entity, the board of trustees. It is the name used as a matter of course and that appears on legal documents such as contracts, agreements, etc.

Section 246 of the Act provides for the establishment of a board of trustees for each public school district, separate school district, school division and regional division, and the manner by which it is to be referred to. The same section states that the members of the board are a corporation under the Act. It also prescribes the manner in which the corporation will be referred to, depending on the type of jurisdiction it is.

A board of trustees may, by resolution, change its corporate name. The name the board of trustees chooses as its new name must be approved by the Minister pursuant to Section 248 of the Act.

EXAMPLES:

The Board of Trustees of _____ School District No. _____
The Board of Trustees of _____ School Division No. _____
The Board of Trustees of _____ Separate School District No. _____
The Board of Trustees of _____ Regional Division No. _____

Short Name or AKA Name

A short name is the name commonly used to refer to a school board.

A school board can use a short name chosen by the board. The Minister does not need to approve the short name in order for the school board to be able to use it.

Since the board doesn't need to have the Minister approve a short name before they use it, the decision to change a short name lies with the school board.

EXAMPLES:

Lakeview Public Schools

When Should You Use These Names

It is the Board of Trustees whose members are a corporation under the Act. Therefore, it is the board of trustees (the corporation) who consequently has the legal capacity to enter into contracts. The corporate name must be used when the board is engaged in corporate activities.

All legal documents involving the Board of Trustees representing the district or division should contain reference to the latest corporate name of the Board of Trustees, whether it has kept its original name or has had approved under the Act a corporate name change. Consequently, in order to prepare technically correct legal documents, Ministerial Orders should also refer to the appropriate name when the order refers to the corporate activities of the Board of Trustees. The name of the "The Board of Trustees of the _____ No. _____ should be used.



Board Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Monthly Financial Report

Background

Attached you will find the 4 Months Financial Report for 2016 – 2017 as of December 31, 2016.

Recommendation:

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

BOARD 9.9

Sturgeon School Division No. 24

Results as of December 31, 2016

REVENUES

	Budget		Actual as at December 31, 2016	Variance % Fall Budget
	Spring Budget 2016-2017	Fall Update 2016-2017		
Alberta Education	63,209,179	63,485,786	20,935,818	33.0%
Other - Government of Alberta	621,208	768,600	194,348	25.3%
Federal Government	260,000	280,000	112,000	40.0%
Other - Alberta School Jurisdiction	21,677	21,677	21,677	100.0%
Fees	1,986,216	1,919,615	1,190,260	62.0%
Other - Sales and Services	247,328	302,066	96,136	31.8%
Investment Income	67,000	80,000	28,734	35.9%
Gifts and Donations	94,679	101,000	106,895	105.8%
Rental of Facilities	29,177	29,177	21,889	75.0%
Fundraising	218,000	107,000	68,165	63.7%
Amortization of Capital Contributions	1,453,156	1,543,159	514,386	33.3%
Other Revenues	-	113,742	15,816	13.9%
Total Revenues	68,207,620	68,751,822	23,306,125	33.90%

EXPENDITURES

Instruction	52,565,528	52,902,405	17,152,942	32.4%
Plant Operations and Maintenance	7,426,024	7,544,589	2,394,039	31.7%
Transportation	5,524,993	5,493,698	2,178,748	39.7%
Board Governance and Administration	2,496,204	2,547,546	762,453	29.9%
External Services	73,654	105,066	37,400	35.6%
Total Expenditures	68,086,403	68,593,304	22,525,582	32.84%

TARGET %

2016-2017 Surplus/(Deficits)

	121,217	158,518	780,544	33.33%
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2016-2017 Surplus/(Deficits)	121,217	158,518	780,544	33.33%
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Less: Revenues Collected Upfront (mainly due to fees & SGF revenues)
 Less: PUF (to be spent) (386,483)
 Add: Transportation (adjustment to equalize actual costs with budget) (162,980)
 310,390

Projected 2016-2017 Surplus
 541,471

Assumptions:

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

Expenditures:

- (9) Transportation: Unfavourable variance of 40% 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 33%.



Board Memorandum

Date: January 25, 2017
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Appointment of Returning Officer

As per section 13 of the Local Authorities Election act:

1. An elected authority may, by resolution, appoint a returning officer for the purposes of conducting elections under this Act.
2. If the elected authority does not appoint a returning officer, the secretary is deemed to have been appointed as the returning officer.
3. The returning officer for a local jurisdiction may not be a candidate for the elected authority for that local jurisdiction.

Recommendation:

As per Section 13 (1) 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.

BOARD 9.10.1

IMPORTANT DATES

2017 School Board General Elections

Prior to March 1	Amend or replace a bylaw providing for the nomination and election of trustees by wards or electoral subdivisions (section 262(1) to (8) SA)
Prior to April 15	Pass a bylaw that requires candidates prepare and disclose campaign contributions (section 118(2) LAEA)
Prior to May 18	Pass a bylaw to provide for the number of types of identification required for a person to produce to verify the person's identity (section 53(3), (4), and (5) LAEA)
Monday, June 19	Last day to give public notice of the board's intention to consider a resolution to authorize holding a plebiscite to obtain approval to impose a special school tax levy (section 190 SA)
Prior to June 30	Pass a bylaw to provide that the election day in the local jurisdiction is to be the Saturday immediately preceding the 3 rd Monday in October (section 11(2) LAEA)
Prior to June 30	Pass a bylaw specifying the minimum number of electors required to sign the nomination of a candidate for a local jurisdiction with a population of at least 10,000 (section 27(2) LAEA)
Prior to June 30	Pass a bylaw to receive earlier nominations and to establish additional locations to receive nominations (section 28(2) LAEA)
Prior to June 30	Pass a bylaw to provide that a voting station is to be opened before 10:00 a.m. (section 46(1) and (2) LAEA)
Friday, August 4	Last day to order or prepare nomination forms and supplies (not regulated).
Prior to August 16	Pass a bylaw for the printing of ballots (section 43(3) LAEA)
Prior to August 18	Pass a bylaw requiring every nomination be accompanied with a deposit in a fixed amount (section 29(1) LAEA)
Prior to August 18	Pass a resolution to authorize holding a plebiscite to obtain approval to impose a special school tax levy (section 190 SA)

Monday, September 4	Provide for first notice of nomination day in the prescribed form and methods (section 26(1) LAEA).
Monday, September 11	Provide for second notice of nomination day in the prescribed form and methods (section 26(1) LAEA)
Prior to September 18	Pass a bylaw for provisions of the death of a candidate who has been nominated (section 33(1) LAEA)
Prior to September 18	Pass a resolution to provide for special ballots and the provision methods (section 77.1 LAEA)
Prior to September 18	Pass a resolution to set an earlier date and time for the returning officer to receive an outer envelope (section 77.2 LAEA)
Monday, September 18	Nomination Day (section 25 LAEA)
September 19	The returning officer shall forward a signed statement showing the candidate's name/information (section 28(1) and 28(6)) (Submit to the Education's BOSS Branch)
Wednesday, September 25	Order election materials (not legislated).
Monday, September 25	Prepare notice of advance vote (section 74 LAEA).
Monday, October 2	Provide for the first notice of election day in the prescribed form and methods (section 35 LAEA).
Monday, October 9	Provide for the second notice of election day in the prescribed form and methods (section 35 LAEA).
Saturday, October 14	Last day for holding advance vote (section 73 LAEA).
Monday, October 16	Election Day (section 11 LAEA).
Wednesday, October 18	Last day for candidate to request a returning officer to recount ballots (section 98 LAEA).
Friday, October 20	The returning officer shall declare the election results at noon (section 97 LAEA).
Saturday, November 4	Last day for an elector to request a judicial recount (section 103 LAEA).
Monday, November 13	Last day for the school board to hold an organizational meeting (section 64 SA)
Monday, November 27	Election material shall be destroyed unless otherwise ordered by a judge (section 101 LAEA).