



Board Meeting Agenda

March 22, 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

3.1 Mr. Glenn van Dijken, MLA, Barrhead-Morinville-Westlock
Shadow Jobs & Labour Minister

4. Reading and Approving of Minutes

4.1 Amendment/Correction of Minutes

4.2 Approval of the Minutes of the Regular Meeting of
February 22, 2017

5. Presentations

5.1 Technology Framework
Nikki Woodford, Coordinator, Instructional Technology &
Innovation, 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 D/II/9 – School Inclement Weather Policy
- 9.2 Policy F/II/2 – Field Trips
- 9.3 Policy G/I/4 – Learning Support Services
- 9.4 Policy H/I – Video Surveillance and Recording in Schools
- 9.5 2018 – 2019 Capital Plan Priorities

9.6 Joint Use Agreement – Town of Redwater – Ochre Park School/Redwater School

9.7 Monthly Financial Report

9.8 Sponsorship of Alberta School Council Association Conference
Council Fees

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 February 22, 2017**

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**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on February 22, 2017**

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; 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)

Call to Order

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

Approval of Agenda

#013/2017 – Moved by Mrs. Kohle that the agenda be approved.

CARRIED 6/0

Appointments

There were no appointments.

Approval of Minutes

#014/2017 – Moved by Mr. Jewell that the minutes of the Special Meeting of January 11, 2017 be approved.

CARRIED 6/0

#015/2017 – Moved by Mrs. Featherley that the minutes of the Regular Meeting of January 25, 2017 be approved.

CARRIED 6/0

Presentations

Mr. Mark Lockwood, Director of Curriculum & Instruction, Sturgeon School Division and Mrs. Sandra Brenneis, Director Learning Support, Sturgeon School Division, provided information with respect to First Nation, Metis, Inuit (FNMI) students.

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 6:01 pm for dinner.

The meeting resumed at 6:32 pm.

New Business

Policy B/I/1 – Trustee Functions, Trusteeship & Policy

#016/2017 – Moved by Mr. Jewell that the Board of Trustees approve Policy B/I/1 – Trustee Functions, Trusteeship & Policy.

CARRIED 6/0

Policy B/III/1 – Board Procedures

#017/2017 – Moved by Mrs. Miller that the Board of Trustees approve Policy B/III/1 – Board Procedures with the following amendment:

Item 1.3 to read:

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

CARRIED 5/1

Opposed: Mr. Jewell

Policy D/II/1 – Fiscal Management

#018/2017 – Moved by Mrs. Featherley that the Board of Trustees approve Policy D/II/1 – Fiscal Management.

CARRIED 6/0

Policy F/II/6 – Religious Instruction

#019/2017 – Moved by Mr. Jewell that the Board of Trustees approve Policy F/II/6 – Religious Instruction.

CARRIED 6/0

Policy F/II/2 – Field Trips

#020/2017 – Moved by Mr. Jewell that the Board of Trustees refer Policy F/II/2 – Field Trips to the March Committee of the Whole meeting.

CARRIED 6/0

Policy F/III/4 – Student Assessment, Evaluation and Reporting

#021/2017 – Moved by Mr. Jewell that the Board of Trustees approve Policy F/III/4 – Student Assessment, Evaluation and Reporting.

CARRIED 6/0

Policy G/II/4 – Student Illness or Injury

#022/2017 – Moved by Mrs. Miller that the Board of Trustees approve Policy G/II/4 – Student Illness or Injury.

CARRIED 6/0

Central Office – Modernization Proposal

#023/2017 – Moved by Mrs. Porter that the Board of Trustees allow for extra consulting fees up to a maximum of \$10,000.00 for the Architect to provide extra options that address issues/questions that the Board has with regard to the Central Office Modernization project.

CARRIED 5/1

Opposed: Ms. Nowak

Division Name Change

#024/2017 – Moved by Mrs. Featherley 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.”

CARRIED 5/1

Opposed: Mr. Jewell

#025/2017 – Moved by Mrs. Featherley that the Board of Trustees approve Sturgeon Public School Division as the short name/AKA name for Sturgeon School Division No. 24.

CARRIED 5/1

Opposed: Mr. Jewell

Operational Calendar for 2017 – 2018

#026/2017 – Moved by Mrs. Porter that the Board of Trustees approve the Operational Calendar for 2017 - 2018.

CARRIED 6/0

Operational Calendar for 2018 – 2019

#027/2017 – Moved by Mr. Jewell that the Board of Trustees approve in principle the Operational Calendar for 2018 - 2019.

CARRIED 6/0

External Auditor

#028/2017 – Moved by Mr. Jewell that the Board of Trustees defer the selection of the external auditor for the newly elected Board of Trustees in the fall of 2017.

CARRIED 6/0

French Immersion Bussing

#029/2017 – Moved by Mrs. Kohle that the Board of Trustees approve a letter to be sent to the parents of Bus 502, indicating that the route will be cancelled for the 2017 – 2018 school year and that the K-5 students presently enrolled in the French Immersion programs offered by St. Albert school will be eligible for transportation to Morinville Public School starting in 2017 – 2018 school year.

CARRIED 6/0

Election 2017 – Town of Morinville Agreement, Ward 5

#030/2017 – Moved by Mr. Jewell that the Board of Trustees delegate to the Superintendent or Secretary Treasurer 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 No. 24 to appoint the Returning Officer for the Town of Morinville, as the Deputy Returning Officer for the Morinville Ward of Sturgeon School Division No. 24 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.

CARRIED 6/0

Monthly Financial Report

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

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.

Board of Trustees

February 22, 2017

#031/2017 – 8:10 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED 6/0

#032/2017 – 8:23p.m. – Moved by Mr. Jewell that the Board go out of camera.

CARRIED 6/0

Close of Meeting

The Chair adjourned the meeting at 8:24 p.m.

Chair

Date

Secretary-Treasurer



Memorandum

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

IT Disaster Recovery Planning

A formalized Disaster Plan will guide IT services in re-establishing SPSD's network infrastructure rapidly and completely in the event of a disaster of any magnitude at Central Office. With the recent forest fires in Northern Alberta and flooding previously in Southern Alberta, it highlighted the need for a comprehensive formal plan.

The fundamental goals of the plan will be:

- To minimize interruptions to the normal operations.
- To establish alternative means of operation in advance.
- To train personnel with emergency procedures.
- To provide for smooth and rapid restoration of service.

Critical Applications and Recovery Plan

AtrieveERP (Finance, HR and Payroll system):

- Hosted solution with backup and disaster recovery plans being coordinated by PowerSchool (formerly SRB)
 - The data center is located approximately 3 KM from the PowerSchool head office.
 - The two sites are linked by a dedicated fiber connection.
 - Onsite and offsite backups occur nightly between the two buildings.
 - A passive hot spare server is maintained in the data center.

Acorn (School generated funds and transportation fees)

- Hosted solution with backup and disaster recovery plans being coordinated by Rycor Software Solutions.
 - Full database daily backups to a separate server and archived for 30 days.
 - Logs backed up throughout the day to second server for point in time restoration.
 - Archived backups are moved offsite at periodic intervals.
 - Failover to a secondary datacenter should the primary datacenter be unavailable.

Email (Microsoft Exchange)

- Currently housed on SPSD Central Office premises.
- Nightly offsite backups.
- IT services is actively testing Office 365 and the Exchange cloud solution with the intention of moving Exchange offsite. The goal is to provide normal email services in the event of an outage at Central Office.

BOARD

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File Servers, PowerSchool (student information system) and Versatrans (Transportation System)

- Housed on SPSD premises.
- Nightly offsite backups.
- Secondary Disaster Recovery site being activated at Namao School; providing failover capability in the event of an extended outage at Central Office.

Telephone Services

- Primary Call manager housed on SPSD premises with secondary located at Namao School.
- Call managers synchronize periodically through the day.
- Nightly offsite backups.
- Capability to transfer reception services to any SPSD building if required.

SuperNet Broadband Network

SuperNet is fundamentally a network backbone stretching across the entire Province, connecting 429 communities. The infrastructure is comprised of fibre optic cables and wireless towers. Users benefitting from this network include: schools, hospitals, libraries, government offices and other municipal governments.

- SPSD's critical systems including: Telephones, Finance Software, PowerSchool and School Internet services rely solely on the SuperNet network infrastructure.
- Bell Canada invested 300 million to complete the network in 2005. At that time, GoA turned over ownership to Bell in exchange for 10 years of free maintenance with the caveat that Axia SuperNet Ltd be given the contract to Administer and provide technical support services.
- While the GoA has the right to use Bell's fibre and wireless infrastructure until 2045, the maintenance agreement expired in 2015. The yearly maintenance fees are costing GoA over \$15 million dollars per year.
- The Administration and Technical Support Services contract currently awarded to Axia SuperNet is set to expire on June 30th, 2018.
- Four companies have been prequalified to provide a submission for the Administration and Technical Support Request for Proposal (Axia, Bell, Telus and Zayo/Allstream).
- The Administration and Technical Support Request for Proposal was originally scheduled for release in the fall of 2016, with awarding to take place in early 2017. The RFP has not been published at this time.

- Alberta Education and Service Alberta made the following statements in a recent communication:
 - Job 1 is ensuring service continuity for our schools, indigenous offices, municipalities, hospitals, libraries and government facilities;
 - While the government is not directly responsible for the delivery of internet services to rural Alberta, we must also continue to support ISPs who use the SuperNet today to deliver internet to Albertans, particularly in our rural and remote areas;
 - We must examine ways to address the growing cost of SuperNet, while working to eliminate the issues and challenges raised to us by our many stakeholders;
 - We must decide what role the new model for SuperNet should play in supporting rural broadband in Alberta, and what, if any, additional approaches should be considered to advance rural internet in the province – now and into the future; and
 - We need to achieve these goals within our existing budget.

Field Trips

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



Board Memorandum

Date: March 22, 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:

Gibbons School

March 16 - 17

7 Junior High Students to Jasper for a ski trip at Marmot Basin with Redwater School.



Memorandum

Date: March 22, 2017
To: Public Board
From: Committee of the Whole
Subject: Policy D/II/9 – School Inclement Weather Policy

Background

Attached for Trustee review is Policy D/II/9 – School Inclement Weather. Given the direction provided in Policy D/II/2 – School Operation in Emergency and G/II/8 – Crisis and Critical Incidents, Policy D/II/9 is deemed to be redundant.

Recommendations

That the Board of Trustees rescind Policy D/II/9 – School Inclement Weather.

BOARD 9.1



1.0 POLICY

- 1.1 The Board believes that the principal’s responsibility during inclement weather is that he/she acts in a reasonable manner and with full regard for the safety and well being of the students.

2.0 GUIDELINES

- 2.1 The Superintendent or designate shall maintain administrative practice(s) to implement this policy.

References: *Admin Practice(s):* Administration 7 – School Operation in Emergency
Administration 13/Transportation 2 – Inclement Weather
School Act:



Board Memorandum

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

Background

At the March 8, 2017 Committee of the Whole meeting Trustees reviewed Policy F/II/2 – Field Trips and forwarded it to this evening'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 9.2



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.
- 1.2 The Superintendent or designate shall be responsible for approving and monitoring field trip requirements and expectations to promote student and staff safety.

Revised Draft

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.

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/I/8 – Purchasing
 F/II/1 – Curricular and Extra-curricular Fees
 F/II/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 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

References: *Board Policy: D//8 – Purchasing
F//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

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//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*



Board Memorandum

Date: March 22, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy G/I/4 – Learning Support Services

Background

At the March 8, 2017 Committee of the Whole meeting Trustees reviewed Policy G/I/4 – Learning Support Services and forwarded it to this evening’s Public Board meeting.

Associated Admin Practice Student Services 9 – Learning Support Services is also attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy G/I/4 – Learning Support Services.

BOARD 9.3



1.0 POLICY

- 1.1 The Board recognizes the right of all students to have access to educational programming in accordance with the School Act and accepts responsibility for the provision of educational services and programs.

Revised Draft

References: *Board Policies: D/I/4 – Non-Resident Students
I/8 – Non-Resident Student Transportation
Admin Practice(s): Administration 8 – Non-Resident Students
SS9 - Learning Support Services
School Act: Sections 18, 19, 45, 47*



1.0 POLICY

- 1.1 The Board recognizes the right of all students to have access to an education program in accordance with the School Act and accepts responsibility for the provision of educational services and programs.

2.0 GUIDELINES

- 2.1 Resident students of Sturgeon School Division with identified learning needs shall have access to program placement and learning support services subject to the availability of resources of the Division.
- 2.2 A statement of criteria for the provision of learning support services shall be maintained in a Learning Support Services Handbook and made available to parents and staff.
- 2.3 Identification, referral, assessment, placement, programming, and evaluation of students with identified learning needs shall be consistent with the policies, guidelines and procedures of Alberta Education.
- 2.4 The Board delegates to the Superintendent or designate the responsibility for learning services, practices and procedures.

References: *Admin Practice(s): SS9 - Learning Support Services*
School Act:



STUDENT SERVICES 9 – Learning Support Services

Date: June 30, 2004

Revised: January 30, 2017

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

- 1.1 The learning support of students with identified learning needs shall be met in the setting that best meets their needs and may involve:
- 1.1.1 accommodations of grade specific curriculum
 - 1.1.2 access to targeted supports and/or skill based interventions
 - 1.1.3 collaboration with a multidisciplinary team to develop a holistic and comprehensive individualized program.
- 1.2 Student Learning Plans (S.L.P.) or Individualized Program Plans (I.P.P.) shall be developed for each student with identified learning needs.

2.0 GUIDELINES

- 2.1 The Associate Superintendent, Education Services or designate shall be responsible for ensuring timely access to learning support services for students with identified learning needs available within the context of the inclusive practices of the Division.
- 2.2 The Director, Learning Support shall be responsible for monitoring and reviewing learning support practices and services, and may consult with appropriate personnel, principals and teachers to determine if program goals for students with identified learning needs are met.
- 2.3 The Director, Learning Support shall be responsible for the development and maintenance of specific processes and procedures for accessing supports and services. These processes include:
- 2.3.1 appropriate identification of students with identified learning needs and/or disabling conditions which impact learning;
 - 2.3.2 referral for individualized specialized assessment;

References: Board Policies: D//1/4 – Non-Resident Students
G//1/4 – Learning Support Services
I/8 – Non-Resident Student Transportation
Admin Practice(s): Administration 8 – Non-Resident Students
School Act Sections 18, 19, 45, 47



STUDENT SERVICES 9 – Learning Support Services

Date: June 30, 2004

Revised: January 30, 2017

Responsible Administrator:
Associate Superintendent, Education Services

- 2.3.3 referral to a multidisciplinary team who shall collaborate with school based staff regarding inclusive practices related to supporting universal, targeted and individualized/specialized interventions;
- 2.3.4 individualized program planning or specialized placement for students with identified complex and severe learning support needs;
- 2.3.5 evaluation of a student's progress with identified learning needs through the use of Individual Program Plans.
- 2.4 Teachers of students with identified learning needs who require out of curriculum modifications shall develop an appropriate Individual Program Plan (IPP) for each student. The plan will identify:
- 2.4.1 pertinent information relative to student's strengths and learning needs, including specialized assessment and other diagnostic information;
- 2.4.2 specific goals addressed in the plan;
- 2.4.3 accommodations, learning interventions and strategies developed to support these goals;
- 2.4.4 indicators of success and assessment procedures to ensure ongoing evaluation of the plan and student growth;
- 2.4.5 review dates, results and recommendations.
- 2.5 Decisions concerning specialized program placement within the Division will be based on appropriate student assessments and made in consultation with school based teams, parents/guardians, Director of Learning Support and other stakeholders involved in the student's Individualized Program Plan.
- 2.6 Each school shall identify the key professional responsible for coordinating, facilitating and monitoring each student's program.

References: Board Policies: D/11/4 – Non-Resident Students
G/1/4 – Learning Support Services
I/8 – Non-Resident Student Transportation
Admin Practice(s): Administration 8 – Non-Resident Students
School Act Sections 18, 19, 45, 47



Board Memorandum

Date: March 22, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy H/I – Video Surveillance and Recording in Schools
Proposed amended name Policy H/I – Video Surveillance Systems

Background

At the March 8, 2017 Committee of the Whole meeting Trustees reviewed Policy H/I – Video Surveillance and Recording in Schools (Proposed amended name: Policy H/I – Video Surveillance Systems) and forwarded it to the Public Board meeting.

Recommendation:

That the Board of Trustees approve Policy H/I – Video Surveillance Systems.



1.0 POLICY

The Board of Trustees believes that in order for Division property and individuals on Division property to be safe and secure, the use of video surveillance systems (“cameras”) is necessary. The video surveillance system shall only be used for the following purposes:

- 1.1 To protect the Division from property damage.
- 1.2 To ensure the safety and security of individuals who are on Division property.
- 1.3 To monitor and deter other criminal activity.

Revised Draft

References: Admin Practice(s): EFM 6 – Video Surveillance Systems
FOIP Act: Section 33
PIPA: Section 14



1.0 POLICY

The Board of Trustees believes that in order for school premises and individuals on the school premises to be safe and secure the use of electronic surveillance systems (“cameras”) in schools is necessary. As the use of cameras impacts the privacy of individuals, the division requires compliance with this policy when cameras are placed on school premises.

2.0 GUIDELINES

2.1 The Surveillance System may be used for the following purposes only:

2.1.1 To protect the school premises from property damage.

2.1.2 To deter property damage

2.1.3 To ensure the safety and security of individuals who are on the school premises

2.1.4 To monitor and deter criminal activity from occurring.

2.2 The Surveillance System may not be used by the employer to conduct surveillance of employees.

References: *Admin Practice(s): EFM 6 – Video Surveillance and Recording in Schools*
FOIP Act: - Section 33
PIPA:- Section 14



EQUIPMENT & FACILITIES MANAGEMENT 6 – Video Surveillance Systems

Original Date: Dec. 10, 2010 Revised Date: Jan. 26, 2011 Responsible Administrator: Secretary-Treasurer

1.0 RATIONALE

Video Surveillance systems shall be used to maintain a safe and secure environment in schools and on Division property.

2.0 PROCESS

2.1 Privacy Assessment

2.1.1 A Privacy Impact Assessment (PIA) shall be completed to assess the effects that proposed surveillance may have on privacy in the following circumstances:

2.1.1.1 Intention to install a new surveillance system where one did not exist previously.

2.1.1.2 Before new camera positions are proposed for addition to a pre-existing surveillance system.

2.1.1.3 Before changes to rules regarding how surveillance video files are stored, retained and destroyed.

2.2 Camera Location

2.2.1 Subject to the provisions below, surveillance cameras may be placed both in and outside the Division building.

2.2.2 All cameras must not be concealed and should be clearly visible.

2.2.3 Cameras shall not be placed in change rooms, washrooms and areas where students, staff and others have a reasonable expectation of privacy.

2.2.4 Cameras located internally shall not be directed to look through windows to areas outside the building, unless necessary to protect external assets, provide for the personal safety of individuals on division premises, or to deter criminal activity from occurring.

References: Board Policy: Policy H/1 Video Surveillance Systems



EQUIPMENT & FACILITIES MANAGEMENT 6 – Video Surveillance Systems

Original Date: Dec. 10, 2010 Revised Date: Jan. 26, 2011 Responsible Administrator: Secretary-Treasurer

- 2.2.5 Cameras shall in no event be directed to look at or in adjacent buildings that are not the property of the Division.

2.3 Notification

- 2.3.1 Signs advising the presence of an operational video surveillance system along with a contact name and phone number should be prominently displayed on divisional property that is under surveillance.
- 2.3.2 Students and parents shall be informed in writing by the school administration at the beginning of each school year and as necessary during the school year that the school will be monitoring certain activities, and as the purpose of such monitoring practices. The design and operation of the system creates no greater privacy intrusion than is absolutely necessary to achieve its purpose.
- 2.3.3 All staff and contractors shall be advised of this policy.

2.4 Use of Record Information

- 2.4.1 The Superintendent or designate may use recorded information for purposes as outlined in this administrative practice and for purposes expressly stated by or under the Freedom of Information and Protection of Privacy

2.5 Access to Recorded Information

- 2.5.1 The Superintendent, or designate, will identify employees who shall have access to the electronic surveillance system while it is in operation.
- 2.5.2 Members of the RCMP shall be granted access to the electronic surveillance system in the course of an active police investigation.
- 2.5.3 The Superintendent or designate must authorize access to all recorded information by external parties outside of the Division.
- 2.5.4 Recorded information must be viewed in such a manner as to avoid public viewing.

References: Board Policy: Policy H/1 Video Surveillance Systems



EQUIPMENT & FACILITIES MANAGEMENT 6 – Video Surveillance Systems

Original Date: Dec. 10, 2010 Revised Date: Jan. 26, 2011 Responsible Administrator: Secretary-Treasurer

2.5.5 A log shall be maintained by a school principal of all episodes of access to, or use of recorded information on school property.

2.5.6 A log shall be maintained by the Manager of Operations and Maintenance of all episodes of access to, or use of recorded information that occurs on Central Service property.

2.6 Disclosure of Recorded Information

2.6.1 Recorded information may be disclosed to applications in accordance with the provisions contained in the Freedom of Information and Protection of Privacy Act in such other cases as required by law.

2.6.2 A school principal shall ensure that a recorded information release form is completed before disclosing recorded information from school property to appropriate authorities or third party. Any such disclosure shall only be made in accordance with applicable legislation.

2.6.3 The Manager of Operations and Maintenance shall ensure that a recorded information release form is completed before disclosing recorded information from central Service property to appropriate authorities or third party. Any such disclosure shall only be made in accordance with applicable legislation.

2.6.4 A recorded information release form shall indicate the individual or organization who took the recorded information, the date of occurrence or when and if the recorded information will be returned or destroyed by the authority or individual after use.

2.7 Audit

2.7.1 The school principal or the Manager of Operations and Maintenance shall be responsible to periodically audit the use and security of surveillance equipment including cameras, monitors, storage devices and recorded information.

References: Board Policy: Policy H/1 Video Surveillance Systems



EQUIPMENT & FACILITIES MANAGEMENT 6 – Video Surveillance Systems

Original Date: Dec. 10, 2010 Revised Date: Jan. 26, 2011 Responsible Administrator: Secretary-Treasurer

2.8 Retention and Disposal of Collected Information

- 2.8.1 All recorded information not in use shall be securely stored in a locked receptacle or area.
- 2.8.2 Recorded information may never be sold, publically viewed or distributed in any other fashion except as provided for by this administrative practice.
- 2.8.3 All recorded information used for the purpose of this administrative practice shall be numbered and dated and retained according to the camera site.
- 2.8.4 All recorded information used to make a decision that directly affects an individual shall be retained for a minimum of one year and all other material for a period of 6 months, except in cases where recorded information is required for evidentiary purposes the recorded information should be retained and stored according to standard procedures until law enforcement authorities request them..
- 2.8.5 All recorded information shall be disposed of in a secure manner.

2.9 Miscellaneous

- 2.9.1 These guidelines do not apply to covert or overt surveillance cameras being used by or on behalf of a public body as a case specific investigation tool for law enforcement purposes where there is statutory authority and/or the authority of a search warrant to conduct the surveillance

2.10 Prerogative of the Executive

- 2.10.1 Nothing in this administrative practice shall in any way be construed to limit the Division outside the provisions of this administrative practice and associated policy.

References: Board Policy: Policy H/1 Video Surveillance Systems



Board Memorandum

Date: March 22, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: 2018 – 2019 Capital Plan Priorities

Background

The Board must submit its 2017 – 2018 Capital Priorities to Alberta Education for the 2018 – 2019 Government of Alberta year.

The Capital Plan Priorities as recommended by the Building Committee at the March Committee of the Whole meeting are:

- 1) Replacement of Camilla School (ATTACHMENT I)
- 2) Modernization of Gibbons School (ATTACHMENT II)
- 3) Modernization of Sturgeon Heights School (ATTACHMENT III)

Recommendation:

That the Board of Trustees approve the 2017 – 2018 Capital Priorities for the 2018 – 2019 Government of Alberta year.

BOARD 9.5

BLIMS Projects - Web Access for Capital Plan Submission

WAP1000 Detailed Report

Printed: March 22, 2017 10:40 AM

Sturgeon School Division No. 24 (1110)

11060 - Sturgeon School Division **Camilla School Replacement**

Capital Plan Submission Year: 2017/2018 (GOA)
Capital Program: School Facilities

2018/2019

Submission Unsubmitted Status:

Title: Sturgeon School Division Camilla School replacement
Key Driver(s): Demographics, Economic growth, Environmental factors, Health / Safety, Infrastructure condition, Program changes, Social changes, Technological changes

Project Sub-New - Category: Replacement Facilities

Client Name: Sturgeon School Division No. 24 (1110)

Client Ranking: 1

Original Capital Plan Submission 2009/2010 (GOA) Year:

Client File#:

Client Asset Id:

School Facility Name: CAMILLA SCHOOL (F0281)

Location:

Backlog?: Yes original submission 2004

Constituency:

Description: Exterior grounds upgrading and interior modernization
(Project scope) Drainage issues are negatively influencing interiors > floors are rotting, doors are shifting, walls are rotting.

Configuration is a major security concern and expense.
aprox capacity = 681

- aprox enrolment = 473
- base building area = 5605m2
- 6 portables
- Original build = 1954.
- Additions added in '54, '58, '65, '74 (arena added to '65 area in '74), and '88
- Portables were added in '77, 88, 89, 93
- Modernization of '54 and '58 area occurred in 1990.
- Sidewalks and west parking lot in dire need of replacement
- Structural is questionable
- Envelope is marginal

• Comprehensive ground water report required along with remedial recommendations for making topographical modifications to grounds to adequately divert ground water AND to mitigate high water table saturation

• Catch basins/storm sewers on south end were not properly installed in conjunction with arena parking lot resulting in annual flooding. Catch basins drilled to four feet when, in rural Alberta settings, a minimum of six feet is required

• Approaching time for entire roof replacement = aprox \$1,200,000

- Interior needs work
- Ceilings require replacement
- Laminate counter-tops/cupboards falling apart
- Require new toilet partitions
- Need to replace all bathroom fixtures and counters
- Many doors require replacement
- Many wall surfaces are circa 1965
- Signage required
- Electrical fixtures s/b changed to T5's or LED
- Some flooring yet to be replaced
- Students need to have a "lounge" space of their own
- Library much too large and no computer lab
- Mechanical needs work
- BMS controls need to be converted to electronic
- Various pumps, valves, and pipes are prone to leaking
- Architectural needs work
- Windows all require replacement
- Many interior walls, surfaces, and rooms may need to be re-purposed
- Electrical needs work
- Many branch circuit panels require replacement
- Replace intercom
- Wiring replacement required
- New circuits run to accommodate new needs
- HVAC needs work. AHU's and RTU's require replacement. (furnaces all done)
- Replace chimneys

- Replace exhaust fans
- Replace reheat coils

Reason: Serious drainage issues. Ice build-up impacts structural integrity of the entire building. Sidewalks need replacement, regrading. Wheelchair access required. School originally built in low spot of flood plain. Drainage (lack thereof) affects everything including cleanliness of the school.

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

Consequences: Threatens continued viability of the school. Some areas of the school are experiencing rotted out floors. Mould could become a huge issue. Partial roof/wall collapse in the late spring of 2015 resulted in partial evacuation and \$400,000 repair. Other wings of the school reflect the same potential for disaster. Extreme safety concern. AE / AI toured the site in late spring resulting in the attached report. Hazmat report attached. Entire site is serviced by a single catch basin. Land containing the school and surrounding the school is saturated even in the midst of summer.

Change in Capacity:
 (For Learning and PSI this should be the change in enrollment capacity.
 For Health, this could be the change in beds, surgical procedures, diagnostic and treatment services, etc.)

Gross Area M2: 5605.8

Preservation Area M2: 5605.8

New and Expansion Area M2:

Demolition Area M2:

Full Load Equivalent (FLE):

Funding Details for Cost-shared Projects:

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

P3 Project: Not Applicable

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

Schedule / Comments:

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

Created: EXTERN\DAVID.JOHNSON 2008/06/18 06:33:40PM
 Last updated by: EXTERN\LORNE.LOPATKA 2016/03/22 10:36:52AM

Budget

| | |
|--|-----------------|
| Total Project Cost (TPC): | \$11,666,814.36 |
| Total Provincial Support (TPS): | \$11,666,814.36 |
| Other Alberta Government Funding: | \$0.00 |
| Alberta Infrastructure & Transportation Funding: | \$11,666,814.36 |
| Other (Federal, Private) Funding: | \$0.00 |

Budget Details

| Budget item | Cost Description |
|---|---|
| Building Construction and Site Development: | \$10,520,585.00 Amount of funding to be used for the physical construction of the school facility... |
| Consultant Fees: | \$822,500.00 Amount of funding for prime and sub-consultants that provide the design of the facility... |
| Project Expenses: | \$140,000.00 Amount of funding provided to pay for normal project expenses and services associated |

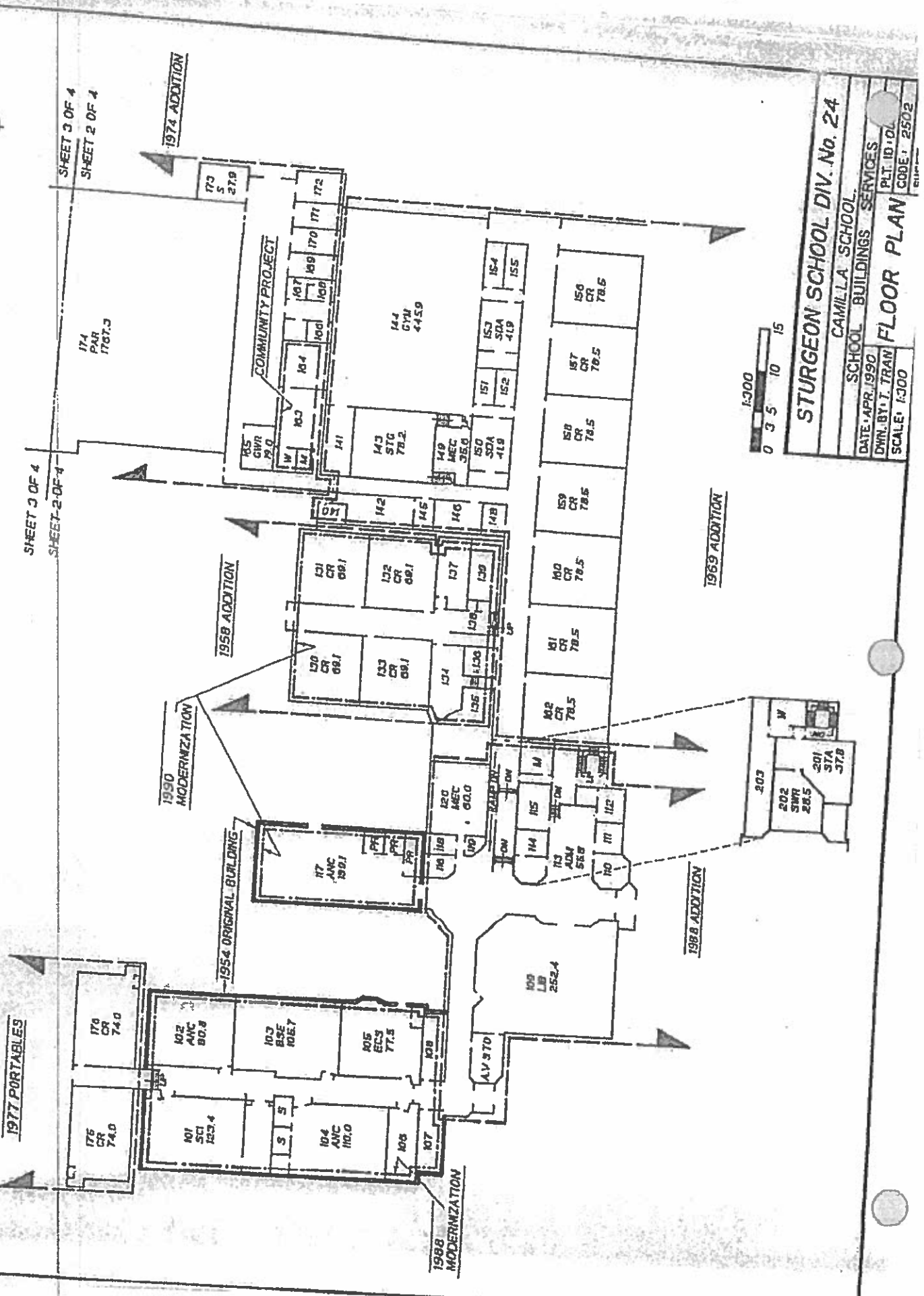
| | |
|--|--|
| Furniture & Equipment : | with a school building projects... |
| Career Technology Studies (CTS) Equipment : | \$0.00 Amount of funding provided for the basic furniture and equipment for approved projects... |
| Other : | \$0.00 Amount of funding provided for expansion or modernization projects being conducted in facilities in which the project provides or upgrades a CTS area(s)... |
| Sub-total: | \$11,483,085.00 Sub-total of funding for all items above. |
| Non-Refundable GST : | \$183,729.36 Amount of funding provided for non-refundable GST is calculated at 1.6% of the sub-total above. |
| Total Project Cost: \$11,666,814.36 Sum of the funding for all items above. | |

File Attachments

| File Name | Description |
|---|-------------|
| 1547505 - Order of Magnitude Budget Camilla School Rev1.pdf | |
| CAMILLA condition.docx | |
| Camilla Tour Report Sept 9, 2015 - Edit.docx | |
| Camilla siteplan.pdf | |

Contacts

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



1977 PORTABLES

SHEET 3 OF 4
SHEET 2 OF 4

SHEET 3 OF 4
SHEET 2 OF 4

1974 ADDITION

1958 ADDITION

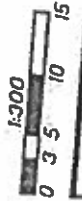
1980 MODERNIZATION

1954 ORIGINAL BUILDING

1988 MODERNIZATION

1988 ADDITION

1989 ADDITION



STURGEON SCHOOL DIV. No. 24
 CAMILLA SCHOOL BUILDINGS SERVICES
 SCHOOL BUILDINGS SERVICES
 DATE: APR. 1990
 DWN. BY: T. TRAN
 SCALE: 1:300
 PLOT ID: DL
 CODE: 2502



SITE TOUR

SCHOOL FACILITIES: NORTH REGION

BOARD: STURGEON SCHOOL DIVISION No. 24

SCHOOL: CAMILLA SCHOOL

DOCUMENT STATUS

| VERSION | DATE | PREPARED BY | REVIEWED BY |
|-----------------|---|---------------------|---------------------|
| 1 | 9/22/2015 | Kenneth Wong | Mark Latimer |
| Choose an item. | Click here to enter a date. | Choose an item. | Choose an item. |
| Choose an item. | Click here to enter a date. | Choose an item. | Choose an item. |
| Choose an item. | Click here to enter a date. | Choose an item. | Choose an item. |
| Choose an item. | Click here to enter a date. | Choose an item. | Choose an item. |

ATTACHMENT I

SCHOOL: CAMILLA SCHOOL

Date: 9/9/2015

Meeting Attendees:

- Lorne Lopatka - Sturgeon School Division
- Iva Paulik - Sturgeon School Division
- Laurel Udell - Alberta Education
- Mark Latimer - Alberta Infrastructure
- Kenneth Wong - Alberta Infrastructure
- [Click here to enter text.](#)

Project Description:

Camilla School is a one storey facility originally constructed in 1954 of 1336 m². Additions of 582 m² was constructed in 1958, 1925 m² in 1968 and 956 m² in 1988 including a second storey staff room and related facilities. In 1974 a community arena complex was added to the 1968 section. In addition, a portable classroom of 185 m² was added in 1989 to the 1954 section and a 4 portable classroom pod was added to the 1988 section in 1993. Two portable classrooms added in 2005 and included a connecting link (201 m² plus 34 m²). In 1990 modernization to the 1954 and 1958 was completed. The school including portable classrooms contains a kindergarten, 16 classrooms, a home economics area, a science room, computer room, a music/drama area, a library, a gymnasium with stage, administration and ancillary support spaces.

The 2014/2015 adjusted enrollment is 473 students. We were informed that there are 488 students attending Camilla School in the current year (raw count).

- ***Structural Components***

The facility contains foundation walls with strip footings with structural concrete slab over crawl space and concrete pile and grade beams with slab on grade. Superstructure consists of wood frame and concrete block with wood and metal framed roof construction.

There is wall degradation and foundation settlement found on the south wall of a five classroom wing located at the northeast corner of the school.

Ground water may be a contributing factor to the undermined foundation wall. Ground water/surface damage is also an issue.

- ***Building Envelope***

Low slope roofing composed of built-up roofing membrane and SBS membrane. Steep sloped roof sections are covered with either prefinished metal or asphalt shingles with prefinished metal gutters and downspouts. Walls are a combination of face brick, painted concrete block and textured stucco housing sealed fixed and operative aluminum framed window units, painted metal storefronts and painted metal clad utility doors.

We were informed that \$250,000 had already been expended to replace portions of the roof. Ponding water noted throughout. The remainder needs to be replaced.

Exterior wall degradation was observed due to water exposure. Portions of stucco wall were delaminating.

The factory seals in the window glazing are beginning to fail, resulting in condensation build-up between the panes.

- ***Interior Components/ Finishes***

Flooring is a combination of painted concrete, sheet vinyl, carpeting, terrazzo and epoxy. Walls are painted gypsum wallboard and concrete block housing glazed units in painted metal frames and stained and painted solid core wood and metal doors in metal frames. Ceilings are painted gypsum wallboard, stained wood deck and suspended acoustic tile.

Some cosmetic upgrades have been completed, including partial flooring replacement.

- ***Mechanical***

Heating system for the entire school is provided by two packaged gas fired boilers located in central mechanical room. Boiler plant was replaced in 1990 and serves all areas. Ventilation system is provided by three indoor air handling units located in separate mechanical rooms. One unit was replaced in 1990, two remaining units are older from the 50's and 60's and require replacement. Conventional plumbing fixtures throughout, served by two gas fired domestic water heaters complete with recirculation system. Control system is a combination of pneumatic and digital controllers. Johnson Controls system installed in 2008.

The heating boilers serve the entire school and are currently in acceptable operating condition; however, they are beginning to reach the end of their expected service life.

There is no air conditioning system for the network server room.

- ***Electrical***

The facility was originally built in 1954, and the addition in 1958,1965 and 1989 and there was major renovation in 1989 since then. The main service is 120/208V, 3-phase, 4-wire and rated 800A; The service is underground fed from pad transformer. The fluorescent fixtures are T-lamp fluorescent with electronic ballasts. The T-8 fluorescent fixtures are used in the gym.

The main service is original to the building.

- ***Equipment/Millwork***

Millwork is of painted wood shelving and melamine cabinetry with plastic laminated counter tops. Visual display boards consist of white and tack boards with window coverings of horizontal and vertical louvered blinds.

All of the laminate counter tops, shelves, and cupboards are in need of replacement.

The washroom partitions/fixtures were older and in need of replacement.

There were no range hoods provided in the foods CTS space.

The dust extraction system in the construction CTS lab was not sufficient to keep the lab clear.

- **Functional Assessment**

The school's configuration lends itself to security issues - many areas are difficult to monitor.

There is no dedicated "group" space for junior high students within the school.

Existing teaching stations are outmoded and unable to meet basic junior high curriculum needs.

The CTS construction lab is used approximately 4 times a week by the school, but the space is also shared with students from other schools.

There are multiple levels within the building, including a second floor staff room, conference room and female staff washrooms. There is no barrier free access to the second floor.

Positive attributes to the school include a functional music room, central gathering space, gymnasium (which is used by the community as well) and a new playground.

- **Site**

Serious drainage issues. Ice build-up impacts structural integrity of the entire building.

Crawlspace provided under a portion of the school was wet.

Sidewalks need replacement as a result of settlement and deterioration. Replacement would include regrading and provision of wheelchair access.

School originally built in low spot of flood plain. Parking lot floods every spring are a direct result of improperly installed sewer lines and catch basins. The drainage issues become safety issues in the winter when the water turns to ice.

Sewer line issues resulting in system back ups.

SCOPE OPTIONS/DISCUSSION/PRELIMINARY COSTING

Note that costs are for building and site development only. This does not include consultant's fees, modular classroom procurement, project expenses, F&E, CTS equipment, and Haz Mat .

Modernization

Scope of work includes a major modernization of 5,371 m², replace 6 portables with 6 new modular classrooms, hazardous materials abatement, and an allowance for CTS equipment.

Assumed schedule (for costing purposes) is from April 2016, 5 months schematic design, 2 months design development, 3 months working drawings, 2 months pre-tender, 24 months construction.

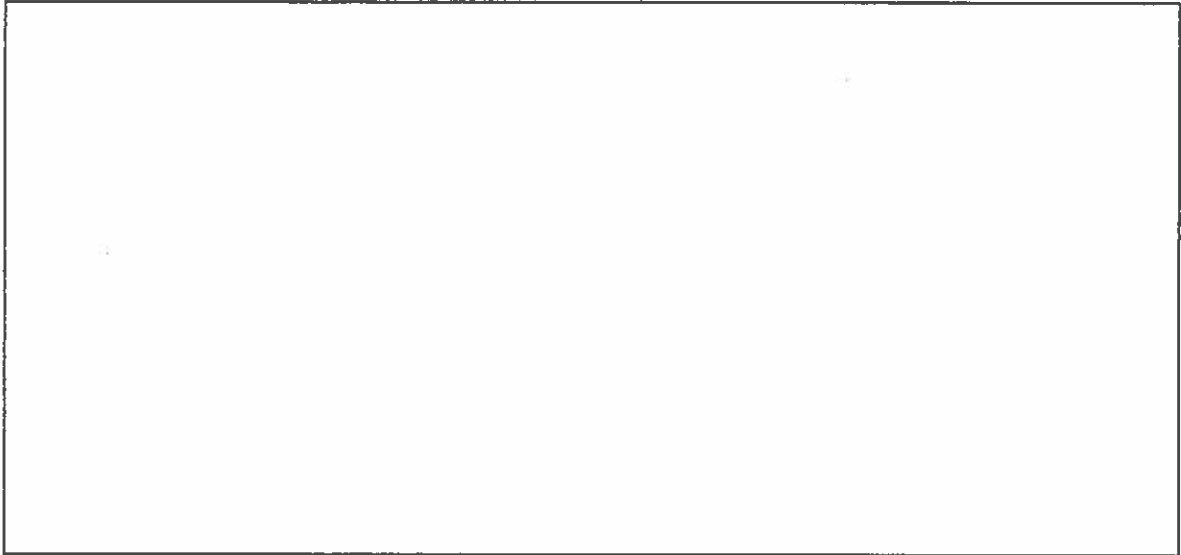
Building Construction and Site Development: \$10,900,000

Replacement School

Scope of work includes core area of 4449m², along with 8 new modular classrooms, one vestibule, \$50,000 for supernet and an allowance for CTS equipment and demolition/hazardous materials abatement of 5371m².

Assumed schedule (for costing purposes) is from April 2016, 4 months schematic design, 2 months design development, 3 months working drawings, 2 months pre-tender, 18 months construction.

Building Construction and Site Development: \$14,050,000



CONCLUSION

Based on preliminary costing, the cost to modernize the school is approximately 77% of the replacement cost. Consequently, this project may warrant a replacement school.

BLIMS Projects - Web Access for Capital Plan Submission

WAP1000 Detailed Report

Printed: March 22, 2016 10:07 AM

Sturgeon School Division No. 24 (1110)

8783 - Sturgeon School Division **Gibbons School**

Capital Plan Submission Year: 2017/2018(GOA)
 Capital Program: School Facilities

Submission Unsubmitted Status:

Title: Sturgeon School Division Gibbons School
 Key Driver(s): Economic growth, Environmental factors, Financial pressures, Health / Safety, Infrastructure condition, Program changes, Social changes, Technological changes

Project Sub-Preservation - Category: Facility Modernization

Client Name: Sturgeon School Division No. 24 (1110)

Client Ranking: 2

Original Capital Plan Submission 2006/2007 (GOA)
 Year:

Client File#:

Client Asset Id:

School Facility Name: GIBBONS SCHOOL (F0283)

Location:

Backlog?: Yes

Applied 2004

Constituency:

Description: Modernize building. It is an aging structure in need of a major retrofit. Everything from heating/ventilation, roofing, parking lots, flooring, lighting/electrical, security are ALL in dire need of upgrading and/or replacement. The school is prone to roof vandalization due to outside envelope finishes. Relocate main office to entrance area, same issue as SCHS with respect to location of general Office. Current configuration makes it impossible to monitor school access. Grade 5-9 school has serious security issues. Create IT learning stations. Upgrade library area. Replace ventilation system in CTS [IA] labs.

- Aprox capacity = 576
- Aprox enrolment = 273
- Base building area = 4812m2
- 2 portables
- Original build = 1951. Additions in 1954 and 58
- 1954 and portion of 1958 additions demolished while new additions were constructed in 66,74, and 94.
- Modernization in 94 covered 1417m2 of existing floor area
- Structurally adequate
- Envelope is adequate
- Sidewalks and parking lots in dire need of replacement
- Most exterior doors require replacement
- Roofing in poor condition (\$250,000 repair conducted summer of 2014
- Aprox \$1,000,000 for balance of roofing
- Interior finishes showing their age
- Ceilings require replacement
- Signage inside and out requires replacement
- Electrical fixture conversion to T5's or LED
- Most flooring requires replacement
- Some interior doors require replacement
- Mechanical systems are inefficient and obsolete
- BMS is pneumatic and requires upgrade to DDC
- Gas lines badly corroded and subject to leaking
- Various pumps, valves, pipes are prone to leaking
- Proximity of general office to any entrance (much like SCHS) is inadequate and unsafe
- Library too big / computer lab too small (**opinion). Absence of student "lounge" area (**opinion)
- Windows are antiquated and offer little in the way of offering any resistance from inclement weather resulting in already overwhelmed mechanical systems to have to work harder to compensate
- Entire north wall is totally void of insulation value
- Electrical service is overloaded/obsolete/dangerous
- Many branch circuit panels/breakers are "66 and require replacement as does the wiring/ reestablishment of circuits based on "new" needs
- HVAC is obsolete and problematic
- All AHU's are original and need to be replaced
- Boilers require replacement
- m/u air units require replacement along with reheat coils
- rtu's require replacement

- bathroom fixtures all require replacement
- toilet partitions, countertops, sinks, shower rooms all in need of attention
- "sprung" gym floor (east gym) requires replacement. It's built up and has many dead spots

Reason: Safety and security [office]
 (Project benefits) Improve learning environment [building mod. and library]
 Health & Safety [CTS vent.]
 PLEASE SEE ATTACHMENTS

Consequences: Potential for dangerous activities is high, must be reduced.
 (Implication for delaying project) learning environment will deteriorate, high enrollment figures for feeder school will result in subsequent spike in enrollment, mechanical systems are antiquated, obsolete, and in dire straits, absence of any insulation values in windows/walls create an uncomfortable working/learning environment and make the already obsolete systems work even harder to compensate, general office (as was the case with SCHS) is positioned in the centre of the school which poses a major security concern

Change in Capacity:
 (For Learning and PSI this should be the change in enrollment capacity.
 For Health, this could be the change in beds, surgical procedures, diagnostic and treatment services, etc.)

Gross Area M2: 4,812

Preservation Area M2: 4812

New and Expansion Area M2:

Demolition Area M2:

Full Load Equivalent (FLE):

Funding Details for Cost-shared Projects:

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

P3 Project: Not Applicable

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

Schedule / Comments:

Created: KAREN.PARASYNCHUK 2005/06/10 09:56:50AM
 Last updated by: EXTERN\LORNE.LOPATKA 2016/03/22 10:07:08AM

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

Budget

| | |
|--|-----------------|
| Total Project Cost (TPC): | \$11,657,469.19 |
| Total Provincial Support (TPS): | \$11,657,469.19 |
| Other Alberta Government Funding: | \$0.00 |
| Alberta Infrastructure & Transportation Funding: | \$11,657,469.19 |
| Other (Federal, Private) Funding: | \$0.00 |

Budget Details

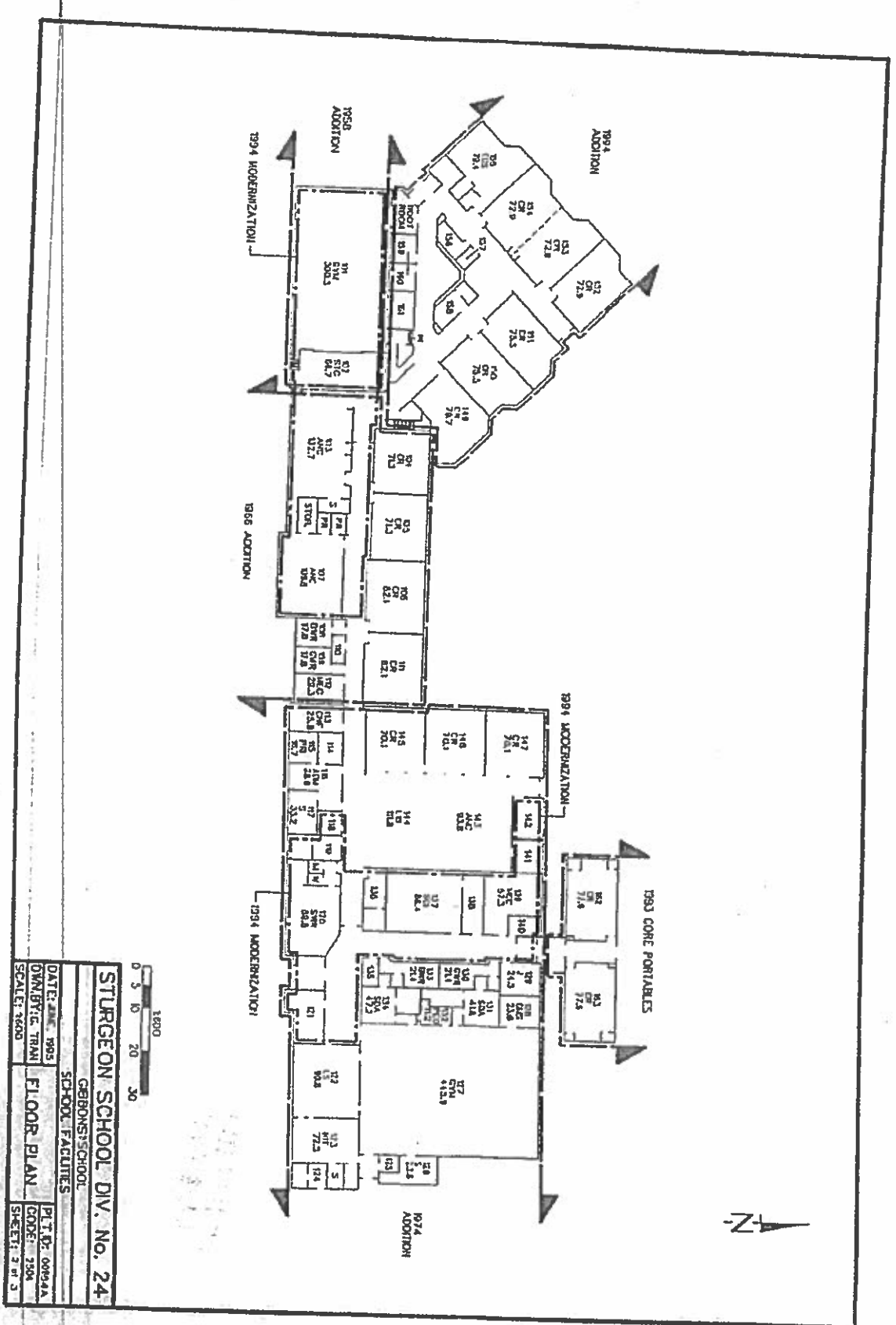
| Budget Item | Cost | Description |
|--|-----------------|---|
| Building Construction and Site Development : | \$10,552,637.00 | Amount of funding to be used for the physical construction of the school facility... |
| Consultant Fees : | \$787,250.00 | Amount of funding for prime and sub-consultants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

File Attachments

| File Name | Description |
|---|-------------|
| 1547505 - Order of Magnitude Budget Gibbons School Rev1.pdf | |
| GIBBONS condition.docx | |

Contacts

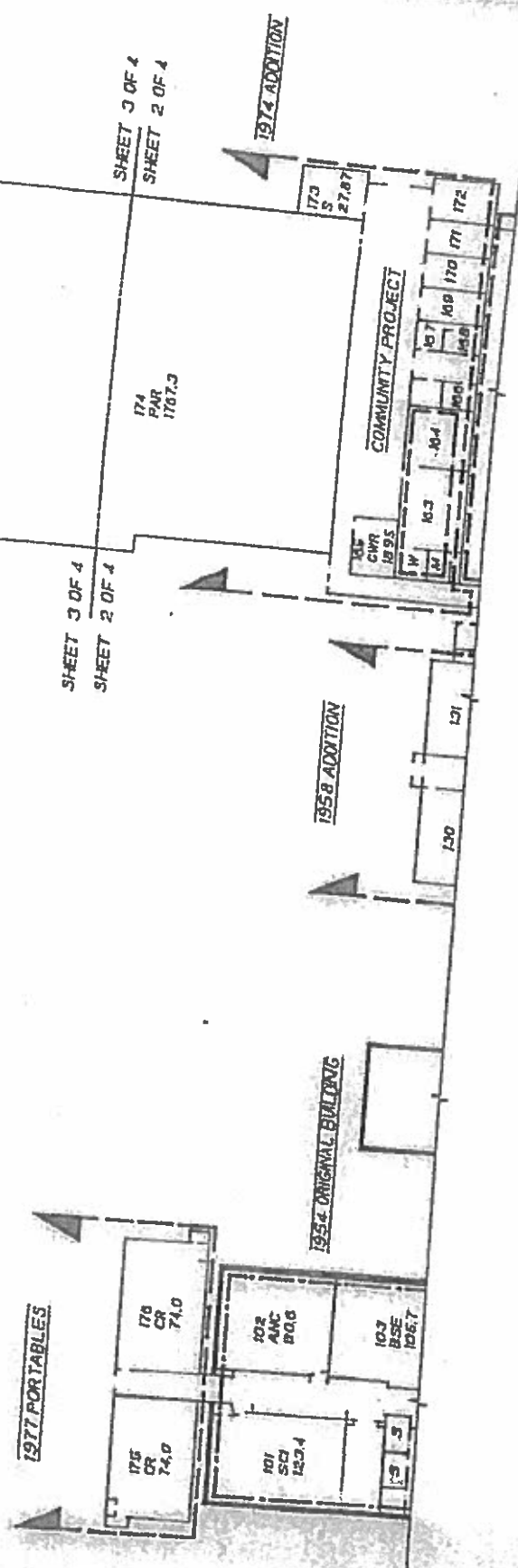
| | |
|---|---|
| <p>Lorne Lopatka, Manager, Operations Sturgeon School Division No. 24 9820 - 104 Street Morinville AB T8R 1L9</p> | <p>Ph: 780 939-4341 Fax: 780 939-5520 Email: Lorne.Lopatka@sturgeon.ab.ca</p> |
| <p>Primary Contact Iva Paulik, Secretary treasurer Sturgeon School Division No.24 9820-104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



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 1000

STURGEON SCHOOL DIV. NO. 24
 GARDNER SCHOOL
 SCHOOL FACILITIES

| | |
|---------------------|-----------------|
| DATE: JUNE, 1985 | PLT. NO. 00004A |
| DRAWN BY: TRAM | CODE: 2304 |
| SCALE: 1/8" = 1'-0" | SHEET: 2 of 3 |



| | |
|------------------------------------|----------------|
| STURGEON SCHOOL DIV. No. 24 | |
| CAMILLA SCHOOL | |
| SCHOOL BUILDINGS SERVICES | |
| DATE: JAN. 1990 | PLT. ID: 00662 |
| DWNR: BY: T. TRAN | CODE: 2502 |
| SCALE: 1:300 | SHEET: 3 OF 4 |

FLOOR PLAN

BLIMS Projects - Web Access for Capital Plan Submission

WAP1000 Detailed Report

Printed: March 22, 2016 09:56 AM

Sturgeon School Division No. 24 (1110)

13503 - Sturgeon School Division - Sturgeon Heights Modernization

Capital Plan Submission Year: ~~2017/2018 (GOA)~~
Capital Program: School Facilities

2018-2019

Submission Unsubmitted Status:

Title: Sturgeon School Division - Sturgeon Heights Modernization
Key Driver(s): Environmental factors, Health / Safety, Infrastructure condition, Program changes, Technological changes

Project Sub-Preservation - Category: Facility Modernization

Client Name: Sturgeon School Division No. 24 (1110)
Client Ranking: 3

Original Capital Plan Submission 2017/2018 (GOA)
Year:

Client File#:

Client Asset Id:

School Facility Name: STURGEON HEIGHTS SCHOOL (F0285)

Location:

Constituency:

Backlog?: No

Description: see attached report
(Project scope)

Reason: not only would a modernization reduce/eliminate the dysfunction associated with a circular footprint, it would enable appropriate learning from the standpoint of noise control if/when the outer perimeter of the library could be repurposed. As it stands now, classroom noise impacts learning in the classrooms and vice-versa. Furthermore, mechanical systems are not supported - they are actually impacted - by erected walls and/or acoustic barriers. Danger to staff, students, parents, and visitors would be drastically reduced in the parking/drop-off areas. Hopefully, a modernization would also include CTS space where NONE currently exists (in a JUNIOR HIGH).

Consequences: continued dysfunction, parking lots are a MAJOR safety concern and there is a high probability of someone getting seriously hurt, the electrical service is antiquated and does not support current day technology, lightning strikes could cause serious injury or worse if tower is not removed, air handling units are original and unreliable posing a catastrophic threat, no CTS space

Change in Capacity: undetermined at this time but an increase in enrollment is imminent
(For Learning and PSI this should be the change in enrollment capacity.
For Health, this could be the change in beds, surgical procedures, diagnostic and treatment services, etc.)

Gross Area M2: undeterminable

Preservation Area M2: 4173

New and Expansion Area M2: 3000

Demolition Area M2: 500

Full Load Equivalent (FLE):

Funding Details for Cost-shared Projects:

P3 Potential?:

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

P3 Project: Not Applicable

P3 Supported by Not Applicable Client Group:

Scheduled Start Date: 2018/01/01 (2017/2018 GOA)

Estimated 2018/01/01 (Completion 2017/2018 GOA) Date:

Schedule / Comments:

Created: EXTERNLORNE.LOPATKA 2016/03/15 01:43:58PM
Last updated by: EXTERNLORNE.LOPATKA 2016/03/22 09:55:48AM

Budget

Total Project Cost (TPC): \$0.00
Total Provincial Support (TPS): \$0.00
Other Alberta Government Funding: \$0.00
Alberta Infrastructure & Transportation Funding: \$0.00
Other (Federal, Private) Funding: \$0.00

Budget Details

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

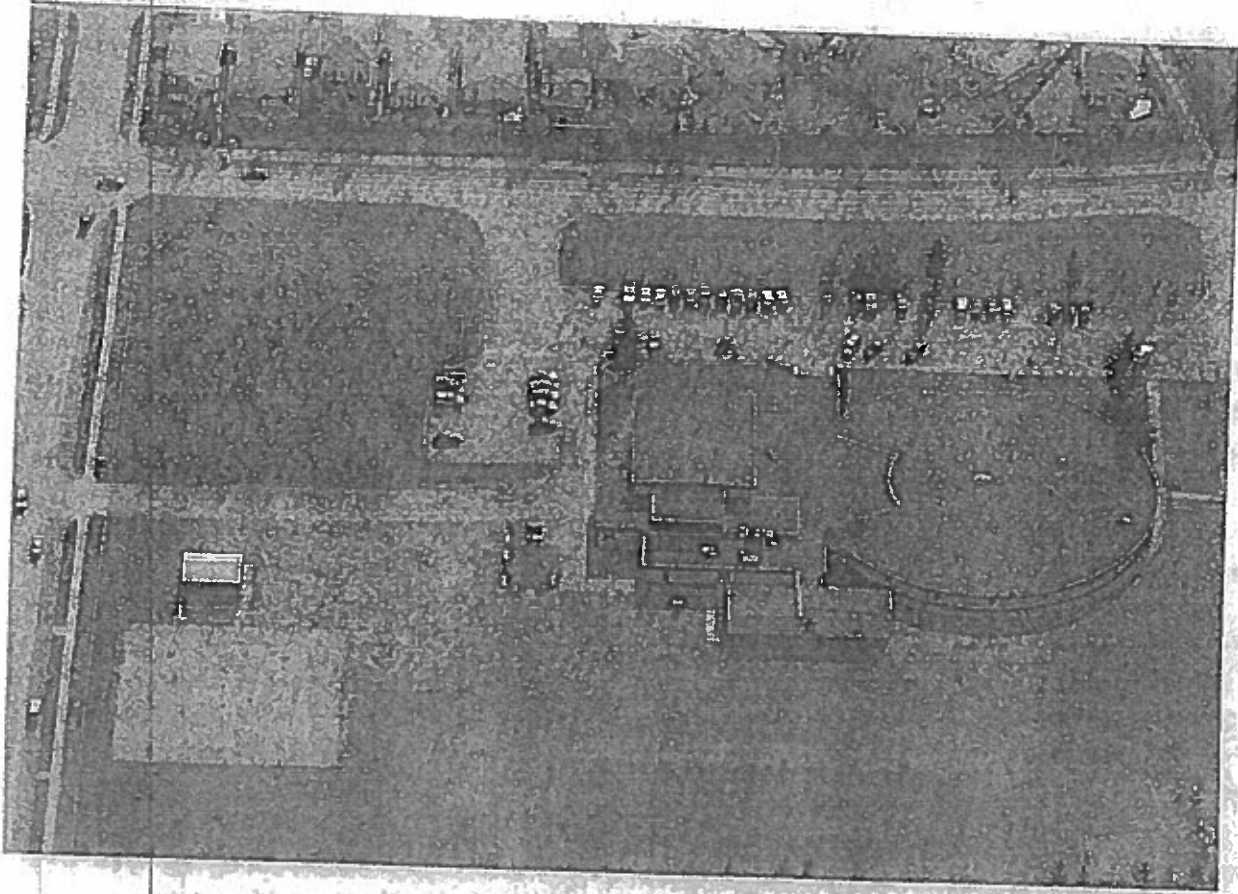
File Attachments

| File Name | Description |
|--|-------------|
| Sturgeon Heights Junior High School Facility Assessment.docx | |

Contacts

| | |
|---|---|
| Primary Contact Iva Paulik, Secretary Treasurer | Ph: Fax: Email: |
| Primary Contact Michele Dick, Superintendent | Ph: Fax: Email: |
| Lorne Lopatka, Manager, Operations Sturgeon School Division No. 24 9820 - 104 Street Morinville AB T8R 1L9 | Ph: 780 939-4341 Fax: 780 939-5520 Email: Lorne.Lopatka@sturgeon.ab.ca |

Sturgeon Heights Junior High School Facility Assessment



General Summary

This single story school was erected in 1971 with a portion of the northern circular section undergoing a minor renovation in 2001. Two portable classrooms were added to the west side in 1989. Another modular classroom was added to the west side of the school in the summer of 2015, while a second modular classroom is being proposed for installation in the summer of 2016 (see site plan Page #4). Including the 2015 modular addition, the total area of the school is 4,173 sq M. Sturgeon Heights is due for its 5 year facility condition assessment by Alberta Infrastructure in 2016. It's most recent FCI - 23.32 ("fair") - was established in 2010. ***In my opinion,* the architects who respond to and are awarded the contracts to assess our schools do not accurately depict the true condition of our schools. Sturgeon Heights is a perfect example. In the "Full Asset Report" prepared by Robert Irlam Consulting in 2010, there are a multitude of inconsistencies where structural and mechanical components are identified as being original to 1971 yet deemed "acceptable" even though their identified lifecycle replacement may

be 30 or 40 years from inception > that *should* make the item overdue for replacement by up to 10 or 20 years! Of the 39 pages (of 43) containing data, I have identified 27 pages containing inconsistencies.

The school currently houses 461 students and 48 staff. There are 19 classrooms, 1 daycare, 1 science prep area, 1 large library, 1 counselling office, a general office/reception area, 1 staff room, 2 admin offices, 1 kitchen/home ec room, 1 music room, 1 gym c/w stage. There is not an IA lab, a dedicated JH collaboration area, no meeting rooms, and no dedicated computer room (although there are currently 28 desktop stations occupying an area of the library).

Structural Summary

The building frame consists of a Glulam (laminated wood) roof structure spanning concrete block walls with steel pipe columns. This was a very common mode of construction circa 1971 and, other than the use of Glulam beams – as opposed to steel – has proven to be able to withstand the tests of time. The foundations are strip footings for the block walls and concrete pads supporting the columns; again, very common for slab on grade construction. The current condition of structural elements appears to be in acceptable condition but, of course, any issues in this area of construction can be difficult if not impossible to ascertain.

Envelope Summary

The building envelope is primarily comprised of a combination of brick and stucco, both infamous for their lack of insulation value. Roofing is of the BUR (built up roof) variety and most of the roofing surface is approaching the end of its life cycle. According to the previous *Asset Report*, the exterior windows were replaced in 2000. Based on my personal observations, they were not *all* replaced. ****in my opinion** the school is in need of more natural light *without* the addition of skylights which have proven to be problematic almost anywhere they have been installed but were en vogue during the 70's. All sidewalks and parking lots are in need of replacement and there is an incumbent need for additional parking...perhaps in the area north of the school currently occupied by a storage shed. Exterior site lighting needs to be improved.

Interior Summary

The school interior is primarily drywall and/or plaster, or cinder block walls. Ceilings are wood deck in larger areas but individual acoustic tiles are fastened to the wood deck in classroom areas. This makes any renovation and/or modification very difficult particularly from an aesthetic perspective. ****in my opinion** the library takes up a huge portion of the interior space and creates a dysfunctional (and noisy) environment. Given the fact that the school is circular, without a suspended ceiling, and mechanically custom engineered, changes to the spaces are next to impossible without affecting adjacent spaces. Walls cannot be erected due to limitations presented by mechanical and air handling infrastructure. "Rob Peter to pay Paul" situation. Bathroom tiles, fixtures, counters are all in need of attention. The admin area foyer is enormous yet offices are small.

Mechanical Summary

There are a major shortage of water isolation valves and/or bypass valves to allow for plumbing maintenance work to be conducted without shutting off the main service. The hot water tanks are in need of replacement. The heating boilers (2) were replaced in 2014 along with the venting (chimneys). Most/all of the heating coils and various valves are in need of replacement. The two air handling units are original to 1971 and are in dire need of replacement; it is important to note that at the time of construction it was common to build mechanical rooms "around the equipment" as a means of saving space. The problem we are now faced with is that in order to replace something like an air handling unit an entire wall would need to be removed to access the equipment.

The main water supply line riser coming into the building (in mechanical room) is showing signs of rust and it is becoming more and more common for these cast iron pipes to burst resulting in complete shut-downs of schools/businesses. Further complicating matters is the fact that all main electrical feeds and MCCs are located in the same room.

Electrical Summary

Electrical service to the school is 600A, 120/208V, 3 phase, 4 wire from the pad-mounted transformer located at the NW corner of the school. A 600A, 3 pole fusible disconnect main switch distributes power through a splitter to various fusible disconnects that, in turn, feed electrical branch panel boards and electrical equipment. Panel boards are the common circuit breaker type.

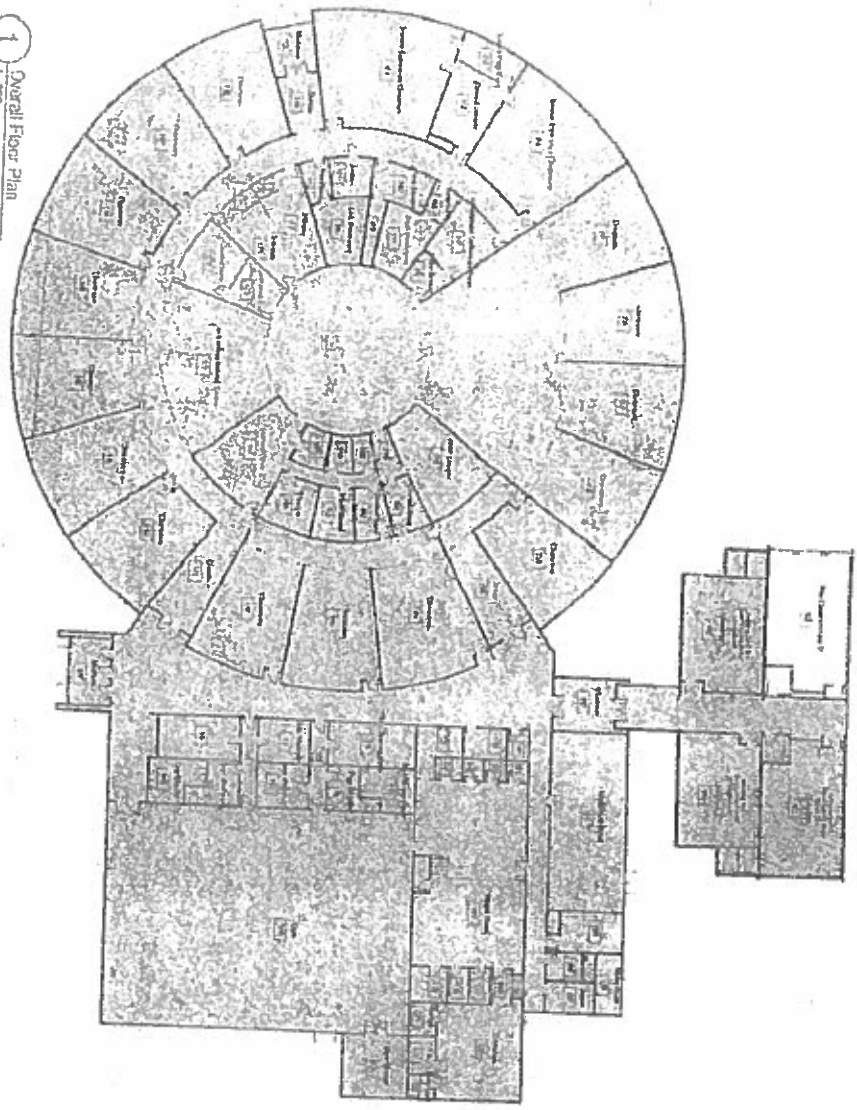
Interior lighting is fluorescent T8 lamps, primarily surface mount (given the absence of dropped ceilings). The two exterior lighting power poles located on the east side of the parking lot were replaced in 2014 after the old wooden poles rotted out and fell over. The replacement high-pressure sodium lamps are twice the wattage as the previous fixtures. Intrusion alarm and fire systems are hard wired and have manual and automatic intrusion detection. PA system has been upgraded and interfaces with the telephone system.

The electrical system for the school requires a significant upgrade and/or replacement. All breakers/panels are long overdue for replacement as well as the MCCs. The school has been proven to be susceptible to lightning strikes through the tower located on the west side of the school. The tower is grounded through the poured pilings at the time of installation, but the phone system and security cameras have been taken out of service in the past and remediation has been very expensive.

Conclusion

Sturgeon Heights School remains a priority for modernization on the basis of degradation to the mechanical and electrical infrastructure in addition to roofing, parking, and the re-engineering that would be required to eliminate the dysfunctionality associated with the current circular footprint.

1 Overall Floor Plan
1:500



| | |
|--|--|
| ONPA | |
| <p>1. Project Name: _____</p> <p>2. Project Location: _____</p> <p>3. Project No: _____</p> <p>4. Project Date: _____</p> <p>5. Project Status: _____</p> <p>6. Project Manager: _____</p> <p>7. Project Engineer: _____</p> <p>8. Project Designer: _____</p> <p>9. Project Checker: _____</p> <p>10. Project Approver: _____</p> | |
| <p>11. Project Description: _____</p> <p>12. Project Objectives: _____</p> <p>13. Project Scope: _____</p> <p>14. Project Budget: _____</p> <p>15. Project Risk: _____</p> <p>16. Project Timeline: _____</p> <p>17. Project Deliverables: _____</p> <p>18. Project Stakeholders: _____</p> <p>19. Project Communication: _____</p> <p>20. Project Reporting: _____</p> | |
| <p>21. Project Approval: _____</p> <p>22. Project Sign-off: _____</p> <p>23. Project Date: _____</p> <p>24. Project Version: _____</p> <p>25. Project Revision: _____</p> <p>26. Project Change: _____</p> <p>27. Project Closure: _____</p> <p>28. Project Archiving: _____</p> <p>29. Project Review: _____</p> <p>30. Project Feedback: _____</p> | |
| <p>31. Project Summary: _____</p> <p>32. Project Conclusion: _____</p> <p>33. Project Lessons Learned: _____</p> <p>34. Project Recommendations: _____</p> <p>35. Project Next Steps: _____</p> <p>36. Project Contact Information: _____</p> <p>37. Project Document List: _____</p> <p>38. Project Reference List: _____</p> <p>39. Project Glossary: _____</p> <p>40. Project Index: _____</p> | |
| <p>41. Project Appendix: _____</p> <p>42. Project Bibliography: _____</p> <p>43. Project References: _____</p> <p>44. Project Sources: _____</p> <p>45. Project Credits: _____</p> <p>46. Project Acknowledgments: _____</p> <p>47. Project Disclaimer: _____</p> <p>48. Project Copyright: _____</p> <p>49. Project Trademark: _____</p> <p>50. Project Patent: _____</p> | |
| <p>51. Project License: _____</p> <p>52. Project Terms and Conditions: _____</p> <p>53. Project Privacy Policy: _____</p> <p>54. Project Security Policy: _____</p> <p>55. Project Acceptable Use Policy: _____</p> <p>56. Project Code of Conduct: _____</p> <p>57. Project Anti-Harassment Policy: _____</p> <p>58. Project Equal Opportunity Policy: _____</p> <p>59. Project Diversity and Inclusion Policy: _____</p> <p>60. Project Environmental Policy: _____</p> | |
| <p>61. Project Sustainability Policy: _____</p> <p>62. Project Social Responsibility Policy: _____</p> <p>63. Project Governance Policy: _____</p> <p>64. Project Risk Management Policy: _____</p> <p>65. Project Quality Management Policy: _____</p> <p>66. Project Information Management Policy: _____</p> <p>67. Project Human Resources Policy: _____</p> <p>68. Project Financial Management Policy: _____</p> <p>69. Project Legal and Compliance Policy: _____</p> <p>70. Project Ethics Policy: _____</p> | |
| <p>71. Project Other: _____</p> <p>72. Project Notes: _____</p> <p>73. Project Comments: _____</p> <p>74. Project Suggestions: _____</p> <p>75. Project Feedback: _____</p> <p>76. Project Questions: _____</p> <p>77. Project Answers: _____</p> <p>78. Project Decisions: _____</p> <p>79. Project Actions: _____</p> <p>80. Project Results: _____</p> | |



Board Memorandum

Date: March 22, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Joint Use Agreement – Town of Redwater – Ochre Park School/Redwater School

Background

Attached you will find a draft Joint Use Agreement with the Town of Redwater – Ochre Park School/Redwater School.

Recommendation:

That the Board of Trustees approve the Joint Use Agreement with the Town of Redwater – Ochre Park School/Redwater School.

BOARD 9.0

Joint Use Agreement

THIS AGREEMENT made in duplicate this ____ day of _____.

BETWEEN

STURGEON SCHOOL DIVISION NO. 24
(hereinafter called "the Division")

OF THE FIRST PART

and

TOWN OF REDWATER
(hereinafter called "the Town")

OF THE SECOND PART

WHEREAS, given that community based use of facilities and equipment (with permission of facility owner) is important to us, the Division, and the Town, will strive to make school and community facilities, as herein specified, available to users;

AND WHEREAS given that community based use of facilities and equipment is important to us, we the Division, and the Town, strive to have a joint use program administered in a simple, effective and as efficient a manner as possible;

AND WHEREAS it is both economical and functional for the parties to cooperate through the joint use of facilities to carry out their respective responsibilities;

AND WHEREAS the Division and the Town wish to enter into an agreement in connection with the use of the facilities;

NOW THEREFORE this Agreement witnesses that the parties hereto covenant and agree to share in the use of facilities as follows:

SECTION 1 - DEFINITIONS

In this agreement:

1.1 "School Facilities" shall mean:

1.1.1 The Redwater School consisting of gymnasium, stage, locker room, west wing classrooms (Rooms 115 and 116), mezzanine, north-west corridor, washrooms, school grounds and associated parking facilities, but shall exclude any equipment owned by the parties and situated on the premises unless expressly agreed to by the parties. These areas have been based on the alarm zones in these premises.

1.1.2 The Ochre Park School consisting of gymnasium, Community use room, Headstart classroom, school kitchen and adjoining corridors, vestibule, specified storage rooms, parking lot, and school grounds, but shall exclude any equipment owned by the parties and situated on the premises unless expressly agreed to by the parties.

1.1.3 Consideration may be given to other rooms in the school upon specific requests.

1.2 "Town Facilities" shall mean:

The Town Swimming Pool, Pembina Place (Cultural centre, arena and curling rink), Outdoor rink, Centennial Park, meeting rooms and other related facilities but shall exclude any equipment owned by the parties and the situation on the premises unless expressly agreed to otherwise by the parties.

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

SECTION II- JOINT USE COMMITTEE

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

2.1.1. Three (3) members appointed by the Division

- The Principal of Ochre Park School or designate
- The Principal of Redwater School or designate
- The Division Trustee representing the Redwater ward

2.1.2 Two (2) members appointed by the Town

- A Councillor
- The Community Services Manager or designate

- 2.2 The Committee shall make decisions by consensus and otherwise shall be governed by this Agreement and its own procedures.
 - 2.2.1 Remediation of unresolved conflicts of the Joint Use Committee shall be referred to the Sturgeon School Division Board of Trustees and the Town of Redwater Council.
- 2.3 The Chair of the Committee shall alternate annually between the Division and the Town. The choice of location shall be determined by appointed members of the Committee.

SECTION III - DUTIES AND PURPOSE OF THE COMMITTEE

- 3.1 The Committee shall have the following duties:
 - 3.1.1 To oversee the use of the School and Town facilities on an equitable basis for all residents within the jurisdiction of either of the parties to this Agreement.
 - 3.1.1.1 To give preference to groups, where the majority of participants are residents of the Town of Redwater and/or residents of Sturgeon County.
 - 3.1.1.2 To institute a fee differential for senior and youth groups in recognition of the contributions made by our senior citizens to our community and the importance of both parties of youth involvement in community activities.
- 3.2 To develop and enforce rules and regulations.
- 3.3 To set annually and arrange for collection of user fees for the use of the School and Town facilities.
 - 3.3.1 The fee schedule, Schedule B, will be reviewed annually by April 30th by the Committee and shall be attached to this Agreement.
 - 3.3.2 The fee schedule will contain a provision for a surcharge, such funds to be used to establish a reserve for replacement and repair of Joint Use equipment and facilities
- 3.4 To obtain annual financial reports of the Joint Use facilities operated by the Town and the Division.

SECTION IV - USE OF FACILITIES

4.1 Facility and Hours of Use:

The School facilities shall be available and used exclusively for school purposes during the normal school hours and shall be available for use by the Town and Community beyond the schools hours with school events taking precedence over community use of the School facilities.

4.2 The Principal of each school shall appoint a facilitator to receive information from the Town and will advise the Town of the name of said person.

4.3 The Schools will receive applications and schedule times for interested users, before the program is solicited, to use the facilities. The Schools will collect the appropriate fees for the bookings and retain them for Joint Use.

4.4 Both parties may use and share the facilities and equipment in the Town and School facilities subject to the following and such other conditions as the Committee may decide.

4.4.1 Requests by the Town for the use of the schools during the School's hours shall be made to the appropriate school facilitator and the School may allocate space and times within the terms of this Agreement.

4.4.2 In the event that one of the parties hereto wishes to make use of its own facilities for an extraordinary event such that a previously booked and approved joint use activity will be affected by cancellation, postponement or relocation, the party concerned shall provide notice prior to the event taking place.

4.5 The parties hereto agree that they shall comply with any rules, regulations and policies of each facility and the province of Alberta including the consumption of alcoholic beverages.

4.6 All Division facilities and Division grounds are deemed smoke-free year round. All Town facilities are deemed smoke-free year round.

4.7 In the event of an unresolved dispute of any nature between a user group and a facilitator, division or town staff, the Committee may be considered as the body for dispute resolution.

SECTION V - MAINTENANCE AND REPAIRS

5.1 Each Party shall be responsible for cleaning, supervision, maintenance and repairs of their own facility.

- 5.2 Financial responsibility is assumed for any damages or liability resulting directly or indirectly from the use of facilities, grounds, furniture or equipment. In all cases where there is abnormal damage to school facilities the organization shall be invoiced for repair and replacement costs.

SECTION VI – INSURANCE

- 6.1 Each party shall maintain its own all risk replacement cost property insurance and mechanical breakdown insurance on its facilities.
- 6.2 Each party's general liability insurance will provide a certificate of insurance with the other party included as an additional insured. The certificate of insurance will be provided annually to the other party.
- 6.3 All facility users require proof of liability insurance in the amount of five million (\$5,000,000.00) dollars with the facility owner (either the Division or the Town) listed as an additional insured. Proof of liability insurance must be provided before a key to the facility is released.
- 6.4 All events involving the sale or consumption of alcohol will require the facility user to obtain a Liquor Special Events Permit or Gaming and Liquor Act License. A copy of this permit or license must be provided to the facility owner immediately after obtaining it. The facility user must comply with all provisions of the Gaming and Liquor Act including, but not limited to, supervision, over service, underage consumption, and prominent posting of the liquor license or permit in the area where liquor is being dispensed.

Users who wish to serve liquor in school facilities shall provide evidence of Host Liquor Liability Insurance. A copy of the Host Liquor Liability insurance policy and a copy of the Liquor License must be provided at least 24 hours prior to rental and before a key to the facility is released.

SECTION VII – INDEMNITY

- 7.1 The Division agrees at all times to indemnify the Town and save it harmless from all manners of actions, causes of action, suit, claim, demand and costs whatsoever arising from any actions of students, servants, employees or agents of the Division done in pursuance of this Agreement during the time that this Agreement shall be in force.
- 7.2 The Town agrees at all times to indemnify the Division and save it harmless from all manners of actions, causes of action, suit, claim, demand and costs whatsoever arising from any actions of its servants, employees, agents, invitees, licensees of the Town done in pursuance of this Agreement during the time that this Agreement shall be in force.

SECTION VIII – TERMINATION AND AMENDMENT

- 8.1 The joint use agreement shall be in effect from September 1, 2017 for a period of ten (10) years. Either party may terminate this agreement by giving the other party twelve (12) months' notice.
- 8.2 The Joint Use Agreement may be amended from time to time with the mutual consent of both parties.

SECTION IX – FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 9.1 The parties acknowledge that they are subject to the *Freedom of Information and Protection of Privacy Act* ("FOIP Act") and any amendments and regulations thereto, and any information and records relating to, obtained, generated, collected or disclosed pursuant to this Agreement may be subject to its provisions.

SECTION X – ASSIGNABILITY

- 10.1 The parties acknowledge and agree not to assign or transfer any of the rights acquired as a result of this Joint Use Agreement except by mutual consent.
- 10.2 This Agreement shall be binding upon the parties' successors and assigns.

SECTION IX – NOTICES

- 11.1 Any notice to be served pursuant to this agreement shall be delivered or sent by registered mail, postage prepaid to the Secretary Treasurer, Sturgeon School Division No. 24, Morinville, Alberta and to the Town Administrator, Town of Redwater, Redwater, Alberta; any notice by registered mail be deemed to be served on the fourth (4th) day after mailing as aforesaid at a post office in the Province of Alberta.
- 11.2 This Agreement supersedes all previous Joint Use Agreements between the parties.

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

STURGEON SCHOOL DIVISION No. 24

CHAIRPERSON

SUPERINTENDENT

TOWN OF REDWATER

MAYOR

CHIEF ADMINISTRATIVE OFFICER

Draft

“SCHEDULE A”

APPLICATION FOR USE OF SCHOOL FACILITIES

- 1. Name of organization _____
- 2. Reason for use of school _____
- 3. Number of participants _____ (minimum for gym = 10)
- 4. Date(s) required: _____

5. Opening Time _____ Closing Time _____

6. Specify type of facility/equipment required:

Classroom(s) _____ Kitchen _____ Storage (Ochre Park ONLY) _____

Gymnasium _____ Other (Chairs & Tables) _____

7. Provide documentation of Liability Insurance: _____

Note: Financial responsibility is assumed for any damages or liability resulting directly or indirectly from the use of facilities, grounds, furniture or equipment. In all cases where there is abnormal damage to school facilities the organization shall be invoiced for repair and replacement costs. Liability insurance should include coverage for both injury and/or facility/equipment claims.

8. Alcohol shall not be served or consumed on premises unless prior approval has been received from the host body. (Ref. 4.5 and 6.4 of the Joint Use Agreement)

Note: Users who wish to serve liquor in school facilities shall provide evidence of Host Liquor Liability Insurance. Said Insurance will have a minimum of five million dollars (\$5,000,000.00) liability coverage and the Division and the Town must be named as Additional Insured’s in the policy. A copy of the insurance policy and a copy of the Liquor License must be provided at least 24 hours prior to rental and before a key to the facility is released.

9. In the event of a facility emergency, please contact the designated school staff person.

Person(s) responsible for activity:

As per Agreement of “Schedule B”

Signature of Applicant: _____

Date _____ Phone _____

Mailing address _____

FEES: Payable in advance to:

- _____ Cost of Security Deposit
- _____ Cost for use of gymnasium
- _____ Cost for use of classroom
- _____ Cost for use of kitchen
- _____ Cost for use of Other (chairs and or tables)
- _____ Storage Room (Ochre Park ONLY)

Total Charge

As per Agreement of "SCHEDULE B"

Signature

| | | | |
|------------------|-------|----------------------|-------|
| Approved: | _____ | Not Approved: | _____ |
| Principal | _____ | Principal | _____ |
| | | Reason: | _____ |
| | | | _____ |

"SCHEDULE B"

COMMUNITY USE OF CLASSROOMS/GYMNASIUM Ochre Park School — Redwater School

| |
|--|
| FEE SCHEDULE & FEES AND REGULATIONS |
|--|

1. Community use of classrooms in the schools is restricted to designated areas of the schools facilities. Only the classroom(s)/gym requested in advance may be used. All other classrooms will be locked.
2. Requests for use of a school classroom and/or the gym should be made to the secretary of the school and are subject to the approval of the Principal.
3. The Joint Use Committee will levy user fees according to the following schedule:
 - a. A security deposit of \$100.00 per user group, per year will be levied for all events with the exception for events where alcohol is used, then a damage deposit of \$500.00 will be levied.
 - b.

| | |
|--|---|
| Gymnasium | |
| \$40.00/use | Out of Town Groups |
| \$20.00/use | Redwater Adult/Youth Groups |
| | |
| Classrooms | |
| \$20.00/use | Out of Town Groups |
| \$10.00/use | Redwater Adult/Youth Groups |
| | |
| Gymnasium & Classrooms | |
| Redwater Community Services Programs ONLY - \$5.00 admin fee | |
| | |
| Kitchen | \$10.00 |
| Chairs (in excess of 40) | \$10.00 |
| Chairs & Tables | \$25.00 |
| Storage Room | \$10.00 (Annual Clean Out Date – May 30), Ochre Park ONLY |
 - c. A fee of up to \$250 will be levied against a group who persists in setting off false entry alarms in the security systems at each school. A fee of up to \$450 will be levied against a user group that has falsely set off a fire alarm. It is the responsibility of each user group to ensure they understand how to operate the alarm system.
 - d. The group(s) agrees to leave the area used (including halls and washrooms) in the same condition as found (clean, lights off, furniture in place, etc.) If, in the judgement of the caretaker and principal, the area used by the group needs additional cleaning, a minimum fee of \$100 will be assessed and if more than 3 hours is needed for cleaning, and additional \$35.00 per hour will be charged. These cleaning fees are payable upon receipt of invoice. No group will be eligible to book the facility until they have cleared their charges.

- e. A refundable deposit of \$100 will be charged for all keys/FOBs that will be signed out for an extended period of time. Only one key/FOB will be issued per group.
4. Cheque for rental, security deposit and cleaning are to be made payable to the appropriate school.
5. The Joint Use Agreement does not cover the use of school equipment unless special arrangements have been made with the Principal. A fee may be levied for school equipment which has been approved. A refundable damage deposit of \$100.00 for the sound system equipment is to be collected prior to usage and returned after satisfactory inspection.
6. The key/FOBs to the north door of each school will be kept at the appropriate school office.

Office Hours: 9:00 a.m. to 3:00 p.m.

7. The key/FOB *MUST* be returned to the school office by 10:00 a.m. the following day or Monday morning following a Friday request.
8. The person signing for the key/FOBs will be held responsible for any costs incurred due to extra cleaning or any damage or loss resulting from community use.
 - a. The classroom(s)/gymnasium should be left clean and neat for classes the following school day.
 - b. Care must be exercised when installing or removing nets, etc. in the gym.
 - c. No smoking is permitted in the schools and on school property.
9. In the event of an emergency, please contact the designated school staff person.
10. Financial responsibility is assumed for any damages or liability resulting directly or indirectly from the use of facilities, grounds, furniture or equipment. In all cases where there is abnormal damage to school facilities the organization shall be invoiced for repair and replacement costs. Liability insurance should include coverage for both injury and/or facility/equipment claims.
11. **OCHRE PARK SCHOOL ONLY:** Storage lockers are available to groups for storage of equipment and/or goods, etc. at a non-refundable fee as per cost of re-keying door or replacing a FOB. The Joint Use Committee and/or the School Division are not responsible for such equipment or goods stored in community lockers. These are left at your own risk.

PLEASE NOTIFY THE APPROPRIATE SCHOOL IN THE EVENT OF A CANCELLATION

Ochre Park School 942-2902

Redwater School 942-3625



Board Memorandum

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

Background

Attached you will find the 5 Months Financial Report for 2016 – 2017 as of February 28, 2017.

Recommendation:

That the Board of Trustees receive as information the 5 Months Financial Report for 2016 – 2017 as of February 28, 2017.

BOARD 9.7

Sturgeon School Division No. 24
Results as of February 28, 2017

| | Budget | | Actual as at February 28, 2017 | Variance % of Fall Budget |
|---------------------------------------|----------------------------|--------------------------|-----------------------------------|---------------------------------|
| | Spring Budget 2016-2017 | Fall Update 2016-2017 | | |
| REVENUES | | | | |
| Alberta Education | 63,209,179 | 63,485,786 | 31,948,061 | 50.32% |
| Other - Government of Alberta | 621,208 | 768,600 | 338,538 | 44.05% |
| Federal Government | 260,000 | 280,000 | 168,000 | 60.00% |
| Other - Alberta School Jurisdiction | 21,677 | 21,677 | 21,677 | 100.00% |
| Fees | 1,986,216 | 1,919,615 | 1,497,574 | 78.01% |
| Other - Sales and Services | 247,328 | 302,066 | 137,821 | 45.63% |
| Investment Income | 67,000 | 80,000 | 44,736 | 55.92% |
| Gifts and Donations | 94,679 | 101,000 | 128,119 | 126.85% |
| Rental of Facilities | 29,177 | 29,177 | 25,089 | 85.99% |
| Fundraising | 218,000 | 107,000 | 76,923 | 71.89% |
| Amortization of Capital Contributions | 1,453,156 | 1,543,159 | 771,580 | 50.00% |
| Other Revenues | - | 113,742 | 16,244 | 14.28% |
| Total Revenues | 68,207,620 | 68,751,822 | 35,174,362 | 51.16% |
| EXPENDITURES | | | | |
| Instruction | 52,565,528 | 52,902,405 | 26,132,184 | 49.40% |
| Plant Operations and Maintenance | 7,426,024 | 7,544,589 | 3,701,801 | 49.07% |
| Transportation | 5,524,993 | 5,493,698 | 3,162,770 | 57.57% |
| Board Governance and Administration | 2,496,204 | 2,547,546 | 1,173,283 | 46.06% |
| External Services | 73,654 | 105,066 | 55,088 | 52.43% |
| Total Expenditures | 68,086,403 | 68,593,304 | 34,225,126 | 49.90% |
| TARGET % | | | | |
| 2016-2017 Surplus/(Deficit) | 121,217 | 158,518 | 949,236 | 50.00% |

Less: Revenues Collected Upfront (mainly due to fees & SGF revenues)
Less: PUF (to be spent) (796,354)
Add: Transportation (adjustment to equalize actual costs with budget) (171,527)
456,067

Projected 2016-2017 Surplus 437,422

Assumptions:

- Revenues and Expenses for 6 months.
- Expense Accruals: utilities, phones, subs and casuals.

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: variance of 58% 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 51%.



Board Memorandum

Date: March 22, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Sponsorship of Alberta School Council Association Conference – Council Fees

Background

At the March 8, 2017 Committee of the Whole meeting the Board of Trustees motioned for the approval of the reimbursement fee of \$350.00 per school for the Alberta School Council Association Conference and forwarded it to this evening's Public Board meeting.

Recommendation:

That the Board of Trustees approve the reimbursement fee of \$350.00 per school for the Alberta School Council Association Conference.

BOARD 9.9