



Committee Meeting Agenda

April 13, 2016 – 6:30 p.m.

- 1. Call to Order**
- 2. Consideration of Agenda**
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – March 9, 2016
- 5. Presentations**
 - 5.1 Curriculum Mapping – John Baldassarre
- 6. Reports from Senior Administration**
- 7. Reports from Trustees and Standing Committees**
 - 7.1 Chair's Report
 - 7.2 Trustees Report
 - 7.3 Building & Maintenance
 - 7.4 Finance & Human Resources

7.5 Education Policy

7.6 Advocacy Committee

7.7 Transportation

8. Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

8.2 Public School Boards' Association of Alberta

8.3 Policy Advisory (ATA)

8.4 Policy Review (CUPE)

8.5 Community Services Advisory Board

9. New Business

9.1 Policy Tracker

9.2 Policy F/III/3 – Awards Policy

9.3 Book Award Rate/Class

10. Question Period

11. Unfinished Business

12. Information Items

13. Pending List

14. Adjournment



Notes of the Meeting of The Committee of the Whole Held at Morinville on March 9, 2016

Roll Call

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

Absent: Mrs. Michelle Mychasiw (due to illness)

Call to Order

The Vice Chair called the meeting to order at 6:37 p.m.

Consideration of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

Moved by Mr. Jewell that the agenda be approved.

CARRIED 6/0

Appointments

There were no appointments.

Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mrs. Miller that the notes of February 10, 2016 be approved.

CARRIED 6/0

Presentations

There were no presentations.

Reports from Senior Administration

6.0 Senior Admin Report

Dr. Dick presented a written and verbal report on behalf of Senior Administration.

- Dr. Dick presented clips of an Art project from a grade 4 class at Landing Trail School. As well, mentioned the presentation at Camilla School where Eva Olsen, a survivor of the Holocaust talked about the impact of hatred, and what it means to be a leader.
- The Board of Trustees were presented with an overview of the SCHS and Guthrie School websites.

Reports from Trustees and Standing Committees

7.1 Chair's Report

No report was provided.

7.2 Trustees Reports

Trustee Kohle (Bon Accord/Legal Area)

Trustee Kohle provided an update on the Joint Use Agreement in Bon Accord.

7.3 Building & Maintenance

Mrs. Porter provided a verbal report on the following:

- SCHS Modernization project - gender neutral washrooms.
- March 7, 2016 meeting regarding the new school in Morinville that included representatives from Alberta Education, Alberta Infrastructure, and Alberta Transportation. There is a meeting scheduled for March 23, 2016 at Sturgeon School Division Central Office.
- April 6, 2016 meeting with the Board of Trustees and Morinville Town Council.

Dr. Dick provided an update on the status of the 2016-2017 and 2017-2018 modulars that are to be added to Morinville Public School. Administration is very pleased with the positive outcome of the most recent meeting with the Town of Morinville Representatives.

Mr. Johnson will be contacting the new owner of the Parrish Hall building/land, and making an inquiry about the use of the excess parking space for Morinville Public School.

7.4 Finance & Human Resources

A verbal report was provided.

A Finance & Human Resources Committee meeting is scheduled for Tuesday, May 10, 2016.

7.5 Education Policy

No report was provided.

7.6 Advocacy

Mrs. Featherley provided a verbal report.

7.7 Transportation

A verbal report was provided.

A Transportation Committee meeting is scheduled for either Tuesday, March 15, 2016 or Wednesday, March 16, 2016.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

Mrs. Miller sent a report via email to Trustees.

An Alberta School Boards Association Zone 2/3 meeting is tentatively scheduled for April 13, 2016.

8.2 Public School Boards' Association of Alberta

Mrs. Kohle provided a verbal report.

A Public School Boards' Association of Alberta meeting is scheduled for April 14-16, 2016.

Spring General Assembly is scheduled for June 3-5, 2016.

8.3 Policy Advisory Committee (ATA)

Mr. Johnson provided a verbal report.

8.4 Policy Review Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

Mrs. Kohle provided a verbal report.

A Grant meeting is scheduled for March 14, 2016.

New Business**9.1 Policy Tracker**

Received as information.

9.2 Policy B/II/6 – Meetings by Electronic Means & Board Regulation Administration 6 – Meetings by Electronic Means

Moved by Mrs. Miller that the Board of Trustees refer Policy B/II/6 – Meetings & Board Regulation Administration 6 – Meetings by Electronic Means to the March 23, 2016 Board Meeting as amended:

Amend 2.5 – a one year period to ‘one school year (Sept.-Aug.)’

CARRIED 6/0

9.3 Policy D/III/1 – Equity, Diversity, Inclusion and Human Rights

Moved by Mrs. Miller that the Board of Trustees refer Policy D/III/1 – Equity, Diversity, Inclusion and Human Rights to the March 23, 2016 Board Meeting for approval.

Ms. Nowak moved a friendly amendment to the original motion:

Amend 2.3 – insert ‘written’ student conduct

CARRIED 6/0

Chair call the vote on the original motion with amendment.

CARRIED 6/0

9.4 Policy D/III/2 – Sexual Orientation, Gender Identity and Gender Expression

Moved by Mrs. Miller that the Board of Trustees refer Policy D/III/2 – Sexual Orientation, Gender Identity and Gender Expression as amended to the March 23, 2016 Board meeting:

Amend 1.2 – insert ‘are better prepared to respond to and support’

Amend 2.4 – change to ‘For the purposes of this policy the most current definitions can be accessed at the following link:’

Insert - live link in policy.

Remove – Original Date

CARRIED 6/0

9.5 Board Regulation Administration 5 – Sexual Orientation, Gender Identity and Gender Expression

Moved by Mrs. Porter that the Board of Trustees refer the Board Regulation Administration 5 – Sexual Orientation, Gender Identity and Gender Expression to the March 23, 2016 Board meeting.

CARRIED 6/0

9.6 Policy F/I/4 – Customer and Project Work

Moved by Mrs. Miller that the Board of Trustees refer Policy F/I/4 – Customer Project Work to the March 23, 2016 Board meeting to be rescinded.

CARRIED 6/0

9.7 Policy F/IV/7 – Student Conduct

Moved by Mrs. Miller that the Board of Trustees refer Policy F/IV/7 – Student Conduct to the March 23, 2016 Board meeting as amended:

Insert 1.2 - annually

CARRIED 6/0

- 9.8 Policy G/I/14 – Out of System Placement of Resident Students**
Moved by Mrs. Porter that the Board of Trustees refer Policy G/I/14 – Out of System Placement Resident Students to the March 23, 2016 Board meeting as amended:

Amend 1.2 – change should to ‘shall’

CARRIED 6/0

- 9.9 Draft Operational School Year Calendar 2016 - 2017**
Moved by Mrs. Featherly that the Board of Trustees refer the Draft Operational School Year Calendar 2016 – 2017 to the March 23, 2016 Board meeting.

CARRIED 6/0

- 9.10 Draft Operational School Year Calendar 2017 - 2018**
Moved by Mr. Jewell that the Board of Trustees refer the Draft Operational School Year Calendar 2017 – 2018 to the March 23, 2016 Board meeting.

CARRIED 6/0

- 9.11 2016 – 2017 Instructional Material Fees**
Moved by Ms. Nowak that the Board of Trustees refer the 2016 – 2017 Instructional Material Fees to the March 23, 2016 Board meeting for approval.

CARRIED 6/0

Question Period

Media enquired about Gender Segregated Activities within the Educational Services 24-Sexual Orientation, Gender Identity and Gender Expression.

Unfinished Business

Information Items

8:40 pm – Moved by Mr. Jewell that the Board go in camera.

CARRIED 6/0

9:25 pm – Moved by Ms. Nowak that the Board go out of camera.

CARRIED 6/0

Pending List

Adjournment

The meeting adjourned at 9:26 pm.

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



Memorandum

Date: April 13, 2016
To: Committee of the Whole
From: Senior Administration
Subject: Seniors' Report

Thought Exchange: Second Engagement

During the months of April and May, the division will be undertaking a second Thought Exchange engagement; this time we will be opening a conversation with students in relation to mental health and well-being. Students will be asked to share their thoughts on this very important topic as it pertains to their experiences. Their input will allow the division to review the resources and supports we currently have in place and to modify these, as/if required, based on the insights received from the students we serve.

A report will be provided to the Board by the end of this school year.

Resource Allocation for SY 2016-17

Over the next two months principals will meet with the Associate Superintendents, the Superintendent, and the Director of Learning Support to review resource allocation for school year 2016/17. Conversations involve a review of class configurations and related class enrollments, staffing, and the allocation of inclusive education funding. Principals will address any areas of challenge that they foresee in the upcoming year, as well as staffing changes that are predicted and learning supports unique to their schools.

Gender Identity Policies

Policies D/III/1 – Equity, Diversity, Inclusion and Human Rights, D/III/2 – Sexual Orientation, Gender Identity and Gender Expression along with Board Regulation Administration 5 – Sexual Orientation, Gender Identity and Gender Expression and accompanying Administrative Practices Education Services 23 – Equity, Diversity, Inclusion and Human Rights and Education Services 24 – Sexual Orientation, Gender Identity and Gender Expression were forwarded to the office of the Minister of Education on Thursday, March 24, 2016 as per his request. Please see the attached e-mail from the Education Minister dated April 1, 2016 providing an update on the received Gender Identity Policies.

Field Trips

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

Sheryl McEachern

From: Education Minister <Education.Minister@gov.ab.ca>
Sent: Friday, April 01, 2016 11:20 AM
Subject: Policy Update

**To: Board Chairs of Public, Separate, Francophone and Charter School Boards
Presidents of Stakeholder Associations
ASBA (Alberta School Boards Association)
ATA (Alberta Teachers' Association)
AISCA (Association of Independent Schools & Colleges in Alberta)
CASS (College of Alberta School Superintendents)**

As you know, March 31 was the deadline for all Alberta school boards and authorities to submit policies and/or procedures addressing your responsibilities under sections 45.1 and 16.1 of the *School Act*.

I would like to thank you for your diligent work on the policies and for working towards our shared goal of safe and caring schools for all students, staff and families.

As of yesterday afternoon, we had received 60 of the 61 policies from public, separate and francophone boards, all 13 charter school boards and 83 of 100 from private school authorities.

Following yesterday's deadline, Alberta Education staff will be following up with school authorities to provide support as the review process begins.

Alberta Education staff will begin reviewing policies this month. As part of our review, we will be looking for policies and/or procedures that specifically address your responsibilities under the legislation. Your Field Services Liaison will follow up with you if clarification is needed during this review process.

These policies are about making sure all students feel that they belong in their school communities. The scope of ensuring safe and caring schools extends beyond today's deadline. Policies are only effective if they are lived out in practice – and your Field Services Liaisons will continue to support you every step of the way to ensure this important requirement is met.

Thank you again for your work on these policies so that we are one step closer to our shared goal of inclusive, welcoming, caring, respectful and safe environments for all students, staff and families across Alberta.

Sincerely,

David Eggen
Minister of Education

cc. Superintendents of Public, Separate, Francophone and Charter School Boards
Executive Directors of ASBA, ATA, AISCA, CASS
School Division Communications Contacts

This communication is intended for the use of the recipient to which it is addressed, and may contain confidential, personal, and or privileged information. Please contact us immediately if you are not the intended recipient of this communication, and do not copy, distribute, or take action relying on it. Any communication received in error, or subsequent reply, should be deleted or destroyed.



Cora deChamplain and Kadence Charrois of the Legal Headstart Sturgeon School Division work on an Easter Egg craft project together.

Jackie Fowler

The Sturgeon Foundation was proud to welcome the three and four-year-olds to the Chateau Sturgeon Lodge in Legal, Alberta on March 16 as part of their 'Adopt-a-Grandparent' program. The program began four years ago with the Grade 6. Currently, there are two groups of children the and four-year-olds and the Grade 6 class that walk over to the lodge for an hour every month.

This is teacher Karen Burns' first year being involved in the Head Start program's partnership with Chateau Sturgeon. Her class of ten pre-kindergarten aged kids first came to the lodge in November and began by reading stories and enjoying snacks together. The feedback was so positive that they've continued to come over each month. "What I like to see is that some of the kids you don't think are going to be outgoing, are interacting with the seniors," says Burns. "In January, we brought over some Playdoh, and it allowed the seniors to be silly and definitely got their attention. It's funny how more residents attended that session. It's nice to see that the seniors aren't just helping, they're actually creating their own projects too. And the kids love coming here; we talk about going to see grandma and grandpa's place and they can't wait."



Memorandum

Date: April 13, 2016
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Fieldtrip Report

Field Trips

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

Overnight:

Gibbons School
April 14 – 16, 2016

20 junior high students to Gull Lake for “Band Share Day”



Memorandum

Date: April 13, 2016
To: Committee of the Whole
From: Michele Dick
Superintendent
Subject: Policy Tracker

Background

Attached for Trustee information is the 2015-2016 SY Policy Tracker.



POLICY TRACKER (School Year 2015-2016)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
			<ul style="list-style-type: none"> <input type="checkbox"/> COW <input type="checkbox"/> Education <input type="checkbox"/> Bldg <input type="checkbox"/> HR <input type="checkbox"/> Transportation <input type="checkbox"/> O & M 				
August-15							
September-15							
D//16	Annual Education Results Report	2015-Sept-9				Committee of the Whole	Rescinded 2015 Sept 23
D//14	School Based Decision Making	2015-Sept-9					Approved 2015 Sept. 23
October-15							
B//1	Trustee Functions, Trusteeship & Policy	2015-Oct-14					Approved 2015 Oct 28
B//3	Committees of the Board	2015-Oct-14 2015-Dec-9					Approved 2016 Jan 25 Approved 2016 Feb 24
B//1	Attendance at Meetings	2015-Oct-14 2015-Nov-10					Approved 2015 Nov 10
E//6	Professional Staff Mobility	2015-Oct-14					Approved 2015 Oct 28
E//10	Substitute Teachers	2015-Oct-14					Approved 2015 Oct 28
E//2	Trustee Remuneration	2015-Oct-14					Approved 2015 Oct 28
F//V07	Student Conduct	2015-Jan-14 2015-Oct-14 2015-Nov-10 2015-June-8 2016-Jan-13 2016-Mar-9	Ref to Ed. Committee (Feb. 2015) (May 2015) Sr. Admin (Oct 2015)				Approved 2016 Mar 23



POLICY TRACKER (School Year 2015-2016)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review		Policy Advisory Committee (PAC) Review	Final Draft Review	Recommendation to Approve
			<ul style="list-style-type: none"> • COW • Education • Bldg • HR • Transportation • O & M 				
November-15							
B/III/1	Board Procedures	2015-Nov-10					Approved 2015 Nov 25
D/III/1	Operational School Year	2015-Nov-10					Approved 2015 Nov 25
D/III/5	System, School and Program Evaluation	2015-Nov-10					Approved 2015 Nov 25
D/III/17	School Authority Education Plans (Three Year Education Plan)	2015-Nov-10					Recinded 2015 Nov 25
E/III/3	Educational Leave	2015-Nov-10					Approved 2015 Nov 25
E/III/5	Deferred Salary Leave	2015-Nov-10					Approved 2015 Nov 25
December-15							
January-16							
B/III/6	Meetings by Electronic Means	2015-Mar-11 2016-Mar-9		Ref to Ed. Committee (May 2015) (Feb 2016)			Approved 2016 Mar 23
E/III/6	Supporting the Growth and Development of Staff	2016-Jan-13					Approved 2016 Jan 25
F/II/7	Early Childhood Program Services	2016-Jan-13					Approved 2016 Jan 25
F/II/1	Curricular and Extra-curricular Fees	2016-Jan-13					Approved 2016 Jan 25
F/IV/2	Restricted and Illicit Drugs	2016-Jan-13		Ref to Ed. Committee (Feb 2016) (Apr 21, 2016)			Approved 2016 Jan 25



Board Memorandum

Date: April 13, 2016

To: Committee of the Whole

From: Michele Dick
Superintendent

Subject: Policy F/III/3—Awards Policy
Admin Practice: Education Services 2—Conditions Governing Awards of Grade 12 Scholarships

Background

Policy F/III/3—Awards Policy and Admin Practice Education Services 2—Conditions Governing Awards of Grade 12 Scholarships are attached for Trustee reference.

The Policy and Practice were last reviewed and revised for increased flexibility in February 2015. The Board Chair has requested that they be returned to the Board table for further discussion.



1.0 POLICY

- 1.1 The Board believes students should be recognized for excellence in their programs of study and performance in areas such as athletics, fine arts, citizenship and service.
- 1.2 The Board believes that students should be recognized for improvement in academic achievement and personal performance.

2.0 GUIDELINES

- 2.1 A Division Awards Program which will recognize excellence shall be maintained and shall include the following:
 - 2.1.1 Grade 12 Scholarships
 - 2.1.2 Grade 12 Bursaries
 - 2.1.3 Senior High Academic Awards
 - 2.1.4 Junior High Academic Awards
 - 2.1.5 Books Awards
 - 2.1.6 Other awards as may be determined
- 2.2 Local trustees shall be invited to assist in presenting Division awards to students.
- 2.3 The Board shall approve all costs associated with the Division Awards Program as part of the budget process.

References: *Admin Practice(s): ES 2 - Conditions Governing Awards of Grade 12 Scholarships
ES 3 - Conditions Governing Awards of Sturgeon School Division
Bursaries
ES 8 – Division Awards (Student)*



EDUCATIONAL SERVICES 2 – Conditions Governing Awards of Grade 12 Scholarships

Date: May 1, 2006 Revised: February 23, 2015 Responsible Administrator: Associate Superintendent

1.0 RATIONALE

Students of Sturgeon School Division are eligible for a \$1,000.00 scholarship from the Division upon completion of their scholarship year.

2.0 PROCESS

The Associate Superintendent will be responsible for maintaining this administrative practice and for identifying the students who qualify for this scholarship.

3.0 GUIDELINES

A scholarship of \$1,000.00 will be awarded to all grade 12 students who meet the following guidelines:

- 3.1 Have attended a Sturgeon school in the scholastic year for which the scholarship is awarded;
- 3.2 Have earned at least 30 credits at a Sturgeon school in the scholastic year for which the scholarship is awarded;
- 3.3 Qualify for a High School Diploma;
- 3.4 Have an average of 80% based on the student's highest marks at the Grade 12 level in 25 credits (five of which must be English), excluding Special Projects, Work Experience, Work Study and Green Certificate. A maximum of five credits in RAP courses may be included. These 25 credits must be taken as part of the regular day program.

Alberta Distance Learning Center (ADLC) courses administered at a high school in the Division may be considered as part of the credits referenced in 3.2.

Results of Diploma Appeal Examinations will be accepted with the onus being on the students to notify the school of the results of the appeal prior to September 1st of the scholarship year.

References: *Board Policy: F/III/3 – Awards Policy*



EDUCATIONAL SERVICES 2 – Conditions Governing Awards of Grade 12 Scholarships

Date: May 1, 2006 Revised: February 23, 2015 Responsible Administrator: Associate Superintendent

The mark used for determining eligibility is the final mark awarded to the student on the Alberta Education Results Statement.

Five (5) one-credit CTS courses at the 3000 series can be combined and used as an option, with the average marks of the five (5) CTS courses constituting one of the other subjects at the grade 12 level.

- 3.5 Enroll in a full-time program of studies at a university or some other post-secondary educational institution, or enroll in an apprenticeship program, within fifteen (15) months after high school graduation.
- 3.6 Obtain between September 15-30 for the Fall Term or January 15–31 for the Winter Term, confirmation of enrollment at a university or other post-secondary institution, or enrolment in an apprenticeship program. The confirmation of enrollment is to be submitted to the Executive Assistant to the Secretary Treasurer by October 15th or February 15th, appropriate to the registered term. Such confirmation shall be required prior to the issuance of a student's scholarship cheque.
- 3.7 Apply for the scholarship by September 30th of the calendar year in which the student graduates from high school.
- 3.8 The scholarship shall be payable to the student and presented at their school's annual awards night or following their confirmation of registration at a university or recognized post-secondary institution, or enrolment in an apprenticeship program.

References: *Board Policy: F/III/3 – Awards Policy*



Application Sturgeon School Division Scholarship

PLEASE PRINT CLEARLY - ALL QUESTIONS MUST BE ANSWERED ACCURATELY

1. Name: _____
Surname Full Given Names
2. (a) Mailing Address _____
Town/City Postal Code Phone
- (b) Permanent Address _____
Town/City Postal Code Phone
- (c) E-mail address _____
3. Parents' Home Address _____
Town/City Postal Code Phone
4. Date of Birth: _____
Day Month Year
5. Alberta Education Student ID Number _____ - _____ - _____
6. Name of last High School attended _____ Place _____
Year _____
7. Program of studies you are attending or enrolled in _____

Post Secondary Institution to be attended Location
8. Program begins: _____ ends: _____
Month Year Month Year
9. I hereby make application for a Sturgeon School Division No. 24 Scholarship, and certify that the information given above is complete and true in all respects.

Date

Signature

Return this completed form
by September 30th to:

**Secretary-Treasurer
Sturgeon School Division No. 24
9820 – 104 Street
Morinville, AB T8R 1L8**

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or Dave Johnson, FOIPP Coordinator at 780-939-4341 or djohnson@sturgeon.ab.ca



Conditions Sturgeon School Division Scholarship

At their school's annual awards ceremony, a scholarship of \$1,000.00 will be awarded to all grade 12 students who meet the following guidelines:

- (a) have attended a Sturgeon school in the scholastic year for which the scholarship is awarded,
- (b) have earned at least 30 credits, at a Sturgeon School in the scholastic year for which the scholarship is awarded,
- (c) qualify for a High School Diploma,
- (d) have an average of 80% based on the student's highest marks at the Grade 12 level in 25 credits (five of which must be English) but excluding Special Projects, Work Experience, Work Study and Green Certificate). A maximum of 5 credits in RAP courses may be included. These 25 credits must be taken as part of the regular day program.

Alberta Distance Learning Center (ADLC) Courses administered at a Sturgeon School may be considered as part of the 30 credits referenced in (b).

Results of Diploma Appeal Examinations will be accepted with the onus being on the students to notify the school of the results of appeal prior to September first of the Scholarship Year.

The mark used for determining eligibility is the final mark awarded to the student on the Alberta Learning Results Statement.

Five (5) one-credit CTS courses at the 3000 series can be combined and used as an option with the average marks of the five (5) CTS courses constituting one of the other subjects at the grade 12 level.

- (e) enrol in a full-time program of studies at a university or some other post-secondary educational institution, or enrol in an apprenticeship program, within 15 months after high school graduation,

.../2



- (f) obtain between September 15-30 for the Fall Term or January 15-31 for the Winter Term, confirmation of enrollment at a university or other post-secondary institution, or enrollment in an apprenticeship program. The confirmation of enrollment is to be submitted to the Executive Assistant to the Secretary Treasurer by October 15th or February 15th, appropriate to the registered term. Such confirmation shall be required prior to the issuance of the scholarship cheque.
- (g) apply for the scholarship by September 30th of the calendar year in which the student graduates from high school.
- (h) The scholarship shall be payable to the student and presented at their school's annual awards night or following their confirmation of registration at a university of recognized post-secondary institution, or enrollment in an apprenticeship program.



Confirmation of Enrolment in a Post-Secondary Institution

Note to Student

Students applying for a Sturgeon School Division Scholarship must provide confirmation of enrollment at a post-secondary institution. To facilitate this procedure, we would appreciate your arranging to have the following completed and returned to the address indicated below between September 15-30 for the Fall Term, or January 15-31 for the Winter Term.

Note to Post-Secondary Institution

Please complete the following and return to the address indicated below.

This will confirm that _____ is
(Name of Student)

currently enrolled for the period indicated.

Period of attendance:

Commences

Month	Year

Ends

Month	Year

_____ Date

_____ Signature and Stamp/Seal of Official of Institution

_____ Name & Address of Institution

_____ Position

Return to:

**Secretary-Treasurer
Sturgeon School Division No. 24
9820 - 104 Street
Morinville, AB T8R 1L8**

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or Dave Johnson, FOIPP Coordinator at 780-939-4341 or djohnson@sturgeon.ab.ca



EDUCATIONAL SERVICES 3 – Conditions Governing Awarding of Sturgeon School Division Bursaries

Date: June 5, 2002 Revised: October 10, 2012 Responsible Administrator: Chief Deputy Superintendent

1.0 RATIONALE

Each year two graduating students of Sturgeon School Division who do not qualify for a Grade 12 scholarship will be awarded a \$500.00 bursary.

2.0 PROCESS

The Chief Deputy Superintendent will be responsible for maintaining this administrative practice.

3.0 GUIDELINES

- 3.1 The number of bursaries shall be two (2) per year, one \$500.00 bursary to a student graduate from Redwater School and one \$500.00 bursary to a student graduate from Sturgeon Composite High School.
- 3.2 The bursary shall be payable to the student and presented at their school's annual awards night following their confirmation of registration at a recognized post-secondary institution or in an apprenticeship program.
- 3.3 The school principal, in consultation with a school selection committee, shall recommend a student to receive the bursary and submit such name and other required details to the Executive Assistant to the Secretary Treasurer.
- 3.4 Factors to be taken into consideration by the principal and school selection committee shall include:
 - 3.4.1 the level of student achievement and the effort exhibited by the student in attaining this level,
 - 3.4.2 the student's participation in co- and extra-curricular activities, both school and community, and
 - 3.4.3 other bursaries or scholarships for which the student may be eligible.

References: *Board Policy: F/III/3 – Awards Policy – Awards Policy*



EDUCATIONAL SERVICES 3 – Conditions Governing Awarding of Sturgeon School Division Bursaries

Date: June 5, 2002 Revised: October 10, 2012 Responsible Administrator: Chief Deputy Superintendent

- 3.5 The student must have attended a Sturgeon School Division high school and qualify for a high school diploma with an average of 70% based on the student's 30, 31 and 33 level courses in at least 25 credits.
- 3.5 The student must enroll in a course of studies at a recognized post-secondary institution or apprenticeship program within fifteen (15) months after high school graduation.
- 3.6 The student must submit confirmation of enrollment at a post-secondary institution or in an apprenticeship program. Such enrolment shall be confirmed by the Executive Assistant to the Secretary Treasurer prior to the issuance of a student's bursary cheque.
- 3.7 The student must apply for the bursary by September 30th of the calendar year in which the student graduates.

References: Board Policy: F/III/3 – Awards Policy – Awards Policy



Bursary Application

PLEASE TYPE OR PRINT CLEARLY. ALL INFORMATION PROVIDED IS CONFIDENTIAL.

1. Name (in full): _____
Surname First Middle

Postal Address: _____
Town/City Postal Code

Phone: _____ Date of Birth: _____ Male Female
Month Day Year

Name of Parents/Guardian: _____
Father Mother

Alberta Education ID# _____

2. Educational Information:

Name of post-secondary institution you plan to attend:

Program: _____

Length of Program: Begins: _____ Ends: _____
Month Year Month Year

3. Complete the following character information: (Use the back of the page if more space is needed)

a) Why have you chosen this course of studies?

b) What do you consider your best qualities?

c) Explain any involvement, responsibilities, and achievements in school extra-curricular activities and non-school clubs, lessons, sports, community organizations, and volunteer groups, etc.

d) List other hobbies or leisure-time activities not mentioned above.

e) If successful in your application how do you intend to use the bursary?

4. Please provide two letters of reference from members of the community other than relatives.

I declare that the statements made above are correct to the best of my knowledge

Signature

Date

The information requested is being collected pursuant to the School Act, Section 23, and the FOIP Act, Sections 33(c), 39(1) (b) and 40 (1) (c). Information acquired through this form is kept secure and access is restricted. For further information, please contact your school principal or Dave Johnson, FOIPP Coordinator at 780-939-4341 or djohnson@sturgeon.ab.ca



Letter of Referral

Name of Applicant: _____

Name of Referee: _____

Address: _____

Phone: _____

Occupation: _____

Length of time you have known the applicant: _____

The above individual is applying for a bursary from the Sturgeon School Division No. 24.

This bursary is based on

1. the level of the student's achievement and the effort exhibited in attaining this level,
2. the student's participation in co and extra curricular activities, both school and community.

Be frank in describing why you feel the applicant qualifies for the bursary. All documents will be treated as confidential. Comment briefly on:

activities	(community, school, clubs, etc.)
character	(examples of behaviour motivated by character)
abilities	(leadership, communication, special, etc.)
other pertinent information	(be specific in your examples)



Confirmation of Enrolment

Note to Student:

Students applying for a Sturgeon School Division No. 24 bursary must provide confirmation of enrollment at a post-secondary institution. Please have the following completed and returned to the address indicated below between September 15 – 30 for the Fall Term, or January 15 – 31 for the Winter Term.

Note to Post-Secondary Institution:

Please complete the following and return to the address indicated below:

This will confirm that _____
Name of Student

is currently enrolled in _____
Program of Studies

at _____
Name of Institution

Address of Institution

as a full time student, for the period between

_____ and _____
Month Year Month Year

Signature and stamp/seal of Official of Institution

Position

Return to:

Sturgeon School Division No. 24
Frank Robinson Education Centre
9820 - 104 Street
Morinville, AB T8R 1L8

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Bursaries

Each year two graduating students of Sturgeon School Division who do not qualify for a Grade 12 scholarship will be awarded a \$500.00 bursary.

In awarding bursaries, the school principal & school selection committee, will take into consideration:

1. The level of student achievement and the effort exhibited by the student in attaining this level,
2. The student's participation in co and extra curricular activities, both school and community, and
3. Other bursaries or scholarships for which the student may be eligible.

Conditions Governing the Granting of a Bursary:

1. The student must:
 - 1.1 have attended a Sturgeon School Division high school and, qualify for a high school diploma with an average of 70% based on the student's 30, 31 and 33 level courses in at least 25 credits.
 - 1.2 enrol in a course of studies at a recognized post-secondary institution or apprenticeship program within 15 months after high school graduation.
 - 1.3 submit confirmation of enrollment at a post-secondary institution or in an apprenticeship program. Such enrollment shall be confirmed by the Executive Assistant to the Secretary Treasurer prior to the issuance of a student's bursary cheque.
 - 1.4 apply for the bursary by September 30th of the calendar year in which the student graduates.
2. The number of bursaries shall be two (2) per year, one \$500 bursary to a graduate from Redwater School and one \$500 bursary to a graduate from Sturgeon Composite High School. The bursary shall be payable to the student and presented at their school's annual awards night following their confirmation of registration at a recognized post-secondary institution or in an apprenticeship program.



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised Date: February 23, 2015 Responsible Administrator: School Principals

1.0 RATIONALE

Division schools will recognize outstanding student performance, and significant improvement in performance, in areas such as academics, athletics, fine arts, citizenship and service.

2.0 PROCESS

The principal, in consultation with staff members, shall be responsible for the selection of students to be recognized for outstanding student performance or significant improvement in performance.

Recognition of outstanding student performance and improvement shall be given through letters, Board meetings, special events, Trustee attendance at individual school awards ceremonies, or media.

3.0 GUIDELINES

3.1 Senior High Academic Awards

3.1.1 In order to qualify for an academic award, students must have obtained at least 30 credits in subjects at a high school in the Division during the scholastic year for which the awards are made.

3.1.1.1 A Sturgeon School Division bookmark will be presented to students, who have an 80% average in 25 credits (five of which must be English), excluding Special Projects, Work Experience, Work Study and Green Certificate. A maximum of five credits in RAP courses may be included. These 25 credits must be taken as part of the regular day program.

3.1.1.2 Alberta Distance Learning Center (ADLC) courses administered at a high school in the Division may be considered as part of the 30 credits.

3.1.1.3 A Sturgeon School Division pen and stylus set will be presented to the student in each high school in the Division achieving the highest standing in Grade 10, 11 and 12 on the basis set out in 3.1.1.1 and 3.1.1.2.

References: *Board Policy: F/III/3 – Awards Policy*



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised Date: February 23, 2015 Responsible Administrator: School Principals

3.2 Junior High Academic Awards

3.2.1 On the recommendation of the principal, in consultation with staff members, awards will be presented to each student in full-time attendance at the Grade 7, 8 and 9 levels as follows:

3.2.1.1 A Sturgeon School Division refrigerator magnet will be presented to students who have an 80% average in Language Arts, Social Studies, Mathematics and Science, and a pass mark in all other subjects in which the student is enrolled.

3.2.1.2 A Sturgeon School Division pen will be presented to the student at each school achieving the highest standing in Grade 7, 8 and 9 on the basis set out in 3.2.1.1.

3.3 Book Awards

3.3.1 A book is presented to the most deserving student in each homeroom in Grades K-9. The award can be customized to each student's preference i.e. a book or books, dvd's, digital apps (i-tunes card), educational computer games, etc.

Selection of the winners will be made by the staff of each school on the following criteria:

3.3.1.1 Individual development;

3.3.1.2 Contribution to the welfare and progress of the homeroom and school.

3.3.2 The principal of schools, presenting book awards, shall submit to the Manager, Finance, a "Sturgeon School Division Book Awards Eligibility Form" for each school year.

3.4 The principal of each school shall submit to the Executive Assistant to the Secretary Treasurer a "Student Awards Order Form" by the end of May in each school year. The exception will be Division high schools that hold their awards ceremony in the fall of the following school year.

3.5 A list of award recipients and any unused award items shall be returned to the Executive Assistant to the Secretary Treasurer following each school's awards ceremony.

3.6 Principals shall submit for approval to the Superintendent criteria for any and all in-school awards developed by Division schools.

References: Board Policy: F/III/3 – Awards Policy

Frank Robinson Memorial Scholarship

The scholarship has been instituted to provide financial help to graduating students in Sturgeon School Division who have enrolled in a post secondary institution. The scholarship of \$500 will be awarded annually to one student from Redwater School and one student from Sturgeon Composite High School who has met or exceeded specified achievement and enrolment criteria and who is deemed to have provided the greatest amount of support to the school.

Application Procedure

1. Senior high school staff from each high school will be asked to select in the fall of each year, one student who meets the performance criteria (1, 2, 3) and is their first choice when considering the criterion related to school support (4).
2. The scholarship will be awarded at the annual awards function of the school that the recipient attended.

Criteria

1. The student must have achieved an average of more than 65% in four grade 12 level core courses, one of which must be English.
2. The student must have attended a school under the jurisdiction of Sturgeon School Division No. 24 for the 10-month period prior to graduation.
3. The student must provide evidence of enrolment in a full time post secondary educational program.
4. The student should be chosen as the most deserving student because of:
 - The student's support and help to other students in the school,
 - The student's contribution to the development of a positive, harmonious atmosphere in the school,
 - The student's contribution to the development of a strong school spirit among students and teachers.



Application Gerry Schick Memorial Award

This scholarship of \$1,000 is awarded to one Sturgeon School Division graduate who has demonstrated a high level of leadership and an interest in the sciences throughout his/her years in Sturgeon School Division. The selected student will be recognized as an individual who works collaboratively with others; someone who embraces hard work, regardless of the associated time commitments; and is known to be a student who has functioned as both a formal and informal leader. The recipient must be registered in a recognized post-secondary program for the following school year majoring in any one of the science disciplines.

PLEASE PRINT CLEARLY - ALL QUESTIONS MUST BE ANSWERED ACCURATELY

1. Name: _____
Surname _____ Full Given Names _____
2. (a) Mailing Address _____
Town/City _____ Postal Code _____ Phone _____
(b) Permanent Address _____
Town/City _____ Postal Code _____ Phone _____
(c) E-mail address _____
3. Parents' Home Address _____
Town/City _____ Postal Code _____ Phone _____
4. Date of Birth: _____
Day _____ Month _____ Year _____
5. Alberta Education Student ID Number _____ - _____ - _____
6. Name of last High School attended _____ Place _____
Year _____
7. Program of studies you are attending or enrolled in _____

Post Secondary Institution to be attended _____ Location _____
8. Program begins: _____ ends: _____
Month _____ Year _____ Month _____ Year _____
9. I hereby make application for a Sturgeon School Division No. 24 Scholarship, and certify that the information given above is complete and true in all respects.

Date _____ Signature _____

Return this completed form
by September 30th to:

**Associate Superintendent, Education Services
Sturgeon School Division
9820 – 104 Street
Morinville, AB T8R 1L8**

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Committee of the Whole Memorandum

Date: April 13, 2016
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Book Award Rate/Class

Background:

As per Policy F/III/3, Awards Policy, (copy attached) the Board approves all costs associated with the Awards Program as part of the budget process. Also attached, for information, is Admin Practice Educational Services 8 – Division Awards (Student).

The school book award rate per class was increased to \$50 as of June 2009.

Recommendation:

That the Committee of the Whole review and advise Senior Administration accordingly.

COMMITTEE 9.3



1.0 POLICY

- 1.1 The Board believes students should be recognized for excellence in their programs of study and performance in areas such as athletics, fine arts, citizenship and service.
- 1.2 The Board believes that students should be recognized for improvement in academic achievement and personal performance.

2.0 GUIDELINES

- 2.1 A Division Awards Program which will recognize excellence shall be maintained and shall include the following:
 - 2.1.1 Grade 12 Scholarships
 - 2.1.2 Grade 12 Bursaries
 - 2.1.3 Senior High Academic Awards
 - 2.1.4 Junior High Academic Awards
 - 2.1.5 Books Awards
 - 2.1.6 Other awards as may be determined
- 2.2 Local trustees shall be invited to assist in presenting Division awards to students.
- 2.3 The Board shall approve all costs associated with the Division Awards Program as part of the budget process.

References: *Admin Practice(s): ES 2 - Conditions Governing Awards of Grade 12 Scholarships*
ES 3 - Conditions Governing Awards of Sturgeon School Division
Bursaries
ES 8 – Division Awards (Student)

**EDUCATIONAL SERVICES 8 – Division Awards (Student)**

Date: February 27, 2008 Revised Date: February 23, 2015 Responsible Administrator: School Principals

1.0 RATIONALE

Division schools will recognize outstanding student performance, and significant improvement in performance, in areas such as academics, athletics, fine arts, citizenship and service.

2.0 PROCESS

The principal, in consultation with staff members, shall be responsible for the selection of students to be recognized for outstanding student performance or significant improvement in performance.

Recognition of outstanding student performance and improvement shall be given through letters, Board meetings, special events, Trustee attendance at individual school awards ceremonies, or media.

3.0 GUIDELINES**3.1 Senior High Academic Awards**

3.1.1 In order to qualify for an academic award, students must have obtained at least 30 credits in subjects at a high school in the Division during the scholastic year for which the awards are made.

3.1.1.1 A Sturgeon School Division bookmark will be presented to students, who have an 80% average in 25 credits (five of which must be English), excluding Special Projects, Work Experience, Work Study and Green Certificate). A maximum of five credits in RAP courses may be included. These 25 credits must be taken as part of the regular day program.

3.1.1.2 Alberta Distance Learning Center (ADLC) courses administered at a high school in the Division may be considered as part of the 30 credits.

3.1.1.3 A Sturgeon School Division pen and pencil set will be presented to the student in each high school in the Division achieving the highest standing in Grade 10, 11 and 12 on the basis set out in 3.1.1.1 and 3.1.1.2.

References: *Board Policy: F/III/3 – Awards Policy*



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised Date: February 23, 2015 Responsible Administrator: School Principals

3.2 Junior High Academic Awards

3.2.1 On the recommendation of the principal, in consultation with staff members, awards will be presented to each student in full-time attendance at the Grade 7, 8 and 9 levels as follows:

3.2.1.1 A Sturgeon School Division refrigerator magnet will be presented to students who have an 80% average in Language Arts, Social Studies, Mathematics and Science, and a pass mark in all other subjects in which the student is enrolled.

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3.3 Book Awards

3.3.1 A book is presented to the most deserving student in each homeroom in Grades K-9. The award can be customized to each student's preference i.e. a book or books, dvd's, digital apps (i-tunes card), educational computer games, etc.

Selection of the winners will be made by the staff of each school on the following criteria:

3.3.1.1 Individual development;

3.3.1.2 Contribution to the welfare and progress of the homeroom and school.

3.3.2 The principal of schools, presenting book awards, shall submit to the Manager, Finance, a "Sturgeon School Division Book Awards Eligibility Form" for each school year.

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3.6 Principals shall submit, for approval, to the Superintendent criteria for any and all in-school awards developed by Division schools.

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