



# Board Meeting Agenda

## September 28, 2016 - 4:30 p.m.

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

### 2. **Consideration of Agenda**

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

### 3. **Appointments**

3.0 Redwater Delegation

### 4. **Reading and Approving of Minutes**

4.1 Amendment/Correction of Minutes

4.2 Approval of Minutes of the Organizational Meeting of August 24, 2016

4.3 Approval of Minutes of the Regular Meeting of August 24, 2016

### 5. **Presentations**

5.1 Neurosequential Model in Education (NME) Reporting  
Mrs. Sandra Brenneis, Director, Learning Support,  
Sturgeon School Division

## **6. Reports from Senior Administration**

## **7. Reports from Trustees and Standing Committees**

7.1 Chair's Report

7.2 Trustees' Reports

7.3 Building

7.4 Finance & Human Resources

7.5 Education Policy

7.6 Advocacy

7.7 Transportation

## **8. Reports from Special Committees**

8.1 Alberta School Boards Association Representative

8.2 Public School Boards Association of Alberta Representative

## **9. New Business**

9.1 Policy E/II/1 – Employee Expense and Reimbursement

9.2 Policy F/III/3 – Awards Policy

9.3 Policy F/IV/2 – Restricted and Illicit Drugs

9.4 Safe Contact Cohort

9.5 2016 - 2017 Board of Trustees Committees/Representatives

9.6 Trustee Report Form

**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**



**Organizational Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on August 26, 2015**

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**Organizational Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on August 24, 2016**

### **Roll Call**

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

### **Call to Order**

This being the Organizational Meeting, the Secretary-Treasurer called the meeting to order at 4:42 p.m.

### **Election of Chair**

The Secretary-Treasurer called for nominations for the office of Chair of the Board of Trustees.

First Call Mrs. Mychasiw nominated Ms. Nowak.

Second Call

Third Call

#S-01/2016 – Moved by Mr. Jewell that nominations for the office of Chair of the Board of Trustees cease.

CARRIED 7/0

Ms. Nowak was declared elected Chair for the Board of Trustees.

Ms. Nowak assumed the Chair.

### **Election of Vice Chair**

The Chair called for nominations for the office of Vice Chair of the Board of Trustees.

First Call Mrs. Miller nominated Mrs. Kohle.

Second Call Mrs. Mychasiw nominated Mrs. Porter.

Third Call

#S-02/2016 – Moved by Mrs. Miller that nominations for the office of Vice Chair of the Board of Trustees cease.

CARRIED 7/0

The vote was taken. Mrs. Porter was elected Vice Chair for the Board of Trustees.

August 24, 2016 Organizational Meeting

## **Date, Time, Place of Regular Meetings**

#S-03/2016 – Moved by Mrs. Kohle that the regular monthly Board meeting be held on the fourth Wednesday of each month at 4:30 p.m. at the Board office in Morinville, that the Closed Committee of the Whole meeting be held on the second Wednesday of each month at 4:30 p.m. at the Board office in Morinville, and that the regular Public Committee of the Whole meeting be held on the second Wednesday of each month at 6:30 p.m. at the Board office in Morinville.

CARRIED 7/0

## **Trustee Membership of Committees**

### **Committee of the Whole**

All Trustees with a quorum of four

### **Municipal Liaison Committee**

All Trustees with a quorum of three, consisting of the Chair and two Trustees

### **ATA Negotiations Committee**

Mr. Jewell, Mrs. Miller, Ms. Nowak

### **CUPE Negotiations Committee**

Mrs. Featherley, Mrs. Kohle, Mrs. Miller

### **Policy Advisory Committee (ATA)**

Mr. Jewell, Mrs. Miller, Ms. Nowak

### **Policy Advisory Committee (CUPE)**

Mrs. Featherley, Mrs. Kohle, Mrs. Miller

## **Trustee Committees**

### **Advocacy Committee**

Mrs. Featherley, Mrs. Kohle, Mrs. Mychasiw

### **Building and Maintenance Committee**

Mrs. Featherley, Mrs. Mychasiw, Ms. Nowak

### **Finance and Human Resources Committee**

Mr. Jewell, Ms. Nowak, Mrs. Porter

### **Education Policy Committee**

Mrs. Featherley, Mrs. Kohle, Mrs. Miller

### **Transportation Committee**

Mrs. Featherley, Mrs. Kohle, Mrs. Mychasiw

August 24, 2016 Organizational Meeting

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## **Board Representatives to Other Organizations**

### **Alberta School Boards Association-Zone 2/3 Representative**

Mrs. Mychasiw; Alternate – Mrs. Porter

### **Morinville Rotary Representative**

Mrs. Porter

### **Public School Boards Association of Alberta Representative**

Mrs. Kohle; Alternate – Mrs. Miller

### **Sturgeon Composite High School –School Council**

Mrs. Mychasiw; Alternate – Mrs. Featherley

### **Student Discipline Committee**

Trustees will rotate attendance (a quorum of three)

### **Community Services Advisory Board Representative**

Mrs. Kohle

## **Close of Meeting**

The meeting adjourned at 4:53 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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



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

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

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## **Roll Call**

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

## **Call to Order**

The Chair called the meeting to order at 4:54 p.m.

## **Approval of Agenda**

#078/2016 – Moved by Mr. Jewell that the agenda be approved.

CARRIED 7/0

## **Appointments**

There were no appointments.

## **Approval of Minutes**

#079/2016 - Moved by Mrs. Mychasiw that the minutes of the Regular Meeting of June 22, 2016 be approved.

CARRIED 7/0

## **Presentations**

There were no presentations.

## **Reports from Senior Administration**

A verbal report was provided on behalf of Senior Administration.

## **Reports from Trustees and Standing Committees**

### **Chair's Report**

No report was provided.

### **Trustees' Reports**

No report was provided.

**Building**

A verbal report was provided.

**Finance & Human Resources**

No report was provided.

**Education Policy**

No report was provided.

**Advocacy**

No report was provided.

**Transportation**

No report was provided.

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

A verbal report was provided.

**Public School Boards Association of Alberta Representative**

A verbal report was provided.

**New Business****Board Retreat/Year 'Start Up'**

Board Retreat/Year 'Start Up' was discussed.

**Unfinished Business****Notices of Motion**

There were no Notices of Motion.

**Information**

There were no Information items.

**Comment & Question Period****ATA; CUPE**

An ATA verbal report was provided.

**Community Members**

No report was provided.

**Media**

No report was provided.

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## **Requests for Information**

There were no requests for information.

#080/2016 – 5:15 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED 7/0

#081/2016 – 6:00 p.m. – Moved by Mrs. Featherley that the Board out of camera.

CARRIED 7/0

## **Close of Meeting**

The Chair adjourned the meeting at 6:01 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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



# Memorandum

Date: September 28, 2016  
To: Public Board  
From: Senior Administration  
Subject: Seniors' Report

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## **Professional Development Day: September 16, 2016—Neuro-Sequential Model in Education**

For Trustee information, please see the below medial release:

**FOR IMMEDIATE RELEASE  
SEPTEMBER 20, 2016**

### **Sturgeon School Division Leading Crucial Training Initiative for Helping At-Risk Children**

Sturgeon School Division is leading a training initiative based on the work of the Child Trauma Academy, a not-for-profit organization based in Houston, Texas, that helps to improve the lives of high-risk children.

The Child Trauma Academy recognizes the crucial importance of childhood experience in shaping the health of the individual, and ultimately, society. The Neurosequential Model for Education (NME) is a developmentally-informed, biologically-respectful approach to working with children, particularly those who might be at risk, who have mental health issues or behavioral challenges.

In the spring of 2015, Sandra Brenneis M.Ed, R.Psych., Director of Learning Support, and Wayne Rufiange, Principal, Morinville Public School, of Sturgeon School Division were offered Education fellowships with the Child Trauma Academy based on the work they have done with the division. In accepting the fellowship, they became members of the Child Trauma Academy team and collaborate with other CTA Education fellows from across the world, while contributing to the research and work advancing the knowledge and understanding of NME.

BOARD

“Using NME, we consider a child’s history and current functioning, so that we have the greatest insight into how we can best help them grow and learn,” says Sandra. “It is not a specific ‘intervention,’ but rather a way to educate school staff and students about brain development and how events or situations change our brains and our ability to learn.”

The session had 290 attendees including 171 Beginners (first time participants), 90 Intermediate (involved last year), 17 Advanced (involved for two years or more) and 12 Champions (ready to lead/mentor others). The process began in Sturgeon School Division last year, training school-based teams, some schools participating with a small core team and others taking on entire staff participation. The division continues NME implementation now with year two of training for those staff involved last year, and are again offering the beginning level training.

Sandra and Wayne have trained 10 lead team members in the division who are now trainers of NME. On September 16, 2016, the division offered part one of a two-part training initiative scheduled for this year with the second session being offered in February. Along with the 250 Sturgeon staff attending on Friday, the division was pleased to have colleagues from St. Albert Public, St. Albert Catholic and Alexander First Nations attend the session.

For more information, contact: Sandra Brenneis M.Ed, R.Psych., Director of Learning Support, at 780-939-4341 or [sandra.brenneis@sturgeon.ab.ca](mailto:sandra.brenneis@sturgeon.ab.ca).

### **Student Supports Card**

For Trustee information, the new *Student Supports Card* will be distributed to students in Sturgeon School Division schools in early October. This card provides contact information for Crisis Support.

### **New School: Town of Morinville**

The identification of new public school site in Grandin Heights has led to the resumption of the Planning and Design meetings. The team has been meeting since early July and the architect has commenced the drawing and design phase of a process that will lead to a new Grades 5-9 school. Planning staff from the Town and Alberta Infrastructure personnel are working towards the completion of several tasks that will result in the designated land being deemed “shovel ready” such that tendering and construction can continue according to schedule. This work includes such items as a Traffic Impact Assessment; Geotechnical Report; and land preparation. Staff report that this work is currently underway and proceeding well. As Project Managers of the new school construction,

Alberta Infrastructure staff are hard at work ensuring the various requirements of such an undertaking are well managed and properly facilitated. Team meetings will continue throughout the coming year.

### **Construction Updates**

We have now added a link to our division website that will provide general information and periodic updates regarding various of our infrastructure projects. To date, members of the public can find details related to the Sturgeon Composite High School modernization; the new Town of Morinville Grades 5-9 school and the unfunded (Sunshine List), “approved,” new Camilla school.

### **Learning Centres**

The Sturgeon and Morinville Learning Centres are happy to announce that individuals may be eligible for financial support to assist with tuition, mandatory fees, books and supplies for full and part-time studies through *Alberta Works*. An individual can obtain an Alberta High School Diploma or Academic Upgrading in courses between grades 10-12 which will assist learners to enter post-secondary education or enter the work force.

### **Field Trips**

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



# Board Memorandum

Date: September 28, 2016  
To: Board of Trustees  
From: Ruth Kuik, Associate Superintendent  
Subject: Fieldtrip Report

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## **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:**

### **Guthrie School**

October 2-4, 2016                      25 Junior High Students will attend a Leadership Retreat for Junior High Students at Camp YoWoChAs.

### **Gibbons School**

March 22 – 30, 2018                      Approval in principle for 40 Grade 8 & 9 students to travel to Hawaii to expose the students to hands on social studies lessons/history and science topics including geology and botany.



## Board Memorandum

Date: September 28, 2016  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy E/II/1 – Employee Expense and Reimbursement

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### **Background**

At the September 14, 2016 Committee of the Whole meeting Trustees reviewed Policy E/II/1 – Employee Expense and Reimbursement and forwarded to the Public Board meeting.

Associated Financial Management 7- Employee Expense Reimbursement, Financial Management 4- Purchasing Authority and Procedure, and Policy D/I/8 - Purchasing are also attached for Trustee information.

### **Recommendation:**

That the Board of Trustees approve Policy E/II/1 – Employee Expense and Reimbursement.

BOARD 9.1





**1.0 POLICY**

- 1.1 The Board believes that all employees of the Division who incur authorized expenses in carrying out their duties should be reimbursed by the Division upon submission of a properly completed and approved employee expense claim.

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References: *Board Policy: D/II/8 - Purchasing*  
*Admin Practice(s): FM 4 – Purchasing Authority and Procedure*  
*FM 7 – Employee Expense Reimbursement*  
*FM 8 – Homebound Program – Teacher Remuneration*  
*FM 14 – Mileage Claims*



**1.0 POLICY**

- 1.1 The Board believes that all employees of the Division who incur expenses in carrying out their authorized duties should be reimbursed by the Division upon submission of an approved expense claim.

**2.0 GUIDELINES**

- 2.1 The Board will maintain guidelines and procedures for the reimbursement of approved expenses from annual budget allocations.

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References: *Admin Practice(s): FM 7 – Employee Expense Reimbursement  
FM 8 – Homebound Program – Teacher Remuneration  
FM 14 – Mileage Claims*

*School Act:*

## FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: September 30, 2015

Responsible Administrator: Secretary Treasurer

**1.0 RATIONALE**

The Board acknowledges that system personnel may incur additional expenses in completing their assigned duties. Therefore, the Board is prepared to reimburse these individuals for authorized expense claims.

**2.0 PROCESS**

School system personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the Division upon submission of a properly completed and approved employee expense reimbursement form with such supporting receipts as may be required. Such expenses shall be within budgetary allocations for the specific type of expense.

**3.0 GUIDELINES**

- 3.1 Claims for reimbursement of expenses should be submitted promptly and within one month of the expenses being incurred.
- 3.2 Approved expenses will be reimbursement for the following activities:
- 3.2.1 Supervision of both extra-curricular and co-curricular activities, when such attendance has been approved by the Principal, Superintendent or designate.
- 3.2.2 Other activities carried out by employees in the performance of their duties, eg. travel to medical facilities, necessary pickups and deliveries and home visits, when such attendance has been approved by the Principal, Superintendent or designate.
- 3.3 Approved expenses will be paid at the following rates:
- 3.3.1 Actual distance traveled in Alberta in the employee's vehicle, at the approved Canada Customs and Revenue Agency rate.
- 3.3.2 Actual expenses for travel incurred by means other than the use of the employee's vehicle – receipts required.
- 3.3.3 Actual accommodation and meal expenses with receipts.
- 3.3.4 \$10.00 for breakfast, \$14.00 for lunch and \$22.00 for dinner where receipts are not available.
- 3.3.5 Standard per kilometer distances between schools, Morinville locations and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached.

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References: *Board Policy: D//8 - Purchasing*  
*E//1 - Employee Expense Reimbursement*  
*E//2 - Trustee Remuneration and Expense Reimbursement*  
*Admin Practice(s): Financial Management 4 – Purchasing Authority and Procedure*

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FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: September 30, 2015

Responsible Administrator: Secretary Treasurer

Bon Accord	18	39	20	32	30	0	19	2	26	13	24	11	45	32	39	32	35	
Camilla	18	26	32	68	66	35	31	37	21	47	36	45	40	31	34	14		35
Colony	23	42	43	69	67	32	42	34	37	45	47	43	53	41	48		14	32
*Edmonton Central	34	20	22	64	62	39	21	41	53	40	18	38	7	8		48	34	39
*Edmonton North	34	16	15	59	57	32	14	34	46	39	13	37	14		8	41	31	32
*Edmonton South	40	31	28	72	70	45	27	47	59	49	24	46		14	7	53	40	45
Gibbons	27	47	26	27	25	11	27	10	32	2	31		46	37	38	43	45	11
Guthrie	26	20	5	56	54	24	5	26	38	33		31	24	13	18	47	36	24
Landing Trail	29	49	28	29	27	13	29	12	33		33	2	49	39	40	45	47	13
Legal	21	40	33	56	54	26	33	25		33	38	32	59	46	53	37	21	26
Lilian Schick	20	41	22	31	29	2	21		25	12	26	10	47	34	41	34	37	2
Namao	21	21	1	51	49	19		21	33	29	5	27	27	14	21	42	31	19
Oak Hill	18	39	20	32	30		19	2	26	13	24	11	45	32	39	32	35	0
Ochre Park	50	69	48	2		30	49	29	54	27	54	25	70	57	62	67	66	30
Redwater	52	71	50		2	32	51	31	56	29	56	27	72	59	64	69	68	32
S.C.H.S.	22	22		50	48	20	1	22	33	28	5	26	28	15	22	43	32	20
Sturgeon Heights	21		22	71	69	39	21	41	40	49	20	47	31	16	20	42	26	39
CO/MLC/MPES		21	22	52	50	18	21	20	21	29	26	27	40	34	34	23	18	18
	CO/MLC/MPES	Sturgeon Heights	S.C.H.S.	Redwater	Ochre Park	Oak Hill	Namao	Lilian Schick	Legal	Landing Trail	Guthrie	Gibbons	Edmonton South	Edmonton North	Edmonton Central	Colony	Camilla	Bon Accord

\* The address used for mileage: Edmonton North -9450 – 137 Avenue  
 Edmonton Central - 10088 – 108 Street  
 Edmonton South – 5015 – 111 Street

References: Board Policy: D//8 - Purchasing  
 E//1/1 – Employee Expense Reimbursement  
 E//1/2 – Trustee Remuneration and Expense Reimbursement  
 Admin Practice(s): Financial Management 4 – Purchasing Authority and Procedure



## FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

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### 1.0 RATIONALE

All purchases fall within the framework of budget limitations and shall be consistent with good purchasing practices and the approved educational goals and programs of the Division.

### 2.0 GUIDELINES

- 2.1 The Division will seek the maximum value for every dollar expended, consistent with good educational and purchasing practices.
- 2.2 Authorized employees are to purchase locally whenever goods and services of equal quality at competitive prices are available.
- 2.3 Sufficient funds must be in the approved budget of the appropriate school/department centre to which the expenditure authority is linked, before initiating a purchase.
- 2.4 All items purchased in the name of the Division, using the Division funds, become the property of the Division.

### 3.0 PROCEDURES

- 3.1 The Secretary Treasurer is responsible for establishing and maintaining purchasing procedures.
- 3.2 The Superintendent, Secretary-Treasurer, Associate Superintendent of Education Services, Associate Superintendent, directors and principals are delegated responsibility for purchasing within the limits of budgets allocated to them.
- 3.3 The Managers are delegated responsibility for routine purchases for their Departments.

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References: *Board Policy: D//8 – Purchasing  
E//1 – Employee Expense Reimbursement  
Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement  
New West Partnership Trade Agreement*



## FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

- 3.4 All purchases, other than purchases through petty cash accounts, must be made using the Division's authorized purchasing cards or by forwarding invoices to the Division's office for payment within a reasonable time.
- 3.5 Invoices and purchasing card statements must be authorized by an administrator or designate, appropriately coded for payment and accompanied by itemized receipts before submitting them to accounts payable at the Division office.
- 3.6 Large dollar and capital purchases must adhere to the following requirements:
  - 3.6.1 The purchase of goods and services with an estimated cost exceeding:
    - 3.6.1.1 \$5,000 but less than \$10,000, requires documented telephone or email solicitations from a minimum of two potential suppliers;
    - 3.6.1.2 \$10,000 but less than \$75,000, requires written quotations from a minimum of three potential suppliers;
    - 3.6.1.3 \$75,000 are to be formally tendered.
  - 3.6.2 Construction projects with an estimated cost exceeding:
    - 3.6.2.1 \$5,000 but less than \$10,000, requires documented telephone or email solicitations from a minimum of two potential suppliers.
    - 3.6.2.2 \$10,000 but less than \$200,000, requires written quotations from a minimum of three potential suppliers;
    - 3.6.2.3 \$200,000 are to be formally tendered.

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References: *Board Policy: D/I/8 – Purchasing  
E/II/1 – Employee Expense Reimbursement  
Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement  
New West Partnership Trade Agreement*



## FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

- 3.6.3 All large purchases of the types and amounts specified in 3.6.1.3 and 3.6.2.3 must comply with the New West Partnership Trade Agreement regulations.
  
- 3.7 Sole or single sourcing is approved by Secretary Treasurer or the Superintendent under the following conditions:
  - 3.7.1 Emergency;
  - 3.7.2 Confidential situation;
  - 3.7.3 Urgent purchases that would interrupt the normal business;
  - 3.7.4 Occasional instances where it may be in the best interest of the Division.
  
- 3.8 All purchases must be supported by an invoice or itemized receipt.
  - 3.8.1 Invoices or receipts should include:
    - 3.8.1.1 Name and address of the vendor;
    - 3.8.1.2 GST number and GST amount, if applicable;
    - 3.8.1.3 Quantity, cost and description of individual supplies and services purchased;
    - 3.8.1.4 Restaurant receipts should also include the description of the event and attendees;
    - 3.8.1.5 Terms of payment, if applicable.
  
  - 3.8.2 Documents that are considered insufficient for payment include:

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References: *Board Policy: D//8 – Purchasing*  
*E//1 – Employee Expense Reimbursement*  
*Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement*  
*New West Partnership Trade Agreement*



## FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

### 3.8.2.1 Vendor statements

3.8.2.2 Purchasing card, credit card or debit card slips that are not accompanied by an itemized receipt or invoice; and

3.8.2.3 Hotel invoices that contain room service charges that do not provide details of the charges.

- 3.9 In the event that an employee submits an expense claim form or a purchasing card statement without appropriate documentation, the employee will be required to fill out a lost receipt voucher.

The Division may accept the lost receipt voucher provided that:

3.9.1 The total amount is small (and is approved by the Secretary Treasurer);

3.9.2 The amount can be justified as school or divisional business;

3.9.3 The employee has the authority to make a purchase;

3.9.4 The employee's supervisor authorizes the voucher;

3.9.5 The submission of lost receipt vouchers is not re-occurring. If it is considered a re-occurring situation, the unsupported lost receipt voucher may be rejected, and therefore considered a personal purchase.

- 3.10 Repeated occurrences of lost receipts will result in a review of the employee's ability to make purchases on behalf of the Division.

- 3.11 Personal purchases do not qualify for reimbursement.

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References: *Board Policy: D//8 – Purchasing*  
*E//1 – Employee Expense Reimbursement*  
*Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement*  
*New West Partnership Trade Agreement*







## FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 14, 2016 Responsible Admin: Secretary-Treasurer

3.15.3.1 Coffee or tea

3.15.3.2 T-shirts with employer's logo

3.15.3.3 Mugs

3.15.3.4 Plaques or trophies

3.15.4 Gifts, entertainment, trips or other personal services (excepting meals or relatively inexpensive items of an advertising nature such as pens or books) are not to be accepted or solicited by divisional staff.

3.16 A violation ticket issued to any company vehicle driven by a Sturgeon School Division employee is considered a personal purchase and must be paid by the employee who was operating the vehicle at the time of the infraction.

3.17 Any suspected purchasing fraudulent activities may result in severe consequences up to and including termination.

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References: *Board Policy: D//8 – Purchasing  
E//1 – Employee Expense Reimbursement  
Admin Practice(s): Financial Management 7 – Employee Expense Reimbursement  
New West Partnership Trade Agreement*



## STURGEON SCHOOL DIVISION

### Agreement to Accept the Scotiabank Commercial Card

Enclosed is your new Sturgeon School Division Commercial Card. Your participation in the Commercial Card Program is a convenience that carries responsibilities along with it. Although the card is issued in your name, it should be considered company property and should be used with good judgment. **Your signature below verifies that you understand the Commercial Card Program guidelines outlined below and agree to comply with them.**

1. The Commercial Card is provided to employees based on their need to purchase business-related goods and services. A card may be revoked at any time based on change of assignment or location. The card is not an entitlement nor reflective of title or position.
2. **The card is for business-related purchases only; personal charges are not to be made using the card.**
3. You are the only person entitled to use the card and are responsible for all charges made against the card.
4. Unauthorized use of the card can be considered improper use of company funds, which may result in disciplinary action, up to, and including termination.
5. **Cardholders are expected to comply with internal control procedures in order to protect company assets. This includes keeping receipts, reconciling monthly card statements and following proper card security measures.**
6. **Cardholders are responsible for reconciling their Commercial Card monthly emailed statement and resolving any discrepancies by contacting the supplier or the bank. E-statements will be emailed to individual cardholders on approximately the 15<sup>th</sup> calendar day of the month. This statement must be reconciled (with receipts attached), approved by administration and submitted to Central Office within seven calendar days of receiving the statement.**
7. Each account is assigned a cost accounting code by management and purchases may be automatically charged to that code. The code can only be changed by management approval. If changed, a new accounting code does not affect past charges, only future charges.
8. A lost or stolen card should be reported immediately to visa @ 1-888-823-9657, then please notify SSD Program Administrator – Evelyn Clewes at 780-939-4341 ext 1247.
9. A cardholder must surrender his or her card upon termination of employment (i.e. retirement or voluntary/involuntary termination). At this point, no further use of the account is authorized.
10. The cardholder agrees to comply with the terms and conditions of this Agreement.

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Cardholder Signature

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Visa Administrator Signature

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Cardholder Printed Name

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Visa Administrator Printed Name

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Date

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Date



**1.0 POLICY**

- 1.1 The Board believes in ensuring transparency and accountability in how funds are used to procure goods and services.
- 1.2 The Board also believes the authority for the purchase of goods and services is extended to its staff through the budget making process and then approved by the Board through the adoption of the budget.

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References: *Board Policy: E/III/1 – Employee Expense Reimbursement*  
*Admin Practice(s): Financial Management 4 – Purchasing Authority and Procedure*  
*School Act:*



# Board Memorandum

Date: September 28, 2016  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy F/III/3 – Awards Policy

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## **Background**

At the September 14, 2016 Committee of the Whole meeting Trustees reviewed Policy F/III/3 – Awards Policy and forwarded to the Public Board meeting.

Associated Admin Practices Educational Services 2- Conditions Governing Awards of Grade 12 Scholarships, Educational Services 3- Conditions Governing Awarding of Sturgeon School Division Bursaries, and Educational Services 8- Division Awards (Student) are also attached for Trustee information.

## **Recommendation:**

That the Board of Trustees approve Policy F/III/3 – Awards Policy.

BOARD 9.2



**1.0 POLICY**

- 1.1 The Board believes students should be recognized for excellence in various curricular, extra-curricular and service programs.
- 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)*



**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: August 29, 2016 Responsible Administrator: Associate Superintendent,  
Education Services

### **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, Education Services 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 school year for which the scholarship is awarded;
- 3.2 Have earned at least 30 credits in Grade 12 level courses at a Sturgeon school ;
- 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 these credits must be English.

A maximum of 5 credits in any of the following programs may be used:  
RAP, Work Experience and Special Projects.

Green Certificate credits are excluded.

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.

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





## EDUCATIONAL SERVICES 2 – Conditions Governing Awards of Grade 12 Scholarships

Date: May 1, 2006 Revised: August 29, 2016 Responsible Administrator: Associate Superintendent, Education Services

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 1<sup>st</sup> of the scholarship year.

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 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 Associate Superintendent, Education Services by October 15<sup>th</sup> or February 15<sup>th</sup>, 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 30<sup>th</sup> 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 enrolment at a university or recognized post-secondary institution, or enrolment in an apprenticeship program.

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



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

Date: June 5, 2002 Revised: August 29, 2016 Responsible Administrator: Associate Superintendent, Education Services

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### **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 Associate Superintendent, Education Services 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 Associate Superintendent, Education Services.
- 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.

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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: August 29, 2016 Responsible Administrator: Associate Superintendent,  
Education Services

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- 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 Grade 12 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 Associate Superintendent, Education Services 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.

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



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

Date: February 27, 2008   Revised Date: August 29, 2016   Responsible Administrator: School Principals

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### **1.0 RATIONALE**

Division schools will recognize outstanding student performance and significant improvement in performance in various curricular, extra-curricular and service programs.

### **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 school 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 these credits must be English.

A maximum of 5 credits in any of the following programs may be used:  
RAP, Work Experience and Special Projects.

Green Certificate credits are excluded.

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.

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



## EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised Date: August 29, 2016 Responsible Administrator: School Principals

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.

### 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.

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



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

Date: February 27, 2008   Revised Date: August 29, 2016   Responsible Administrator: School Principals

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- 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.

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



## Board Memorandum

Date: September 28, 2016  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy F/IV/2 – Restricted and Illicit Drugs  
Proposed amended name Policy F/IV/2 - Illicit, Prohibited and Restricted Substances

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### **Background**

At the September 14, 2016 Committee of the Whole meeting Trustees reviewed Policy F/IV/2 – Restricted and Illicit Drugs (Proposed amended name: Policy F/IV/2 - Illicit, Prohibited and Restricted Substances) and forwarded to the Public Board meeting.

Associated Admin Practice, Student Services 8 – Student Conduct is also attached for Trustee information.

### **Recommendation:**

That the Board of Trustees approve Policy F/IV/2 – Illicit, Prohibited and Restricted Substances.

BOARD 9.30



**1.0 POLICY**

- 1.1 The possession, distribution and/or use of illicit, prohibited and restricted substances is forbidden.
- 1.2 The Board believes that the Division, in co-operation with families, community and law enforcement agencies, has a responsibility to:
  - 1.2.1 Educate students regarding illicit, prohibited and restricted substance abuse.
  - 1.2.2 Ensure that students who are under the influence of illicit, prohibited or restricted substances or possess drug paraphernalia while under school supervision receive appropriate consequences, which may include recommendation for expulsion.
  - 1.2.3 Ensure that students who possess illicit, prohibited or restricted substances and/or distribute illicit, prohibited or restricted substances while under school supervision are recommended for an expulsion.

**2.0 GUIDELINES**

- 2.1 Further to Policy F/IV/4 – Student Conduct, Principals shall take disciplinary action with a student found at school or at a school sanctioned activity, who has consumed, is under the influence of, is in possession of, or is distributing illicit, prohibited or restricted substances.
- 2.2 Students will be held responsible and accountable to Sturgeon School Division and its agents for their behaviour and conduct beyond the hours of school operation, if that behaviour or conduct has a connection back to the school and demonstrated detrimental impact on the welfare of individual students.

**Definitions:**

- Illicit: not permitted; unlawful
- Prohibited: to forbid by authority
- Restricted: not intended for general circulation or release

References:	Policy:	B/I/3 – Committees of the Board (B/I/3b Discipline Committee)
	Policy	F/IV/3 – Student Suspensions and Expulsions
	Policy	F/IV/4 – Student Conduct
	Board Regulation:	Education 2 – Student Suspensions and Expulsions
	Admin Practice(s):	Student Services 8
	School Act:	Sections 24 and 25





## 1.0 POLICY

- 1.1 The possession, distribution and/or use of restricted and/or illicit drugs is prohibited.
- 1.2 The Board believes that the Division, in co-operation with families, community and law enforcement agencies, has a responsibility to:
  - 1.2.1 Educate students regarding drug abuse; and
  - 1.2.2 Ensure that students who are under the influence of drugs while under school supervision receive appropriate consequences, which may include recommendation for expulsion.
  - 1.2.3 Ensure that students who possess drugs and/or drug paraphernalia or traffic in drugs while under school supervision are recommended for expulsion.

## 2.0 GUIDELINES

- 2.1 Further to Policy F/IV/7 – Student Conduct, Principals shall take disciplinary action with a student found at school or at a school sanctioned activity, who has consumed, is under the influence of, is in possession of, is trafficking in or is distributing drugs.
- 2.2 Students will be held responsible and accountable to Sturgeon School Division and its agents for their behaviour and conduct beyond the hours of school operation, if that behaviour or conduct has a connection back to the school and demonstrated detrimental impact on the welfare of individual students.

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References: Board Policy: B/1/3 – Committees of the Board (B/1/3b Discipline Committee)  
F/IV/5 – Student Suspensions and Expulsions  
F/IV/7 – Student Conduct  
Admin Practice(s): Student Services 8  
School Act: Sections 24 and 25  
Board Regulation: Education 2 – Student Suspensions and Expulsions



# STUDENT SERVICES 8 – Student Conduct

Date: Jan. 12, 2010 Revised: Mar. 14, 2016 Responsible Administrator: Associate Superintendent Ed. Services

## 1.0 RATIONALE

The Board recognizes its responsibility to ensure a safe and caring environment in the schools.

## 2.0 PROCESS

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

## 3.0 GUIDELINES

- 3.1 Each principal shall develop a written School Code of Student Conduct consistent with Board Policies F/IV/7 Student Conduct and F/IV/2 Restricted and Illicit Drugs and in consultation with students, parents/guardians, the school council and staff.
- 3.2 Each principal shall make copies of the School Code of Student Conduct available to students, parents/guardians and staff.
- 3.3 Schools shall review the School Code of Student Conduct with students at regular intervals.
- 3.4 A school code of student conduct shall include:
  - 3.4.1 expectations for student behavior;
  - 3.4.2 a range of specific corrective measures that will be taken when students are found responsible for unacceptable behaviour;
  - 3.4.3 provisions regarding safety and security offenses;
  - 3.4.4 any other matter which the principal deems necessary.
- 3.5 Students will be held responsible and accountable to Sturgeon School Division and its agents for their behaviour and conduct:
  - 3.5.1 during involvement in school sponsored or related activities;

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References:	<i>Policy:</i> <i>Policy</i>  <i>Policy</i> <i>Policy</i> <i>Board Regulation:</i> <i>School Act:</i>	<i>B/1/3 – Committees of the Board (B/1/3b Discipline Committee)</i> <i>F/IV/2 – <del>Restricted and Illicit Drugs</del> Illicit, Prohibited and Restricted Substances</i>  <i>F/IV/5 – Student Suspensions and Expulsions</i> <i>F/IV/7 – Student Conduct</i> <i>Education 2 – Student Suspensions and Expulsions</i> <i>Sections 24 and 25</i>
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# STUDENT SERVICES 8 – Student Conduct

Date: Jan. 12, 2010 Revised: Mar. 14, 2016 Responsible Administrator: Associate Superintendent Ed. Services

- 3.5.2 on school board property;
  - 3.5.3 during any recess or lunch periods;
  - 3.5.4 on division leased, sanctioned or owned vehicles used for the transportation of students to and from school and school activities;
  - 3.5.5 beyond the hours of school operation if that behaviour or conduct has a connection back to the school and a demonstrated detrimental impact on the welfare of individual students.
- 3.6 Students and their parents/guardians, when applicable, are accountable for:
- 3.6.1 school attendance and punctuality;
  - 3.6.2 student work habits including completion of assignments and homework;
  - 3.6.3 proper use of textbooks, equipment, and property of theirs, others and the school;
  - 3.6.4 treating others with dignity and respect;
  - 3.6.5 full cooperation with school authority and personnel authorized to provide educational programs and other services throughout the school day and during all school sponsored activities and beyond the hours of school operation if that behavior or conduct has a connection back to the school and a demonstrated detrimental impact on the welfare of individual students.
- 3.7 Consequences including intervention, suspension and/or recommendation for expulsion, from school or bus, depending on individual circumstances, may be imposed when a student fails to meet the expectations for student conduct articulated in the School Code of Conduct and/or *School Act* (Suspensions 24: 1(a) or (b)). Some examples of unacceptable behaviours include but are not limited to:
- 3.7.1 conduct which verbally, physically or emotionally threatens the safety of students or staff;

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References:	<i>Policy:</i> <i>Policy</i>  <i>Policy</i> <i>Policy</i> <i>Board Regulation:</i> <i>School Act:</i>	<i>B/I/3 – Committees of the Board (B/I/3b Discipline Committee)</i> <i>F/IV/2 – <del>Restricted and Illicit Drugs</del> Illicit, Prohibited and Restricted Substances</i>  <i>F/IV/5 – Student Suspensions and Expulsions</i> <i>F/IV/7 – Student Conduct</i> <i>Education 2 – Student Suspensions and Expulsions</i> <i>Sections 24 and 25</i>
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## STUDENT SERVICES 8 – Student Conduct

Date: Jan. 12, 2010 Revised: Mar. 14, 2016 Responsible Administrator: Associate Superintendent Ed. Services

- 3.7.2 conduct which demonstrates disrespect for ethnic, racial, religious and sexual diversity
  - 3.7.3 possession of a weapon, or anything used, or intended for use in causing injury to any person, or for the purposes of threatening or intimidating any person;
  - 3.7.4 assault;
  - 3.7.5 possession, distribution or use of illegal drugs, alcohol, inhalants or any other illicit substances in school or on school property;
  - 3.7.6 willful damage to school or other's property;
  - 3.7.7 discrimination or harassment;
  - 3.7.8 participating in or contributing to cyber bullying;
  - 3.7.9 participating in, or contributing to frothing or hazing activities;
  - 3.7.10 extortion;
  - 3.7.11 disruptive behaviour, willful disobedience or defiance of authority;
  - 3.7.12 interference with the orderly conduct of classes and school activities;
  - 3.7.13 tampering with items such as fire alarms, or safety equipment;
  - 3.7.14 criminal activity;
  - 3.7.15 bystander encouragement or involvement in instigating or escalating aggressive behaviour (e.g. taunting, fighting).
- 3.8 When disciplining a student, a teacher or principal will consider:

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References:	<i>Policy:</i>	<i>B/1/3 – Committees of the Board (B/1/3b Discipline Committee)</i>
	<i>Policy</i>	<i>F/1V/2 – <del>Restricted and Illicit Drugs</del> Illicit, Prohibited and Restricted Substances</i>
	<i>Policy</i>	<i>F/1V/5 – Student Suspensions and Expulsions</i>
	<i>Policy</i>	<i>F/1V/7 – Student Conduct</i>
	<i>Board Regulation:</i>	<i>Education 2 – Student Suspensions and Expulsions</i>
	<i>School Act:</i>	<i>Sections 24 and 25</i>



## STUDENT SERVICES 8 – Student Conduct

Date: Jan. 12, 2010 Revised: Mar. 14, 2016 Responsible Administrator: Associate Superintendent Ed. Services

- 3.8.1 whether the student has failed to comply with the *School Act*, Division Code of Conduct or with the School Code of Student Conduct;
  - 3.8.2 the effect of the student’s behaviour upon other students, the staff, the school and the community;
  - 3.8.3 the nature of the action or incident that calls for disciplinary measures;
  - 3.8.4 informing; and/or consulting with the student’s parents/guardians when it is warranted;
  - 3.8.5 the student’s previous conduct;
  - 3.8.6 the student’s unique circumstances (age, maturity, extenuating circumstances);
  - 3.8.7 the impact of proposed action on the student’s future behaviour;
  - 3.8.8 any other information the teacher or principal considers appropriate or relevant;
  - 3.8.9 whether the student’s conduct is injurious to the physical or mental well being of others in the school.
- 3.9 Each teacher or principal will ensure that appropriate documentation procedures are employed to record disciplinary actions.
- 3.10 As per Section 20 (f) of the School Act, the principal or designate has the responsibility for and the authority to establish and maintain appropriate procedures conducive to an acceptable standard of student discipline.

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References:	<i>Policy:</i>	<i>B/I/3 – Committees of the Board (B/I/3b Discipline Committee)</i>
	<i>Policy</i>	<i>F/IV/2 – <del>Restricted and Illicit Drugs</del> Illicit, Prohibited and Restricted Substances</i>
	<i>Policy</i>	<i>F/IV/5 – Student Suspensions and Expulsions</i>
	<i>Policy</i>	<i>F/IV/7 – Student Conduct</i>
	<i>Board Regulation:</i>	<i>Education 2 – Student Suspensions and Expulsions</i>
	<i>School Act:</i>	<i>Sections 24 and 25</i>



## Board Memorandum

Date: September 28, 2016  
To: Board of Trustees  
From: Ruth Kuik,  
Associate Superintendent, Education Services  
Subject: Safe Contact Cohort

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### **Background**

In school year 2015/16, the Board of Trustees established policies D/III/1 - Equity, Diversity, Inclusion and Human Rights and D/III/2 - Sexual Orientation, Gender Identity and Gender Expression. The related administrative practices Education Services 23 and 24 were developed to support the policies.

Educational Services 24 requires that all schools identify a staff member to serve as a safe contact for sexual and gender minority students. To support the professional development needs of safe contact staff members, Sturgeon ATA Local and Sturgeon School Division will work in a joint partnership to plan and facilitate professional development. Attached is the proposal, initiated by the Sturgeon Local, defining the framework from which the Safe Contact Cohort will operate.

### **Recommendation:**

That the Board of Trustees receive as information the proposal with respect to the partnership between Sturgeon Local and Sturgeon School Division to support the professional development needs of safe contact staff members.

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## Sturgeon Teachers

ATA Local No. 27  
info@sturgeonteachers.ca  
(587) 985-3078

# Safe Contact Cohort

School Year 2016/17

Submitted by Sturgeon DEHR Committee

## OVERVIEW

With the recent achievements in adopting policy for our sexual and gender minority student population, it is now more important than ever to ensure the successful implementation of policy and practice. Sturgeon Teachers ATA Local applauds and respects Sturgeon School Division for their superior policies which demonstrate a high level of commitment to ensuring that Sturgeon Schools are safe, equitable and caring for all. Sturgeon Teachers ATA Local seeks to build upon a longstanding collaborative relationship with Sturgeon School Division, to establish a cohort of teachers at each school who will participate in a working group to support our sexual and gender minority students and staff.

## GOALS

1. Build capacity and competency to identify and build community supports for sexual and gender minority youth
2. Build capacity and competency within designated staff members in each school, to be able to respond to a number of topics including: gender diverse and sexual minority youth, coming out, community supports for families, community supports for transitioning.
3. Develop an awareness around policy implementation and teacher rights and responsibilities concerning Sexual and Gender Minority staff and students.

## SPECIFICATIONS

### Organization

Sturgeon Teachers ATA Local proposes the formation of a Steering Committee to oversee the planning, execution and review of the cohort. The committee composition should consist of 1-2 members of Sturgeon School Division Senior Administration as well as 1-2 members of Sturgeon Teachers ATA Local Executive. A number of other community organizations will be contracted, in addition to Sturgeon

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DEHR Committee members, to facilitate workshops to meet the other goals of the cohort. Wherever possible, the steering committee will seek free or lower costs to allow maximum benefit from budgeted dollars.

## Funding

The cost for this cohort will be covered primarily by Sturgeon ATA local with Sturgeon School Division supplementing 25% of the cost.

## Schedule

It is recommended for maximum benefit to Sturgeon Teachers that the cohort meet bi-monthly commencing in October for 1 half day (afternoon). A schedule will be created at the start of the school year.

## Details

### Steering Committee

A steering committee is necessary to select, evaluate and review the cohort program. Sturgeon Teachers proposes a Steering Committee to consist of:

- Sturgeon School Division Senior Administration Representative
- Sturgeon School Division Administrator
- Sturgeon School Division Counsellor
- Sturgeon ATA Local Executive Member
- Sturgeon ATA Local Diversity, Equity, and Human Rights Committee Chair

### Meeting Calendar

The Steering Committee will meet three times per year. At the beginning to finalize the plans for the cohort. Once during the year to review and make any necessary changes. Once the cohort program finishes for the year, the committee will meet and evaluate exit surveys to the program goals and make any necessary adjustments to the program for review.

The cohort will meet the second Thursday afternoon of every other month.

### Potential Topics

How to Establish a Gay-Straight Alliance

Addressing matters of sexuality in the classroom



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Legal and Ethical parameters for staff pertaining to SOGI

How to create a safe and caring environment for trans youth

Youth panel discussion

Sexual and Gender Minority Language

Working with Families and Parents

Early Childhood Gender Support

These topics will either be presented by community resource organizations or through workshops and materials researched and developed by the Diversity, Equity and Human Rights Committee.

### **Steering Committee Review**

At the close of the school year, a final review will be completed with both Safe Contacts, Counsellors and School Administrators participating to see any correlation to changes in school trends and cultures and the goals and activities of the cohort.

### **The Role of the Safe Contact Person**

The Safe Contact person would become a resource in each of the schools where teachers could access professional learning materials, find community support agency contact information in relation to SOGI questions and needs. The Safe Contact will also become familiar with the policies and administrative regulations of Sturgeon School Division and how they would apply to the classroom and school activities. Additionally, the safe contact will be able to provide brief presentations at staff meetings summarizing the current and relevant information from the cohort's professional development. The goal of the cohort is not to make Safe Contacts experts on all matters relating to sexual orientation and gender identity, but rather they will have more professional development and resources on a wider range of topics to be able to support staff and students. The position will not meet one-on-one with students in a counselling context, nor will the safe contact replace the role of the counsellor. They are ultimately an ally for students and a supportive and knowledgeable colleague for staff.

## **Appendix A: Potential Speakers / Community Resources**

### **Edmonton Public Schools**

Edmonton Public School Board has a Diversity Education Unit in their organization. The purpose of the unit is to "provide research-based professional learning, tools, resources and cultural awareness to

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schools to support narrowing the achievement gap for students who are English Language Learners (ELL), or who come from diverse backgrounds. The unit also focuses on engaging with community partners, provincially funded organizations and nonprofit groups who deliver programs to ELL and diverse students in schools.”

## **Institute of Sexual Minority Studies and Services**

(iSMSS) at The University of Alberta leads groundbreaking research that affects policy development, intervention, education and community outreach for sexual and gender minorities (SGM), nationally and globally. The institute has multiple programs including fYrefly in schools. There are a number of academic staff that could potentially teach a session to Sturgeon School Division.

## **ATA PRISM: Professionals Respecting Individual Sexual (and Gender) Minorities**

Alberta’s School Act was amended in 2015 to ensure that schools will be welcoming, caring, respectful and safe learning environments that respect diversity and nurture a sense of belonging and a positive sense of self. These amendments also provide students the opportunity to establish a gay-straight alliance, diversity club or anti bullying club that promotes equality and nondiscrimination. This workshop supports school leaders and teachers to understand the issues of gender and sexual minority individuals, develop strategies to build an inclusive school community (elementary and secondary) and establish and support the operation of a gay-straight alliance upon student request. Participants in this workshop will receive a copy of the recently published GSAs and QSAs in Alberta Schools: A Guide for Teachers or the PRISM Toolkit for Safe and Caring Discussions about Sexual and Gender Minorities (Elementary Edition). This workshop will be tailored to address the school context and goals of participants. (From ATA website)

## **Calgary Sexual Health Center**

The Calgary Sexual Health Center offers multiple Professional Development courses, one of which is The Enhancing Supports for LGBTQ. This contains a youth component of the program sees sexual and gender minority youth as a population which faces unique vulnerabilities as a result of their sexual or gender identities.



## Board Memorandum

Date: September 28, 2016  
To: Board of Trustees  
From: Committee of the Whole  
Subject: 2016-2017 Board of Trustees Committees and Representatives

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### **Background**

Attached you will find the 2016-2017 Board of Trustees Committees and Representatives directory passed at the August 24, 2016 Organizational Meeting.

### **Recommendation:**

That the Board of Trustees review the 2016-2017 Board of Trustees Committees and Representatives directory and amend as needed.

BOARD 9.5

# Committees/Representatives

SCHOOL DIVISION

**Chair:** Tracy Nowak  
Phone: 780-973-3113

**Vice Chair:** Shelley Porter  
Phone: 780-939-3730

2016/2017  
Amended September 14, 2016

## Trustee Membership of Committees

ATA Negotiations Committee  
Mr. Jewell, Mrs. Miller, Ms. Nowak  
(*Mr. Holmes*)

Committee of the Whole  
All Trustees with a quorum of four  
(*Dr. Dick, Mrs. Paulik*)

CUPE Negotiations Committee  
Mrs. Featherley, Mrs. Kohle, Mrs. Miller  
(*Mr. Holmes*)

Municipal Liaison Committee  
All Trustees with a quorum of three  
(Chair + 2 Trustees)  
(*Dr. Dick*)

Policy Advisory Committee - ATA  
Mr. Jewell, Mrs. Miller, Ms. Nowak  
(*Mr. Holmes*)

Policy Review Committee (CUPE)  
Mrs. Featherley, Mrs. Kohle, Mrs. Miller  
(*Mr. Holmes*)

## Trustee Committees

Advocacy Committee  
Mrs. Featherley, Mrs. Kohle  
(*Dr. Dick*)

Building and Maintenance Committee  
Mrs. Featherley, Ms. Nowak, Mrs. Porter  
(*Dr. Dick, Mrs. Paulik*)

Education Policy Committee  
Mrs. Featherley, Mrs. Kohle, Mrs. Miller  
(*Dr. Dick, Mrs. Kuitk*)

Finance & Human Resources Committee  
Mr. Jewell, Ms. Nowak, Mrs. Porter  
(*Dr. Dick, Mrs. Paulik, Mr. Holmes*)

Transportation Committee  
Mrs. Featherley, Mrs. Kohle  
(*Dr. Dick, Mrs. Paulik*)

## Board Representatives to Other Organizations

Alberta School Boards Association - Zone 2/3  
Alternate - Mrs. Porter

Morinville Rotary  
Mrs. Porter

Public School Boards Association of Alberta  
Mrs. Kohle; Alternate - Mrs. Miller

SCHS - School Council  
Alternate - Mrs. Featherley

Student Discipline Committee  
Trustees will rotate attendance (a quorum of three)  
(*Mrs. Kuitk*)

Community Services Advisory  
Mrs. Kohle

# Committees/Representatives

SCHOOL DIVISION

**Chair: Tracy Nowak**

Phone: 780-973-3113

**Vice Chair: Shelley Porter**

Phone: 780-939-3730

2016/2017

Amended August 30, 2016

## Trustee Membership of Committees

### ATA Negotiations Committee

Mr. Jewell, Mrs. Miller, Ms. Nowak  
(*Mr. Holmes*)

### Committee of the Whole

All Trustees with a quorum of four  
(*Dr. Dick, Mrs. Paulik*)

### CUPE Negotiations Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Miller  
(*Mr. Holmes*)

### Municipal Liaison Committee

All Trustees with a quorum of three  
(Chair + 2 Trustees)  
(*Dr. Dick*)

### Policy Advisory Committee - ATA

Mr. Jewell, Mrs. Miller, Ms. Nowak  
(*Mr. Holmes*)

### Policy Review Committee (CUPE)

Mrs. Featherley, Mrs. Kohle, Mrs. Miller  
(*Mr. Holmes*)

## Trustee Committees

### Advocacy Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Mychasiw  
(*Dr. Dick*)

### Building and Maintenance Committee

Mrs. Featherley, Ms. Nowak, Mrs. Porter  
(*Dr. Dick, Mrs. Paulik*)

### Education Policy Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Miller  
(*Dr. Dick, Mrs. Kuik*)

### Finance & Human Resources Committee

Mr. Jewell, Ms. Nowak, Mrs. Porter  
(*Dr. Dick, Mrs. Paulik, Mr. Holmes*)

### Transportation Committee

Mrs. Featherley, Mrs. Kohle, Mrs. Mychasiw  
(*Dr. Dick, Mrs. Paulik*)

## Board Representatives to Other Organizations

### Alberta School Boards Association - Zone 2/3

Mrs. Mychasiw; Alternate - Mrs. Porter

### Morinville Rotary

Mrs. Porter

### Public School Boards Association of Alberta

Mrs. Kohle; Alternate - Mrs. Miller

### SCHS - School Council

Mrs. Mychasiw; Alternate - Mrs. Featherley

### Student Discipline Committee

Trustees will rotate attendance (a quorum of three)  
(*Mrs. Kuik*)

### Community Services Advisory

Mrs. Kohle



# Board Memorandum

Date: September 28, 2016  
To: Board of Trustees  
From: Education Policy Committee  
Subject: Trustee Report Form

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## **Background**

Attached you will find a draft “Trustee Report” template.

It is proposed that Trustees will use this form to provide information to the Board with respect to meetings that they have attended.

It is proposed that this form be used for a three month pilot from October to December 2016; with a review in January, 2017.

## **Recommendation:**

That the Board of Trustees approve the use of the Trustee Report Form on a pilot basis, from October to December, 2016, with a review of the form in January, 2017.

BOARD 9.10



## Trustee Report

Name:

Meeting attended:  Date(s) of event:

Sessions attended:	Speaker:	Link:
1.		
2.		
3.		
4.		
5.		

Items that directly impact the Board:

- 1.
- 2.
- 3.
- 4.

Action items for Board follow up:

- 1.
- 2.

Quality of events and recommendations:

Future professional development: