



Board Meeting Agenda

April 26, 2017 – 4:30 p.m.

1. Call to Order

2. Approval of Agenda

2.1 Additions/Deletions to Agenda

2.2 Approval of Agenda

3. Appointments

4. Reading and Approving of Minutes

4.1 Amendment/Correction of Minutes

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

5. Presentations

5.1 K&E Programming Update
Mark Lockwood, Director of Curriculum and Instruction,
Sturgeon Public School Division

6. Reports from Senior Administration

7. Reports from Trustees and Standing Committees

- 7.1 Chair's Report
- 7.2 Trustees' Reports
- 7.3 Building
- 7.4 Finance & Human Resources
- 7.5 Education Policy
- 7.6 Advocacy
- 7.7 Transportation

8. Reports from Special Committees

- 8.1 Alberta School Boards Association Representative
- 8.2 Public School Boards Association of Alberta Representative

9. New Business

- 9.1 Policy B/I/3 – Committees of the Board
- 9.2 Policy G/I/1 – Alternate Learning Opportunities
- 9.3 Policy G/I/3 – English as a Second Language
- 9.4 Policy G/II/5 – Child Abuse and Neglect Prevention
- 9.5 Book Award: Rate/Class

9.6 Lease Agreement – Town of Morinville

9.7 Junior High Morning Exercises – Sturgeon Heights School
Request for Parent Input

9.8 Central Office Modernization Proposal

9.9 2017 – 2018 Transportation Budget Discussions

9.10 Monthly Financial Report

10. Unfinished Business

11. Notices of Motion

12. Information

13. Comment & Question Period

13.1 ATA; CUPE

13.2 Community Members

13.3 Media

14. Requests for Information

15. Adjournment



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

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

Roll Call

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

Call to Order

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

Approval of Agenda

#033/2017 – Moved by Mr. Jewell that the agenda be approved.

CARRIED 6/0

Appointments

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

Approval of Minutes

#034/2017 – Moved by Mrs. Kohle that the minutes of the Regular Meeting of February 22, 2017 be approved.

CARRIED 6/0

Presentations

Mrs. Nikki Woodford, Coordinator, Instructional Technology & Innovation, Sturgeon Public School Division, provided information with respect to Learning and Technology Policy Framework (LTPF).

Reports from Senior Administration

A verbal and written report was provided on behalf of Senior Administration.

Reports from Trustees and Standing Committees

Chair's Report

A verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Building

A verbal report was provided.

Finance & Human Resources

No report was provided.

Education Policy

A verbal report was provided.

Advocacy

A verbal report was provided.

Transportation

No report was provided.

Reports from Special Committees

Alberta School Boards Association Representative

A verbal report was provided.

Public School Boards Association of Alberta Representative

A verbal report was provided.

The meeting recessed at 6:00 pm for dinner.

The meeting resumed at 6:25 pm.

New Business

Policy D/II/9 – School Inclement Weather Policy

#035/2017 – Moved by Mr. Jewell that the Board of Trustees table Policy D/II/9 – School Inclement Weather Policy to the September Committee of the Whole meeting along with Policies D/II/2 – School Operation in an Emergency, G/II/8 – Crisis and Critical Incidents and I/3 – Inclement Weather.

CARRIED 6/0

Policy F/II/2 – Field Trips

#036/2017 – Moved by Mrs. Kohle that the Board of Trustees approve Policy F/II/2 – Field Trips.

CARRIED 6/0

Policy G/1/4 – Learning Support Services

#037/2017 – Moved by Mrs. Miller that the Board of Trustees approve Policy G/1/4 – Learning Support Services.

CARRIED 6/0

Policy H/1 – Video Surveillance Systems

#038/2017 – Moved by Mrs. Featherley that the Board of Trustees approve Policy H/1 – Video Surveillance Systems.

CARRIED 6/0

2018 – 2019 Capital Plan Priorities

#039/2017 – Moved by Ms. Nowak that the Board of Trustees approve the 2018 – 2019 Capital Plan Priorities for the 2018 – 2019 Government of Alberta year.

1. Modernization of Gibbons School
2. Modernization of Sturgeon Heights School
3. Modernization of Morinville Public School

CARRIED 6/0

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

#040/2017 – Moved by Mr. Jewell that the Board of Trustees approve the Joint Use Agreement with the Town of Redwater – Ochre Park School/Redwater School.

CARRIED 6/0

Monthly Financial Report

That the Board of Trustees receive as information the 6 Months Financial Report for 2016 – 2017 as of February 28, 2017.

Sponsorship of Alberta School Council Association Conference – Council Fees

#041/2017 – Moved by Mrs. Porter that the Board of Trustees approve the reimbursement fee to a maximum of \$350.00 per school for the Alberta School Council Association Conference.

CARRIED 6/0

Unfinished Business**Notices of Motion**

There were no Notices of Motion.

Information

Comment & Question Period

ATA; CUPE

No report was provided.

Community Members

Media

No report was provided.

Requests for Information

There were no requests for information.

#042/2017 – 7:35 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED 6/0

#043/2017 – 7:55 p.m. – Moved by Mr. Jewell that the Board go out of camera.

CARRIED 6/0

Close of Meeting

The Chair adjourned the meeting at 7:56 p.m.

Chair

Date

Secretary-Treasurer



Memorandum

Date: April 26, 2017
To: Public Board
From: Senior Administration
Subject: Seniors Report

Staff Recognition Ceremony

On May 19, 2017 we will be holding our annual Staff Recognition and Long Service Awards starting at 12:30 pm at the Italian Cultural Centre. As we have in the past, local dignitaries have been invited to participate in our celebrations.

We have many things to celebrate this year. There are 97 Long Service Awards and 4 retirees being honored. In addition, teachers new to the profession will also be recognized!

Our Staff Recognition and Long Service Awards is a unique event which is greatly appreciated by our staff. It is an exceptional opportunity to come together as a division, committed to excellence in education and service to students and we thank our Board of Trustees for the support they provide in honor of this undertaking.

Important dates

As the end of this school year quickly approaches, we are reminded of several important and exciting events organized for the coming months:

- May 8, 2017: Sturgeon Night of Music—Our yearly celebration of music and art is, once again, scheduled for the Winspear Theatre (musical performance beginning at 7:00 pm) and The Citadel Theatre (student art walk beginning at 5:00 pm)
- May 18, 2017: STEAM Games (9:00-3:15)—This day-long event being held at Redwater School will see teams of students from across the division (Grades 1-12) engaged in exciting activities focused on Science, Technology, Engineering, Arts and Math. As humans who have just landed on an alien planet they will be tasked to create a new and thriving city. As a result, the challenges they face will include:
 - Creating unique artifacts reminiscent of Earth.
 - Designing traffic navigation solutions.
 - Designing projectiles to safely help people cross a river.

BOARD 

- Creating a robot that can collect waste.
- May 20, 2017: Sturgeon Composite High School Graduation—This year's grad, which takes place at the Shaw Convention Centre, features the graduating ceremony in the early afternoon and the banquet during the evening. Once again, this promises to be another wonderful event.
- June 3, 2017: Redwater School Graduation—Redwater's Grade 12 students will be honored at their graduation which takes place at the school with the evening banquet being held at Pembina Place in Redwater at 6:00 pm
- June 16, 2017: Our two Learning Centres will celebrate their graduating students' accomplishments with a ceremony and dinner being held at The Cajun House, St. Albert at 6:00 pm.

In addition to these memorable activities, each of our schools will also be holding Awards Ceremonies, Grade 9 Grads and many other events designed to honor our students' numerous achievements and successes.



Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy B/I/3 – Committees of the Board

Background:

At the April 12, 2-17 Committee of the Whole meeting Trustees reviewed Policy B/I/3 – Committees of the Board and forwarded it to this evening's Public Board meeting for further consideration.

Also attached for Trustee information is Policy B/I/3 – Committees of the Board with visible track changes.

Recommendation:

That Trustees approve Policy B/I/3 – Committees of the Board.



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

1.0 POLICY

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

2.0 GUIDELINES

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

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



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: COMMITTEE OF THE WHOLE **B/I/3a**

Committee Powers: To make recommendations to the Board regarding revisions to existing Board policy and regulation and the development of new policy and regulations.

To review any matters relating to the operation of the Board.

Committee Terms of Reference

1. Membership: All trustees with a quorum of four. Chair of the Board or designate chairs the meeting.
2. Voting Privileges: All Committee members may vote.
3. Administrator Assigned: Superintendent of Schools
4. Record of Proceedings of Committee Meetings: Kept by Secretary Treasurer and reviewed by the Committee at its next meeting. Proceedings circulated to all trustees.
5. Meetings: Second Wednesday of each month:
 - 4:30 p.m. closed to the public
 - 6:00 p.m. open to the public

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: School Act: 66 (1)

Draft w/ Track Changes Apr 12 2017



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: ATA NEGOTIATIONS COMMITTEE **B/I/3c**

Committee Powers: To negotiate on the Board's behalf with representatives of the Alberta Teachers' Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

To sign and recommend to the Board a Memorandum of Agreement between the parties.

Committee Terms of Reference

1. Membership: Three trustees, **with a quorum of two**, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Human Resources and Leadership Support.
4. Record of Proceedings of Committee Meetings: Each party to negotiations maintains its own record. The Associate Superintendent, Human Resources and Leadership Support will ensure matters on which agreement has been reached are properly recorded.
5. Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

Committee Authority

1. This Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: *School Act: Section 119*
Labor Relations Code: Section 21
Employment Standards Code: Sections 3 and 4
A.T.A. Collective Agreement: Article 3



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: C.U.P.E. NEGOTIATIONS COMMITTEE **B/I/3d**

Committee Powers: To negotiate on the Board’s behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

To sign and recommend to the Board a Memorandum of Agreement between the parties.

Committee Terms of Reference

1. **Membership:** Three trustees, **with a quorum of two**, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Associate Superintendent, Human Resources Leadership Support.
4. **Record of Proceedings of Committee Meetings:** Each party involved in negotiations maintains its own record. The Associate Superintendent, Human Resources and Leadership Support records matters on which agreement has been reached.
5. **Meetings:** Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
6. **Reporting:** The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

Committee Authority

1. The Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: *School Act: Section 119*
Labor Relations Code: Section 21
Employment Standards Code: Sections 3 and 4
C.U.P.E. Collective Agreement: Article 2



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: POLICY ADVISORY COMMITTEE **B/I/3e**

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

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

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

Committee Terms of Reference

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

Committee Authority

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

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



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: **LABOUR MANAGEMENT COMMITTEE** **B/I/3f**

Committee Powers: To meet with representatives of Sturgeon staff included in the C.U.P.E. contract.

To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.

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

Committee Terms of Reference

1. Membership: Three trustees, **with a quorum of two**. The Chair is one of the Board representatives.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Human Resources and Leadership Support.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources and Leadership Support. Minutes circulated to all Committee members, all trustees, the President of C.U.P.E. and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to the provisions of the Collective Agreement between the Board and C.U.P.E

References: *Policy B/IV/2 Board Staff Communication*
 School Act: Section 119
 C.U.P.E. Agreement: Article 23



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: BUILDINGS COMMITTEE B/I/3g

- Committee Powers:**
1. To set the agenda for the Committee.
 2. To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board's real property referred to it by the Board; as well as to the reviews and make recommendation to the Board on the division's Capital Plan and Modular requests
 3. To participate in final inspections of facilities constructed for the Board.
 4. In division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
 5. In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
 6. To recommend policies affecting buildings to the Board.
 7. To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

Committee Terms of Reference

1. **Membership:** Three trustees, **with a quorum of two**, elected by the Board at the Annual Organizational Meeting of the Board.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Secretary-Treasurer or designate.
4. **Record of Proceedings of Committee Meetings:** Kept by the Secretary-Treasurer or designate and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. **Meetings:** Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. **Reporting:** The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: EDUCATION POLICY COMMITTEE B/I/3h

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

Committee Terms of Reference

1. Membership: Three trustees, **with a quorum of two**, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Education Services or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Education Services and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: School Act: 61 (1) (b)



Committee Name: FINANCE & HUMAN RESOURCES COMMITTEE B/I/3i

Committee Powers: To set the agenda for the Committee.

To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to division and trustee priorities.

To make recommendations to the Superintendent regarding matters related to the division budget.

To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.

To make recommendations to the Board regarding matters related to the division budget.

To make recommendations to Human Resources regarding matters related to the division budget.

Committee Terms of Reference

1. Membership: Three trustees, **with a quorum of two**, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Secretary Treasurer and/or Associate Superintendent Human Resources and Leadership Support.
4. Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Minutes circulated to all Committee members, all trustees, Associate Superintendent and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: TRANSPORTATION COMMITTEE

B/I/3j

Committee Powers: To set the agenda for the Committee.

To review and make recommendations to the Board on matters related to the transportation of Sturgeon School Division students.

To recommend and review policies dealing with transportation.

To liaise with bus contractors on governance matters.

Committee Terms of Reference

1. Membership: Three trustees, **with a quorum of two**, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Secretary-Treasurer or designate and approved at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: ADVOCACY COMMITTEE

B/I/3k

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees

To recommend and review policies related to advocacy.

To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board’s work Plan.

To undertake Ad hoc Committee work relative to ASBA and PSBAA.

Committee Terms of Reference

1. Membership: Three trustees, **with a quorum of two**, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: All Committee members may vote.
3. Administrator Assigned: Superintendent of Schools.
4. Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



1.0 POLICY

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

2.0 GUIDELINES

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

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



Committee Name: COMMITTEE OF THE WHOLE

B/I/3a

Committee Powers: To make recommendations to the Board regarding revisions to existing Board policy and regulation and the development of new policy and regulations.

To review any matters relating to the operation of the Board.

Committee Terms of Reference

1. Membership: All trustees with a quorum of four. Chair of the Board or designate chairs the meeting-
2. Voting Privileges: All Committee members may vote.
3. Administrator Assigned: Superintendent of Schools
4. Record of Proceedings of Committee Meetings: Kept by Secretary Treasurer and reviewed by the Committee at its next meeting. Proceedings circulated to all trustees.
5. Meetings: Second Wednesday of each month:
 - 4:30 p.m. closed to the public
 - 6:00 p.m. open to the public

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 66 (1)*



Committee Name: C.U.P.E. NEGOTIATIONS COMMITTEE **B/I/3d**

Committee Powers: To negotiate on the Board’s behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

To sign and recommend to the Board a Memorandum of Agreement between the parties.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Human Resources Leadership Support.
4. Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Associate Superintendent, Human Resources and Leadership Support records matters on which agreement has been reached.
5. Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

Committee Authority

1. The Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: *School Act: Section 119*
Labor Relations Code: Section 21
Employment Standards Code: Sections 3 and 4
C.U.P.E. Collective Agreement: Article 2



Committee Name: **LABOUR MANAGEMENT COMMITTEE** **B/I/3f**

Committee Powers: To meet with representatives of Sturgeon staff included in the C.U.P.E. contract.

To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.

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

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two. The Chair is one of the Board representatives.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Human Resources and Leadership Support.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources and Leadership Support. Minutes circulated to all Committee members, all trustees, the President of C.U.P.E. and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to the provisions of the Collective Agreement between the Board and C.U.P.E

References: *Policy B/IV/2 Board Staff Communication*
 School Act: Section 119
 C.U.P.E. Agreement: Article 23



Committee Name: BUILDINGS COMMITTEE **B/I/3g**

- Committee Powers:**
1. To set the agenda for the Committee.
 2. To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board’s real property referred to it by the Board; as well as to the reviews and make recommendation to the Board on the division’s Capital Plan and Modular requests
 3. To participate in final inspections of facilities constructed for the Board.
 4. In division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
 5. In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
 6. To recommend policies affecting buildings to the Board.
 7. To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Secretary-Treasurer or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Secretary-Treasurer or designate and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: **EDUCATION POLICY COMMITTEE** **B/I/3h**

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

Committee Terms of Reference

1. Membership: Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Education Services or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Education Services and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: FINANCE & HUMAN RESOURCES COMMITTEE B/I/3i

Committee Powers: To set the agenda for the Committee.

To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to division and trustee priorities.

To make recommendations to the Superintendent regarding matters related to the division budget.

To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.

To make recommendations to the Board regarding matters related to the division budget.

To make recommendations to Human Resources regarding matters related to the division budget.

Committee Terms of Reference

1. **Membership:** Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Secretary Treasurer and/or Associate Superintendent Human Resources and Leadership Support.
4. **Record of Proceedings of Committee Meetings:** Kept by the assigned administrator and approved at its next meeting. Minutes circulated to all Committee members, all trustees, Associate Superintendent and the Superintendent.
5. **Meetings:** Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. **Reporting:** The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: TRANSPORTATION COMMITTEE

B/I/3j

Committee Powers: To set the agenda for the Committee.

To review and make recommendations to the Board on matters related to the transportation of Sturgeon School Division students.

To recommend and review policies dealing with transportation.

To liaise with bus contractors on governance matters.

Committee Terms of Reference

1. **Membership:** Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Superintendent or designate.
4. **Record of Proceedings of Committee Meetings:** Kept by the Secretary-Treasurer or designate and approved at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. **Meetings:** Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. **Reporting:** The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: ADVOCACY COMMITTEE

B/I/3k

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees

To recommend and review policies related to advocacy.

To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work Plan.

To undertake Ad hoc Committee work relative to ASBA and PSBAA.

Committee Terms of Reference

1. **Membership:** Three trustees, with a quorum of two, elected by the Board at the Annual Organizational Meeting of the Board.
2. **Voting Privileges:** All Committee members may vote.
3. **Administrator Assigned:** Superintendent of Schools.
4. **Record of Proceedings of Committee Meetings:** Kept by the Superintendent and reviewed by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. **Meetings:** Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are open to the public.
6. **Reporting:** The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



1.0 POLICY

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

2.0 GUIDELINES

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

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



Committee Name: COMMITTEE OF THE WHOLE

B/I/3a

Committee Powers: To make recommendations to the Board regarding revisions to existing Board policy and regulation and the development of new policy and regulations.

To review any matters relating to the operation of the Board.

Committee Terms of Reference

1. Membership: All trustees with a quorum of four. Chair of the Board or designate chairs the meeting-
2. Voting Privileges: All Committee members may vote.
3. Administrator Assigned: Superintendent of Schools
4. Record of Proceedings of Committee Meetings: Kept by Secretary Treasurer and reviewed by the Committee at its next meeting. Proceedings circulated to all trustees.
5. Meetings: Second Wednesday of each month:
 - 4:30 p.m. closed to the public
 - 6:00 p.m. open to the public

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 66 (1)*



Committee Name: STUDENT DISCIPLINE COMMITTEE

B/I/3b

Committee Powers: To conduct hearings and expel or reinstate a student following a recommendation from a school principal for a student who has been suspended for a period greater than five days in accordance with Section 24 (6-9) and 25 (1-4) of the School Act.

Committee Terms of Reference

1. Membership: Three trustees excluding the Trustee from the student's designated ward. The local trustee shall be provided notification of students from his/her area and may attend but only as an observer. Chair elected by the Committee.
2. Voting Privileges: All members of the Committee may have the right to vote except in the case of a trustee acting as an observer.
3. Administrator Assigned: Associate Superintendent, Education Services.
4. Record of Proceedings of Committee Meetings: Kept by the Executive Assistant, Education Services.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public and are held "in camera".
6. Reporting: The Board shall be provided with a yearly report.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: ATA NEGOTIATIONS COMMITTEE **B/I/3c**

Committee Powers: To negotiate on the Board’s behalf with representatives of the Alberta Teachers’ Association on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

To sign and recommend to the Board a Memorandum of Agreement between the parties.

Committee Terms of Reference

1. **Membership:** Three trustees elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Associate Superintendent, Human Resources and Leadership Support.
4. **Record of Proceedings of Committee Meetings:** Each party to negotiations maintains its own record. The Associate Superintendent, Human Resources and Leadership Support will ensure matters on which agreement has been reached are properly recorded.
5. **Meetings:** Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
6. **Reporting:** The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

Committee Authority

1. This Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: *School Act: Section 119*
Labor Relations Code: Section 21
Employment Standards Code: Sections 3 and 4
A.T.A. Collective Agreement: Article 3



EFFECTIVE: September 7, 1983

REVISED: February 23, 2016

REVIEW: 2017-2018

Committee Name: C.U.P.E. NEGOTIATIONS COMMITTEE **B/I/3d**

Committee Powers: To negotiate on the Board’s behalf with representatives of C.U.P.E. on any matters pertaining to the adoption of a new Collective Agreement or changes to an existing Collective Agreement.

To sign and recommend to the Board a Memorandum of Agreement between the parties.

Committee Terms of Reference

1. Membership: Three trustees elected at the Annual Organizational Meeting of the Board. Chair elected by the Committee.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Human Resources Leadership Support.
4. Record of Proceedings of Committee Meetings: Each party involved in negotiations maintains its own record. The Associate Superintendent, Human Resources and Leadership Support records matters on which agreement has been reached.
5. Meetings: Held at the call of either party. The first meeting to be held in accordance with the Labour Relations Act. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board periodically during the course of negotiations and will ultimately bring to the Board, for ratification, the negotiated Collective Agreement.

Committee Authority

1. The Committee is established pursuant to the School Act and pursuant to the Labour Relations Code and the Employment Standards Code.

References: *School Act: Section 119*
Labor Relations Code: Section 21
Employment Standards Code: Sections 3 and 4
C.U.P.E. Collective Agreement: Article 2



Committee Name: POLICY ADVISORY COMMITTEE

B/I/3e

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

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

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

Committee Terms of Reference

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

Committee Authority

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

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



Committee Name: **LABOUR MANAGEMENT COMMITTEE** **B/I/3f**

Committee Powers: To meet with representatives of Sturgeon staff included in the C.U.P.E. contract.

To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, requests for changes to Board policy and regulations requested by C.U.P.E. and matters pertaining to the administration of the collective agreement referred by either party.

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

Committee Terms of Reference

1. Membership: Three trustees. The Chair is one of the Board representatives.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent, Human Resources and Leadership Support.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent, Human Resources and Leadership Support. Minutes circulated to all Committee members, all trustees, the President of C.U.P.E. and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to the provisions of the Collective Agreement between the Board and C.U.P.E

References: *Policy B/IV/2 Board Staff Communication*
 School Act: Section 119
 C.U.P.E. Agreement: Article 23



Committee Name: BUILDINGS COMMITTEE **B/I/3g**

- Committee Powers:**
1. To set the agenda for the Committee.
 2. To review and make recommendations to the Board on any matters pertaining to the maintenance of the Board’s real property referred to it by the Board; as well as to the reviews and make recommendation to the Board on the division’s Capital Plan and Modular requests
 3. To participate in final inspections of facilities constructed for the Board.
 4. In division managed projects, to open tenders and make recommendations to the Board regarding the awarding of construction contracts.
 5. In government managed projects to participate in the review of tenders and development of recommendations regarding the awarding of construction contracts.
 6. To recommend policies affecting buildings to the Board.
 7. To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

Committee Terms of Reference

1. Membership: Three trustees elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Secretary-Treasurer or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Secretary-Treasurer or designate and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are closed to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: EDUCATION POLICY COMMITTEE B/I/3h

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding revisions to existing Board policy and the development of new policy.

Committee Terms of Reference

1. **Membership:** Three trustees elected by the Board at the Annual Organizational Meeting of the Board.
2. **Voting Privileges:** Only Committee members may vote.
3. **Administrator Assigned:** Associate Superintendent, Education Services or designate.
4. **Record of Proceedings of Committee Meetings:** Kept by the Associate Superintendent, Education Services and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. **Meetings:** Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. **Reporting:** The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: FINANCE & HUMAN RESOURCES COMMITTEE B/I/3i

Committee Powers: To set the agenda for the Committee.

To review and discuss the proposed budget priorities and three year plans for schools and sites and how these relate to division and trustee priorities.

To make recommendations to the Superintendent regarding matters related to the division budget.

To make recommendations to the Board regarding the evaluation and compensation of the Superintendent.

To make recommendations to the Board regarding matters related to the division budget.

To make recommendations to Human Resources regarding matters related to the division budget.

Committee Terms of Reference

1. Membership: Three trustees elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Secretary Treasurer and/or Associate Superintendent Human Resources and Leadership Support.
4. Record of Proceedings of Committee Meetings: Kept by the assigned administrator and approved at its next meeting. Minutes circulated to all Committee members, all trustees, Associate Superintendent and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: TRANSPORTATION COMMITTEE

B/I/3j

Committee Powers: To set the agenda for the Committee.

To review and make recommendations to the Board on matters related to the transportation of Sturgeon School Division students.

To recommend and review policies dealing with transportation.

To liaise with bus contractors on governance matters.

Committee Terms of Reference

1. Membership: Three trustees elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Secretary-Treasurer or designate and approved at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Committee Name: ADVOCACY COMMITTEE

B/I/3k

Committee Powers: To set the agenda for the Committee.

To make recommendations to the Board regarding the advocacy priorities and strategies to be undertaken by the Board of Trustees

To recommend and review policies related to advocacy.

To make recommendations to the Board regarding the inclusion of advocacy related priorities and strategies to the Board's work Plan.

To undertake Ad hoc Committee work relative to ASBA and PSBAA.

Committee Terms of Reference

1. Membership: Three trustees elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: All Committee members may vote.
3. Administrator Assigned: Superintendent of Schools.
4. Record of Proceedings of Committee Meetings: Kept by the Superintendent and reviewed by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. Meetings: Held at the call of the Chair and/or administrator assigned, where applicable. Meetings are open to the public.
6. Reporting: The Committee Chair will report to the Board.

Committee Authority

1. This Committee is established pursuant to Section 61(1)(b) of the School Act.

References: *School Act: 61 (1) (b)*



Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy G/I/1 – Alternate Learning Opportunities

Background

At the April 12, 2017 Committee of the Whole meeting Trustees reviewed Policy G/I/1 – Alternate Learning Opportunities and forwarded it to this evening's Public Board meeting.

Associated Admin Practice Student Services 16 – Alternate Learning Opportunities is also attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy G/I/1 – Alternate Learning Opportunities.



1.0 POLICY

- 1.1 The mandate of Sturgeon School Division is to provide programming that meets the educational needs of resident students as outlined in the School Act.
- 1.2 The Board recognizes that while the instructional needs for most students are accommodated within the Division’s schools, the learning needs of some students may be provided in an alternate learning environment or program.

Revised Draft

References: *Board Policies:* D//6 – Appeals
D//4 – Non-Resident Students
I/1 – Student Transportation Services
I/8 – Non-Resident Student Transportation

Board Regulation: Administration 2 – Appeal

Admin Practice(s): Administration 8 – Non-Resident Students
Administration 19 – Appeal
SS 16 – Alternate Learning Opportunities

School Act: Sections 8, 42, 44, 273



1.0 POLICY

- 1.1 The mandate of Sturgeon School Division is to provide programs that meet the educational needs of resident students as outlined in the School Act.
- 1.2 The Board believes that while the instructional needs for most students are accommodated within the Division's schools, the learning needs of some students may be provided in an alternate learning environment or program.

2.0 GUIDELINES

- 2.1 The Board delegates to the Superintendent the responsibility of establishing and monitoring operational procedures to provide alternate learning opportunities when required.
- 2.2 Parents will be provided with information regarding the Board's appeal process.

References: Admin Practice(s): SS 16 – Alternate Learning Opportunities



STUDENT SERVICES 16 – Alternate Learning Opportunities

Date: Nov. 22, 2011

Revised: February 21, 2017

Responsible Administrator:
Associate Superintendent, Education Services

1.0 RATIONALE

Decisions regarding student placement shall involve the parent/guardian and student, teacher, the school principal or the Director, Learning Support, and shall consider, but not be limited to, the following:

- 1.1 Programming needs of the student;
- 1.2 Programming options available, and
- 1.3 Student and parent/guardian preferences.

2.0 PROCESS

The Associate Superintendent is delegated the responsibility of maintaining this Administrative Practice.

3.0 GUIDELINES

- 3.1 Every placement decision must be directed toward the educational interest of the student and must consider the impact of the decision on the total population of students served, as well as the availability of resources.
- 3.2 Relevant educational, psychological and medical documentation will be used in a determination of the programming needs of the student.
- 3.3 Resident Students
 - 3.3.1 Principals shall ensure that resident status is established at the time of enrolment of all students.

References:	<i>Board Policies:</i> <i>D/1/6 – Appeals</i> <i>D/1/4 – Non-Resident Students</i> <i>G/1/1 – Alternate Learning Opportunities</i> <i>I/1 – Student Transportation Services</i> <i>I/8 – Non-Resident Student Transportation</i>
	<i>Board Regulation:</i> <i>Administration 2 – Appeal</i>
	<i>Admin Practices:</i> <i>Administration 8 – Non-Resident Students</i> <i>Administration 19 - Appeal</i>
	<i>School Act:</i> <i>Sections: 8, 42, 44, 273</i>



STUDENT SERVICES 16 – Alternate Learning Opportunities

Date: Nov. 22, 2011

Revised: February 21, 2017

Responsible Administrator:

Associate Superintendent, Education Services

- 3.3.2 Principals shall ensure that appropriate assessments are available prior to admission at the school level.
- 3.3.3 If a parent/guardian requests an alternative placement in the school or division, the resident principal shall, where appropriate for the student’s educational program, assist them to find a suitable alternative placement.
- 3.3.4 The resident principal shall ensure that the parent/guardian is aware that transportation is the responsibility of the parent/guardian when a placement is selected outside of attendance boundaries.
 - 3.3.4.1 If there is space on an existing bus and route, requests for transportation may be considered.
- 3.3.5 If parent(s)/guardian(s) request an alternative school placement for a student with identified needs, the Director, Learning Support shall, where appropriate for the student’s educational program, assist them to find a suitable alternative.
- 3.3.6 The Director, Learning Support shall ensure that the parent/guardian is aware that, unless directed by the Director, Learning Support to attend a program of need, transportation is the responsibility of the parent/guardian when a placement is selected outside of the attendance boundary.
 - 3.3.6.1 If there is space on an existing bus and route, requests for transportation may be considered.
- 3.3.7 If the resident principal is considering a change of placement for a student which involves a change of program or school, the principal shall ensure that:
 - 3.3.7.1 Prior to making a decision, discussions are held with the parent/guardian, teacher, student and the receiving principal about an alternate school placement regarding the rationale for the change and the placement options which are available.

References:

<i>Board Policies:</i>	<i>D//6 – Appeals</i>
	<i>D//4 – Non-Resident Students</i>
	<i>G//1 – Alternate Learning Opportunities</i>
	<i>I/1 – Student Transportation Services</i>
	<i>I/8 – Non-Resident Student Transportation</i>
<i>Board Regulation:</i>	<i>Administration 2 – Appeal</i>
<i>Admin Practices:</i>	<i>Administration 8 – Non-Resident Students</i>
	<i>Administration 19 - Appeal</i>
<i>School Act:</i>	<i>Sections: 8, 42, 44, 273</i>



STUDENT SERVICES 16 – Alternate Learning Opportunities

Date: Nov. 22, 2011

Revised: February 21, 2017

Responsible Administrator:
Associate Superintendent, Education Services

- 3.3.8 If the resident principal is considering a change of programming for a student with identified needs, which involves a change of school, the principal, in partnership with the Director, Learning Support, shall ensure that:
 - 3.3.8.1 Prior to making a decision, discussions are held with parent/guardian, student and the receiving school principal regarding the rationale for the change of programming and the placement options which are available; and
 - 3.3.8.2 When a change of placement is being considered for the subsequent school year, these discussions shall be held as soon as possible.
- 3.3.9 A parent/guardian seeking a placement that is out of their attendance boundary will be accepted into Division schools provided the space and resources to serve student needs are available at the school level.
 - 3.3.9.1 Transportation is the responsibility of the parent/guardian. If there is space on an existing bus and route, requests for transportation may be considered.
- 3.3.10 If the Division does not offer programming which the Division deems necessary to meet a student’s learning requirements, the Division shall sponsor the student in an out-of-division placement.
- 3.3.11 Prior to a decision for out-of-division placement, there shall be a review of:
 - 3.3.11.1 The student’s programming needs; and
 - 3.3.11.2 Placement options available within the Division.
- 3.3.12 The Director, Learning Support shall be responsible for approving an out-of-division placement. Requests for out-of-division placements initiated by the parent/guardian shall be directed, in writing, to the Director, Learning Support.

References:

<i>Board Policies:</i>	<i>D//6 – Appeals</i>
	<i>D//4 – Non-Resident Students</i>
	<i>G//1 – Alternate Learning Opportunities</i>
	<i>I/1 – Student Transportation Services</i>
	<i>I/8 – Non-Resident Student Transportation</i>
<i>Board Regulation:</i>	<i>Administration 2 – Appeal</i>
<i>Admin Practices:</i>	<i>Administration 8 – Non-Resident Students</i>
	<i>Administration 19 – Appeal</i>
<i>School Act:</i>	<i>Sections: 8, 42, 44, 273</i>



STUDENT SERVICES 16 – Alternate Learning Opportunities

Date: Nov. 22, 2011

Revised: February 21, 2017

Responsible Administrator:
Associate Superintendent, Education Services

- 3.3.13 Decisions relating to a request will be made within forty school days of receipt of the request.
- 3.3.14 Where a requested out-of-division placement is not approved, the Director, Learning Support shall advise the parent/guardian of appeal procedures.
- 3.3.15 If unable to resolve a dispute regarding placement, the Director, Learning Support shall direct the student to a placement; advise the parent/guardian in writing of the placement and of their right to appeal the placement, provide information on the process to be followed; and furnish the Superintendent with a written record of information pertinent to the decision and the disagreement.
- 3.3.16 Out-of-division placements shall be reviewed and approved on an annual basis. The Director, Learning Support shall communicate programming and placement decisions for the subsequent school year for a student placed out-of-division to parent/guardian no later than May 31.

3.4 Non-Resident Students

- 3.4.1 Parent(s)/guardian(s) of non-resident students seeking admission to Division schools shall complete a Division Registration Form to establish legal name, age, and citizenship. Under the School Act, Section 44, a student is a resident student of the board in which the student’s parent/guardian resides. Under the School Act, Section 273, residence is defined as a place where that person ordinarily lives and sleeps and when absent from the residence, that person intends to return.
- 3.4.2 Non-resident students may be accepted into Division schools provided the space and resources to serve student needs are available at the school level.
 - 3.4.2.1 Transportation is the responsibility of the parent/guardian. If there is space on an existing bus and route, requests for transportation may be considered.

References:	<i>Board Policies:</i> <i>D/1/6 – Appeals</i> <i>D/1/4 – Non-Resident Students</i> <i>G/1/1 – Alternate Learning Opportunities</i> <i>I/1 – Student Transportation Services</i> <i>I/8 – Non-Resident Student Transportation</i>
	<i>Board Regulation:</i> <i>Administration 2 – Appeal</i>
	<i>Admin Practices:</i> <i>Administration 8 – Non-Resident Students</i> <i>Administration 19 - Appeal</i>
	<i>School Act:</i> <i>Sections: 8, 42, 44, 273</i>



STUDENT SERVICES 16 – Alternate Learning Opportunities

Date: Nov. 22, 2011

Revised: February 21, 2017

Responsible Administrator:

Associate Superintendent, Education Services

- 3.4.3 For students who require additional services beyond the resources provided through Alberta Education funding, tuition fees will be charged on a cost recovery basis to the sending school jurisdiction.
- 3.4.4 Principals shall ensure that tuition fees are covered by a sponsorship letter or that suitable arrangements have been made for payment before students in the following categories can be admitted to Division schools:
 - 3.4.4.1 Students over the age of 19 as of September 1 in that school year;
 - 3.4.4.2 Foreign students (in Canada on a student visa and parent/guardian living outside of Canada);
 - 3.4.4.3 Students sponsored by Indigenous and Northern Affairs Canada (INAC) or resident students of a reserve;
 - 3.4.4.4 Students whose parent/guardian reside outside of Division boundaries.
- 3.4.5 Parent/guardian of students or independent students subject to a tuition fee shall obtain a letter of sponsorship for fees from the school jurisdiction or government agency responsible.
- 3.4.6 Non-resident student programming costs shall be determined annually by the Secretary Treasurer.
- 3.4.7 If the Division is unable to program to meet the needs of the student, then responsibility for programming falls back to the sending school jurisdiction.
- 3.4.8 If a non-resident student’s residency status changes to resident while in attendance at a Division school, the changes shall be recorded in the student record and tuition fees shall be refunded on a pro-rated basis.

References:

<i>Board Policies:</i>	<i>D//6 – Appeals</i>
	<i>D//4 – Non-Resident Students</i>
	<i>G//1 – Alternate Learning Opportunities</i>
	<i>I/1 – Student Transportation Services</i>
	<i>I/8 – Non-Resident Student Transportation</i>
<i>Board Regulation:</i>	<i>Administration 2 – Appeal</i>
<i>Admin Practices:</i>	<i>Administration 8 – Non-Resident Students</i>
	<i>Administration 19 - Appeal</i>
<i>School Act:</i>	<i>Sections: 8, 42, 44, 273</i>



STUDENT SERVICES 16 – Alternate Learning Opportunities

Date: Nov. 22, 2011

Revised: February 21, 2017

Responsible Administrator:

Associate Superintendent, Education Services

3.5 Mature Students

3.5.1 Students who turn 19 on or prior to September 1st, and are eligible for funding under the School Act Section 8(2)(a) will be served in our high schools when:

3.5.1.1 Resources (programs, classes and necessary supports) are available.

3.5.1.2 Normal transportation is available (or when transportation is provided by the student or parent/guardian).

3.5.1.3 The team of student, parent/guardian, principal and Director, Learning Support determines that a school placement is appropriate for the student turning 20 during the school year.

3.5.1.4 The final decision regarding placement rests with the Associate Superintendent, Education Services.

References:	<i>Board Policies:</i>	<i>D/1/6 – Appeals</i> <i>D/1/4 – Non-Resident Students</i> <i>G/1/1 – Alternate Learning Opportunities</i> <i>I/1 – Student Transportation Services</i> <i>I/8 – Non-Resident Student Transportation</i>
	<i>Board Regulation:</i>	<i>Administration 2 – Appeal</i>
	<i>Admin Practices:</i>	<i>Administration 8 – Non-Resident Students</i> <i>Administration 19 – Appeal</i>
	<i>School Act:</i>	<i>Sections: 8, 42, 44, 273</i>



Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy G/I/3 – English as a Second Language

Background

At the April 12, 2017 Committee of the Whole meeting Trustees reviewed Policy G/I/3 – English as a Second Language and forwarded it to this evening's Public Board meeting.

Associated Admin Practice Student Services 15 – English as a Second Language is also attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy G/I/3 – English as a Second Language.



1.0 POLICY

- 1.1 The Board recognizes its responsibility to provide support and instruction to English as a Second Language (ESL) students.

Revised Draft

References: *Admin Practice(s): SS 15 - English as a Second Language*
SS 16 - Alternate Learning Opportunities
SS 17 – Guidance and Counselling Services
Guide to Education ECS to Grade 12
School Act: Sections 8, 9, 18, 20, 39, 45, 60, 61, 113
Funding Manual for School Authorities



1.0 POLICY

- 1.1 The Board provides instructional programming for students who, require assistance in learning English as a Second Language.

- 1.2 English as a Second Language policies, guidelines and procedures shall be in keeping with the Policies, Guidelines and Procedures of Alberta Education.

References: *Admin Practice(s):* SS 15 - English as a Second Language
SS 16 - Alternate Learning Opportunities
SS 17 – Guidance and Counselling Services



STUDENT SERVICES 15 – English as a Second Language

Date: Oct. 23, 2011

Revised: January 30, 2017

Responsible Administrator: Associate Superintendent
Education Services

1.0 RATIONALE

Whenever a student from Canada or newly arrived in Canada requires English as a Second Language learning, programming will be provided.

2.0 PROCESS

2.1 The Associate Superintendent or designate will be responsible to maintain the process.

3.0 GUIDELINES

- 3.1 Provision of English as a Second Language services shall be determined by a student's language, communication and academic needs.
- 3.2 English as a Second Language programming for students may vary in length and intensity depending on the student's needs.
- 3.3 The Secretary Treasurer shall access the available funds from Alberta Education for English as a Second Language programming in the Division.
- 3.4 The principal shall ensure that school procedures are in place for receiving, assessing, placing, monitoring and evaluating English Language Learners, in accordance with Alberta Education's funding guidelines.
- 3.5 The principal shall advise the Director, Learning Support of the need for English as a Second Language programming in a school after the school staff have assessed the need for the program.
- 3.6 The principal shall ensure that students receiving English as a Second Language (ESL) supports and programming have a learning plan and this is communicated to parents/guardians.

References: *Board Policy: G//3 English as a Second Language*
Guide to Education ECS to Grade 12
School Act: Section 8, 9, 18, 20, 39, 45, 60, 61, 113
Funding Manual for School Authorities



Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Policy G/II/5 – Child Abuse and Neglect Prevention

Background

At the April 12, 2017 Committee of the Whole meeting Trustees reviewed Policy G/II/5 – Child Abuse and Neglect Prevention and forwarded it to this evening’s Public Board meeting.

Associated Admin Practices Student Services 6 – Agencies Interviewing Students at School and Student Services 10 – Child Abuse and Neglect Prevention are also attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy G/II/5 – Child Abuse and Neglect Prevention.



1.0 POLICY

- 1.1 The Board believes that children, as a matter of right, should be safe, secure and adequately cared for at home, at school and in the community.
- 1.2 It also recognizes that while parents/guardians have primary responsibility to ensure the welfare of their children, the helping professions and community institutions such as schools, human services, medical services, police and the courts have particular responsibility beyond that of citizens to safeguard children from abuse and neglect.
- 1.3 The Board recognizes that under the Child, Youth and Family Enhancement Act, staff are obliged to report suspected cases of child abuse and neglect to appropriate authorities and, also, to collaborate and cooperate as necessary with Child and Family Services Authority, police and medical services in the investigation of alleged child abuse and neglect.

References: *Admin Practice(s): SS 6 – Agencies Interviewing Students at School*
SS 10 - Child Abuse and Neglect Prevention
Child, Youth and Family Enhancement Act
Children First Act, 2014
Guide to Education
Freedom of Information and Protection of Privacy Act (FOIP)



1.0 POLICY

- 1.1 The Board believes that children, as a matter of right, should be safe, secure and adequately cared for at home, at school and in the community.
- 1.2 It also believes that while parents have primary responsibility to ensure the welfare of their children, the helping professions and community institutions such as schools, social services, medical services, police and the courts have particular responsibility beyond that of citizens generally to safeguard children from abuse and neglect.
- 1.3 The Board recognizes that under the Child, Youth and Family Enhancement Act, staff are obliged to report suspected cases of child abuse and neglect to appropriate authorities and, also, to cooperate as necessary with Child and Family Services Authority, police and medical services in the investigation of alleged child abuse and neglect.

References: *Admin Practice(s): SS 6 – Agencies Interviewing Students at School
SS 10 - Child Abuse and Neglect Prevention*
*School Act:
Child, Youth and Family Enhancement Act*



STUDENT SERVICES 6 – Agencies Interviewing Students at School

Date: June 30, 2004

Revised: April; 3, 2017

Responsible Administrator: Associate Superintendent
Education Services

1.0 RATIONALE

The school has a responsibility to protect the confidentiality, safety and well-being of students where access by outside agencies for investigative purposes is requested.

2.0 PROCESS

The Superintendent or designate is delegated the responsibility of maintaining this Administrative Practice.

3.0 GUIDELINES

School level investigations shall be deferred to the police once an offense is believed to fall within the Criminal Code.

3.1 Interviewing of Students by Officers of the Law

3.1.1 The principal or designate shall ensure that the following guidelines concerning interviewing of students by officers of the law are observed:

3.1.1.1 The officer shall be questioned as to the urgency of the matter.

3.1.2 The principal or designate must allow the officer to proceed under the following circumstances:

3.1.2.1 if the officer possesses a warrant (either for arrest or search);

3.1.2.2 if the officer is “in hot pursuit” after the commission of an offence;

References: *Board Policy: D/II/11 – Agencies Interviewing Students at School*
G/III/5 – Child Abuse and Neglect Prevention
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Child Welfare Act
Children First Act, 2014
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act (FOIP)
FOIP Law Enforcement Disclosure Form



STUDENT SERVICES 6 – Agencies Interviewing Students at School

Date: June 30, 2004

Revised: April; 3, 2017

Responsible Administrator: Associate Superintendent
Education Services

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- 3.1.2.3 if the officer possesses blanket powers of search, etc., as defined by legislation (an example is drug offences);
 - 3.1.2.3.1 The principal or designate shall attempt to contact the parent or legal guardian of the student in order to apprise them of the situation prior to an interview.
 - 3.1.2.3.2 In the event that the parent or legal guardian could not be contacted per Section 3.1.2.3.1, the parent or legal guardian shall be notified of the interview by telephone, failing that by registered letter.
 - 3.1.2.3.3 In the absence of the parent or legal guardian, the student shall be informed that he/she has the right to have the principal or designate remain with the student at all times during which the officer is present.
 - 3.1.2.3.4 The principal or designate will ensure that the student is advised of his/her rights as set out in Section 3.1.3.
 - 3.1.3 The student has the right:
 - 3.1.3.1 to be informed of the reason for the interview;
 - 3.1.3.2 to contact a lawyer;
 - 3.1.3.3 to not answer any question, except as to identity, and to the identity of his/her parents;
 - 3.1.3.4 to be advised that statements he/she makes can be used against him/her in subsequent proceedings;
 - 3.1.3.5 to know whether or not he/she is under arrest, and if so, the reason therefore;

References: *Board Policy: D/II/11 – Agencies Interviewing Students at School*
G/II/5 – Child Abuse and Neglect Prevention
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Child Welfare Act
Children First Act, 2014
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act (FOIP)
FOIP Law Enforcement Disclosure Form



STUDENT SERVICES 6 – Agencies Interviewing Students at School

Date: June 30, 2004

Revised: April; 3, 2017

Responsible Administrator: Associate Superintendent
Education Services

- 3.1.3.6 to refuse to continue to answer questions until he/she has had an opportunity to obtain advice either from his parents, legal guardian or a lawyer.
- 3.1.4 An officer requested student interview that fails to answer the criteria as set out in Section 3.1.2 shall be informed that the interview must take place outside of school hours and premises.
- 3.1.5 Documentation Must be Maintained
- 3.1.5.1 A written record shall be kept indicating the identity of the officer and the reason for the interview.
- 3.2 Interviewing of Students by Child and Family Services representative (*In the case of suspected child abuse and/or neglect, refer to Policy G/II/5*)
- 3.2.1 School authorities have a responsibility to cooperate with personnel from the Department of Child and Family Services and Community Health and the principal or designate also have a responsibility to the students to stand in loco parentis. Both of these areas of responsibility must be considered in instances when personnel from Child and Family Services (CFS) request permission of school authorities to interview a student on school premises during school hours.
- 3.2.2 The principal or designate shall ensure that the following guidelines concerning the interviewing of students are observed:
- 3.2.2.1 The CFS representative must acknowledge that the matter falls within their legislated right.
- 3.2.2.2 The CFS representative must complete and sign the Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure.

References: *Board Policy: D/II/11 – Agencies Interviewing Students at School*
G/II/5 – Child Abuse and Neglect Prevention
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Child Welfare Act
Children First Act, 2014
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act (FOIP)
FOIP Law Enforcement Disclosure Form



STUDENT SERVICES 6 – Agencies Interviewing Students at School

Date: June 30, 2004

Revised: April; 3, 2017

Responsible Administrator: Associate Superintendent
Education Services

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- 3.2.3 The school shall attempt to contact the parent or legal guardian of the student in order to apprise them of the situation unless instructed by Child and Family Services not to do so.
 - 3.2.4 The principal or designate shall inform the student that he/she has the right to request the principal or designate be present during the interview.
 - 3.2.5 A written record shall be kept indicating the identity of the Child and Family Service representative and the reason for the interview.
- 3.3 Interviewing of Students by Other Agencies
- 3.3.1 Requested access to students by other external agencies without legislated access must be accompanied by a written consent of parent or guardian.

References: *Board Policy: D/II/11 – Agencies Interviewing Students at School*
G/II/5 – Child Abuse and Neglect Prevention
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Child Welfare Act
Children First Act, 2014
Child, Youth and Family Enhancement Act
Freedom of Information and Protection of Privacy Act (FOIP)
FOIP Law Enforcement Disclosure Form



Freedom of Information and
Protection of Privacy Provisions

Alberta Child and Family Services & Law Enforcement Disclosure

Name of Public Body

hereby requests, pertaining to _____

Name of Student

- Disclosure of personal information
- Access to the student
- Access to the staff regarding the student

Pursuant to: _____

Statute (Act)

Requesting Official Name and Title

Date

Identification presented

Sturgeon School Division Use

Request Approved Denied

Principal (Designate)

Date

References: Sturgeon School Division Policy D/II/11 – Agencies Interviewing Students at School
Admin Practice – Student Services 6 – Agencies Interviewing Students at School

Law Enforcement Disclosure
Request for Disclosure under Section 40(1)(q) of the
Freedom of Information and Protection of Privacy Act

Date

In accordance with section 40(1)(q) of the *Freedom of Information and Protection of Privacy Act*, the

Name of Public Body

requests disclosure of personal information pertaining to

Name of Individual or Other Identifier

which may be generally described as:

General Description of Information Requested

This information is required by this public body to assist in an investigation pursuant to:

Reference to a Federal or Provincial Statute or Local Public Body Bylaw by Section or Description of Purpose

Requesting Official

Name

Title

Signature

Badge Number (if applicable)

I, _____ consent to, or refuse this disclosure
Name of Disclosing Official
of personal information.

If disclosure has been authorized, the personal information bank(s) is:

Name(s) of Personal Information Bank(s)

Authorized Disclosing Official

Name

Title

Signature

Name of Public Body

**NOTE: This completed record may qualify for exception to disclosure under
section 20 of the *Freedom of Information and Protection of Privacy Act*.**



STUDENT SERVICES 10 –Child Abuse and Neglect Prevention

Date: Sept. 27, 2010 Revised: Oct. 24, 2014 Responsible Administrator: Associate Superintendent
Education Services

1.0 RATIONALE

Under the Child, Youth and Family Enhancement Act, staff are obliged to report suspected cases of child abuse and neglect to appropriate authorities and, to cooperate as necessary with Child and Family Services Authority, police and medical services in the investigation of alleged child abuse and neglect.

2.0 PROCESS

- 2.1 All school personnel, including administrators, teachers, support staff, and school custodians, as well as volunteers, consultants, specialists and bus drivers shall be familiar with, and guided by Policy G/II/05.
- 2.2 School principals shall ensure that all school personnel understand system expectations and their legal obligation to report suspected child abuse or neglect.

3.0 GUIDELINES

3.1 Obligation to Report

- 3.1.1 The Child, Youth and Family Enhancement Act outlines the legal obligation to report suspected neglect or abuse to the Child and Family Services Authority.

3.2 Obligation to Cooperate with Investigation

- 3.2.1 School system staff has a legal obligation and moral responsibility to work collaboratively with those involved in investigating alleged cases of child abuse or neglect.

References: *Board Policy: G/II/5 Child Abuse and Neglect Prevention*
Child, Youth and Family Enhancement Act
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Confirmation of Report to Alberta Child and Family Services
Children First Act, 2014
Guide to Education
Freedom of Information and Protection of Privacy Act (FOIP)

**STUDENT SERVICES 10 –Child Abuse and Neglect Prevention**

Date: Sept. 27, 2010 Revised: Oct. 24, 2014 Responsible Administrator: Associate Superintendent
Education Services

4.0 PROCEDURES**4.1 Reporting****4.1.1 Internal Reporting**

- 4.1.1.1 Any staff member having reasonable and probable grounds to believe that a student has been subjected to abuse or neglect, or who is concerned about abuse or neglect of a student, may consult with their principal, the vice principal, their school counsellor, the Coordinator of Learning Support or the Director of Learning Support.
- 4.1.1.2 If a staff member has reported suspected abuse or neglect of a child and remains uncertain of the child's safety following the report, they may pass information on to the Director of Learning Support who may contact the appropriate Child and Family Services Director.
- 4.1.1.3 It is possible that allegations of child abuse may be made against teachers or other school personnel. In all such cases, the Superintendent or the Associate Superintendent, Human Resources shall be informed, whether the report originates in the school or elsewhere.

4.1.2 External Reporting

- 4.1.2.1 The staff member who has received the report has the legal obligation to contact the appropriate authorities of Child and Family Services. When such a report is made to Child and Family Services, the staff member shall inform the principal/designate or school counsellor that a report has been made.
- 4.1.2.2 The principal or designate shall ensure that a record of each report to Child and Family Services is recorded on the Confirmation of Report to Alberta Child and Family Services form. This form shall be stored confidentially in a counselling file or with the Director of Learning Support and not in the Cumulative Record.

References: *Board Policy: G/II/5 Child Abuse and Neglect Prevention*
Child, Youth and Family Enhancement Act
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Confirmation of Report to Alberta Child and Family Services
Children First Act, 2014
Guide to Education
Freedom of Information and Protection of Privacy Act (FOIP)



STUDENT SERVICES 10 –Child Abuse and Neglect Prevention

Date: Sept. 27, 2010 Revised: Oct. 24, 2014 Responsible Administrator: Associate Superintendent
Education Services

4.1.2.3 Knowledge of a suspected case of child abuse or neglect is confidential and the details of a report to Child and Family Services shall be restricted to the staff member initiating the report and the school professionals they consulted within 4.1.1.1 of this administrative practice. Information should be disclosed in a manner that balances the safety of a child with confidentiality.

4.2 Cooperation with Investigation

4.2.1 Access to Students

4.2.1.1 The Child, Youth and Family Enhancement Act mandates investigation of suspected child abuse or neglect and provides authority for Child and Family Services workers and peace officers to enter schools. Access to students for investigative purposes may be required where the student is an alleged victim of abuse or neglect. Investigators are expected to consider the convenience of school and student when negotiating a time for access.

4.2.2 The principal shall ask the Child and Family Services worker or peace officer to present identification, and to provide an explanation as to the nature of the investigation being conducted, to state reasons for wanting to conduct the interview in the school and to complete Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure.

4.2.3 Notification of Parents

4.2.3.1 The responsibility for notifying parents about an investigation is that of the external investigator. The principal should clarify with the investigator when contact with the parents will be made.

References: *Board Policy: G/II/5 Child Abuse and Neglect Prevention*
Child, Youth and Family Enhancement Act
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Confirmation of Report to Alberta Child and Family Services
Children First Act, 2014
Guide to Education
Freedom of Information and Protection of Privacy Act (FOIP)



STUDENT SERVICES 10 –Child Abuse and Neglect Prevention

Date: Sept. 27, 2010 Revised: Oct. 24, 2014 Responsible Administrator: Associate Superintendent
Education Services

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- 4.2.4 Presence of School Personnel during Investigative Interview
 - 4.2.4.1 The principal's responsibility for the safety and welfare of students is discharged by cooperating with Child and Family Services and peace officer investigations.
 - 4.2.5 Investigative Interviews with School Staff
 - 4.2.5.1 Child and Family Services or police authorities, investigating a complaint of child abuse or neglect from whatever source, may wish to interview teachers or other school personnel having regular contact with the student or having other specific information pertinent to the investigation. The principal will assist the investigators by identifying and facilitating these contacts, subject to compliance with privacy obligations provided for in the Freedom of Information and Protection of Privacy Act and Board policy and administrative practices.
 - 4.3 Child Personal Safety Education
 - 4.3.1 Principals of primary schools shall ensure implementation of the child personal safety education unit in the program of studies.

References: *Board Policy: G/11/5 Child Abuse and Neglect Prevention*
Child, Youth and Family Enhancement Act
Student Services Form, Alberta Child and Family Services & Law Enforcement Disclosure
Confirmation of Report to Alberta Child and Family Services
Children First Act, 2014
Guide to Education
Freedom of Information and Protection of Privacy Act (FOIP)



Freedom of Information and
Protection of Privacy Provisions

Alberta Child and Family Services & Law Enforcement Disclosure

Name of Public Body

hereby requests, pertaining to _____

Name of Student

- Disclosure of personal information
- Access to the student
- Access to the staff regarding the student

Pursuant to: _____

Statute (Act)

Requesting Official Name and Title

Date

Identification presented

Sturgeon School Division Use

Request Approved Denied

Principal (Designate)

Date

References: Sturgeon School Division Policy D/II/11 – Agencies Interviewing Students at School
Admin Practice – Student Services 6 – Agencies Interviewing Students at School



Confirmation of Report to Alberta Child and Family Services

To be completed in person by the Principal or designate as provided in the Child Abuse and Neglect Prevention Policy

As required by Section 3 of the Child Welfare Act (RSA 1984), the following report has been made.			
Alleged: <input type="checkbox"/> Physical Neglect <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Emotional Abuse <input type="checkbox"/> Sexual Abuse			
Specific concerns and observations:			
(Continue on reverse side of page if necessary)			
Student Information			
Name:		Date of Birth:	
Address:		Home Phone:	
Mother/Guardian:		Father/Guardian:	
Address:		Address:	
Phone:		Phone:	
Information Reported To			
Children's Services Offices			
Name of Children's Services worker/investigator:			Phone:
Name of Child Welfare supervisor:			Phone:
OR			
RCMP Detachment			
Name of Contact:			Phone:
Information Reported By			
Name of person making report:			Date of report:
School Administrator's Signature:		OR	
		Independent report (please initial):	
School:		Date report was forwarded:	
Contact Information			
<input type="checkbox"/> Parent informed by school		Date:	Time:
<input type="checkbox"/> Parent not informed by school as directed by investigator under the Child Welfare Act			

Confidential Report – Not to be placed in student's Cumulative Record



Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Book Award: Rate/Class

Background

At the April 12, 2017 Committee of the Whole meeting Trustees reviewed the Book Award: Rate/Class and forwarded it to the Public Board Meeting.

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 Board of Trustees approve the Book Award: Rate/Class for the 2017 – 2018 school year.

BOARD 9.5



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)*



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised Date: Sept 19, 2016 Responsible Administrator: School Principals

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.

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



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised Date: Sept 19, 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.

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



EDUCATIONAL SERVICES 8 – Division Awards (Student)

Date: February 27, 2008 Revised Date: Sept 19, 2016 Responsible Administrator: School Principals

- 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*



Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Lease Agreement – Town of Morinville

Background

At the April 12, 2017 Committee of the Whole meeting Trustees reviewed the Lease Agreement – Town of Morinville and forwarded it to the Public Board meeting.

Please find attached a draft lease agreement with the Town of Morinville from September 1, 2017 to August 31, 2018 that was reviewed at the April 12, 2017 Committee of the Whole Closed meeting.

Attached is a copy of the lease agreement with the Town of Morinville with respect to Lot 11, Block 4, Plan 792-1912, located at 9820 – 104 Street. This lease has been expired since August 31, 2016.

Recommendation

That the Board of Trustees approve the Lease Agreement with Town of Morinville for the 2017 – 2018 school year.

BOARD 9.6

Lease Agreement

(Section 62 (1) (c) of the School Act)

This Agreement made in duplicate this _____ day of _____, 2017.

BETWEEN:

The Council of the Town of Morinville

(hereinafter called "the Council")

of the first part,

- and -

**The Board of Trustees of the
Sturgeon School Division No. 24**

(hereinafter called "the Board")

of the second part.

WITNESSETH as follows:

The Board as owner of a parcel of land, legal description Lot 11, Block 4, Plan 792-1912, located at 9820 – 104 Street in the Town of Morinville, hereby agrees to lease to the Council a portion of that parcel of land as determined by the Board's Secretary Treasurer or Designate and subject to the following conditions.

1. The period of lease shall be 1 year effective September 1, 2017 to August 31, 2018.
2. The lease rate payable by the Council to the Board shall be \$1.00 per year payable at September 1st, 2017.
3. The Council shall be responsible for installing fencing around the parcel of land subject to this lease.
4. The Council shall be responsible for maintenance of the parcel of land subject to this lease.
5. The Council shall include coverage for the parcel of land subject to this lease on the Council's liability insurance policy.
6. Prior to the erection of any structures other than ball diamonds and back stops on the parcel of land subject to this lease, the Council will obtain the specific approval of the Board.

- 7. This agreement may be terminated
 - 7.1 By the Board giving the Council thirty (30) days' prior written notice.
 - 7.2 By the Council giving the Board thirty (30) days' notice.
- 8. This agreement or any part hereof shall not be assigned without the prior written consent of the other party.
- 9. Any communications required or permitted by this agreement shall be in writing and shall be forwarded to the Town Manager, Town of Morinville, 10125 – 100 Avenue, Morinville, Alberta T8R 1L6, or the Secretary-Treasurer, Sturgeon School Division No. 24, 9820 – 104 Street, Morinville, Alberta T8R 1L8.

This agreement shall ensure to the benefit of and be binding upon the parties hereto together with their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year written above.

The Council of the Town of Morinville

The Board of Trustees of the Sturgeon School Division No. 24

Mayor

Chair

Town Manager

Secretary-Treasurer

Lease Agreement

(Section 62 (1) (c) of the School Act)

This Agreement made in duplicate this 25 day of March, 2015.

BETWEEN:

The Council of the Town of Morinville
(hereinafter called "the Council")

of the first part,

- and -

**The Board of Trustees of the
Sturgeon School Division No. 24**
(hereinafter called "the Board")

of the second part.

WITNESSETH as follows:

The Board as owner of a parcel of land, legal description Lot 11, Block 4, Plan 792-1912, located at 9820 – 104 Street in the Town of Morinville, hereby agrees to lease to the Council a portion of that parcel of land as determined by the Board's Coordinator, Facility Services and subject to the following conditions.

1. The period of lease shall be 1 year effective September 1, 2015 to August 31, 2016.
2. The lease rate payable by the Council to the Board shall be \$1.00 per year payable at September 1st, 2015.
3. The Council shall be responsible for installing fencing around the parcel of land subject to this lease.
4. The Council shall be responsible for maintenance of the parcel of land subject to this lease.
5. The Council shall include coverage for the parcel of land subject to this lease on the Council's liability insurance policy.
6. Prior to the erection of any structures other than ball diamonds and back stops on the parcel of land subject to this lease, the Council will obtain the specific approval of the Board.

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 - 7.1 by the Board giving the Council thirty (30) days prior written notice.
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This agreement shall enure to the benefit of and be binding upon the parties hereto together with their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this agreement the day and year written above.

The Council of the Town of Morinville

**The Board of Trustees of the
Sturgeon School Division No. 24**



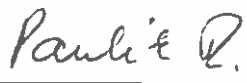
Mayor



Chair



Town Manager



Secretary-Treasurer

Morinville 2

Perimeter: 532.3 m ● Area: 3.46 ac

Morinville Splash Park

McDonald
Sports
Complex

Lion's Park

99 Ave

Champl
Park

104 St

98 Ave

Google





Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Junior High Morning Exercises—Sturgeon Heights School
Request for Parent Input

Background:

The Superintendent has received a request asking for a review of the junior high process for reciting The Lord's Prayer during the opening exercises at Sturgeon Heights School.

Policy D/II/6 – The Lord's Prayer directs that the Board of Trustees shall determine if The Lord's Prayer is to be recited during morning exercises in any particular division school. As this request involves The Lord's Prayer, and as it was in accordance with this policy that the recitation of The Lord's Prayer at Sturgeon Heights School was implemented, Policy D/II/6 and the associated Board Regulation are attached for Trustee reference.

The proposed review would include ongoing discussions at School Council meetings as well as an electronic survey to be sent to all parents of junior high students. The proposed survey would set out the following questions:

- Would you support removing the current prayer/non-prayer registration room practice for junior high only, and adding the practice of a grade specific homeroom registration?
 - yes/no
- Would you support adding a Christian studies option class for junior high students?
 - yes/no
- If yes, in our current trimester schedule, should we offer Christian studies as:
 - Full year option course
 - Trimester course, offered once each term as student interest allows.

The Superintendent will provide additional comments at the Board meeting.

Recommendation:

“That the Board of Trustees approves the request to review the process currently in place for the recitation of The Lord's Prayer by junior high students at Sturgeon Heights School.”



1.0 POLICY

- 1.1 The Board believes that our schools have a role in helping children develop emotionally, intellectually, physically, morally and spiritually.
- 1.2 The Board believes in religious tolerance, the acknowledgement of religious diversity, the maintenance of inclusive environments in its schools, and the provision of appropriate opportunities for students to give expression to their religious beliefs.
- 1.3 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories and the Constitution of Canada, the Board may prescribe that a school include recitation of the Lord’s Prayer as part of its opening exercises.

2.0 GUIDELINES

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

References: Board Regulation: Administration 3 – The Lord’s Prayer
School Act: Sections 3, 50 (1) (a) and (b), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories, 1901; Section 137 and 138
Constitution Act, 1867: Section 93
Alberta Human Rights Act, Sections 11.1(1) and (2)

**ADMINISTRATION 3 – The Lord's Prayer**

Date: November 26, 2011

Responsible Administrator: Superintendent

1.0 Board Regulation, Administration 3 - The Lord's Prayer shall be administered in compliance with Policy D/II/6.

2.0 PROCESS

2.1 Whenever parents/guardians request that the recitation of the Lord's Prayer be part of a school's opening exercises, the Principal shall advise the Superintendent, who will advise the Board of Trustees.

2.2 The Board of Trustees may, through the Superintendent, direct the Principal to undertake to obtain a consensus of parent/guardian opinion around such request through surveys, meetings or any other appropriate means of gathering information, and establish a timeframe for such undertaking.

2.3 The Principal shall present information obtained, including the rationale for the request for recitation of the Lord's Prayer to be part of the school day opening, the determined degree of parent interest in the request, and proposed method of practice to the Board and seek Board prescription of such recitation.

2.4 The Board shall consider the rationale presented, including the tradition and culture of the school community, as well as the determined degree of parent interest and may prescribe the recitation of the Lord's Prayer to be a part of the school day opening at that school.

2.5 When the Lord's Prayer is part of the school day opening exercises, the Principal shall ensure that parents are informed of the practice at the time of registration each year.

2.6 The Principal shall annually ensure that written approval is provided for students whose parents/guardians wish them to participate in recitation of the Lord's Prayer as part of the school's opening exercises.

References: Board Policy: D/II/6 – The Lord's Prayer
School Act: Sections 3, 50 (1) (a) and (b), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories: 1901; Section 137 and 138
Constitution Act, 186: Section 93
Alberta Human Rights Act: Section 11.1 (1) and (2)

**ADMINISTRATION 3 – The Lord's Prayer**

Date: November 26, 2011

Responsible Administrator: Superintendent

-
- 2.7 In accordance with the School Act, the Alberta Act, the School Ordinance of the Northwest Territories, the Constitution of Canada and the Alberta Human Rights Act, the Principal shall:
- 2.7.1 make provision for any students whose parents/guardians do not wish them to participate in recitation of the Lord's Prayer as a school opening religious exercise to:
 - 2.7.1.1 leave the classroom while the recitation of the Lord's Prayer is taking place, or
 - 2.7.1.2 remain in the classroom without taking part, or
 - 2.7.1.3 if the location of the recitation of the Lord's Prayer is other than the students' classroom, not attend to that location, and
 - 2.7.2 ensure that non-participants are treated discreetly and with respect at all times.

References: Board Policy: D/II/6 – The Lord's Prayer
School Act: Sections 3, 50 (1) (a) and (b), and 50 (2) (a) and (b)
Alberta Act, 1905: Section 17
School Ordinance of the Northwest Territories: 1901; Section 137 and 138
Constitution Act, 186: Section 93
Alberta Human Rights Act: Section 11.1 (1) and (2)



Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Committee of the Whole
Subject: Central Office Modernization

Background

For several years the Building Committee has been actively gathering information and entering into discussions relative to the potential for a Central Office modernization. Discussions have been directed by the need for fiscal responsibility and the Board's reluctance to incur debt while being responsive to meeting the needs of staff.

Furthermore, the Board has assigned \$3.7 million as a capital reserve, most of which was in preparation for any decisions concerning a Central Office modernization. The Board has expressed its reluctance to consider acquiring debt and been intentional in consideration of a modernization that would stay within the capital reserve limit.

At this time the Building Committee has identified, in no particular order, the following as priority areas:

- IT working space
- second floor renovations with attention to safety and accessibility
- adequate washroom facilities
- office meeting space
- HVAC, mechanical and electrical systems
- parking space
- the location of the Morinville Learning Center to the Central Office building

Recommendation

That the Board of Trustees approve the development of a full scope conceptual design for a Central Office modernization that addresses identified priorities. The first phase of the project build, including the full scope conceptual design, shall not exceed \$3,000,000.

BOARD 9.9



Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Transportation Committee
Subject: 2017 – 2018 Transportation Budget Discussions

Background

The Transportation Committee held a meeting on April 20, 2017.

Recommendations of the Transportation Committee with respect to the 2017 – 2018 school year budget will be presented and discussed at the April 26, 2017 Board Meeting. Supporting documentation that was presented at the Transportation Committee meeting will be provided to all Trustees via email prior to the Board Meeting.

BOARD 9.9



Board Memorandum

Date: April 26, 2017
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Monthly Financial Report

Background

Attached you will find the 7 Months Financial Report for 2016 – 2017 as of March 31, 2017.

Recommendation

That the Board of Trustees receive as information the 7 Months Financial Report for 2016 – 2017 as of March 31, 2017.

BOARD 9.10

Sturgeon School Division No. 24
Results as of March 31, 2017

	Budget		Actual as at March 31, 2017	Variance % of Fall Budget
	Spring Budget 2016-2017	Fall Update 2016-2017		
REVENUES				
Alberta Education	63,209,179	63,485,786	38,384,181	60.46%
Other - Government of Alberta	621,208	768,600	438,491	57.05%
Federal Government	260,000	280,000	196,000	70.00%
Other - Alberta School Jurisdiction	21,677	21,677	21,677	100.00%
Fees	1,986,216	1,919,615	1,663,579	86.66%
Other - Sales and Services	247,328	302,066	142,342	47.12%
Investment Income	67,000	80,000	54,210	67.76%
Gifts and Donations	94,679	101,000	165,414	163.78%
Rental of Facilities	29,177	29,177	27,649	94.76%
Fundraising	218,000	107,000	97,992	91.58%
Amortization of Capital Contributions	1,453,156	1,543,159	900,176	58.33%
Other Revenues	-	113,742	21,526	18.92%
Total Revenues	68,207,620	68,751,822	42,113,235	61.25%
EXPENDITURES				
Instruction	52,565,528	52,902,405	30,803,043	58.23%
Plant Operations and Maintenance	7,426,024	7,544,589	4,310,121	57.13%
Transportation	5,524,993	5,493,698	3,738,705	68.05%
Board Governance and Administration	2,496,204	2,547,546	1,370,895	53.81%
External Services	73,654	105,066	63,895	60.81%
Total Expenditures	68,086,403	68,593,304	40,286,658	58.73%
TARGET %				
2016-2017 Surplus/(Deficit)	121,217	158,518	1,826,577	58.33%

Less: Revenues Collected Upfront (mainly due to AB Ed, fees & SGF revenues)
Less: PUF (to be spent) (1,281,624)
Add: Transportation (adjustment to equalize actual costs with budget) (585,699)
566,283

Projected 2016-2017 Surplus 525,538

Assumptions:

- Revenues and Expenses for 7 months.
- Expense Accruals: utilities, phones, subs and casuals.

Notes:

Revenues:

- (1) Federal Government: Alexander tuition fees' invoicing is over 10 months.
 - (2) Other - Alberta School Jurisdiction: received payment upfront as one lump sum.
 - (3) Fees: most collections of fees occurred in September/October.
 - (4) Investment Income: GIC investment interest rate higher than bank interest rate.
 - (5) Gifts & Donations: budget estimates based on average of previous years' actuals.
 - (6) Rental of Facilities: tower rentals are collected upfront.
 - (7) Fundraising: timing of fundraising events and budget estimates based on average of previous years' actuals.
 - (8) Other Revenues: budget is for ALERIE insurance proceed; outcome has not yet been determined.
- Expenditures:**
- (9) Transportation: variance of 68% mainly due to bus contractors' budget being prorated over 12 months and actual occurs over 10 months. If actual costs paid over 12 months, the variance would be 59%.
 - (10) O&M: excluding IMR, O&M is at 62% mainly due to higher maintenance & repair costs.