



Committee Meeting Agenda

September 14, 2016 – 6:30 p.m.

1. **Call to Order**
2. **Consideration of Agenda**
 - 2.1 Additions/Deletions to Agenda
 - 2.2 Approval of Agenda
3. **Appointments**
4. **Approval of Committee Notes**
 - 4.1 Amendment/Correction of Notes
 - 4.2 Approval of Committee Notes – June 8, 2016
5. **Presentations**
6. **Reports from Senior Administration**

7. Reports from Trustees and Standing Committees

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

8. Reports from Special Committees/Task Groups

- 8.1 Alberta School Boards' Association Zone 2/3
- 8.2 Public School Boards' Association of Alberta
- 8.3 Policy Advisory (ATA)
- 8.4 Policy Review (CUPE)
- 8.5 Community Services Advisory Board

9. New Business

9.1 Policy Tracker

9.2 Policy E/II/1 – Employee Expense Reimbursement

9.3 Policy F/III/3 – Awards Policy

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

9.5 Council of School Councils Meeting

9.6 Student Learning Assessment (SLA) Administration

10. Question Period

11. Unfinished Business

12. Information Items

13. Pending List

14. Adjournment



Notes of the Meeting of The Committee of the Whole Held at Morinville on June 8, 2016

Roll Call

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

Absent: Mrs. Wendy Miller (attended Sturgeon Heights Grade 9 Farewell Ceremony), Mr. Thomas Holmes (Associate Superintendent, Human Resources & Leadership Support)

Call to Order

The Vice Chair called the meeting to order at 6:39 p.m.

Consideration of Agenda

2.1 Additions/Deletions to Agenda

- 9.7 Municipal Government Act
- 9.8 Board Self Evaluation

2.2 Approval of Agenda

Moved by Mrs. Porter that the agenda be approved as amended.

CARRIED 6/0

Mr. Johnson arrived for the meeting at 6:40 pm.

Appointments

There were no appointments.

Approval of Committee Notes

4.1 Amendment/Correction of Notes

4.2 Approval of Committee Notes

Moved by Mr. Jewell that the notes of May 11, 2016 be approved.

CARRIED 6/0

Presentations

Reports from Senior Administration

6.0 Senior Admin Report

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

Reports from Trustees and Standing Committees

7.1 Chair's Report

No report was provided.

7.2 Trustees Reports

Trustee Kohle (Bon Accord/Legal Area)

Trustee Kohle reported that the Joint Use Agreement with the Town of Bon Accord – Bon Accord Community School and Lilian Schick School is finalized. Trustee Kohle attended the PSBA sessions.

Trustee Mychasiw (Redwater/Coronado Area)

Trustee Mychasiw reported that she attended the Redwater Graduation Ceremony. Redwater School staff were presented with a book of positive notes.

7.3 Building & Maintenance

Ms. Nowak provided a verbal report:

- June 9, 2016 – The main Administration area is to be turned over to Sturgeon Composite High School.
- August 26, 2016 – Numerous areas to be completed for the start of the 2016 – 2017 school year.

- New modulars work is proceeding as planned.
- A letter addressing the Carbon Levy was sent to the Minister of Education.
- Redwater water tower removal was discussed.
- Central Office Complex discussion is on hold.

A Building and Maintenance Committee meeting is scheduled for Tuesday, June 14, 2016

7.4 Finance & Human Resources

No report was provided.

7.5 Education Policy

No report was provided.

7.6 Advocacy

No report was provided.

7.7 Transportation

No report was provided.

Reports from Special Committees/Task Groups

8.1 Alberta School Boards Association Zone 2/3

A verbal report was provided.

8.2 Public School Boards' Association of Alberta

Public School Boards' Association of Alberta Council Meeting is scheduled for Thursday, August 18, 2016-Saturday, August 20, 2016.

8.3 Policy Advisory Committee (ATA)

No report was provided.

8.4 Policy Review Committee (CUPE)

No report was provided.

8.5 Community Services Advisory Board

A Community Services Advisory Board meeting is scheduled for June 13, 2016.

New Business

9.1 Policy Tracker

Received as information.

9.2 Policy E/IV/2 – Smoke Free Environment

Moved by Mrs. Porter that the Board of Trustees refer Policy E/IV/2 – Smoke Free Environment to the June 22, 2016 Board meeting to be rescinded.

CARRIED 6/0

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

Mrs. Miller arrived at the meeting at 7:15 pm.

Moved by Mr. Jewell that the Board of Trustees refer Policy F/IV/2 – Restricted and Illicit Drugs to the Education Committee.

CARRIED 7/0

9.4 2016 – 2017 School Fees

A written and verbal report was provided.

9.5 2016 – 2017 Preliminary Budget

Moved by Ms. Nowak that the Board of Trustees refer the 2016 – 2017 Preliminary Budget to the June 22, 2016 Board meeting.

CARRIED 7/0

July/August Committee of the Whole and Board Meetings

Moved by Ms. Nowak that the following recommendation be referred to the June 22, 2016 Board meeting for approval:

That the July and August Committee of the Whole meetings be cancelled; the July Board meeting be cancelled, and the August Board meeting and Organizational meeting be scheduled for August 24, 2016.

CARRIED 7/0

9.6 Municipal Government Act

A written and verbal report was provided. Administration is to draft a letter for the June 22, 2016 Board meeting based on input from the Board of Trustees with respect to Bill 21 (The Modernized Municipal Government Act).

9.7 Board Self Evaluation

A verbal report was provided. The Board of Trustees were provided with questions that will be streamlined, and then reviewed over the Summer.

Question Period**Unfinished Business****Information Items****Pending List**

8:22 pm – Moved by Ms. Nowak that the Board go in camera.

CARRIED 7/0

8:44 pm – Moved by Mrs. Porter that the Board go out of camera.

CARRIED 7/0

Adjournment

The meeting adjourned at 8:45 p.m.

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



Memorandum

Date: September 14, 2016
To: Committee of the Whole
From: Senior Administration
Subject: Seniors' Report

Welcome Back School Visits

This year the Senior Team visited all school sites to welcome back staff for SY2016-2017. It was exciting to experience the “upbeat” energy amongst our staff and to receive their positive feedback as to the value of the professional development opportunities available to them during the first three days of start-up. Compliments are to be extended to our custodial and caretaking staff who worked extremely hard preparing the schools for Opening Day. By all accounts, they did an exemplary job!

Welcome Back Ad

Attached please find an information piece that was featured in local newspapers the week of September 5th. This piece provides important contact information for division schools and also specifics as to monthly Committee of the Whole and Public Board meetings.

Community Programs for Families – 2016-2017

The Superintendent will distribute copies of this year’s brochure featuring Community Programs for Families. These exciting programs are organized and offered by Sturgeon School Division staff as well as outside agencies. They provide valuable information for Sturgeon School Division families.

COMMITTEE 

Sturgeon School Division ATA Local #27

Sturgeon School Division ATA Local #27 has formed a Diversity, Equity and Human Rights (DEHR) committee. They are committed to providing related resources to teachers and staff members. Recently, they received a grant to purchase a variety of books for students in grades K-12. Every school has received various books appropriate for the students in the school. These books are intended to enhance visibility of minority student populations in mainstream literature. The Superintendent will have copies of these books at this evening's meeting.

Field Trips

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



Welcome Back to School

On behalf of Sturgeon School Division, the Board of Trustees is excited to welcome you to the 2016-17 school year. We look forward to another year of providing excellent programming, innovative instruction and well-rounded education in safe and respectful learning environments. Working closely with parents and the community, our schools support students to pursue their path to future success in the global community. We're pleased to introduce our Principals and Vice Principals for this school year, and we encourage you to get involved and share with us your ideas and feedback.





From top left to right: Michelle Mychasiw, Shelley Porter, Terry Jewell, Wendy Miller, Michele Dick (Superintendent). Bottom left to right: Misty Featherley, Liz Kohle, Tracy Nowak.

Here's to another great year at Sturgeon Schools!

Please check school websites for more information or to confirm meeting dates and times.

<p>Bon Accord Community School</p>  <p>Shannon Requa Principal Grant Jensen Vice Principal</p> <p>www.bonaccordschool.ca</p> <p>School Council meets 4th Tues of every month at 6:30 pm.</p>	<p>Camilla School</p>  <p>Kari Morgan Principal Aaron Chute Vice Principal</p> <p>www.camillaschool.ca</p> <p>School Council meets 2nd Tuesday of every month at 6:30 pm.</p>	<p>Gibbons School</p>  <p>Kristine Wilkinson Principal Darla Clark Vice Principal</p> <p>www.gibbonschool.ca</p> <p>School Council meets 2nd Tuesday of every month at 6:30 pm.</p>	<p>Guthrie School</p>  <p>Vernice Pollmann Principal Dan Requa Vice Principal</p> <p>www.sturgeon.ab.ca/guthrie</p> <p>School Council meets 1st Monday of every month at 6:30 pm.</p>	<p>Landing Trail School</p>  <p>Darryl Propp Principal Roxanne Filipchuk Vice Principal</p> <p>www.landingtrailschool.ca</p> <p>School Council meets 2nd Thursday of every month at 6:30 pm.</p>
<p>Lillian Schick School</p>  <p>Steven Langer Principal Greg Gibson Vice Principal</p> <p>www.lilianschickschool.ca</p> <p>School Council meets 3rd Tuesday of every month at 6:30 pm.</p>	<p>Morinville Public School</p>  <p>Wayne Rufiange Principal Shawna Walter & Kerri Trombley Vice Principal</p> <p>www.morinvillepublic.ca</p> <p>See school website for school council meeting dates.</p>	<p>Namao School</p>  <p>Paul Harnish Principal Shannon Chabot Vice Principal</p> <p>www.namaoschool.ca</p> <p>School Council meets 3rd Tuesday of every month at 6:30pm. NSFA - 3rd Tuesday every month at 5:30pm.</p>	<p>Oak Hill School</p>  <p>Allan Traub Principal</p> <p>www.oakhillboysranch.ca</p>	<p>Ochre Park School</p>  <p>Jackie Warrington Principal Shelley Greenwood Vice Principal</p> <p>www.ochreparkschool.ca</p> <p>School Council meets 3rd Tuesday of every month at 6:30 pm.</p>
<p>Redwater School</p>  <p>Iain Jamieson Principal Sherri Devolder Vice Principal</p> <p>www.redwaterschool.ca</p> <p>School Council meets 3rd Monday of every month at 5:30 pm.</p>	<p>Sturgeon Composite High School</p>  <p>John Baldassare Principal Ron Pollmann & Kim Payne Vice Principal</p> <p>www.sturgeoncomp.ca</p> <p>See school website for school council meeting dates.</p>	<p>Sturgeon Heights School</p>  <p>Jonathan Konrad Principal Jennifer Bruinsma Vice Principal</p> <p>www.sturgeonheights.ca</p> <p>See school website for school council meeting dates.</p>	<p>Learning Centres</p>  <p>Eric Hoogstraten Principal</p> <p>www.sturgeonlearning.ca</p>	<p>Board Meeting Dates</p> <p>The Board of Trustees meets twice a month during the school year: on the second and fourth Wednesday of every month. These meetings are open to the public and are held at the Division office.</p>

VISIT OUR WEBSITE TO DOWNLOAD THE 2016-17 SCHOOL CALENDAR!

  sturgeon.ab.ca

Contact Sturgeon School Division
Frank Robinson Education Centre
9820-104 Street, Morinville, AB T8R 1L8

Phone: 780-939-4341
Toll Free: 1-888-459-4062
Email: frec@sturgeon.ab.ca



Memorandum

Date: September 14, 2016
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Fieldtrip Report

Field Trips

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

Overnight:

Morinville Public School

September 6 - 7, 2016 100 Junior High Students to YMCA Camp YoWoChAs for
Team building field trip.



Memorandum

Date: September 14, 2016
To: Committee of the Whole
From: Michele Dick
Superintendent
Subject: Policy Tracker

Background

Attached for Trustee information is the 2016-2017 SY Policy Tracker.



POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW	Committee of the Whole	
August-16							
September-16							
E/II/1	Employee Expense Reimbursement	2016-Sept-14					
E/II/2	Trustee Remuneration and Expense Reimbursement	2016-June-8 (discussion)	Ref to Ed. Committee (May 2016) (Fall 2016)				
F/III/3	Awards Policy	2016-Sept-14					
October-16							
D/II/5	Financial Accountability and Audit	2016-Oct-12					
D/II/2	School Operation in Emergency	2016-Oct-12					
F/IV/2	Restricted and Illicit Drugs	2016-Jan-13 2016-May-11 2016-June-8	Ref to Ed. Committee (Feb 2016) (Apr 21, 2016) (Fall 2016) (May 13, 2016)				
F/IV/3	Student Suspension and Expulsions	2016-Oct-12					
G/II/3	Emergency Preparedness	2016-Oct-12					
NEW	Acknowledging Territories of Indigenous Communities	2016-Oct-12					
November-16							
E/II/2	Reduction in Professional Staff	2016-Nov-9					
G/II/5	Student Placement	2016-Nov-9					
December-16							



POLICY TRACKER (School Year 2016-2017)

Policy Number	Policy	Board Direction to Proceed (COW)	Committee Review	Policy Advisory Committee (PAC) Review	Final Draft Review		Recommendation to Approve
					COW	Committee of the Whole	
January-17							
C/1	Organization Chart	2017-Jan-11					
D/II/1	Operational School Year	2017-Jan-11					
F/II/9	Operation of School Media Resource Centre	2017-Jan-11					
F/III/4	Student Evaluation Policy	2017-Jan-11					
G/II/4	Student Illness or Accident	2017-Jan-11					
G/II/7	Student Accident Insurance	2017-Jan-11					
February-17							
D/II/1	Fiscal Management	2017-Feb-8					
F/II/5	Healthy School Communities	2017-Feb-8					
F/II/6	Religious Instruction	2017-Feb-8					
H/1	Video Surveillance and Recording in Schools	2017-Feb-8					
March-17							
D/II/8	School Buildings Alternative Utilization or Closure	2017-Mar-8					
D/II/9	School Incentive Weather Policy	2017-Mar-8					
F/II/4	Copyright	2017-Mar-8					
G/II/4	Learning Support Services	2017-Mar-8					
G/II/5	Child Abuse and Neglect Prevention	2017-Mar-8					



Committee of the Whole Memorandum

Date: September 14, 2016
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: Policy E/II/1 – Employee Expense and Reimbursement

Background:

Please find attached Policy E/II/1 – Employee Expense and Reimbursement. As well, Financial Management 7 – Employee Expense Reimbursement, Financial Management 4 – Purchasing Authority and Procedure, and Policy D/I/8 is attached for Trustee review.

Recommendation:

That the Committee of the Whole review Policy E/II/1 – Employee Expense and Reimbursement – and advise Senior Administration accordingly.



1.0 POLICY

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

2.0 GUIDELINES

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

DRAFT - Sept. 14, 2019

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



FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: September 30, 2015

Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

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

2.0 PROCESS

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

3.0 GUIDELINES

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

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



FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: September 30, 2015

Responsible Administrator: Secretary Treasurer

- 3.3.5 Standard per kilometer distances between schools, Morinville locations and Edmonton have been established and are to be applied when seeking reimbursement of approved expenses. A chart showing these distances is attached.

DRAFT - Sept. 14, 2016

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



FINANCIAL MANAGEMENT 7 – Employee Expense Reimbursement

Date: Sept. 1, 2009

Revised: September 30, 2015

Responsible Administrator: Secretary Treasurer

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

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

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



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 30, 2015 Responsible Admin: Secretary-Treasurer

1.0 RATIONALE

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

2.0 GUIDELINES

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

3.0 PROCEDURES

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

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



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 30, 2015 Responsible Admin: Secretary-Treasurer

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

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



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 30, 2015 Responsible Admin: Secretary-Treasurer

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

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



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 30, 2015 Responsible Admin: Secretary-Treasurer

3.8.2.1 Vendor statements

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

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

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

The Division may accept the lost receipt voucher provided that:

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

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

3.9.3 The employee has the authority to make a purchase;

3.9.4 The employee's supervisor authorizes the voucher;

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

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

3.11 Personal purchases do not qualify for reimbursement.

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



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 30, 2015 Responsible Admin: Secretary-Treasurer

- 3.12 All alcoholic beverages are considered personal purchases unless an exemption has been previously approved by the Chair on behalf of the Board of Trustees or in the case of staff, the Superintendent.
- 3.13 If the division purchasing card has been used for a personal purchase, the employee is required to reimburse the division immediately upon becoming aware of the error.
- 3.13.1 The employee's purchasing card may be suspended if there are multiple instances of personal purchases on the division purchasing card. The employee card may be reissued when all outstanding personal purchases have been reimbursed to the Division and the employee's administrator requests that the card be reissued.
- 3.14 All Sturgeon School Division credit card holders are expected to read, sign and comply with the Agreement to Accept the Scotiabank Commercial Card. (Agreement attached.)
- 3.15 Employees should not purchase cash gift cards or awards and non-cash gifts or awards without prior approval of a supervisor.
- 3.15.1 Cash and near cash gifts and awards are always a taxable benefit for the employee. Near cash gifts are gifts that can be easily converted into cash.
- 3.15.2 Non cash gifts or awards previously approved by a supervisor for an employee cannot exceed a combined total value of \$500 annually. If the fair market value (not the cost) of the gifts and awards given to employees is greater than \$500, the amount over \$500 must be included in the employee's income.
- 3.15.3 Items of small or trivial value are acceptable and may include:

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



FINANCIAL MANAGEMENT 4 – Purchasing Authority and Procedure

Original Date: Mar. 5, 2003 Revised Date: September 30, 2015 Responsible Admin: Secretary-Treasurer

3.15.3.1 Coffee or tea

3.15.3.2 T-shirts with employer's logo

3.15.3.3 Mugs

3.15.3.4 Plaques or trophies

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

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

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

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



STURGEON SCHOOL DIVISION

Agreement to Accept the Scotiabank Commercial Card

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

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

Cardholder Signature

Visa Administrator Signature

Cardholder Printed Name

Visa Administrator Printed Name

Date

Date



1.0 POLICY

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

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



Committee of the Whole Memorandum

Date: September 14, 2016
To: Committee of the Whole
From: Ruth Kuik
Associate Superintendent, Education Services
Subject: Policy F/III/3 – Awards Policy

Background:

Attached for Trustee Review is Policy F/III/3 – Awards Policy. Suggested revisions are provided for Trustee consideration.

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

Recommendation:

That the Committee of the Whole review Policy F/III/3 – Awards Policy and advise Senior Administration accordingly.

COMMITTEE 9.3



1.0 POLICY

- 1.1 The Board believes students should be recognized for excellence in ~~their programs of study and performance in areas such as athletics, fine arts, citizenship and service~~ **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 2 – Conditions Governing Awards of Grade 12 Scholarships

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

1.0 RATIONALE

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

2.0 PROCESS

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

3.0 GUIDELINES

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

- 3.1 Have attended a Sturgeon school in the school year for which the scholarship is awarded;
- 3.2 Have earned at least 30 credits in Grade 12 level courses at a Sturgeon school ;
- 3.3 Qualify for a High School Diploma;
- 3.4 Have an average of 80% based on the student's highest marks at the Grade 12 level in 25 credits;

Five of these credits must be English.

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

Green Certificate credits are excluded.

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

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



EDUCATIONAL SERVICES 2 – Conditions Governing Awards of Grade 12 Scholarships

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

-
- Results of Diploma Appeal Examinations will be accepted with the onus being on the students to notify the school of the results of the appeal prior to September 1st of the scholarship year.
- The mark used for determining eligibility is the final mark awarded to the student on the Alberta Education Results Statement.
- Five (5) one-credit CTS courses at the 3000 series can be combined and used as an option, with the average marks of the five (5) CTS courses constituting one of the other subjects at the grade 12 level.
- 3.5 Enroll in a full-time program of studies at a university or post-secondary educational institution, or enroll in an apprenticeship program, within fifteen (15) months after high school graduation.
- 3.6 Obtain between September 15-30 for the Fall Term or January 15–31 for the Winter Term, confirmation of enrollment at a university or other post-secondary institution, or enrolment in an apprenticeship program. The confirmation of enrollment is to be submitted to the Executive Assistant to the Associate Superintendent, Education Services by October 15th or February 15th, appropriate to the registered term. Such confirmation shall be required prior to the issuance of a student's scholarship cheque.
- 3.7 Apply for the scholarship by September 30th of the calendar year in which the student graduates from high school.
- 3.8 The scholarship shall be payable to the student and presented at their school's annual awards night or following their confirmation of enrolment at a university or recognized post-secondary institution, or enrolment in an apprenticeship program.

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



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

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

1.0 RATIONALE

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

2.0 PROCESS

The Associate Superintendent, Education Services will be responsible for maintaining this administrative practice.

3.0 GUIDELINES

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

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



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

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

- 3.5 The student must have attended a Sturgeon School Division high school and qualify for a high school diploma with an average of 70% based on the student's Grade 12 level courses in at least 25 credits.
- 3.5 The student must enroll in a course of studies at a recognized post-secondary institution or apprenticeship program within fifteen (15) months after high school graduation.
- 3.6 The student must submit confirmation of enrollment at a post-secondary institution or in an apprenticeship program. Such enrolment shall be confirmed by the Executive Assistant to the Associate Superintendent, Education Services prior to the issuance of a student's bursary cheque.
- 3.7 The student must apply for the bursary by September 30th of the calendar year in which the student graduates.

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



EDUCATIONAL SERVICES 8 – Division Awards (Student)

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

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: August 29, 2016 Responsible Administrator: School Principals

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

3.2 Junior High Academic Awards

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

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

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

3.3 Book Awards

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

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

3.3.1.1 Individual development;

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

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

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



EDUCATIONAL SERVICES 8 – Division Awards (Student)

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

- 3.4 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*



Committee of the Whole Memorandum

Date: September 14, 2016
To: Committee of the Whole
From: Education Policy Committee
Subject: Policy F/IV/2 – Restricted and Illicit Drugs

Background:

Attached for Trustee review is Policy F/IV/2 – Restricted and Illicit Drugs. At the June Committee of the Whole meeting, Trustees referred this policy to the Education Policy Committee. Suggested revisions from the Education Policy Committee's September 7, 2016 meeting are provided for Trustee consideration.

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

Recommendation:

That the Committee of the Whole review Policy F/IV/2 – Restricted and Illicit Drugs and advise Senior Administration accordingly.



F/IV/2 – ~~Restricted Student and Illicit Drugs and Alcohol Use~~ Illicit, Prohibited and Restricted Substances

F/IV/2

EFFECTIVE: June 27, 2012

REVISED: October 24, 2012

REVIEW: 2017-2018

1.0 POLICY

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

2.0 GUIDELINES

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

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



F/IV/2 – ~~Restricted Student and Illicit Drugs and Alcohol Use~~
Illicit, Prohibited and Restricted Substances

F/IV/2

EFFECTIVE: June 27, 2012

REVISED: October 24, 2012

REVIEW: 2017-2018

Definitions:

Illicit: not permitted; unlawful.

Prohibited: to forbid by authority

Restricted: not intended for general circulation or release

Sept. 14, 2016

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



STUDENT SERVICES 8 – Student Conduct

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

1.0 RATIONALE

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

2.0 PROCESS

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

3.0 GUIDELINES

3.1 Each principal shall develop a written School Code of Student Conduct consistent with Board Policies F/IV/7 Student Conduct and F/IV/2 Restricted and Illicit Drugs and in consultation with students, parents/guardians, the school council and staff.

3.2 Each principal shall make copies of the School Code of Student Conduct available to students, parents/guardians and staff.

3.3 Schools shall review the School Code of Student Conduct with students at regular intervals.

3.4 A school code of student conduct shall include:

3.4.1 expectations for student behavior;

3.4.2 a range of specific corrective measures that will be taken when students are found responsible for unacceptable behaviour;

3.4.3 provisions regarding safety and security offenses;

3.4.4 any other matter which the principal deems necessary.

3.5 Students will be held responsible and accountable to Sturgeon School Division and its agents for their behaviour and conduct:

3.5.1 during involvement in school sponsored or related activities;

References:	<i>Policy:</i>	<i>B/I/3 – Committees of the Board (B/I/3b Discipline Committee)</i>
	<i>Policy</i>	<i>F/IV/2 – Restricted and Illicit Drugs</i>
	<i>Policy</i>	<i>F/IV/3 – Student Suspensions and Expulsions</i>
	<i>Policy</i>	<i>F/IV/4 – Student Conduct</i>
	<i>Board Regulation:</i>	<i>Education 2 – Student Suspensions and Expulsions</i>
	<i>School Act:</i>	<i>Sections 24 and 25</i>



STUDENT SERVICES 8 – Student Conduct

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

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

References:	<i>Policy:</i>	<i>B/I/3 – Committees of the Board (B/I/3b Discipline Committee)</i>
	<i>Policy</i>	<i>F/IV/2 – Restricted and Illicit Drugs</i>
	<i>Policy</i>	<i>F/IV/3 – Student Suspensions and Expulsions</i>
	<i>Policy</i>	<i>F/IV/4 – Student Conduct</i>
	<i>Board Regulation:</i>	<i>Education 2 – Student Suspensions and Expulsions</i>
	<i>School Act:</i>	<i>Sections 24 and 25</i>



STUDENT SERVICES 8 – Student Conduct

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

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

References:	<i>Policy:</i>	<i>B/1/3 – Committees of the Board (B/1/3b Discipline Committee)</i>
	<i>Policy</i>	<i>F/IV/2 – Restricted and Illicit Drugs</i>
	<i>Policy</i>	<i>F/IV/3 – Student Suspensions and Expulsions</i>
	<i>Policy</i>	<i>F/IV/4 – Student Conduct</i>
	<i>Board Regulation:</i>	<i>Education 2 – Student Suspensions and Expulsions</i>
	<i>School Act:</i>	<i>Sections 24 and 25</i>



STUDENT SERVICES 8 – Student Conduct

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

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

References:	<i>Policy:</i>	<i>B/I/3 – Committees of the Board (B/I/3b Discipline Committee)</i>
	<i>Policy</i>	<i>F/IV/2 – Restricted and Illicit Drugs</i>
	<i>Policy</i>	<i>F/IV/3 – Student Suspensions and Expulsions</i>
	<i>Policy</i>	<i>F/IV/4 – Student Conduct</i>
	<i>Board Regulation:</i>	<i>Education 2 – Student Suspensions and Expulsions</i>
	<i>School Act:</i>	<i>Sections 24 and 25</i>



Committee of the Whole Memorandum

Date: September 14, 2016
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent
Subject: Council of School Councils Meeting

Background

Each year the Board of Trustees has hosted the first meeting of the Sturgeon Council of School Councils at Central Office. In order to give schools the opportunity to have parent meetings to elect their chair and vice chair persons the meeting is usually held in October.

Recommendation

That the Committee of the Whole provide direction to Administration regarding the possible date for a meeting of the Council of School Councils.

COMMITTEE 9.5



Committee of the Whole Memorandum

Date: September 14, 2016
To: Committee of the Whole
From: Ruth Kuik, Associate Superintendent
Subject: Student Learning Assessment (SLA) Administration

Background

In June 2016, the Minister of Education informed school jurisdictions that in school year 2016/17 in Alberta twenty jurisdictions would be selected to pilot Grade 3 Learning Assessments. The twenty jurisdictions would be selected from applications made by the Superintendents of Schools. After consultation with principals, it was decided that the Grade 3 Student Learning Assessments were of value to our students and teachers and an application was made for consideration. Sturgeon School Division was selected for SLA administration. After consultation with principals, the SLA administration time will be from September 1- October 15.

The main changes for this SLA administration are:

1. The SLA will focus only on the first two purposes of assessment: improving student learning and enhancing instruction for students.
2. Alberta Education will provide reports on student results within 24 hours of a class completing the digital questions.
3. The Grade 3 SLA will be available to participating teachers to re-administer at their discretion throughout the school year to further support learning and instruction.
4. Principals of participating schools can excuse individual students from the SLA in consultation with teachers and parents.
5. Superintendents will have access to a high-level report that provides an overview of school authority and school results for the digital questions.

Attached for Trustee information, is "Grade 3 Pilot Student Learning Assessment (SLA) 2016-2017 Pilot – Quick Facts for Trustees".

Recommendation

That the Committee of the Whole receive as information the update with respect to Student Learning Assessment (SLA) Administration.

COMMITTEE 9.10



Grade 3 Pilot Student Learning Assessment (SLA) – 2016–2017 Pilot Quick Facts for School Trustees

What are SLAs?

SLAs are a new, digitally based provincial assessment that provide a beginning of the year “check in”. This enables parents and teachers to learn about and identify student strengths and areas of growth at the start of the school year. The Grade 3 SLA is based on outcomes related to literacy and numeracy in language arts and mathematics in Alberta’s current Grade 2 provincial programs of study. Some questions include contexts from arts education, health, science and social studies.

What are the purposes of the SLAs?

The three purposes of the SLAs are to:

- improve student learning (primary purpose);
- enhance instruction for students;
- assure Albertans our education system is meeting the needs of students and achieves the outcomes of the *Ministerial Order on Student Learning*.

While the SLAs are helpful in providing assurance at the local level, they will not be used in the Accountability Pillar. In 2016–2017, Alberta Education will, in collaboration with stakeholders, determine the best approach to providing assurance at the provincial level.

Provincial assessment programs, including SLAs, are meant to complement, not replace, day-to-day teacher observations and classroom assessment. They are sources of information that must be interpreted, used, and communicated within the context of regular and continuous assessment by classroom teachers.

Why the change to SLAs from PATs?

Knowing early in the school year, rather than at the end, what students know and are able to do and areas for growth will serve as a useful reference and enable collaboration between parents and teachers to help students learn and grow during the year. Also, the SLAs are flexible and can be completed over a number of days rather than on a specific day and time. This gives teachers greater flexibility and students the opportunity to take the assessment “when ready”.

The SLAs are digitally based and allow students to show their learning in ways that are not possible with paper-based tests like the Provincial Achievement Tests (PATs). As such, the SLAs are a more inclusive assessment tool.

What is the structure of the Grade 3 SLA?

This literacy and numeracy assessment consists of digital interactive questions (marked by Alberta Education) and performance tasks (marked locally):

- digital interactive literacy questions;
- a literacy performance task;
- digital interactive numeracy questions;
- a numeracy performance task.



Who is participating in the Pilot?

Alberta Education selected 20 school authorities by random sample to invite them to participate in the 2016–2017 Student Learning Assessment (SLA) Pilot. A list of invited school authorities is available online (<https://education.alberta.ca/media/3272616/list-of-school-authorities-invited-to-participate.pdf>).

Why are we Piloting the Grade 3 SLA?

The purpose of the Grade 3 SLA Pilot is to improve, in a deliberate and thoughtful manner, the Grade 3 SLA tool as well as the related administration processes and supports for everyone involved. The Grade 3 SLA is set to enter its third Pilot year in 2016. The goal of the Pilot is to ensure the Grade 3 SLA is a valuable and effective assessment tool for teachers, parents, and students to inform future provincial assessments.

What funding support is available for administering the Grade 3 SLA?

Participating school authorities will receive a \$6 per Grade 3 student allocation for the 2016–2017 pilot to help them with local marking of performance tasks by teachers. As student enrolment for the 2016–2017 school year will be confirmed later in the upcoming school year, this funding allocation will be based on 2015–2016 school year Grade 3 enrolment. Given that there are school authorities with a relatively small number of Grade 3 students, there will be a \$100 minimum allocation to each participating school authority. This funding will be provided in August 2016, as part of the grant payment to school authorities.

What are the important dates for the 2016–2017 Grade 3 SLA Pilot?

August 15 – 31, 2016	Teachers within school authorities that are participating in the 2016–2017 Grade 3 SLA Pilot will have preview access to the SLA assessments.
August 15, 2016	The SLA Teacher Dashboard is available for teachers to set up their class lists, print performance task materials, and prepare for administration.
August 15, 2016	School authorities can begin to request access to paper-only versions of the SLA for students who are not permitted to use or cannot access technology.
September 1, 2016 – June 30, 2017	Teachers may administer and/or re-administer SLA components.
Fall 2016	Field testing opportunities for Fall 2016 will be communicated to school authority Assessment Contacts.
24 hours after the administration or re-administration of digital questions	<ul style="list-style-type: none">• Teachers and school administrators can access Individual Student Reports and Class Reports (digital and print) via the SLA Teacher Dashboard.• Superintendents can access reports via the SLA Teacher Dashboard.• Parents can access their child's Individual Student Report (including a parent-friendly print copy) via their child's school.

Will students in my school authority need to study for the Grade 3 SLA?

Students do not need to study to do this assessment. However, students should be familiar with using a computer or similar technology. As the digital interactive questions require a computer, laptop, or tablet, as well as an Internet connection, technology is central to the Grade 3 SLA Pilot.



What resources are available for students, teachers, and administrators to prepare?

Students can try out the practice questions and released questions from last year that are located at <https://public.education.alberta.ca/assessment/>.

Teachers and administrators have a number of resources available to them on the Alberta Education website at <https://education.alberta.ca/student-learning-assessments/resources/>.

Teachers also have a number of professional learning supports available, including training sessions offered by the Alberta Regional Professional Development Consortium (ARPDC). Information on these is available here: <https://education.alberta.ca/student-learning-assessments/supports-for-educators/>.

When will students' results be available?

Starting in September 2016, Alberta Education will provide reports on student results within 24 hours of a class completing the digital questions. Superintendents will also be able to access reports showing the distribution of students across performance levels within 24 hours of a class completing the digital questions.

Parents of participating schools will have access to a parent-friendly report, through teachers, for the digital questions marked by the province.

Teachers and parents/guardians are encouraged to discuss students' Grade 3 SLA results together, as professional teachers are in the best position to interpret the results.

Whom should I contact if I have questions about the Grade 3 SLA?

You can contact Nicole Lamarre, Director of Student Learning Assessments, Alberta Education, (in English and in French) at Nicole.Lamarre@gov.ab.ca or by telephone at 780-427-6204. Call 310-0000 for toll-free access within Alberta.

Want to know more?

More information and resources for the Grade 3 SLA are available on the Alberta Education website at <https://education.alberta.ca/student-learning-assessments/>.