



Board Meeting Agenda

October 26, 2016 - 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 Approval of Minutes of the Regular Meeting of September 28, 2016

5. **Presentations**

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

7.6.1 Advocacy Work Plan Budget

7.7 Transportation

8. Reports from Special Committees

8.1 Alberta School Boards Association Representative

8.2 Public School Boards Association of Alberta Representative

9. New Business

9.1 Policy D/I/15 – Financial Accountability and Audit

9.2 Policy F/IV/3 – Student Suspensions and Expulsions

9.3 2016 – 2017 Board of Trustees Committees/Representatives

9.4 2017 -2018 Modular Classroom Program Request

9.5 Provincial Achievement Tests and Diploma Exam Results

9.6 Redwater (Ward 1) Trustee Vacancy

9.7 Student Educational Services & Transportation Agreement –
Greater St. Albert Roman Catholic Separate School District
No. 734

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 September 28, 2016**

Table of Contents

	<u>Resolution #</u>
Approval of Agenda.....	082
Approval of Minutes.....	083/084
Policy E/II/1 - Employee Expense and Reimbursement	085
Policy F/III/3 - Awards Policy	086
Policy F/IV/2 - Illicit, Prohibited and Restricted Substances	087
2016 - 2017 Board of Trustees Committees/Representatives.....	088
Trustee Report Form.....	089



**Minutes of the Meeting of
The Board of Trustees of
Sturgeon School Division No. 24
Held at Morinville on September 28, 2016**

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); Mr. Thomas Holmes (Associate Superintendent, Human Resources & Leadership Support)

Absent: Mrs. Ruth Kuik (Associate Superintendent, Education Services)

Call to Order

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

Approval of Agenda

#082/2016 – Moved by Mrs. Miller that the agenda be approved as amended:

- 9.7 PAT and Diploma Dates
- 9.8 Update on Namao Separate School District Formation

CARRIED 6/0

Appointments

Redwater Delegation:

Town of Redwater mayor, Mel Clark, and Janelle Cornelius, Redwater School Parent Council, addressed the Board of Trustees to consider a Trustee By-Election.

Approval of Minutes

#083/2016 - Moved by Mrs. Kohle that the minutes of the Organizational Meeting of August 24, 2016 be approved.

CARRIED 6/0

#084/2016 - Moved by Mrs. Featherley that the minutes of the Regular Meeting of August 24, 2016 be approved.

CARRIED 6/0

Presentations

Mrs. Sandra Brenneis, Director, Learning Support, Sturgeon School Division, provided information with respect to Neurosequential Model in Education (NME).

Reports from Senior Administration

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

Reports from Trustees and Standing Committees

Chair's Report

A verbal report was provided.

Trustees' Reports

Verbal reports were provided.

Building

A verbal report was provided.

Finance & Human Resources

No report was provided.

Education Policy

No report was provided.

Advocacy

No report was provided.

Transportation

No report was provided.

Reports from Special Committees

Alberta School Boards Association Representative

A verbal report was provided.

Public School Boards Association of Alberta Representative

A verbal report was provided.

New Business

Policy E/II/1 – Employee Expense and Reimbursement

#085/2016 – Moved by Mrs. Miller that the Board of Trustees approve Policy E/II/1 – Employee Expense and Reimbursement.

CARRIED 6/0

Policy F/III/3 – Awards Policy

#086/2016 – Moved by Mrs. Porter that the Board of Trustees approve Policy F/III/3 – Awards Policy.

CARRIED 6/0

Policy F/IV/2 – Illicit, Prohibited and Restricted Substances

#087/2016 – Moved by Mrs. Miller that the Board of Trustees approve Policy F/IV/2 – Illicit, Prohibited and Restricted Substances.

CARRIED 6/0

The meeting recessed at 6:02 p.m. for supper.

The meeting resumed at 6:35 p.m.

Safe Contact Cohort

A written report was provided with respect to the partnership between Sturgeon Alberta Teacher's Association Local and Sturgeon School Division to support the professional development needs of safe contact staff members.

2016 – 2017 Board of Trustees Committees/Representatives

#088/2016 – Moved by Mr. Jewell that the Board of Trustee approve the 2016 -2017 Board of Trustees Committees/Representatives directory as amended:

- Advocacy Committee: Mrs. Featherley, Mrs. Kohle, Mrs. Miller
- Transportation Committee: Mrs. Featherley, Mrs. Kohle, Mrs. Miller
- Alberta School Boards Association – Zone 2/3: Mrs. Porter, Alternate: Mr. Jewell
- Sturgeon Composite High School – School Council: Ms. Nowak, Alternate: Mrs. Featherley

CARRIED 6/0

Trustee Report Form

#089/2016 – Moved by Mrs. Miller that the Board of Trustee approve the use of the Trustee Report Form on a pilot basis, from October 2016 to December 2016 with a review of the form to take place in January 2017.

CARRIED 6/0

Unfinished Business

Notices of Motion

There were no Notices of Motion.

Information

There were no Information items.

Comment & Question Period

ATA; CUPE

No report was provided.

Community Members

No report was provided.

Media

No report was provided.

Requests for Information

There were no requests for information.

#090/2016 – 6:56 p.m. – Moved by Mr. Jewell that the Board go in camera.

CARRIED 6/0

Mrs. Featherley left the meeting.

#091/2016 – 8:05 p.m. – Moved by Mr. Jewell that the Board out of camera.

CARRIED 5/0

Close of Meeting

The Chair adjourned the meeting at 8:06 p.m.

Chair

Date

Secretary-Treasurer



Memorandum

Date: October 26, 2016
To: Board of Trustees
From: Senior Administration
Subject: Seniors' Report

Derek Peterson: Webs of Support

We are very excited to be working in partnership on a community presentation featuring Derek Peterson. The attached information provides details as to the presentation which will take place on the evening of November 17th and the full day of November 18, 2016. A number of key stakeholders and Thought Leaders have invested countless hours in organizing the many aspects of the presentation and we are looking forward to a very valuable learning experience that will involve local students and the adults they feel are or could be significant in their lives.

Once we have fully assessed the success of this undertaking, the division will be discussing the associated value for our other communities and whether we would like to make such an experience available to all our students.

School Visits

During the months of October and November, the Superintendent will be visiting each division school. During these visits, extensive time will be spent with the principal and visiting classrooms. This is an important component of the division's commitment to the growth and supervision of school administrators and helps to ensure that students continue to benefit from a centrally coordinated, site-based approach to educational leadership and the decision-making process.

BOARD CP.

Thought Exchange 2: Student Mental Health and Wellness

During the past week the division completed the final step associated with our Thought Exchange consultation with students in Grades 4-12, initiated in the spring 2016. The attached letter was distributed to students, staff and parents inviting them to review the summary reports, which provide an overview of the questions asked, and insight into the themes identified by students. The division and individual schools will use these summaries, in conjunction with other data, in targeting resources and supports as well as developing Comprehensive Counselling Plans and School Action Plans.

**Creating Resilient Communities:
The Power of Building Webs of Support for Youth & Adults**
Nov.17 (7:00-9:00PM) & Nov.18 (9:00AM-4:00PM) @ Pembina Place



Who is Derek Peterson?

Derek Peterson is an international youth advocate and the founder of Integrative Youth Development and its measurement instrument, the Student Support Card. The Harvard Education Review calls Peterson one of America's Champions for children and youth. His work was written into the No Child Left Behind legislation as a means to: 1) Increase community engagement around youth and 2) increasing the caring and connections that make schools great places to learn. Peterson has delivered over two thousand presentations on youth development and the value of support through relationship.

To learn more about Derek: <https://www.brightwayslearning.org/>

Who Will Attend?

70+ youth and adult key opinion leaders from The Town of Redwater and area.

Purpose of this event:

This event will focus on building and maintaining a web for all youth, both inside & outside of the classroom. Strong relationships help our kids succeed now and long into the future. This is how strong communities are created.

Students and adults will learn about the power of the full spectrum approach to youth development.

Together, the youth and adults of The Town of Redwater and area will learn, share, collaborate, connect and build relationships.

Adults will learn about the Derek Peterson's Web of Support concept and the role they can play in developing that web for our youth.

Youth will understand the importance of having a Web of Support as a critical piece in living a bright, successful future.

How can I create change in my community?

1. Community Leadership – We need adults in the community who value the opportunity to be an anchor for a young person. As adults, we have the potential to anchor the lives of the youth in our community.
2. Volunteer at the event – We need adults to help set-up, clean-up, help with food distribution, registration...etc.
3. Become a Sponsor – If you are able to be a key sponsor for the event please let us know. Sponsorship options attached.

If you are interested in volunteering
or sponsoring the event, please contact:
Danielle Reed

coachonthego@albertacom.com

780-991-0191

To register go to:

<https://goo.gl/forms/rWveCEh97084Ruj72>
or call 780-991-0191





October 14, 2016

Dear Students, Parents, and Staff:

In the spring of 2016, our students from Grade 4 to 12 took part in an online conversation to share their input on mental health issues.

Sturgeon School Division aims to provide safe and caring schools where all students feel welcomed and involved. To help us meet this goal, we asked for feedback to understand what we are doing well and where we need to improve to support student wellbeing. We've reviewed the thoughts and priorities of students and heard about what they experience on a day-to-day basis. Now we want to share the results with you.

Please visit our results webpages to learn about the key findings after 942 Grade 4-6 students and 1,255 Grade 7-12 students took part:

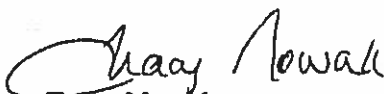
[Grade 4-6 Results](#)

[Grade 7-12 Results](#)

The Division will continue to review these findings and will use the information to inform our education planning and implement programming that supports the wellbeing of our students.

We thank our students for participating and for sharing their personal experiences. These contributions are invaluable as we continue to work toward success in our schools and Division.

Sincerely,


Tracy Nowak
Board Chair


Michele Dick
Superintendent



Board Memorandum

Date: October 26, 2016
To: Board of Trustees
From: Ruth Kuik, Associate Superintendent
Subject: Fieldtrip Report

Field Trips

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

Overnight:

Morinville Public School

November 8 – 9, 2016 50 Grade 4 students travel to the Royal Tyrell Museum to develop an appreciation for Alberta's fossil heritage.

Sturgeon Composite High School

March 28 – April 4, 2017 Approval "In principle" for 50 Senior High Students to travel to New Orleans to experience American music history focusing on where jazz and the music of the African/American spiritual were developed.



Memorandum

Date: October 26, 2016
To: Board of Trustees
From: Advocacy Committee
Subject: Advocacy Work Plan Budget

Background

The Advocacy Committee is proposing to develop a link for the division website that would outline the important work being undertaken by the Board in achieving the goals articulated in the Advocacy Work Plan (see attached). Such a link would identify key areas of focus; the status of planned initiatives; and, where possible, links to more detailed information. The Advocacy Committee sees this undertaking as key in not only capturing the wide-ranging and diverse work of the Board, but also informing the public of the critical role of trusteeship and local governance in Sturgeon School Division and public education in general.

In addition, and as one component of the above-noted undertaking, the Advocacy Committee believes that Trustees can and should provide local citizens with important information regarding the October 2017 election for local Trustees. This work is best started early in order to assist interested individuals in properly and fully reflecting on the work of school boards and the commitment required to serve in such a capacity.

Therefore, in order to support the above-noted work, the Advocacy Committee is requesting approval of a \$10,000.00 budget line, to be taken from the Trustees' existing general budget.

The Advocacy Committee will provide further details at the Public Board meeting and will respond to Trustee questions as required.

Recommendation

That the Board of Trustees approve a \$10,000.00 budget for the Advocacy Committee (SY2016-2017).

BOARD 7.0.1

Sturgeon School Division Board

Advocacy Plan 2016 – 2017 – Four “E’s” to Success

PRIORITY OUTCOME 1:

ENHANCE student participation and involvement in decisions that affect their education and school experience.

PRIORITY OUTCOME 2:

ENGAGE people in our communities to build value for and facilitate their participation in the public education of our students

PRIORITY OUTCOME 3:

*ESTABLISH relationships with **government officials**, external organizations to broaden support for schools and enhance student and community well-being.*

PRIORITY OUTCOME 4:

ENCOURAGE innovation in division projects that are directly related to enhancing student achievement and success



Board Memorandum

Date: October 26, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Policy D/I/15 – Financial Accountability and Audit

Background

At the October 12, 2016 Committee of the Whole meeting Trustees reviewed Policy D/I/15 – Financial Accountability and Audit, and forwarded to the Public Board meeting.

Associated Financial Management 6- Financial Accountability and Audit, are also attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy D/I/15 – Financial Accountability and Audit.

BOARD 9.1



1.0 POLICY

- 1.1 The Board believes that the independent professional audit of its financial operation is essential for establishing credibility and financial accountability for tax dollars spent on education.
- 1.2 The Board also believes that the audit of individual school financial records is necessary.
- 1.3 The Board shall appoint an auditor for whatever term it determines (not to be less than 3 years).

Revised Draft

References: Admin Practice(s): Financial Management 6 – Financial Accountability and Audit
School Act: Part 6, Finance, Division 1



1.0 POLICY

- 1.1 The Board believes that the independent professional review and audit of its financial operation is essential for establishing credibility and financial accountability for tax dollars spent on education.
- 1.2 The Board also believes that the review and audit of individual school financial records is necessary.

2.0 GUIDELINES

- 2.1 The Board shall appoint an auditor for whatever term it determines.
 - 2.1.1 The appointment of an auditor shall be carried out only after a review of qualifications and of the audit fee structure.
 - 2.1.2 The auditor appointed shall be expected to perform those duties as specified in the School Act and regulations thereto, including submitting a report on the Board's annual financial statement and submitting an annual management letter on financial procedures.

References: Admin Practice(s): Financial Management 6 – Financial Accountability and Audit
School Act:

**FINANCIAL MANAGEMENT 6 – Financial Accountability & Audit**

Date: May 15, 2002 Revised: October 3, 2016 Responsible Administrator: Secretary Treasurer

1.0 RATIONALE

The Board believes that an annual professional audit of its financial operation is essential for maintaining credibility and financial accountability for tax dollars spent on education.

2.0 PROCESS

Central Office personnel shall prepare financial statements based on the previous school year for completion on or before October 31st each year.

3.0 GUIDELINES

- 3.1 The auditor shall be appointed by the Board for a three year commitment, with Board confirmation annually at the January Board meeting.
 - 3.1.1 The appointment of an auditor shall be carried out only after a review of qualifications and of the audit fee structure.
 - 3.1.2 The auditor appointed shall be expected to perform those duties as specified in the School Act and regulations thereto, including submitting a report on the Board's annual financial statement and submitting an annual management letter on financial procedures.
- 3.2 The Minister may prescribe audit procedures to be used that differ from generally accepted accounting principles.
- 3.3 The auditor shall meet with Board representatives to review any report that they are required or requested to prepare.
- 3.4 The auditor shall meet with the Secretary Treasurer on a regular basis to discuss audit procedures.
 - 3.4.1 The Secretary Treasurer shall ensure that the auditor shall at all times be given access to all records, documents, books of account and vouchers of the Board.

References: Board Policy: D/I/15 Financial Accountability and Audit



FINANCIAL MANAGEMENT 6 – Financial Accountability & Audit

Date: May 15, 2002 Revised: October 3, 2016 Responsible Administrator: Secretary Treasurer

- 3.5 The Board Chairman shall ensure that the auditor’s report is submitted to the Board at its next regular meeting following receipt of that report. The auditor shall send to the Minister of Education copies of the Board’s financial statement, their report on that financial statement, and a copy of the annual management letter on financial procedures.

- 3.6 The Secretary Treasurer shall develop appropriate procedures for the external and internal audit of individual school financial records.

References: Board Policy: D//15 Financial Accountability and Audit



Board Memorandum

Date: October 26, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: Policy F/IV/3 – Student Suspensions and Expulsion

Background

At the October 12, 2016 Committee of the Whole meeting Trustees reviewed Policy F/III/3 – Awards Policy and forwarded to the Public Board meeting with suggested revisions.

Associated Admin Practices Student Services 8- Student Conduct is also attached for Trustee information.

Recommendation:

That the Board of Trustees approve Policy F/IV/3 – Student Suspensions and Expulsion.

BOARD 9.2



1.0 POLICY

- 1.1 The Board believes that respectful and responsible behaviour by students is essential to maintaining welcoming, caring, respectful and safe learning environments.
- 1.2 The Board believes the suspension or expulsion of a student is to be ~~invoked~~ (imposed/applied) when other measures have proven to be ineffective or when the seriousness of the offense warrants such action.
- 1.3 The Board believes an impartial Student Discipline Committee of the Board ~~is~~ should be delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the School Act.
 - 1.3.1 In the event that expulsion becomes necessary, the Board reserves the right to make rules respecting the conditions under which an expelled student may be re-enrolled.

Revised Draft

References:	Board Policy(s):	B/I/3 - Committees of the Board (B/I/3b Discipline Committee) D/III/1 - Equity, Diversity, Inclusion and Human Rights F/IV/2 - Illicit, Prohibited and Restricted Substances F/IV/3 - Student Suspensions and Expulsions F/IV/4 - Student Conduct
	Board Regulation:	Education 2 - Student Suspensions and Expulsions
	Admin Practice(s):	Student Services 8 - Student Conduct
	School Act:	Sections 24 and 25



1.0 POLICY

- 1.1 The Board believes that respectful and responsible behaviour by students is essential to maintaining ~~positive-welcoming, caring, respectful and safe~~ learning environments.
- 1.2 The Board believes the suspension or expulsion of a student is to be ~~invoked~~ **(imposed/applied)** when other measures have proven to be ineffective or when the seriousness of the offense warrants such action.
- 1.3 The Board believes an impartial Student Discipline Committee of the Board is ~~should~~ **be delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the School Act.**
 - 1.3.1 In the event that expulsion becomes necessary, the Board reserves the right to make rules respecting the conditions under which an expelled student may be re-enrolled.

2.0 GUIDELINES

- ~~2.1 As per Policy F/IV/7 04 Student Conduct and Administrative Practice Student Services 8 – Student Conduct, each school shall implement the Division Code of Conduct for students and shall communicate this to all students and parents.~~
- ~~2.2 Principals and teachers have the power to suspend students within the guidelines defined in the School Act.~~
- ~~2.3 An impartial Student Discipline Committee of the Board is delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the School Act.~~
- ~~2.4 In the event that expulsion becomes necessary, the Board reserves the right to make rules respecting the conditions under which an expelled student may be re-enrolled.~~

References:	Board Policy(s):	B/I/3 - Committees of the Board (B/I/3b Discipline Committee) D/III/1 - Equity, Diversity, Inclusion and Human Rights F/IV/2 - Illicit, Prohibited and Restricted Substances F/IV/4 - Student Conduct
	Board Regulation:	Education 2 – Student Suspensions and Expulsions
	Admin Practice(s):	Student Services 8 – Student Conduct
	School Act:	Sections 24 and 25



1.0 POLICY

- 1.1 The Board believes that respectful and responsible behaviour by students is essential to maintaining positive learning environments.

2.0 GUIDELINES

- 2.1 As per Policy F/IV/7 – Student Conduct and Administrative Practice Student Services 8 – Student Conduct each school shall implement the Division Code of Conduct for students and shall communicate this to all students and parents.
- 2.2 Principals and teachers have the power to suspend students within the guidelines defined in the School Act.
- 2.3 An impartial Student Discipline Committee of the Board is delegated the responsibility for conducting meetings and either expelling or reinstating students as provided for in the School Act.
- 2.4 In the event that expulsion becomes necessary, the Board reserves the right to make rules respecting the conditions under which an expelled student may be re-enrolled.

References: Board Policy(s): F/IV/04 – Student Conduct
Admin Practice(s): Student Services 8 – Student Conduct
School Act: Sections 24 and 25



STUDENT SERVICES 8 – Student Conduct

Date: Jan. 12, 2010 Revised: , August 29, 2016

Responsible Administrator:
Associate Superintendent Ed. Services

1.0 RATIONALE

The Board recognizes its responsibility to ensure a welcoming, caring, respectful and safe learning 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/4 Student Conduct and F/IV/2 Illicit, Prohibited and Restricted Substances 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.

References:	Board Policy(s):	B/I/3 – Committees of the Board (B/I/3b Discipline Committee) D/III/1 – Equity, Diversity, Inclusion and Human Rights F/IV/2 –Illicit, Prohibited and Restricted Substances Policy F/IV/ 3 – Student Suspensions and Expulsions F/IV/ 4 – Student Conduct
	Board Regulation:	Education 2 – Student Suspensions and Expulsions
	School Act:	Sections 24 and 25



STUDENT SERVICES 8 – Student Conduct

Date: Jan. 12, 2010 Revised: , August 29, 2016 Responsible Administrator:
Associate Superintendent Ed. Services

- 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;
 - 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

References:	Board Policy(s):	B/I/3 – Committees of the Board (B/I/3b Discipline Committee) D/III/1 – Equity, Diversity, Inclusion and Human Rights F/IV/2 – Illicit, Prohibited and Restricted Substances Policy F/IV/ 3 – Student Suspensions and Expulsions F/IV/ 4 – Student Conduct
	Board Regulation:	Education 2 – Student Suspensions and Expulsions
	School Act:	Sections 24 and 25



STUDENT SERVICES 8 – Student Conduct

Date: Jan. 12, 2010 Revised: , August 29, 2016

Responsible Administrator:

Associate Superintendent Ed. Services

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;
- 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;

References:	Board Policy(s):	B/I/3 – Committees of the Board (B/I/3b Discipline Committee) D/III/1 – Equity, Diversity, Inclusion and Human Rights F/IV/2 – Illicit, Prohibited and Restricted Substances Policy F/IV/ 3 – Student Suspensions and Expulsions F/IV/ 4 – Student Conduct
	Board Regulation:	Education 2 – Student Suspensions and Expulsions
	School Act:	<i>Sections 24 and 25</i>



STUDENT SERVICES 8 – Student Conduct

Date: Jan. 12, 2010 Revised: , August 29, 2016

Responsible Administrator:

Associate Superintendent Ed. Services

- 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;
 - 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:	Board Policy(s):	B/I/3 – Committees of the Board (B/I/3b Discipline Committee) D/III/1 – Equity, Diversity, Inclusion and Human Rights F/IV/2 –Illicit, Prohibited and Restricted Substances Policy F/IV/ 3 – Student Suspensions and Expulsions F/IV/ 4 – Student Conduct
	Board Regulation:	Education 2 – Student Suspensions and Expulsions
	School Act:	Sections 24 and 25



Board Memorandum

Date: October 26, 2016
To: Board of Trustees
From: Committee of the Whole
Subject: 2016 – 2017 Board of Trustees Committees and Representatives

Background

Attached you will find the 2016 – 2017 Board of Trustees Committees and Representatives directory passed at the September 28, 2016 Board Meeting.

Recommendation:

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

BOARD 9.3

Committees/Representatives

Chair: Tracy Nowak
Phone: 780-973-3113

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

2016/2017
Amended September 28, 2016

Trustee Membership of Committees

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

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

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

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

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

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

Trustee Committees

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

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

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

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

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

Board Representatives to Other Organizations

Alberta School Boards Association - Zone 2/3
Mrs. Porter, Alternate – Mr. Jewell

Morinville Rotary
Mrs. Porter

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

SCHS – School Council
Ms. Nowak, Alternate – Mrs. Featherley

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

Community Services Advisory
Mrs. Kohle



Board Memorandum

Date: October 26, 2016
To: Committee of the Whole
From: Iva Paulik, Secretary Treasurer
Subject: 2017 – 2018 Modular Classroom Program Request

Background

The submission date for requesting new modular classrooms for the 2017 – 2018 school year is November 1, 2016. School jurisdictions are asked to identify their needs and submit them in a prescribed form. We have reviewed Sturgeon School Divisions needs and identified the following modular needs at this time:

1. Morinville Public School (3) – Enrollment pressures (capacity)
2. Sturgeon Heights (2) – Enrollment pressures (capacity)

Recommendation:

That the Board approve the 2017 – 2018 Modular Classroom Program Request to be submitted to Alberta Education and Alberta Infrastructure for the 2017 – 2018 school year:

1. Morinville Public School (3) – Enrollment pressures (capacity)
2. Sturgeon Heights (2) – Enrollment pressures (capacity)

Government of Alberta ■ **NEW MODULAR CLASSROOM REQUESTS FOR 2017/2018**
Education

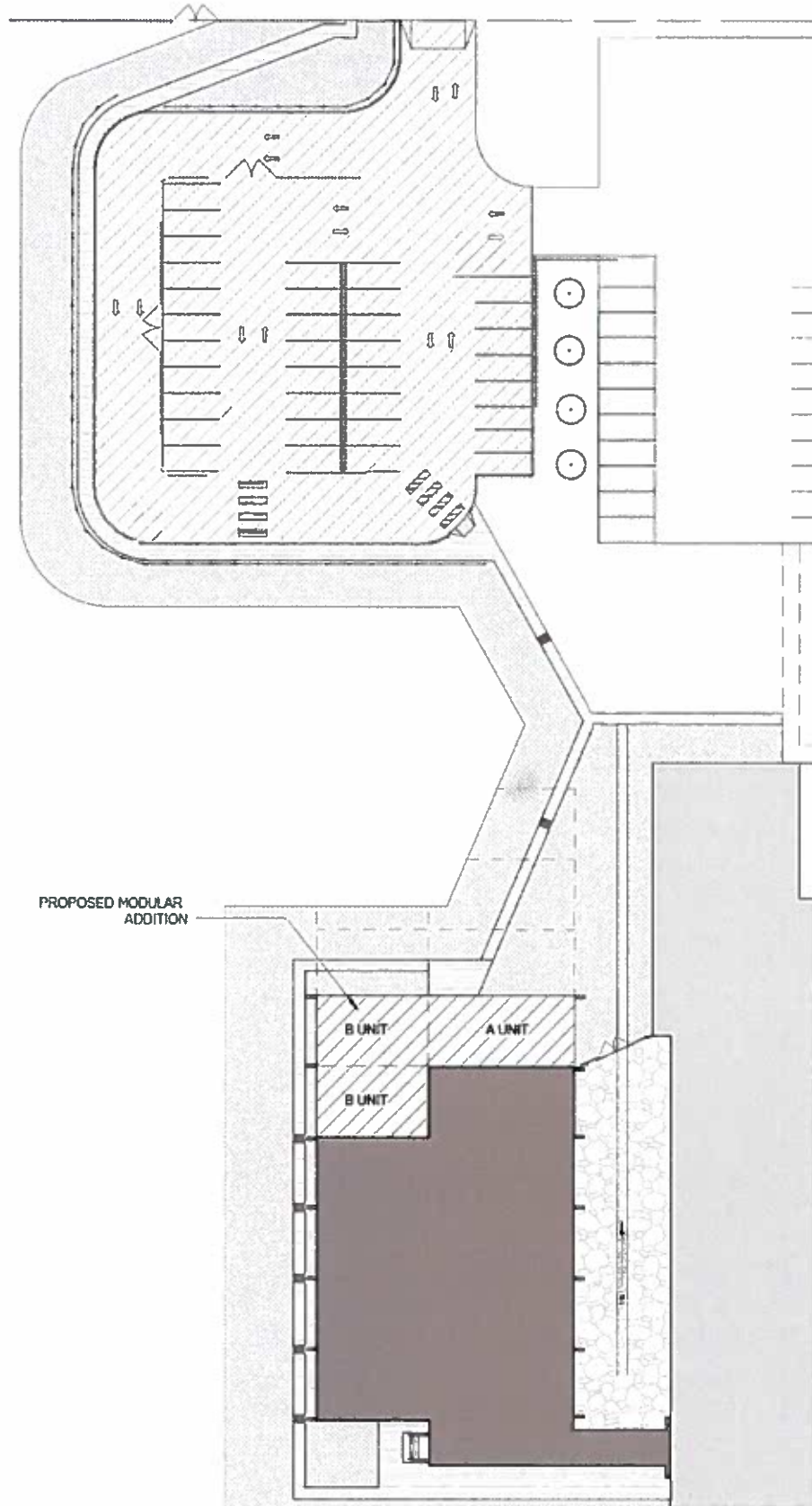
Jurisdiction: Sturgeon School Division No. 24

Board Priority #	Facility Name	City	Grade Configuration	Is this a PG school?	Number of Type A Units Required	Number of Type B Units Required	Number of Washroom Units	Link Required (Yes or No)	Category Code	Required Documents Attached?	Site Ready Date	Site Layout Attached?	Detailed Explanation for Category Code / Modular Request
1	Morinville Public School	Morinville	K-9	No	1.00	2.00		No	2	Yes		Yes	3 classroom units required due to capacity concerns (16-17 capacity 104%; estimated 16 17 capacity - 114%. This modular request is considered an interim solution to significant enrolment growth. The Division has been approved for a new school 5-9.
2	Sturgeon Heights School	St Albert	K-9	No	1.00	1.00		No	2	Yes		Yes	2 classroom units (of which one is wet) required due to capacity concerns (16-17 capacity 113%; estimated 17-18 capacity - 117%).
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													
					Total of New Units Requested	2	3	0					

Category Codes:
 1 = Health and Safety (Please explain)
 2 = Enrolment Pressures (Please explain)
 3 = Program Delivery (Please explain)
 4 = Environmental (Please Explain)

Superintendent or Designate
 (Signature req'd on last sheet only)

Please e-mail the original Excel document to edo.cpdata@gov.ab.ca



1 PROPOSED ADDITION
1.450

ONPA architects

10/18/16

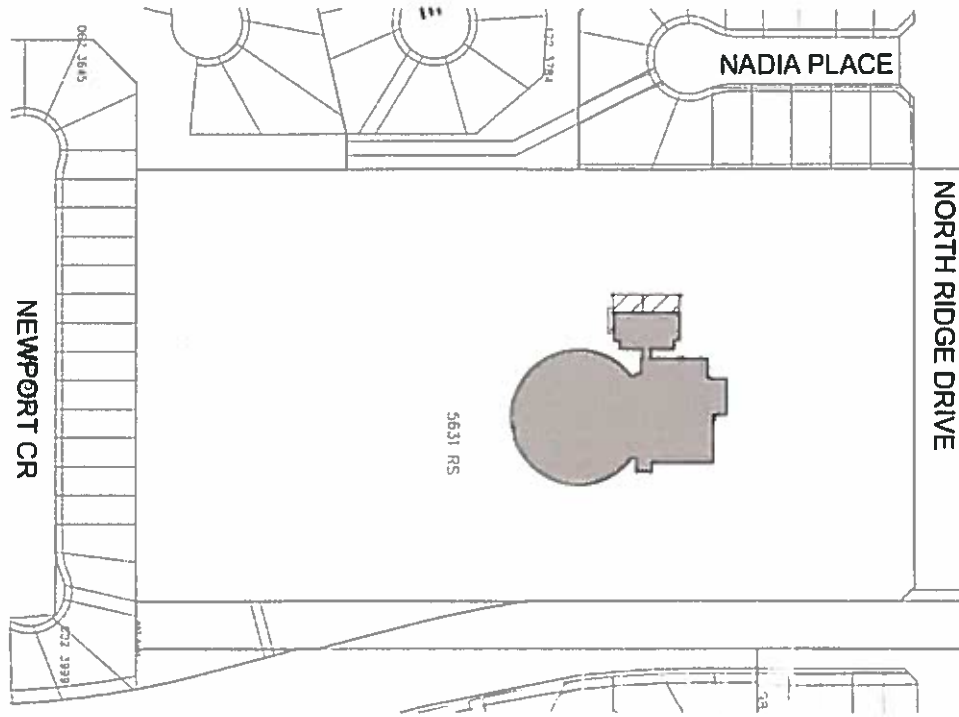
Morinville Public Proposed Addition

Sturgeon School Division

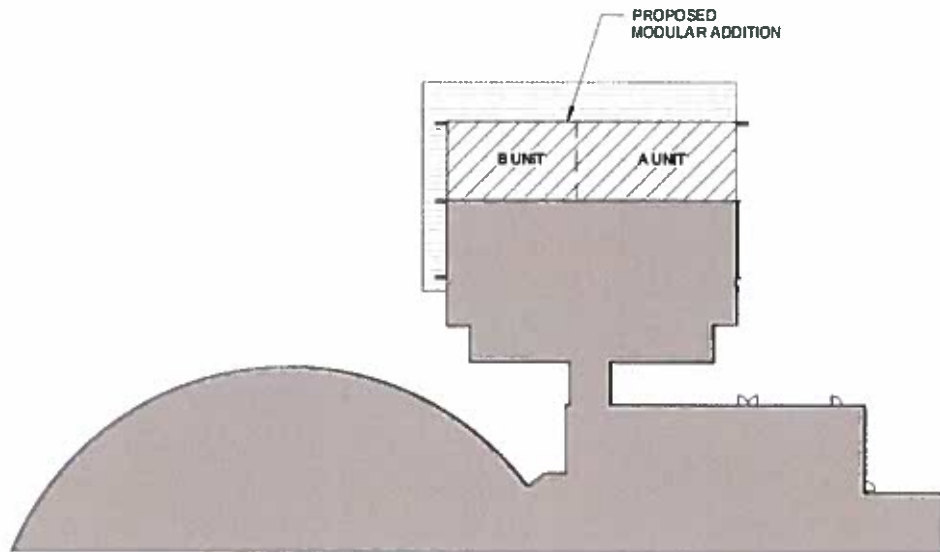
**PROPOSED
ADDITION**

15137

10020 101 Avenue, Morinville, AB T8R
1L5



1 PROPOSED ADDITION 1 : 2000



2 PROPOSED ADDITION - ENLARGED PLAN 1 : 450

ONPAarchitects

10/18/16

Sturgeon Heights Proposed Addition

15138

Sturgeon Heights School Division

50 Hogan Rd, St. Albert, AB T8N 3X7

**PROPOSED
ADDITION**



Board Memorandum

Date: October 26, 2016
To: Board of Trustees
From: Ruth Kuik, Associate Superintendent, Education Services
Subject: Provincial Achievement Tests and Diploma Examinations Results

Provincial Achievement Tests and Diploma Examinations Results will be provided at the October 26, 2018 Board Meeting.

BOARD 9.5



Board Memorandum

Date: October 26, 2016
To: Board of Trustees
From: Iva Paulik, Secretary Treasurer
Subject: Student Educational Services and Transportation Agreement – Greater St. Albert Roman Catholic Separate School District No. 734

Background

The attached Student Educational Services and Transportation Agreement from Greater St. Albert Catholic Schools is a combination of two agreements that Sturgeon School Division and Greater St. Albert Catholics Schools have entered into in past years.

Previously a Student Transportation Agreement was in place for Student 'A', a resident student of Sturgeon School Division. For several years, the parents have elected to have their special education child educated in Greater St. Albert Roman Catholic Separate School District No. 734. Greater St. Albert is willing to transport this student wheel chair bound student to their schools. A Transportation Agreement has been in place since 2013 – 2014.

A Transportation Services Agreement has been in place for the families of Students 'B', 'C', and 'D' who reside west of Morinville for their children to attend French Immersion programming at Morinville Schools since the 2000 – 2001 school year. Students 'E' and 'F' were added to this Transportation Services Agreement for the 2014 – 2015 school year.

Recommendation:

That the Board of Trustees approve the Student Educational Services and Transportation Agreement with the Greater St. Albert Roman Catholic Separate School District No. 734.

BOARD 9.7

STUDENT EDUCATIONAL SERVICES AND TRANSPORTATION AGREEMENT

This agreement made in duplicate this 29th DAY
OF SEPTEMBER, 2016.

BETWEEN:

THE BOARD OF TRUSTEES OF THE
STURGEON SCHOOL DIVISION No.24

OF THE FIRST PART,

- and -

THE BOARD OF TRUSTEES OF THE
GREATER ST. ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT No. 734

OF THE SECOND PART.

WHEREAS the parties are required to provide transportation to students enrolled in schools within their jurisdiction in accordance with the provisions of the School Act, S.A. 2000, c S-3 as amended from time to time;

AND WHEREAS the parties are desirous of entering into an agreement which will permit the fulfillment of these obligations along with the provision of educational services,

AND WHEREAS the parties are in agreement that all transportation funding claims can be made by the party providing the educational services for students identified in Appendix A;

NOW THEREFORE the parties hereto agree as follows:

1. Definitions

- 1.1 "School Act" where used in this agreement means the School Act, S.A. 2000, c. S-3 as amended from time to time.
- 1.2 "Students" where used in this agreement means individuals who are enrolled in a school or are required to attend school under Section 8 of the School Act and who have parents or guardians, as the case may be, who are residents of the Sturgeon School Division No.24, and shall include independent students as defined within the School Act all of whom attend schools operated by the Greater St. Albert Roman Catholic Separate School District No.734 and are in grades one to twelve inclusive.

2. Obligation to Transport

- 2.1 Greater St. Albert Roman Catholic Separate School District No. 734 shall provide transportation for only those students listed on Appendix "A", by the parties to this agreement, to and from schools located within the jurisdiction of Greater St. Albert Roman Catholic Separate School District No. 734 in compliance with the applicable provisions of the School Act and any Regulations passed there under.
- 2.2 Greater St. Albert Roman Catholic Separate School District No. 734 shall provide transportation for students on all days when the schools of the Greater St. Albert Roman Catholic Separate School District No. 734 are operational, except if such service is rendered impossible due to acts of God, strikes, wars, floods, fires or other such incidents which cannot reasonably be foreseen or provided against. In the event of any such incident occurring, the parties acknowledge and agree that neither party shall be held responsible for any damages, delay or failure to perform caused by the Greater St. Albert Roman Catholic Separate School District No. 734 inability to fulfill its obligations under this agreement.
- 2.3 Greater St. Albert Roman Catholic Separate School District No. 734 shall provide transportation facilities reasonably adequate for the purpose of safely conveying the students to and from the schools as required.
- 2.4 Greater St. Albert Roman Catholic Separate School District No. 734 shall provide adequate supervision for students using its transportation facilities.

3. Miscellaneous

The parties acknowledge and agree that transportation services shall continue to be provided by the Greater St. Albert Roman Catholic Separate School District No. 734 for each of the students identified within Appendix "A", to and from schools of the Greater St. Albert Roman Catholic Separate School District No. 734 as set out in Appendix 'A". In the event that any student included within Appendix "A" ceased to reside at the location described with the said Appendix, said student will no longer be eligible for transportation in accordance with the terms and conditions of this clause.

4. Indemnification

4.1 The transporting party shall at all times well and sufficiently indemnify and keep indemnified the Sturgeon School Division No.24 from and against all actions, proceedings, claims, costs, expenses, and demands of any nature in consequence of

4.1.1 bodily injury, sickness, disease or death sustained by students while riding in, boarding or alighting from any vehicle provided by Greater St. Albert Roman Catholic Separate School District No. 734 and

4.1.2 Damage to, destruction or loss of property where such property was damaged, destroyed or lost while situate in any vehicle provided by Greater St. Albert Roman Catholic Separate School District No. 734 after having been brought upon such vehicle by students.

5. Amendments

5.1 This agreement may be amended from time to time by the mutual written consent of both parties. In the event of a dispute, the parties may request a review of the agreement pursuant to Section 125(1) of the School Act.

6. Term

6.1 This agreement shall continue in force from August 31st, 2016 hereof until termination by either party in accordance with the terms and conditions herein, or upon the mutual consent of both parties, which consent shall be evidenced in writing.

7. Termination

7.1 Notice of intention by either party to terminate this agreement for a subsequent school year must be given in writing to the other party prior to March 31st in any year. Such notice shall be effective August 30th of the same year if given in accordance with this provision.

8. Binding Agreement

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

9. Notice

9.1 Any notice required or permitted to be given under the terms of this Agreement shall be sufficiently given to the party for whom it is intended if delivered and forwarded by registered, prepaid post at the following address:

Sturgeon School Division No. 24
9820 - 104 Street
Morinville, Alberta
T8R 1L8

Greater St. Albert Roman Catholic Separate School District No. 734
6 St. Vital Avenue
St. Albert, AB
T8N 1K2

Or to such other address as either party may furnish to the other from time to time. Such notice shall be deemed to have been received within five (5) days after the date of such mailing.

IN WITNESS WHEREOF the parties hereto have executed these presents on the day and year first above written.

STURGEON SCHOOL DIVISION No.24

Per: _____

Per: _____

GREATER ST. ALBERT ROMAN CATHOLIC SCHOOL DISTRICT No. 734

Per:  _____

Per: _____

APPENDIX 'A'

2016 – 2017 School Year

The transportation by Greater St. Albert Roman Catholic Separate School District No. 734 of the following Sturgeon School Division No. 24 resident students during the 2016 – 2017 School Year is mutually agreed to by the parties of this agreement.

Name	Address	School	Grade
Student 'A'		Vincent J. Maloney	8
Student 'B'		G.H. Primeau	6
Student 'C'		Morinville Community High	11
Student 'D'		Morinville Community High	12
Student 'E'		École Notre Dame	3
Student 'F'		École G.H. Primeau	7