



# **Board Meeting Agenda**

## **November 27, 2013 – 4:30 p.m.**

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- 1. Call to Order**
- 2. Approval of Agenda**
  - 2.1 Additions to Agenda
  - 2.2 Approval of Agenda
- 3. Appointments**
- 4. Reading and Approving of Minutes**
  - 4.1 Amendment/Correction of Minutes
  - 4.2 Approval of Minutes of the Organizational Meeting of October 30, 2013
  - 4.3 Approval of Minutes of the Regular Meeting of October 30, 2013
- 5. Presentations**
  - 5.1 2012 – 2013 Audited Financial Statements –  
Mr. Phil Dirks, C.A., Partner, Hawkings Epp Dumont LLP  
Mrs. Iva Paulik, Secretary Treasurer
  - 5.2 Three Year Education Plan 2013-2016/Annual Education Results Report 2012/2013 – Mr. W. Jeske

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

- 6.1 Superintendent of Schools
- 6.2 Deputy Superintendent
- 6.3 Secretary Treasurer
- 6.4 Associate Superintendent

## **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 Committee
- 7.7 Transportation

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

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

## **9. New Business**

- 9.1 Policy B/I/1 – Trustee Functions, Trusteeship & Policy
- 9.2 Policy B/I/3 – Committees of the Board
- 9.3 Policy B/II/5 – Trustee Code of Conduct
- 9.4 Policy C/4 – Superintendent of Schools
- 9.5 Policy D/I/14 – Community Partnerships
- 9.6 Policy D/I/17 – Central Services Roles and Responsibilities
- 9.7 Draft Operational School Year Calendar, 2014/2015
- 9.8 December Board Meeting

## **10. Unfinished Business**

## **11. Notices of Motion**

## **12. Information**

- 11.1 School Council Annual Reports

## **13. Question Period**

## **14. Requests for Information**

## **15. Adjournment**



**Organizational Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on October 30, 2013**

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**Organizational Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on October 30, 2013**

### **Roll Call**

Present were Trustees Misty Featherley, Terry Jewell, Liz Kohle, Wendy Miller, Michelle Mychasiw and Tracy Nowak; Michele Dick (Superintendent); Iva Paulik (Secretary-Treasurer); Dave Johnson (Associate Superintendent); Wolfgang Jeske (Director, Curriculum & Instruction).

Absent: Gerry Schick (Deputy Superintendent);

### **Call to Order**

This being the Organizational Meeting, the Secretary-Treasurer called the meeting to order at 4:35 p.m.

### **Declaration of Returning Officer**

Ward 1	Michelle Mychasiw	New	Acclaimed
Ward 2	Liz Kohle	Incumbent	Acclaimed
Ward 3	Vacant		
Ward 4	Wendy Miller	Incumbent	Acclaimed
Ward 5	Misty Featherley	New	Acclaimed
Ward 6	Tracy Nowak	Incumbent	Acclaimed
Ward 7	Terry Jewell	Incumbent	Elected

### **Oath of Office**

It is noted that each trustee did take and subscribe to the official oath and deposited said oath with the Secretary-Treasurer of the Board.

### **Election of Chair**

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

First Call Mrs. Kohle nominated Mr. Jewell.

Second Call

Third Call

#S-02/2013 – Moved by Mrs. Miller that nominations for the office of Chair of the Board of Trustees now cease and that Mr. Jewell be declared Chair.

**CARRIED 6/0**

Mr. Jewell was declared elected Chair for the Board of Trustees by acclamation.

Mr. Jewell assumed the Chair.

## **Election of Vice Chair**

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

First Call Mrs. Miller nominated Ms. Nowak.

Second Call

Third Call

#S-03/2013 – Moved by Mrs. Kohle that nominations for the office of Vice Chair of the Board of Trustees now cease and that Ms. Nowak be declared Vice Chair.

CARRIED 6/0

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

## **Code of Ethics**

The Vice Chair read the Code of Ethics adopted by the Board, Policy B/II/2.

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

#S-04/2013 – Moved by Mr. Jewell that the regular monthly Board meeting be held on the fourth Wednesday of each month at 4:30 p.m. at the Board office in Morinville, that the Closed Committee of the Whole meeting be held on the second Wednesday of each month at 4:30 p.m. at the Board office in Morinville, and that the regular Public Committee of the Whole meeting be held on the second Wednesday of each month at 6:00 p.m. at the Board office in Morinville.

CARRIED 6/0

## **Trustee Membership of Committees**

#S-05/2013 – Moved by Mr. Jewell that the Trustee memberships of the following Committees be approved; and that the following Trustee Committees be approved:

### **Committee of the Whole**

All Trustees with quorum of four

### **Municipal Liaison Committee**

Committee of the Whole with a quorum of three, consisting of the Chair and two Trustees.

### **ATA Negotiations Committee**

Mr. Jewell, Mrs. Kohle, Mrs. Miller; Alternate – Ms. Nowak

### **CUPE Negotiations Committee**

Mr. Jewell, Mrs. Miller, Ms. Nowak

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

Mr. Jewell, Mrs. Kohle, Mrs. Miller; Alternate – Ms. Nowak

### **Policy Review Committee (CUPE)**

Mr. Jewell, Mrs. Miller, Ms. Nowak

## **Trustee Committees**

### **Advocacy Committee**

Mrs. Featherley, Mrs. Kohle, Mrs. Mychasiw

### **Building and Maintenance Committee**

Mrs. Featherley, Mrs. Miller, Ms. Nowak

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

Mr. Jewell, Mrs. Featherley, Ms. Nowak

### **Education Policy Committee**

Mrs. Featherley, Mrs. Kohle, Mrs. Miller

### **Transportation Committee**

Mr. Jewell, Mrs. Kohle, Ms. Nowak

CARRIED 6/0

## **Board Representatives to Other Organizations**

#S-06/2013 – Moved by Mr. Jewell that the following Board Representatives to Other Organizations be approved:

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

Mrs. Miller; Alternate - Mrs. Mychasiw

### **Healthy Interactions Steering Committee Representative**

Mrs. Featherley; Alternate - Mrs. Mychasiw

### **Linkages Representative**

Mrs. Miller; Alternate - Mrs. Featherley

### **Public School Boards Association Representative**

Mrs. Kohle; Alternate - Mrs. Featherley

### **Sturgeon Composite High School – School Council & Camilla School – School Council (while Trustee is vacant)**

Trustees will rotate attendance & will be appointed by the Board Chair monthly.

### **Student Discipline Committee**

Trustees will rotate attendance & will be appointed by the Board Chair monthly (a quorum of three).

### **Sturgeon County Community Services Advisory Representative**

Ms. Nowak; Alternate – Mrs. Mychasiw

CARRIED 6/0

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**Close of Meeting**

The meeting adjourned at 4:45 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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





**Minutes of the Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on October 30, 2013**

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**Minutes of the Meeting of  
The Board of Trustees of  
Sturgeon School Division No. 24  
Held at Morinville on October 30, 2013**

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## **Roll Call**

Present were Trustees: Mr. Terry Jewell (Chair), Ms. Tracy Nowak (Vice Chair), Mrs. Misty Featherley, Mrs. Liz Kohle, Mrs. Wendy Miller & Mrs. Michelle Mychasiw; Dr. Michèle Dick (Superintendent); Mrs. Iva Paulik (Secretary Treasurer); Mr. Dave Johnson (Associate Superintendent); Mr. Wolfgang Jeske (Director, Curriculum & Instruction);

Absent: Mr. Gerry Schick (Deputy Superintendent);

## **Call to Order**

The Chair called the meeting to order at 4:46 p.m.

## **Approval of Agenda**

#143/2013 – Moved by Mrs. Kohle that the agenda be approved.

CARRIED 6/0

## **Appointments**

There were no appointments.

## **Approval of Minutes**

#144/2013 - Moved by Ms. Nowak that the minutes of the Regular Meeting of September 25, 2013 be approved.

CARRIED 6/0

## **Presentations**

Ms. Vicky Cooke and Mrs. Sandra Brenneis provided information with respect to the Regional Collaborative Service Delivery Program.

The website for further information is:

<http://education.alberta.ca/admin/supportingstudent/collaboration/rcsd/tools.aspx>

## **Reports from Officers and Standing Committees**

### **Superintendent of Schools**

A written report was provided.

**Deputy Superintendent of Schools**

A written report was provided.

**Director of Curriculum & Instruction**

No report was provided.

**Secretary-Treasurer**

No report was provided.

**Associate Superintendent**

A written report was provided.

**Chair's Report**

A verbal report was provided.

**Trustees' Reports**

Verbal reports were provided.

**Alberta School Boards Association Representative**

A verbal report was provided.

**Public School Boards Association of Alberta Representative**

A verbal report was provided.

**New Business****Transportation Agreement – Greater St. Albert Roman Catholic Separate School District No. 734**

#145/2013 – Moved by Mrs. Miller that the Board of Trustees approve the Transportation Agreement with Greater St. Albert Roman Catholic Separate School District No. 734.

CARRIED 6/0

**Ward 3 Alcomdale/Villeneuve Vacancy**

#146/2013 – Moved by Ms. Nowak that the Board of Trustees hold a By-Election for Ward 3 Alcomdale/Villeneuve on March 24, 2014.

CARRIED 6/0

**Unfinished Business****Reports From Committees****Building**

A verbal report was provided.

**Finance & Human Resources**

No report was provided.

**Education Policy**

No report was provided.

**Advocacy Committee – Board Advocacy Plan**

No report was provided.

**Transportation**

No report was provided.

**Notices of Motion**

There were no Notices of Motion.

**Information**

There were no information items.

**Question Period**

No questions were raised.

**Requests for Information**

There were no requests for information.

#147/2013 – 6:45 p.m. – Moved by Ms. Nowak that the Board go in camera.

CARRIED 6/0

#148/2013 – 7:25 p.m. – Moved by Ms. Nowak that the Board go out of camera.

CARRIED 6/0

**Close of Meeting**

The Chair adjourned the meeting at 7:25 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

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



# Memorandum

Date: November 27, 2013  
To: Public Board  
From: Michele Dick  
Superintendent  
Subject: Superintendent's Report

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## **Student Learning Assessments**

At the November 13, 2013 Committee of the Whole meeting Trustees received information regarding Alberta Education's proposed Student Learning Assessments (SLAs) which are planned to replace the Grade 3 Provincial Achievement Tests (PATs) beginning in SY 2014-2015.

Attached is a copy of a Power Point Presentation provided to Curriculum Coordinators at a recent meeting regarding this topic.

Sturgeon School Division administrators have had several discussions regarding the SLAs and, after gathering input from their school communities, are unanimously in support of having division Grade 3 students write the SLAs in the fall, 2014 and not the PATs scheduled for spring 2014.

This recommendation has been reviewed and is supported by the Superintendent and Alberta Education will be notified, by the deadline date, of the Division's preference in this regard.

Dr. Dick and Mr. Jeske will respond to any Trustee questions on this topic.

BOARD 6.1

## STUDENT LEARNING ASSESSMENTS (SLA'S)

- On May 9, 2013 Minister Jeff Johnson announced that Alberta would be giving teachers more tools to help students succeed by introducing assessments that will replace the existing Provincial Achievement Tests (PATs).
- The Student Learning Assessments (SLA's) will be digital and will be administered at the start of Grades 3, 6, and 9.
- A window of approximately 10 days, near the start of the school year, will provide schools with the opportunity to decide when it will be best for students to complete the assessments.
- The outcomes that will be assessed come from the previous years' programs of studies (i.e. grades 2, 5, and 8).



## SLA DETAILS – CONTINUED

- Results of the SLAs will be available within 24 hours for teachers, within one month for schools and school authorities, and annually for the province.
- SLA results will reflect the literacy and numeracy categories (Awareness, Knowledge and Understanding, and Strategies)
- Alberta Education plans to provide an assessment framework that matches outcomes from the provincial Programs of Study with the Literacy and Numeracy Benchmarks developed as part of Curriculum Redesign.



## SLA DETAILS – CONTINUED

- Grade 9 SLAs may also delve into the cross-curricular competencies (21<sup>st</sup> century skills)
  - Know how to learn
  - Think critically
  - Identify and solve complex problems
  - Manage information
  - Innovate
  - Create opportunities
  - Apply multiple literacies
  - Demonstrate communication skills
  - Demonstrate global and cultural understanding
  - Identify and apply career and life skills





## SLAs – CHOICE YEAR

- For June 2014 and September 2014, school authorities have a choice, school-by-school, whether to administer the Grade 3 PATs in June, the Grade 3 SLAs in September, or both.
- In fall 2013, the Assessment Sector of Alberta Education will ask school authorities to complete a short spreadsheet that shows, school-by-school, their choice: Grade 3 PATs in June 2014, Grade 3 SLAs in September 2014, or both. This decision must be made by the school authority, but it can be implemented on a school-by-school basis.



## SLAs DETAILS – TEACHER INVOLVEMENT

- Each September, AB ED request nominations of teachers to participate in provincial test development working groups.
- The involvement of Alberta teachers in blueprinting, item development, field testing, test validation, French translation validation, standards setting, and results interpreting has been a cornerstone of the success of Alberta’s provincial assessment programs for more than 30 years.
- This year, school authorities will be asked to nominate teachers to participate in the development of the Grades 3 and 6 SLAs, which will require teachers with extensive knowledge of the Grades 2 and 5 programs of study. Alberta Education looks forward to working with teachers to ensure that provincial assessments, and the new SLAs, continue to be high quality assessments that are relevant to students, and that provide valid and reliable information to students, parents, teachers and administrators, school authority leaders, and the public.



# TIMELINES for SLAS

<b>June 2014</b>	<b>June 2015</b>	<b>June 2016</b>	<b>September 2017</b>
Choice administration of Grade 3 PATs	Last administration (full cohort) of the Grade 6 PATs	Last administration (full cohort) of the Grade 9 PATs	Full implementation of the Grade 9 SLAs



<b>June 2013</b>	<b>September 2014</b>	<b>September 2015</b>	<b>September 2016</b>
Last full-cohort administration of the Grade 3 PATs	Choice administration of Grade 3 SLAs	Full implementation of the Grade 3 SLAs and piloting of the Grade 6 SLAs	Full implementation of the Grade 6 SLAs and piloting of the Grade 9 SLAs



## PURPOSE STATEMENTS

- Assessment is a process, and the primary purpose of assessment is to improve student learning.
- To facilitate this, assessment information can be used by:
  - a student to be informed about, to reflect upon, and to initiate activities to enhance his or her learning;
  - parents to have meaningful conversations with their child and their child's teacher(s); and
  - a teacher to assist in meeting the learning needs of a student.





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# Sturgeon Schools' Spotlight

*It takes a village to raise a child.  
It takes a school to make a village.*

In this month's Sturgeon Schools Spotlight, we focus on the value of *Shared Responsibility* and how our schools put it into practice every day. Shared responsibility is more than a checklist: it is a dedication to the student as a whole person, building character, teaching them the value of teamwork and the reward of a healthy sense of belonging. This is evident within school walls as well as the strong support our schools receive from parents, volunteers, and the community as a whole. Understanding the role we all play in the education of our children and working together toward that common good – this is shared responsibility in action.



### **Morinville Public Elementary School**

The journey toward a happy, fulfilled individual student is made up of many steps. At Morinville Public Elementary School, this path is created every day by everyone who touches the lives of our students. It begins in our office with a warm smile from Mrs. Tolsma and Mrs. Wluchar to greet students and guests. From the office to the classroom, MPES students know their teachers and educational assistants are there to help them through the day. Working together, our EAs provide valuable insight into the unique abilities of each student to help teachers develop quality programs. Outside the classroom, our custodian Mrs. Potocnik prides herself in keeping the school building clean and organized but also teaches students important



lessons in taking pride in the school and the value of hard work. Parents are there to help out in our classrooms, reading with students and working on projects to allow teachers to differentiate instruction and meet each student's educational needs. Beyond this, local businesses like Champion Petfoods and Sal's Famous Restaurant have opened their doors to provide meaningful experiences for our students. MPES is proof that each person can affect the education of children. Thank you to everyone that has helped pave the way toward our students' success.

### **Camilla School**

Just as learning is a non-linear, dynamic process, so too is the creation of a school community that puts students first. Sharing responsibilities, distributing leadership and ensuring everyone has a say are key values that are honoured every day at Camilla School. We accomplish this in several ways, such as inviting community members to the classroom to help bring events and concepts to life, as well as through our dedicated parents who help with countless programs, fundraisers, events and school council. Within the school, our cross-graded activities (such as grade 9 students giving grade 2's their weekly spelling tests) demonstrate our shared responsibility. The students themselves also take a lead role in organizing their events from start to finish, such as the annual turkey trot or the Halloween carnival. We receive consistent comments that our school is a warm, inviting and friendly place that results in a caring environment for our children. A recent email from a parent says:

"Just wanted to take a quick moment to compliment the staff and students for putting on a wonderful Halloween activity for the kids!"

### **Bon Accord Community School**

Teamwork is an integral part of student success, as well as the harmonious relationship between the school and the community it serves. And so in keeping with our vision of "Strengthening the Community", we have worked hard at Bon Accord Community School to establish a team approach in everything we do. When we need to make decisions we do our best to consult with everyone – teachers, support staff, parents, students and volunteers from the community. Our school committees endeavor to include teachers and support staff to ensure everyone is fairly represented, and we open our doors to include the community and parents at every chance as well. Thanks to a group of dedicated parents, our students get to enjoy a Hot Lunch program, and events such as our annual Christmas concert and Career Day help bring us all closer together. But most importantly, as a Leader in Me school, BACS students are given many opportunities to demonstrate leadership and responsibility, be it through leading our daily announcements, greeting at special events, or helping younger students.

### **Gibbons School**

We all pitch in at Gibbons School. Sometimes it's in a "many hands make light work" way, such as hands-on help and clean up at school events and performances, which develops responsibility and good citizenship among the students. We are also fortunate to

receive significant help from the community on various projects. Our BYOD (Bring Your Own Device) drive helped families in need subsidize the purchase of a computer for their child. Our Hockey Academy and Fitness Park are generously supported by local businesses. In turn, we try to do as many field trips locally as possible and seek out local hockey instructors and alumni to support our Hockey Academy. Our students are always there to lend a hand reading to one another, helping with the local food bank or visiting seniors at the Lodge.

### **Guthrie School**

Everyone at Guthrie School is invested in the success of our students. We each have a role to play here. And this shared responsibility means we work together to build strong educational programs with parents and the community to create the building blocks to student success. We are proud to have a dedicated Parent Association group that works hard all year to make Guthrie School an extra special place to be, by volunteering, coordinating events and fundraisers to improve the activities and equipment for our students. Our unique involvement with the military base and their different units helps us to add lots of fun and very interesting activities to our school year, such as a Base Tour and a chance to play soldier at the virtual range, or listening to the world renowned RCA Band. Whether it's teachers, assistants, office staff, administrators, or custodial staff, we are all on the lookout for our students' well being, educating their minds while creating a safe and caring learning environment in which they can thrive.



### Ochre Park School

It is often said that it takes a village to raise a child. At Ochre Park School we take this adage a step further by joining forces with community organizations, municipal government, surrounding businesses, and families to form a Collaborative Learning Village. A significant part of this Collaborative Learning Village is our "Generations United" project. This project provides several cultural, social, and educational opportunities for the students to work with senior citizens in Redwater. Together with these wise, dedicated and enthusiastic seniors, Ochre Park students have learned about the history of Borcht, carved pumpkins, made perogies, and created homemade Christmas cards. The benefits are enjoyed by all: students gain invaluable first-hand experience in local traditions, while the seniors are provided with enjoyment and a sense of purpose. At Ochre Park, past and present come together to build a stronger future for us all.

### Landing Trail School

At Landing Trail School we believe that we support students best when we provide them with opportunities to strive for personal excellence and success. Developing leadership skills is an important tool toward individual growth, but it also fosters a stronger school community. Our grade 4 Leadership Program encourages students to build on their leadership potential by working towards common goals that involve community service and social responsibility. Fundraising for the Food Bank and other charities as well as a commitment to recycling are some examples of how our students make a difference. Our students play a key role in the day-to-day operation of the school as well, by participating in morning announcements, planning school theme days and modeling those behaviors expected of all students. Encouraging our students to participate in shared responsibility today helps develop strong citizens of tomorrow.

### Lillian Schick School

Lillian Schick School is proud of its strong academic performance. Many of our students are well within the 'Excellence' range on Provincial Achievement Tests, and we encourage all students to reach ever higher. Obviously teachers and classroom participation are the foundation for this, but as a Leader in Me school we also help students to learn and grow in other ways. Students have jobs within the school that they volunteer to fulfill with pride, and each class within the school is required to plan and carry out a student-lead service project. These projects must focus on giving service as opposed to just raising money, thereby instilling the value of giving their time, contributing to a better community and building self-worth. The students must maintain Leadership notebooks to mark their progress toward both academic and personal growth goals. All this hard work culminates on Leadership Day held in April, where students can showcase their excellent work.

"When kids look for the leader in themselves they strive for excellence within their lives," says Nadina Braz, a teacher at Lillian Schick School.

### Morinville and Sturgeon Learning Centres

From the moment a student enters Morinville and Sturgeon Learning Centres, their success is a shared responsibility. This begins at the Intake meeting, where all participants – staff, parents and the student – get together to learn about the individual as well as charting their goals and aspirations while attending the school. Each student is given the opportunity to actively participate in their learning and planning through goal setting and evaluation at regular intervals. As an alternative campus, we are here to advocate for students who may not have had success in the mainstream and prepare them through education and life skill coaching to make good choices and achieve personal and academic success. Thanks to the expertise of our guidance counselor, Miranda Candie, we are able to build a bridge between school and the outside world with advice and connections to career planning and post-secondary resources.

### Sturgeon Composite High School

Academic excellence and a smooth transition to the world beyond high school can pave the way for success into adulthood. During the high school years, students benefit greatly from the support of teachers, community resources and of course parents. At SCHS, we are very fortunate to have a strong and dedicated network of parents who lend their time and energy toward school council, fundraising initiatives, supervision and coordinating events like the parent-led graduation evening. Most importantly, parents provide tremendous support at home to help kids achieve their academic goals throughout the year. At the school, we reach



out to ensure the shift from junior high school is a positive one. Providing access to professional development support, post-secondary fairs and open house opportunities ensures our students are well equipped for the important decisions ahead. Community members welcome and support children through work experience placements and registered apprenticeship programs. We know how much these connections support our students now, and hope that as happy and successful adults they will look back on their education with fondness.

### Redwater School

Little things can make a big difference when a school shares a common vision to share responsibility and support one another. For instance, we have several departments that car pool, allowing riders to brainstorm on projects together while traveling. Within departments, English teachers collaborate to ensure materials and resources are used efficiently, and art and music teachers pool their time and efforts to host fine arts events to showcase the breadth of artistic ability at Redwater School. Students collaborate with one another as well, such as grade 5 and 6 classes sharing reading strategies to celebrate Reading Week, and the K&E class acting as the Green Team by collecting bottles and paper, cashing them in, and putting the money toward other environmental causes. Above all, we try to keep communication open, chat with one another and share ideas and news from the classroom. And if someone is having a bad day, there is always someone there to listen, offer advice, or crack a joke to make the day a bit brighter.

### Sturgeon Heights School

Shared responsibility hones many personal skills, but it also brings the added benefit of creating a sense of belonging. At Sturgeon Heights School, we actively create connections between grade levels, learning areas, community and families. Students across the spectrum of grades are given the opportunity to help, take care, teach, lead and inspire. Already this year, our Junior High students have planned and hosted an inter-school dance, a food bank drive, and several stations at our community Halloween carnival. They also ran together with our preschool children during the Terry Fox run, with each older student taking charge of one or two of the younger ones. Our elementary students spend time reading to children in primary grades, and are also getting involved with our Positive Playgrounds initiative as leaders for younger students in games and activities. Even the very young preschool and primary children have been helping each other with cross class projects and learning journeys. These youngsters also take care of all the recycling for the whole school!

## Drawings can say 1,000 words too





## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Gerry Schick, Deputy Superintendent  
Subject: Deputy Superintendent's Report

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### **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**

#### **Redwater School**

March 31 – April 6, 2014      11 senior high students to Costa Rica for a cultural and educational experience tour. \*This trip had been originally booked to Belize and approved in principle in October, 2012 for that location.

BOARD 6.2



## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy B/I/1 – Trustee Functions, Trusteeship & Policy

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### **Background:**

At the October 9, 2013 Committee of the Whole meeting Trustees reviewed Policy B/I/1 – Trustee Functions, Trusteeship & Policy and forwarded it to this evening Public Board meeting for further consideration.

### **Recommendation:**

That the Trustees approve B/I/1 – Trustee Functions, Trusteeship & Policy.





**1.0 POLICY**

- 1.1 The School Act has provided school boards with specific powers and responsibilities.
- 1.2 The Board of Trustees of Sturgeon School Division No. 24 is responsible for the education of the students registered in its schools.

**2.0 GUIDELINES**

- 2.1 The Board shall be responsible for:
  - 2.1.1 Representing the community in its policy setting.
  - 2.1.2 Setting priorities and policies to provide leadership and direction for the jurisdiction.
  - 2.1.3 Allocating the financial means in accordance with Alberta Education regulations in order to provide the resources necessary to achieve division goals and priorities.
  - 2.1.4 Monitoring and evaluating the effectiveness of division policies in achieving objectives.
  - 2.1.5 Hiring and evaluating the Superintendent of Schools.
  - 2.1.6 Serving as an advocate for public education.
- 2.2 The role of each individual trustee is to:
  - 2.2.1 Represent his or her constituents and consider the interests of all division stakeholders when making decisions.
  - 2.2.2 Be familiar with the School Act and Division policies and practices
  - 2.2.3 Be familiar with and adhere to the Trustee Code of Conduct.
  - 2.2.4 Stay informed on significant developments in education.
  - 2.2.5 Support the corporate decisions of the Board.

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References: Board Policies: B//5 – Trustee Code of Conduct  
*School Act: Sections 60*



- 2.2.6 Respect and support the authority of the Superintendent to direct the work of administration and staff.
- 2.2.7 Observe the Board’s rules of order for conduct at Board meetings.
- 2.2.8 Promote positive relationships between the Board and all division stakeholders.
- 2.3 The Board Chair shall have the authority on behalf of the Board to:
  - 2.3.1 Preside at all Board meetings.
  - 2.3.2 Sign all documents required by law or as authorized by the action of the Board.
  - 2.3.3 Represent the corporate Board as required.

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References: Board Policies: B//1/5 – Trustee Code of Conduct  
*School Act: Sections 60*



**1.0 POLICY**

- 1.1 The School Act has provided school boards with specific powers and responsibilities.
- 1.2 The Board of Trustees of Sturgeon School Division No. 24 is responsible for the education of the students within its boundaries.

**2.0 GUIDELINES**

- 2.1 The Board shall be responsible for:
  - 2.1.1 Representing the community in its policy setting.
  - 2.1.2 Setting priorities and policies to provide leadership and direction for the jurisdiction.
  - 2.1.3 Providing the financial means in accordance with Alberta Education regulations to provide the resources necessary to achieve division goals and priorities.
  - 2.1.4 Monitoring and evaluating the effectiveness of division policies in achieving objectives.
  - 2.1.5 Hiring and evaluating the Superintendent of Schools.
  - 2.1.6 Serving as an advocate for public education.
- 2.2 The role of each individual trustee is to:
  - 2.2.1 Represent his or her constituents and consider the interests of all division stakeholders when making decisions.
  - 2.2.2 Be informed of significant developments in education.
  - 2.2.3 Support the corporate decisions of the Board.
  - 2.2.4 Respect the authority of the Superintendent to direct the work of administration.
  - 2.2.5 Observe the Board's rules of order for the conduct of Board meetings.

References: *School Act: Sections 59, 60*



- 2.2.6 Promote positive relationships between the Board and all division stakeholders.
- 2.3 The Board Chair shall have the authority on behalf of the Board to:
  - 2.3.1 Preside at all Board meetings.
  - 2.3.2 Sign all documents required by law or as authorized by the action of the Board.
  - 2.3.3 Represent the corporate Board as required.

Original

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References: *School Act: Sections 59, 60*



## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy B/I/3 – Committees of the Board

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### **Background:**

At the November 13, 2013 Committee of the Whole meeting Trustees reviewed Policy B/I/3 – Committees of the Board and forwarded it to this evening Public Board meeting with the following amendments:

Finance and Human Resources as one Committee

Advocacy Committee: a quorum of three.

Addition of the phrase “Held at the call of the Chair and/or the administrator assigned, where applicable”.

### **Recommendation:**

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



## 1.0 POLICY

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

## 2.0 GUIDELINES

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** COMMITTEE OF THE WHOLE

**B/I/3a**

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

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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References: *School Act: 66 (1)*







**Committee Name:** ATA NEGOTIATIONS COMMITTEE

**B/I/3c**

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

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** C.U.P.E. NEGOTIATIONS COMMITTEE

**B/I/3d**

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

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** POLICY ADVISORY COMMITTEE

**B/I/3e**

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

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

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

### Committee Terms of Reference

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

### Committee Authority

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** **LABOUR MANAGEMENT COMMITTEE** **B/I/3f****Committee Powers:** To meet with representatives of Sturgeon staff included in the C.U.P.E. contract.

To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, and requests for changes to Board policy and regulations requested by C.U.P.E.

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** BUILDINGS COMMITTEE

**B/I/3g**

**Committee Powers:** To set the agenda for the Committee.

To review and make recommendations on any matters pertaining to construction and maintenance to the Board, of the Board's real property referred to it by the Board.

To participate in final inspections of facilities constructed for the Board.

To open tenders and make recommendations to the Board regarding the awarding of construction contracts.

To recommend policies affecting buildings to the Board.

To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

### **Committee Terms of Reference**

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

### **Committee Authority**

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

---

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

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

**Committee Powers:** To set the agenda for the Committee.

To review and make recommendations on any matters pertaining to curriculum and instruction referred to it by the Board.

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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



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

**Committee Powers:** To set the agenda for the Committee.

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

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

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

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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



**Committee Name:** TRANSPORTATION COMMITTEE

**B/I/3j**

**Committee Powers:** To set the agenda for the Committee.

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

To recommend and review policies dealing with transportation.

To liaise with bus contractors on governance matters.

**Committee Terms of Reference**

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

**Committee Authority**

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

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





EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:**     **ADVOCACY COMMITTEE**

**B/I/3k**

**Committee Powers:**    To set the agenda for the Committee.

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

To recommend and review policies related to advocacy.

### **Committee Terms of Reference**

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

### **Committee Authority**

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

## 1.0 POLICY

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

## 2.0 GUIDELINES

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

---

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** COMMITTEE OF THE WHOLE

**B/I/3a**

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

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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References: *School Act: 66 (1)*



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** STUDENT DISCIPLINE COMMITTEE **B/I/3b**

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

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

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

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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References: *School Act: Section 119 (1)*  
*Labor Relations Code: Section 21*  
*Employment Standards Code: Sections 3 and 4*  
*A.T.A. Collective Agreement: Article 3*

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



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

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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References: *School Act: Section 119 (1)*  
*Labor Relations Code: Section 21*  
*Employment Standards Code: Sections 3 and 4*  
*C.U.P.E. Collective Agreement: Article 2*



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name: POLICY ADVISORY COMMITTEE**

**B/I/3e**

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

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

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

**Committee Terms of Reference**

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

**Committee Authority**

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

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

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

To discuss proposed changes to Board policy and regulations concerning staff included in the C.U.P.E. bargaining unit, and requests for changes to Board policy and regulations requested by C.U.P.E.

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

**Committee Terms of Reference**

1. Membership: Three trustees and a C.U.P.E. representative of the local executive. The Chair is one of the Board representatives.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent of Human Resources.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent of Human Resources. Minutes circulated to all Committee members, all trustees, the President of C.U.P.E. and the Superintendent.
5. Meetings: At the call of either side. Meetings are closed to the public.
- 6.
7. Reporting: The Committee Chair will report to the Board.

**Committee Authority**

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

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References: *Policy B/IV/2*  
*School Act: Section 119 (1)*  
*C.U.P.E. Agreement: Article 23*

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





**Committee Powers:** To set agenda for the Committee.

To review and make recommendations on any matters pertaining to construction and maintenance to the Board, of the Board's real property referred to it by the Board.

To participate in final inspections of facilities constructed for the Board.

To open tenders and make recommendations to the Board regarding the awarding of construction contracts.

To recommend policies affecting buildings to the Board.

To review architectural plans for new building projects and for renovation projects prior to the presentation of such plans to the Board for approval.

**Committee Terms of Reference**

1. Membership: Three trustees elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Superintendent or designate.
4. Record of Proceedings of Committee Meetings: Kept by the Superintendent or designate and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Reporting: The trustees will report to the Board.

**Committee Authority**

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** EDUCATION POLICY COMMITTEE

**B/I/3h**

**Committee Powers:** To set agenda for Committee.

To review and make recommendations on any matters pertaining to curriculum and instruction referred to it by the Board.

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

**Committee Terms of Reference**

1. Membership: Three trustees elected by the Board at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Chief Deputy Superintendent or designate
4. Record of Proceedings of Committee Meetings: Kept by the Chief Deputy Superintendent and approved by the Committee at its next meeting. Minutes circulated to all Committee members, all trustees, and the Superintendent.
5. Reporting: The trustees will report to the Board.

**Committee Authority**

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

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** FINANCE COMMITTEE

**B/I/3i**

**Committee Powers:** To set agenda for Committee.

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

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

**Committee Terms of Reference**

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

**Committee Authority**

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

---

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name:** TRANSPORTATION COMMITTEE

**B/I/3j**

**Committee Powers:** To set agenda for Committee.

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

To recommend and review policies dealing with transportation.

To liaise with bus contractors on governance matters.

**Committee Terms of Reference**

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

**Committee Authority**

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

---

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



EFFECTIVE: September 7, 1983

REVISED: June 22, 2011

REVIEW: 2017-2018

**Committee Name: HUMAN RESOURCES COMMITTEE**

**B/I/3k**

**Committee Powers:** To set agenda for Committee.

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

To recommend and review policies related to Human Resources.

**Committee Terms of Reference**

1. Membership: Three trustees selected by the Board Chair at the Annual Organizational Meeting of the Board.
2. Voting Privileges: Only Committee members may vote.
3. Administrator Assigned: Associate Superintendent of Human Resources.
4. Record of Proceedings of Committee Meetings: Kept by the Associate Superintendent of Human Resources and approved at its next meeting. Minutes circulated to all Committee members, all trustees and the Superintendent.
5. Reporting: The Committee Chair will report to the Board.

**Committee Authority**

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

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



## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy B/II/5 – Trustee Code of Conduct

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### **Background:**

At the November 13, 2013 Committee of the Whole meeting Trustees reviewed Policy B/II/5 – Trustee Code of Conduct and forwarded it to this evening Public Board meeting for further consideration.

### **Recommendation:**

That the Trustees approve Policy B/II/5 – Trustee Code of Conduct.



EFFECTIVE:

REVISED:

REVIEW:

**1.0 POLICY**

The Sturgeon School Division Board believes that, at all times, Trustees must conduct themselves lawfully, with integrity and high ethical standards, in order to model the behaviours expected of employees and students and to build public confidence and credibility.

The Board of Trustees further believes that a Trustee Code of Conduct should serve to provide guidance and direction for the ongoing behaviour of trustees.

**2.0 GUIDELINES**

2.1 In keeping with the policy statement, Trustees for Sturgeon School Division shall conduct themselves in an ethical and prudent manner which includes proper use of authority and appropriate decorum in group and individual behaviour.

2.1.1 Additionally, Trustees shall behave in a manner that reflects respect for the dignity and worth of all individuals.

2.2 Trustees shall be loyal to the interests of Sturgeon School Division. This loyalty supersedes loyalty to:

2.2.1 The personal interest of any trustee whether acting as an individual consumer of the School Division's services or not.

2.3 Trustees must be mindful of the fact that they are accountable to exercise the powers and discharge the duties of their office honestly and in good faith. To this end, Trustees shall exercise the degree of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

2.4 Trustees shall avoid any conflict of interest with respect to their pecuniary interests as per Policy B/II/3 and the School Act (S80).

2.4.1 Trustees will file, and update forthwith if changes occur, with the Secretary-Treasurer, a disclosure of interest statement as required by the *School Act* (s. 81).

2.5 Trustees shall act in accordance with the role description provided for in Policy B/I/1 - Trustee Functions, Trusteeship & Policy as amended from time to time and shall not attempt to exercise individual authority over the organization and/or schools; the Superintendent of Schools; or any member of the staff. In particular:

References:	Board Policies:	B/I/1 – Trustee Functions, Trusteeship & Policy B/II/3 – Requirement to Declare Conflict of Interest E/II/11 – Harassment Policy E/II/15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



# B/II/5 Trustee Code Of Conduct

**B/II/5**

EFFECTIVE:

REVISED:

REVIEW:

- 2.5.1 Individual trustees will not assume personal responsibility for resolving operational problems or complaints. Any such complaints will be referred forthwith to the Superintendent for investigation and resolution.
- 2.5.2 Trustees shall not encourage direct communication with employees and members of the public who attempt to bypass school or central office administration but shall encourage employees and members of the public to utilize reporting lines at the school level or within Central Office Administration to bring their concerns to the Board.
- 2.5.3 Trustees shall comply with their fiduciary duty to inform administration of concerns brought to their attention.
- 2.6 Trustees shall not use Board information for their own direct benefit or advantage. This requires that Board deliberations during in-camera or closed board planning meetings be kept confidential as required by law.
- 2.7 The Board Chair is the official spokesperson for the Board of Trustees, and therefore, the only person authorized to speak to the public, media or other entities and communicate corporate decisions or positions on behalf of the Board.
  - 2.7.1 Without limiting the right of trustees to express their own personal views, when interacting with the public, media or other entities, Trustees shall accurately represent and accept the corporate decision of the Board, once a decision has been made.
- 2.8 At all times Trustees shall avoid any conflict of interest or personal bias with respect to their fiduciary responsibility owed to Sturgeon School division. Each Trustee shall, in considering any matter, determine whether he/she has a conflict of interest or personal bias requiring him/her to recuse him/herself from addressing a particular matter before the Board of Trustees. In making the determination respecting conflict of interest or personal bias each Trustee shall consider the following:
  - 2.8.1 Whether a reasonably well-informed person would conclude that the Trustee has a substantial personal interest in the matter;
  - 2.8.2 The Trustee's interest in the subject matter of the vote must go beyond that which he or she may have in common with other members of the community;
  - 2.8.3 The Trustee's interest in the matter must be something that will serve his or her own personal ends; and

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References: Board Policies: B/II/1 – Trustee Functions, Trusteeship & Policy  
 B/II/3 – Requirement to Declare Conflict of Interest  
 E/II/11 – Harassment Policy  
 E/II/15 – Healthy Interactions Model  
 School Act: Sections 80; 81; 82; 83





EFFECTIVE:

REVISED:

REVIEW:

2.8.4 Where there is such an interest it must be so related to the subject matter of the vote before the Board of Trustees that a reasonably well-informed person would conclude that the interest may well influence the Trustee's vote and exercise of his or her public duty.

2.9 Trustees shall be prepared for Board deliberations

2.9.1 Trustees shall attend all regularly scheduled or special meetings of the Board of Trustees and any committee meetings to which they are assigned, on a regular and punctual basis. Provisions for absence because of illness and penalties for unapproved absences are delineated as follows:

2.9.1.1 Unless an absence has been previously approved by the Board, failure to attend Regular and Special Board Meetings as well as scheduled committee meetings, will result in the deduction from salary of a per diem rate.

2.9.1.2 Notwithstanding 2.9.1, two days per year are allowed without deduction for illness on the part of the Trustee, and two days compassionate leave are also permitted. If, however, a Trustee is absent from any Regular or Special Meeting of the Board or scheduled committee meetings due to illness, beyond the two sick days permitted, he/she must produce a doctor's certificate and no deduction from salary will be made.

2.9.2 Trustees shall attend and take part in meetings, such as Trustee Orientation and Renewal sessions, Board Retreats, School Council meetings, Student Discipline Hearings, Teacher Transfer Hearings, meetings with external organizations (such as Municipal Councils and Chamber of Commerce). Trustees are also expected to attend the annual general meetings of the PSBAA and/or the ASBA and other conferences as approved by the Board.

2.9.3 The presence or absence of every Trustee shall be recorded in the minutes. If a Trustee wishes to absent himself/herself during the course of a meeting, he/she will declare this wish and ensure that the recording secretary has noted it. Failure to do so will result in inaccuracies in the recording of minutes.

2.9.4 As outlined in the School Act, a person is disqualified from remaining as a Trustee of a board if that person absents himself/herself, without being authorized by a resolution of the board to do so, for three consecutive regular meetings of the board, unless his/her absence is due to illness and he/she provides evidence of that illness in the form of a medical certificate respecting the period of absence.

2.9.5 Repeated partial or late attendance shall be cause for disciplinary action, as determined by the Board.

References:	Board Policies:	B/II/1 – Trustee Functions, Trusteeship & Policy B/II/3 – Requirement to Declare Conflict of Interest E/II/11 – Harassment Policy E/II/15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



# B/II/5 Trustee Code Of Conduct

**B/II/5**

EFFECTIVE:

REVISED:

REVIEW:

- 2.10 A Trustee who believes that a fellow Trustee has violated the Code of Conduct may seek resolution of the matter through appropriate conciliatory measures prior to commencing an official complaint under the Code of Conduct.
- 2.11 A Trustee who wishes to commence an official complaint, under the Code of Conduct, shall
  - 2.11.1 File a letter of complaint with the Chair, or Vice Chair in the absence of the Board Chair, or in cases when the complaint is about the Chair,
  - 2.11.2 Indicate the nature of the complaint and the section or sections of the Code of Conduct that are alleged to have been violated by the Trustee.
- 2.12 The Trustee who is alleged to have violated the Code of Conduct, and all other Trustees, shall be forwarded a copy of the letter of complaint by the Chair, or where otherwise applicable by the Vice Chair, within five (5) days of receipt by the Chair/Vice Chair of the letter of complaint.
- 2.13 When a Trustee files a letter of complaint, and a copy of that letter of complaint is forwarded to all Trustees, the filing, notification, content, and nature of the complaint shall be deemed to be strictly confidential, the public disclosure of which shall be deemed to be a violation this Trustee Code of Conduct.
  - 2.13.1 Public disclosure of the complaint and any resulting decision taken by the Board may be disclosed by the Chair only at the direction of the Board, following the disposition of the complaint by the Board at a Code of Conduct hearing.
- 2.14 Upon receipt of a complaint, a special meeting of the Board of Trustees shall be called. The Chair shall indicate at the commencement of the meeting, the nature of the business to be transacted and that the complaint shall be heard in an in-camera session of the Special Meeting.
- 2.15 Violation of the Code of Conduct may result in the Board instituting, without limiting what follows, any or all of the following sanctions:
  - 2.15.1 Having the Board Chair write a letter of censure marked “personal and confidential” to the offending Trustee, on the approval of a majority of those Trustees present and allowed to vote at the Special Meeting of the Board. Trustees are allowed to vote if they do not have a conflict of interest and/or personal bias relative to the matter under consideration. The Trustee filing the complaint as well as the Trustee alleged to have violated the code shall not be eligible to vote;

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References:	Board Policies:	B/II/1 – Trustee Functions, Trusteeship & Policy B/II/3 – Requirement to Declare Conflict of Interest E/II/11 – Harassment Policy E/II/15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



EFFECTIVE:

REVISED:

REVIEW:

2.15.2 Having a motion of censure passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board;

2.15.3 Having a motion to remove the offending Trustee from one, some or all Board committees or other appointments of the Board, passed by a majority of those Trustees present and allowed to vote at the Special Meeting of the Board.

2.16 The Board may vote, at its discretion, to make public its findings at the Special Meeting, or at a Regular Meeting of the Board, where the Board has not upheld the complaint alleging a violation of the Board’s Code of Conduct or, where there has been a withdrawal of the complaint or, under any other circumstances that the Board deems reasonable and appropriate to indicate publicly its disposition of the complaint.

**3.0 PROCEDURES – CODE OF CONDUCT HEARING**

Without limiting what appears below, the Chair shall ensure fairness in dealing with the complaint by adhering to the following procedures:

3.1 The Code of Conduct complaint shall be conducted at an in-camera session, “Code of Conduct Hearing”, of a Special Board Meeting convened for that purpose.

3.1.1 The Board, in its sole discretion, may record the in-camera session of the Special Board Meeting by electronic means. Where recording will take place, trustees shall be advised by the presiding Chair at the commencement of the Code of Conduct Hearing.

3.2 The sequence of the Code of Conduct Hearing shall be:

3.2.1 The information supporting the complaint shall be presented to members of the Board of Trustees and may be written or oral or both;

3.2.2 The respondent Trustee shall provide a presentation which may be written or oral or both;

3.2.3 The Trustee advancing the complaint shall then be given an opportunity to reply to the respondent Trustee’s presentation;

3.2.4 The respondent Trustee shall then be provided a further opportunity to respond to any additional information or presentation and subsequent remarks;

References:	Board Policies:	B//I/1 – Trustee Functions, Trusteeship & Policy B//I/3 – Requirement to Declare Conflict of Interest E//I/11 – Harassment Policy E//I/15 – Healthy Interactions Model
	School Act:	Sections 80; 81; 82; 83



EFFECTIVE:

REVISED:

REVIEW:

- 3.2.5 The remaining Trustees of the Board shall be given the opportunity to ask questions of both parties;
- 3.2.6 The Trustee advancing the complaint shall be given the opportunity to make final comments; and
- 3.2.7 The respondent Trustee shall be given the opportunity to make final comments.
- 3.3 Following the presentation of the respective positions of the parties, the parties, and all persons, other than the remaining Trustees who do not have a conflict of interest, shall be required to leave the room, and the remaining Trustees shall deliberate in private. The Board may however, in its discretion, call upon legal advisors to assist them on points of law, or the drafting of a possible resolution.
- 3.4 If the remaining Trustees, in deliberation, require further information or clarification, the parties shall be reconvened and the requests made in the presence of both parties. If the information is not readily available, the presiding Chair may request a recess, or if necessary, an adjournment of the Code of Conduct Hearing to a later date.
- 3.5 In the case of an adjournment, no discussion by Trustees whatsoever of the matters heard at the Code of Conduct Hearing may take place until the meeting is reconvened.
- 3.6 The remaining Trustees, in deliberation, may draft a resolution indicating what action, if any, may be taken regarding the respondent Trustee.
- 3.7 The presiding Chair shall reconvene the parties to the Code of Conduct Hearing and request a motion to revert to the open meeting, in order to pass the resolution.
- 3.8 All documentation or records related to the Code of Conduct Hearing shall be returned to the Superintendent of Schools or designate immediately upon conclusion of the Code of Conduct Hearing and shall be retained in accordance with legal requirements.
- 3.9 The presiding Chair shall declare the Special Board Meeting adjourned.

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References: Board Policies: B/II/1 – Trustee Functions, Trusteeship & Policy  
 B/II/3 – Requirement to Declare Conflict of Interest  
 E/II/11 – Harassment Policy  
 E/II/15 – Healthy Interactions Model  
 School Act: Sections 80; 81; 82; 83



## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy C/4 – Superintendent of Schools

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### **Background:**

At the November 13, 2013 Committee of the Whole meeting Trustees reviewed Policy C/4 – Superintendent of Schools and forwarded it to this evening Public Board meeting for further consideration.

### **Recommendation:**

That the Trustees approve Policy C/4 – Superintendent of Schools.



**1.0 POLICY**

1.1 The Superintendent of Schools, as Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division, is responsible to lead and supervise the operation of the school system, and is accountable, in that undertaking, to the Board.

**2.0 GUIDELINES**

2.1 Pursuant to 1.1 of this policy, the Board delegates to the Superintendent full responsibility for the total operation of the school system including the power to do, or sub-delegate the authority to do, any act or thing or exercise any power that the Board may or is required to do or exercise except for those powers which, in accordance with Section 61(2) of the School Act, cannot be delegated

2.2 Notwithstanding Clause 2.1, the Board of Trustees delegates to the Superintendent only:

2.2.1 the authority to suspend the services of a teacher including, without limitation, the authority under Section 105(2) of the School Act to suspend a teacher from the performance of the teacher's duties without prior notice if the Superintendent is of the opinion that the welfare of students is threatened by the presence of the teacher; and

2.2.2 the power to terminate the services of teacher

2.3 A decision of the Superintendent to suspend or terminate the services of a teacher is not appealable to the Board.

2.4 With respect to the powers specified in 2.2 above, the Board of Trustees requires the Superintendent to:

2.4.1 advise the Board of Trustees forthwith in writing of any suspension directed pursuant to such delegated authority

2.4.2 advise the affected teacher forthwith in writing of the reasons for the suspension of the teacher and

2.4.3 forward a copy of the notice of suspension together with a written statement of the facts alleged, to the Board of Trustees and to the Minister.

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References:	<i>School Act:</i>	Section 61 (1); (3) Section 113 (4); (5) Section 114 Section 115	Delegation of Power Superintendent of Schools Term of Appointment Regulations
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2.5 With respect to the powers specified in 2.2 above, the Board of Trustees requires the Superintendent to:

2.5.1 advise the Board of Trustees forthwith in writing of any termination made pursuant to such delegated power; and

2.5.2 provide the affected teacher with written notice of any termination made pursuant to such delegated authority in accordance with the requirements of the School Act.

**3.0 GENERAL ROLE**

3.1 The Superintendent of Schools shall be directly responsible and accountable to the Board. He/she will work with, assist and advise the Board on matters arising in all areas of Board jurisdiction and will provide the information necessary for sound decision-making. He/she has the responsibility of recommending to the Board appropriate policies for governing the operation of the system and for implementing and acting within the policies adopted by the Board. The Superintendent is responsible for the development, delivery and maintenance of an educational program which ensures optimum educational opportunity for all students in the jurisdiction. Authority may be delegated by the Superintendent to other system personnel but the Superintendent shall be accountable for the tasks performed and the results achieved.

3.2 Without limiting the scope of responsibility, the Board directs attention to the key result areas identified in the current job description for the Superintendent and the duties as outlined in the School Act, Section 113 (4) and (5).

3.3 The appointment of the Superintendent of Schools shall conform to the requirements of the School Act and Ministerial Regulations with respect to notification and qualifications.

References:	<i>School Act:</i>	Section 61 (1); (3)	Delegation of Power
		Section 113 (4); (5)	Superintendent of Schools
		Section 114	Term of Appointment
		Section 115	Regulations



**1.0 POLICY**

1.1 The Superintendent of Schools, as Chief Executive Officer of the Board of Trustees and Chief Education Officer of the Division, is responsible to lead and supervise the operation of the school system, and is accountable to the Board.

1.2 Accordingly, the Board delegates to the Superintendent full responsibility for the total operation of the school system including the authority to suspend the services of a teacher pursuant to section 61(3) of the School Act, for the reasons outlined in either section 105(1) or 105(2) of the School Act, which suspension shall be conducted in accordance with the requirements of the School Act, and which decision shall not be appealable to the Board of Trustees.

Without limiting the scope of responsibility, the Board directs attention to the key result areas identified in the current job description for the Superintendent and the duties as outlined in the School Act, Section 113 (4) and (5).

to suspend above

**2.0 GENERAL ROLE**

2.1 The Superintendent of Schools shall be directly responsible and accountable to the Board. He/she will work with, assist and advise the Board on matters arising in all areas of Board jurisdiction and will provide the information necessary for sound decision-making. He/she has the responsibility of recommending to the Board appropriate policies for governing the operation of the system and for implementing and acting within the policies adopted by the Board. The Superintendent is responsible for the development, delivery and maintenance of an educational program which ensures optimum educational opportunity for all students in the jurisdiction. Authority may be delegated by the Superintendent to other system personnel but the Superintendent shall be accountable for the tasks performed and the results achieved.

**3.0 GUIDELINES**

3.1 The appointment of the Superintendent of Schools shall conform to the requirements of the School Act and Ministerial Regulations with respect to notification and qualifications.

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References: *Admin Practice(s):*  
*School Act:* Section 61 (1); (3) Delegation of Power  
Section 113 (4); (5) Superintendent of Schools  
Section 114 Term of Appointment  
Section 115 Regulations





## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy D/I/14 – *Community Partnerships*

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### **Background:**

Policy D/I/14 – *Community Partnerships* with suggested revisions was reviewed at the November, 2013 Committee of the Whole meeting.

### **Recommendation:**

That the Board of Trustees approve Policy D/I/14– *Community Partnerships*.



**1.0 POLICY**

The Board believes that the outcomes of all partnership agreements and all activities must serve to enhance the delivery of a quality experience for students, based on the principles of public education.

Revised Draft

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References:    *Admin Practice(s):*                      *Community Partnerships*  
                    *School Act:*



**1.0 POLICY**

- 1.1 The Board believes that the outcomes of all partnership agreements and all activities must serve to enhance the delivery of a quality experience for students, based on the principles of public education.
- 1.2 Partnerships must be designed and operated at the highest levels of community expectations for public education.

**2.0 GUIDELINES**

- 2.1 All partnership agreements with the Division or at the school level require the approval of the Superintendent.
- 2.2 Before granting approval, the Superintendent will review with the Board all proposed partnership agreements.
- 2.3 All partnerships must be evaluated annually, in accordance with the terms and conditions specified in the partnership agreement.

ORIGINAL

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References: *Admin Practice(s):*  
*School Act:*



## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: Policy D/I/17 – *Central Services Roles and Responsibilities*

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### **Background:**

Policy D/I/17 – *Central Services Roles and Responsibilities*, as well as Administrative Practice Administration 23: Central Services Roles and Responsibilities was taken to the November 13<sup>th</sup> meeting of the Committee of the Whole for review and suggested revision.

### **Recommendation:**

That the Board of Trustees approve Policy D/I/17 – *Central Services Roles and Responsibilities*.



**1.0 POLICY**

- 1.1 The Board believes that Central Services will be provided where centralization contributes to improved student learning, student welfare, an effective and efficient operation, and support and monitoring of the school system.
- 1.2 Central Services shall operate under the direction of the Superintendent.

**2.0 GUIDELINES**

- 2.1 The Superintendent of Schools or designate shall maintain administrative practice to implement this policy.

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References: *Admin Practice: Administration 23 – Central Services Roles and Responsibilities*



**1.0 POLICY**

- 1.1 The Board believes that Central Services will be provided where centralization contributes to improved student learning, student welfare, an effective and efficient operation, and support and monitoring of the school system.
- 1.2 Central Services shall operate under the direction of the Superintendent.

**2.0 GUIDELINES**

- 2.1 Monthly Department Reports shall be provided to the Committee of the Whole.
- 2.2 The primary purposes for providing a service on a centralized basis are:
  - 2.2.1 To promote efficiencies;
  - 2.2.2 To promote effectiveness;
  - 2.2.3 To provide required system-wide services;
  - 2.2.4 To provide strategic leadership.

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References: *Admin Practice(s):*  
*School Act:*



## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: DRAFT Operational School Year Calendar 2014 – 2015

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### **Background:**

The DRAFT operational school year calendar, calendar details, as well as day count for the 2014-2015 school year was brought to the Committee of the Whole on November 13<sup>th</sup>.

### **Recommendation:**

That the Board of Trustees Approve in Principal Subject to Change, the 2014 – 2015 school year calendar, calendar details, as well as day count before it is brought to the School Councils for their perusal and comments.

# 2014-2015

**DRAFT 1**

**October 15, 2013**

**OCTOBER, 2014**

S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**SEPTEMBER, 2014**

S	M	T	W	T	F	S
					5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**AUGUST, 2014**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**JANUARY, 2015**

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**DECEMBER, 2014**

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**NOVEMBER, 2014**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**APRIL, 2015**

S	M	T	W	T	F	S
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**MARCH, 2015**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**FEBRUARY, 2015**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**JULY, 2015**

S	M	T	W	T	F	S
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**JUNE, 2015**

S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**MAY, 2015**

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

School offices open August 25  
 Prof. Dev. Collaboration – No classes August 27  
 Prof. Dev. Collaboration – No classes August 28  
 Operational Non-Instructional (K-12) August 29  
 Labour Day – No classes September 1  
 All classes (full day) September 2  
 PD / Staff mtg September 12  
 PD / Staff mtg October 10  
 Thanksgiving Day – No classes October 13  
 PD / Staff mtg November 7  
 In lieu of Parent/Teacher Interviews November 10  
 Remembrance Day - No classes November 11  
 Staff meeting 1 hour early dismissal December 10  
 Christmas Vacation Dec. 22–Jan 2  
 Classes Resume January 5  
 PD / Staff mtg January 30  
 First day of classes Semester Two February 2  
 Teachers' Convention – No classes February 5-6  
 Staff meeting 1 hour early dismissal February 11  
 Family Day – No classes February 16  
 PD / Staff mtg March 13  
 In lieu of Parent/Teacher Interviews March 27  
 Spring Recess March 30-April 3  
 Good Friday - No classes April 3  
 Easter Monday – No classes April 6  
 Classes Resume April 7  
 PD / Staff mtg April 17  
 PD / Staff mtg May 15  
 Victoria Day - No classes May 18  
 PD / Staff mtg June 5  
 Last day of classes June 26  
 Operational Non-Instructional (K-12) June 29

 Operational Day - No Classes  
 Non-Operational Day  
 Division/School Professional Dev /Collaboration  
 P.D./Staff meeting  
 Staff Meeting 1 hour early dismissal

**STURGEON SCHOOL DIVISION**  
 9820-104 Street  
 Morinville, AB T8R 1L8  
 Phone: (780) 939-4341







### School Year 2014-2015

(All dates are inclusive unless otherwise specified)

#### AUGUST

Mon.	25	School offices open
Wed.	27	Professional Development Day – No classes
Thurs.	28	Professional Development Day – No classes
Fri.	29	Operational Non-Instructional Day

#### SEPTEMBER

Mon.	1	LABOUR DAY - No classes
Tues.	2	All classes (full day)
Fri.	12	PD / Staff meeting

#### OCTOBER

Fri.	10	PD / Staff meeting
Mon.	13	THANKSGIVING DAY - No classes

#### NOVEMBER

Fri.	7	PD / Staff meeting
Fri.	10	Non-instructional day in lieu of Parent-Teacher Interviews
Tues.	11	Remembrance Day – No classes

#### DECEMBER

Wed.	10	Staff meeting 1 hour early dismissal
Mon.	22	Christmas recess begins

#### JANUARY

Mon.	5	Classes resume
Thurs.	30	Semester Break Day/PD / Staff meeting / First day of Semester 2

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References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2014-2015*  
*School Operational Year Calendar Day Count 2014-2015*  
School Act: 56



**FEBRUARY**

Mon. 2 First Day of classes Semester 2  
Thurs./Fri. 5/6 Teachers' Convention - No classes  
Wed. 11 Staff meeting 1 hour early dismissal  
Mon. 16 FAMILY DAY - No classes

**MARCH**

Fri. 13 PD / Staff meeting  
Fri. 27 Non-instructional day in lieu of Parent-Teacher Interviews  
Mon. 30 Spring recess begins

**APRIL**

Fri. 3 GOOD FRIDAY – No classes  
Mon. 6 EASTER MONDAY – No classes  
Tues. 7 Classes resume  
Fri. 17 PD / Staff meeting

**MAY**

Fri. 15 PD / Staff meeting  
Mon. 18 VICTORIA DAY - No classes

**JUNE**

Fri. 5 PD / Staff meeting  
Fri. 26 Last day of classes  
Mon. 29 Operational Non-Instructional Day

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References: Policy: *D/II/1 Operational School Year*  
Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2014-2015*  
*School Operational Year Calendar Day Count 2014-2015*  
School Act: 56



**School Year 2014-2015**

	Non-Instructional		Instructional		Operational	
	1 to 9	10 to 12	1 to 9	10 to 12	1 to 9	10 to 12
AUGUST	3.0	3.0	0.0	0.0	3.0	3.0
SEPTEMBER	1.0	1.0	20.0	20.0	21.0	21.0
OCTOBER	1.0	1.0	21.0	21.0	22.0	22.0
NOVEMBER	2.0	2.0	17.0	17.0	19.0	19.0
DECEMBER	0.0	0.0	15.0	15.0	15.0	15.0
JANUARY	0.0	0.0	19.0	19.0	19.0	19.0
<b>TOTAL – SEMESTER I</b>	7.0	7.0	92.0	92.0	99.0	99.0
JANUARY	1.0	1.0	0.0	0.0	1.0	1.0
FEBRUARY	2.0	2.0	17.0	17.0	19.0	19.0
MARCH	2.0	2.0	18.0	18.0	20.0	20.0
APRIL	1.0	1.0	17.0	17.0	18.0	18.0
MAY	1.0	1.0	19.0	19.0	20.0	20.0
JUNE	2.0	2.0	19.0	19.0	21.0	21.0
<b>TOTAL - SEMESTER II</b>	9.0	9.0	90.0	90.0	99.0	99.0
<b>OPERATIONAL YEAR TOTAL</b>	16.0	16.0	182.0	182.0	198.0	198.0

References: Policy: *D/II/1 Operational School Year*  
 Admin Practices: *Administration 4 – Operational School Year*  
*School Operational Year Calendar 2014-2015*  
*School Operational Year Calendar Details 2014-2015*  
 School Act: 56



## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Iva Paulik, Secretary Treasurer  
Subject: December, 2013 Board of Trustees Meeting

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As per the motion at the Organizational Meeting of the Board of Trustees, a regular monthly Board meeting is to be held on the fourth Wednesday of each month.

The fourth Wednesday of December, 2013 is the 25<sup>th</sup> of December.

**Recommendation:**

The Board of Trustees review this date and advise Senior Admin accordingly.



## Board Memorandum

Date: November 27, 2013  
To: Board of Trustees  
From: Committee of the Whole  
Subject: School Council Annual Reports

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### **Background:**

School Councils are asked to provide an annual report to the Board of Trustees.

At the November Committee of the Whole meeting, “Year in Review” reports for the 2012-2013 school year were provided for all Sturgeon School Division schools except for Gibbons School, Morinville Public Elementary School and Sturgeon Composite High School. These reports have now been received.

Attached you will find “Year in Review” reports for Gibbons School, Morinville Public Elementary School and Sturgeon Composite High School.

**Gibbons School Parent Council**

**Year In Review 2012 – 2013**

**Written by**

**Chairperson**

**Helen Lawrence**

# **GIBBONS SCHOOL COUNCIL YEAR IN REVIEW**

**2012 – 2013**

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## **September 2012**

- **Election of Officers**
- **Organize Casino for October**
- **Notice of Motion to elect executive in May**
- **Principal report – new projects (BYOD, Hockey Academy, AISI 5), staffing**

## **October 2012**

- **Reports**
- **Principal report – meeting conflicts, PD day events for Oct 5, 2012**

## **November 2012**

- **No meeting**

## **December 2012**

- **PAT results, school budget, school education plan**

## **January 2013**

- **School Fundraising**
- **Communication between school and home discussion**

- **P/T interviews this term, 2013/2014 school year, Project Day, Accountability Pillar surveys, Minister of Ed visit**

## **February 2013**

- **No meeting**
- [Click here to enter text.](#)

## **March 2013**

- **Reports**
- **Principal report – New P/T interview schedule for next school year, Sturgeon Mission, Vision Mandate and Belief statement, Excellence in Teaching nominations, preparing for next year**

## **April 2013**

- **Family photos, spending casino money**
- **Trustee report – Expulsion policy**
- **Principal report – Computer pilot, P/T Interviews, Meet the Teacher Night, Question Day, Fees for next year**

## **May 2012**

- **School Division Budget for next year, bussing fees**
- **Principal report –Academic awards, BYOD sessions for parents, field tests, staff changes for next year, paperless reportcard for next year**



**June 2013**

- **Election of executive, ideas to increase number of attendees to Parent Council**

## Gibbons School PAC Financial Report

May 1, 2012 – April 30, 2013

<b>ASSETS</b>	Cash-Bank Account	\$ 7,026.45	
	Common Shares	\$ --	
	Other assets	\$ --	
	<b>TOTAL ASSETS</b>		<b>\$ 7,026.45</b>
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	\$ --	
<b>INCOME</b>	<b>TOTAL INCOME</b>	\$ --	
<b>DISBURSEMENTS</b>	Student Awards	\$ 300.00	
	Playground	\$ 500.00	
	<b>TOTAL DISBURSEMENTS</b>		<b>\$ 800.00</b>
<b>PROFIT/LOSS</b>	Bank Balance, May 1, 2012	\$ 7,026.45	
	Withdrawals	\$ 800.00	
	Deposits	\$ --	
	<b>Balance, April 30, 2013</b>		<b><u>\$ 6,226.45</u></b>

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**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

Tammy Ouellet

Treasurer

November 12, 2013

**Morinville Public Elementary School**

**Year In Review 2012 – 2013**

**Written by**

**Council Chair**

**Colleen Moskalyk**

# **Morinville Public Elementary School YEAR IN REVIEW**

**2012 – 2013**

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## **September 2012**

### **Elections :**

The Council for 2012-2013 year is as Follows:

Chair Colleen Moskalyk

Vice Chair Reyann Menard

Co Secretary Heather Palmer

Co Treasurer Amy Duvall

- **Turkey Dinner/Meet The Teacher Night – September 20th**
- **Tennis Court Discussion**
- **Board Report- Electoral Boundary's**

## **October 2012**

- **Re-Election for Vice Chair Position as Reyann Menard had to resign (replaced by Jessica Logan & Michelle Kirk-Gallatin will be Co-Vice Chairs)**
- **Wayne Rufiange working on School Policies**
- **Book fair Raised \$3,000.00**
- **School's Grand Opening scheduled for January 24th at 9:00am**

## **November 2012**

- **Discussion on stock for Library and Gym Equipment**
- **Open House scheduled for February 13th, 2013**
- **Christmas Concert Discussion and Planning**
- **Magazine Fund Raiser - \$5,000.00 raised for School**

## **December 2012**

- **No Council Meeting scheduled in December**

Click here to enter text.

## **January 2013**

- **Teacher's Wish List Posted**
- **MPES not represented in Media discussed.**
- **Concerns with Etiquette on facebook on MPES Parent Page**
- **Potential change to school calendar**

## **February 2013**

- **Quarterly Report, paperless Reporting for Grade 1+**
- **Excellence in Teaching Nominations went to Monique Webb and Wayne R**
- **Vision & Mission Meeting**
- **Family Dance scheduled for March 15th**

## **March 2013**

- **PFA-Playground Funds moved to 16 month GIC, Milk program to pay back purchase of Fridge, Playground discussion with Lisa Holmes (Town of Morinville Councilor**
- **Event Coordinator (Rebecca Holland) steps down, spot will be left vacant until new school year.**
- **Operational Procedure Committee**
- **Budget for School Council (meetings & Conventions etc)**

## **April 2013**

- **Milk/Spirit week May 13th to 16th, Cookie Day April 18th.**
- **Movie Night hosted by School Council on June 14th**
- **PFA approves School Council Budget for \$1,000.00 annually.**
- **Trade Show April 19 -21st SSD to have Booth.**

## **May 2013**

- **MPES Track Meet**
- **Operational Procedures**
- **Recess/Playground Concerns from Parents**
- **Details on Movie Night discussed**

## **June 2013**

- **New Vice Principal and no Bus Fees for School Year 2013/14**
- **St.Jean Baptiste Festival/Parade – MPES will have a School Bus and all students welcome to walk or ride.**
- **Library Funds- Upper Elementary Items purchased with \$2,5000.00**
- **Turkey Night & AGM scheduled for September 19th, 2013.**

**MPES School Council**

**Financial Statement**

**REPORTING PERIOD: September 1, 2012 – August 31, 2013**

<b>ASSETS</b>	Cash-Bank Account	\$ Nil
	Common Shares	
	List any other assets	
	<b>TOTAL ASSETS</b>	<b>\$ Nil</b>
<b>LIABILITIES</b>	<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>
<b>INCOME</b>	List income	\$
	<b>TOTAL INCOME</b>	<b>\$</b>
<b>DISBURSEMENTS:</b>	List disbursements	\$
	<b>TOTAL DISBURSEMENTS</b>	<b>\$</b>
<b>Profit/Loss</b>	Bank Balance Sept. 1, 2012	\$
	Withdrawals	\$
	Deposits	\$ _____
	Bank Balance August 31, 2013	\$ Nil

**THIS FINANCIAL STATEMENT HAS BEEN REVIEWED AND APPROVED BY:**

**Name** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_



STURGEON COMPOSITE HIGH SCHOOL  
SCHOOL COUNCIL  
ANNUAL REPORT 2012/2013

**September:**

Began the year with new Co-Chairs: Charlene Uchacz and Jeannine Kaup, Vice Chair: Rubina Mahal and Secretary: Cindy Westra. A new school sign installed, not meant to produce a profit but rather to promote a community. After Grad survey feedback was gathered, grad will be held at the Shaw Conference Center. New additions in teaching staff, Nigel Lindsay from Redwater teaching English and Ken Stanski from Landing Trail teaching social. Lost English teacher Nikki Woodford to head office and Lyle Newton, Art teacher, to teach at both Sturgeon Heights School and Camilla. Upgrades for wireless internet in the school, increased speed and band width. Japanese Exchange year again. Out of school jurisdiction: Is there a fee? Mr. Amiot proposed to Central office a \$50 fee. New permission slips regarding passengers in vehicles.

**October:**

School Board changing electoral boundaries now that Morinville is a part of our district. Equal numbers are needed throughout so they have a consultant working on it and gathering community feedback before setting borders. There will be a rotation of trustees coming to the SCHS meetings this year. SCHS is introducing a brand new safe driving initiative. In December there will be an intextification campaign – discussing texting and driving and other distractions. What is SCHS's approach to the zero or no zero debate. While there is nothing in place right now, they are proponents of the reluctant zero. Choir won a contest that will put them on stage, singing backup for a couple of "Marianna's Trench" songs at the concert October 29. How does SCHS deal with bullying – Constable Cindy Blackmore is in the school twice a week to help with this. Kari and Ron interview kids who have been identified as being bullied. Is there a way to identify kids at a higher risk of suicide? Student Services is often aware of these students and they deal with them. Senior boys and girls volleyball teams back from a tournament in Kelowna. Exams – Last week of classes is January 18. January 14 & 15 – Diploma exams. February 1 – classes resume. Grad photos in November. Grad cap and gowns got voted down. There is a concern over rush seating for the Grad Ceremony, this is already being reconsidered.

**November:**

Student Representative Council – Operation Christmas Child boxes, supporting the local food bank in two ways 1} with a toy drive 2} the Green Team is bringing a van to the school for students to fill with food for the food bank. They will be going for a visit to Ronald McDonald house with baking, presents and care packages. Marg Clarke is being awarded a lifetime achievement award this week. ASABA has produced a

'Measuring Up' report that was the work of the ASABA, ASCA and the College of Alberta School Superintendents. It was developed in response to the assessment needs and the NO zero policy. It addresses how we are making sure our outcomes don't assess product but instead assess the process. Provincial Project: BYOD (Bring Your Own Device). There are a few teachers interested in committing to this project. Looking for ways to encourage students to use their own devices for their education. The school has 28 radios for wireless now spread throughout the building. One radio can cover 160 devices. Administration is working with Student Services early out days to see what services are being provided and what needs to be improved. Is there a drop box where students can anonymously share vulnerable student's names? Awards night November 20 @ 7:30pm. Concert band and the Flamenco Dancers on December 4 @ the Dow Center. Get Home Safe Committee is campaigning on the texting and driving for the month of December. No meeting December.

### **January:**

Gerry Schick asked to have these questions asked: I understand what the requirements are in order to complete a high school diploma. As I plan my high school program, I intend to complete my studies in 3, 4 or 5 years. I have planned my high school program so that I can take all my required courses in 3 years, I can explore a variety of option courses over 4 years or I can upgrade my marks if necessary, in a 4<sup>th</sup> year. Open House – March 12. Grade nine tours. 'BYOD' – Mr. Stansky, Mr. Husky and Ms. Speer are having meetings to figure this out. New contractor Joe Caputo is running the cafeteria.

### **February:**

Proposed changes to 2013/2014 calendar – Early out Wednesday would happen twice in the year with dismissal being one hour early. Once per month a Friday would be dedicated to PD day. Working on 'BYOD' – Speeding up the response time for wireless. Conducting survey of surveillance system. Surgeon Night of Music – May 1. Open House – New format and as paperless as possible. Kids will have a QR code and it gets scanned for door prizes. Grade nine registration in April. Cafeteria – Kids seem to be saying the prices are quite expensive so kids are deciding to go off school grounds to get food. Cafeteria use to be subsidized, which was good for the kids but costly for the school. There was a limit set to how much prices could increase by Dave Johnson of Human Resources at Head Office. Contract revisited each June. Grad: Kids voted no cap & gowns, ticket sales are online this year.

### **March:**

Ministers offered the ATA a four year contract. ATA turned this down. It will be difficult situation as the government is not guaranteeing any funding. Electoral Boundaries change? Change is not yet approved. The change has come from the Morinville school as it is large enough to have it's own trustee. If the change is

approved, they will remain 7 trustees and the 2 trustees from the Gibbons riding will be combined to one. With the current numbers in Morinville it is expected that growth will happen quickly. This has brought about the question the need for a high school in Morinville in the future. New budget has hurt high schools in particular. Currently the ADLC room was receiving 100% of the funding, with the new budget, they receive 44% and Barrhead gets 66% (\$600/student less). It will also impact work experience, this means the 200 students that use work experience each year would now need to be subsidized at about \$400 each. It is unclear how this effects the RAP program. Choral Fest was March 8 and Choir got Gold. Jazz Choral went today and got Silver. Concert Band goes on Wednesday, March 13. April 15 – 19: Grade 9 registration, evening session with the parents. April 25 & 26: Grade 11 & 12 registration. Senior Girls basketball: Champions in the City Conference Division. The school will be changing from Microsoft Office to Google Docs. It is a similar program but stored in a Cloud so students can access their files from anywhere and on any device. Training will be provided for students and staff. It is free, great for group work, has a Skype like component and provides access to Google Library (which contained scanned books from libraries all over the world).

#### **April:**

Budget Announcement means a \$1.5 million loss to the division. Resource Allocation Committee made a proposal to increase per student funding. This should help to protect staff members. Projected enrollment is 822. Declining enrollment seems to be a lull that will pass as the grades coming up have higher numbers. Staff reductions will have to occur as current staffing is 46.5 FTE and next years will be 40.7 FTE. Special Education/Inclusion money will be down \$200,000 from the current year as well. Some tough decisions to make. Using some diverse sources of revenue. A series called the Black Stone Tapes shot their show here over Spring Break. Gained the school \$11,000 in revenue. Met with teachers. Travel Club is planning a trip for Spring Break 2014 in honour of the 100th Anniversary of World War 1. This is open to all students and initial plans are to travel to Amsterdam and ultimately arrive in Paris. CTS Skills Alberta Competition (Regional and Provincial Competitions) are the same weekend as grad. Successful candidates will go to Nationals in British Columbia in June. NAIT Presidential Luncheon: if you have a trade and want a business degree you can start in year three instead of year one or two now. Also, it is offered as an online program so you can work while getting your degree. Japanese students arrive on Monday. The English and Social Departments are addressing language in the hallways and classrooms. A program will be starting up including a presentation that addresses how you are perceived when you talk with slang and profanities. We inquired about the loss of grants and how this would affect the RAP program. David Amiot replied that it seems RAP was not affected. No class sizes were increased. Special Education has been left more to principal's discretion. Special Education funding will remain the same for the next three years. We inquired about the New Drug Policy from previous minutes.

Has there been an increase in students coming through the Board now? David Amiot said there were 10 occurrences this year compared to 18 last year. The current policy just provided more clarity in this area. Student Night of Music is May 1.

**May:**

SRC Report: The SRC has been active in organizing several activities since the start of the year. These included free pancake breakfast, toy drive, dodgeball intramurals, 30 hour famine, get back home safe project etc. Dance was fairly successful with 106 tickets being sold. SRC has planned crazy Tuesday on May 14, a BBQ on June 10. Some members are going to the YESS (Youth Emergency Shelter) on May 27 to assist with daily activities. A donation drive has been launched to collect unopened and unused underwear and socks. SRC elections will be held in coming weeks. Budget Announcement meant \$1.5 million loss to the division, \$200K is for this year. No fulltime positions will be lost. The positions becoming vacant are not being filled. Finding ways to best manage the changes while providing the best services. Question was asked whether transportation fees will be charged in the upcoming year. It is not likely in the near future; however, it is a possibility down the road. Fee schedule was shared with Council, there will be no increase in fees for the upcoming year. Fees will not be collected on the first day of registration, as it is on the first day of school. Habba Mahal in Grade 11 at SCHS has been selected for the "Change your World" tour, arranged by Alberta Council of Global Cooperation. Five students across Alberta will be going to Nicaragua in July 2013 for two weeks. Fine Arts Awards night is June 6. Drama students will be directing and producing the performances. Drama dessert theatre was a huge success with 140 guests attending. Drama group went to Drama festival and Kristen Jensen was awarded. Grad is on the May long weekend at the new venue, the Shaw Conference Center. Busy with timetables and online selections made by students for the fall semester. Final decisions on staff are being made and will be finalizing the timetable in June. Several students will be competing in CTS skills Canada to be held on May 15, 16 and 17. If they advance, they will be going to Vancouver. Question was asked about cafeteria prices. Mr. Amiot said the contractor has a clause in his contract that the prices are capped. The contractor is not interested in a Cafcard. Previous prices were subsidized by the school which is not an option that could be sustained. Spencer Elliot asked a question about financial allocation of SRC funds and requested information on previous years records as it is thought that there were a few thousand dollars in the SRC account which might have been used for other school items and hopefully could be refunded to the SRC. Mr. Amiot will look into this and follow-up. Elections for Parent council will be held during the next Council meeting in September 2013. Information about the elections will be included in the June newsletter.