

DATE: February 28, 2012
TO: Board of Trustees
FROM: Edgar Schmidt, Superintendent of Schools
SUBJECT: Bereavement
ORIGINATOR: David Fraser, Executive Director, Corporate Services
RESOURCE STAFF: Cheryl Singer
REFERENCE: [GM.BP – Acknowledgement of Deaths and Bereavements](#)
[GM.AR – Deaths and Bereavements](#)

ISSUE

To report the death of a current staff member.

BACKGROUND

Mrs. Nicola Poulter passed away February 10, 2012, at the age of forty-five years. Mrs. Poulter began her career with Edmonton Public Schools in November of 2010 as Director Compensation Labour Relations & Human Resources Systems. She was on sick leave at the time of her death. Mrs. Poulter is survived by her husband James, son Allyn and daughter Mikayla.

CURRENT SITUATION

A memorial donation for Mrs. Poulter has been sent to The Tertiary Palliative Care Program, at the Grey Nuns Community Hospital, on behalf of the Administration and Board of Trustees.

KEY POINTS

N/A

ATTACHMENTS & APPENDICES

ATTACHMENT I GM.BP – Acknowledgement of Deaths and Bereavements
ATTACHMENT II GM.AR – Deaths and Bereavements

DF:cls

Edmonton Public Schools Board Policies and Regulations

CODE: GM.BP	EFFECTIVE DATE: 27-01-2009
TOPIC: Acknowledgement of Deaths and Bereavements	ISSUE DATE: 29-01-2009
	REVIEW DATE: 01-2016

The Superintendent of Schools, on behalf of the Board, shall acknowledge the death or bereavement of a current staff member or Trustee.

The Superintendent of Schools, on behalf of the Board, shall acknowledge the death of a former staff member or Trustee.

Reference(s):

[GM.AR](#) - Deaths and Bereavements

Edmonton Public Schools Board Policies and Regulations

CODE: GM.AR

TOPIC: Deaths and Bereavements

EFFECTIVE DATE: 19-03-2009

ISSUE DATE: 26-03-2009

REVIEW DATE: 03-2014

1. Upon notice of the death of a staff member, Trustee, or former Trustee:
 - a. A donation shall be made to the charity named in the newspaper obituary or, if a charity is not named, flowers or another appropriate acknowledgement shall be sent to the bereaved family.
 - b. An information Board report, a submission to the Staff Bulletin Board and Transmittal Memorandum shall be issued.
2. Upon notice of the death of a former staff member, a submission to the Staff Bulletin Board and Transmittal Memorandum shall be issued.
- 3.

Reference(s):

[GM.BP](#)- Acknowledgement of Deaths and Bereavements
