

DATE: September 11, 2012

TO: Board of Trustees

FROM: Edgar Schmidt, Superintendent of Schools

SUBJECT: Bereavements

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

Mr. Emmanuel Lavares passed away June 15, 2012, at the age of 62 years. Mr. Lavares began his career with Edmonton Public Schools in 2005 as a custodial assistant. He served at Edith Rogers, Caernarvon and Aldergrove Schools. Mr. Lavares is survived by his wife Puree and son Ryan.

Mrs. Nan Millar passed away June 25, 2012, at the age of 55 years. Mrs. Millar began her permanent career with Edmonton Public Schools in 2001 as an educational assistant at Britannia School. She also served at J Percy Page, Academy at King Edward, Woodcroft, Callingwood and Scott Robertson Schools; she was at Overlanders School at the time of her death. Mrs. Millar is survived by her parents Wyman and Bev Millar, sisters Susan and Pamela and brother Andrew.

CURRENT SITUATION

A floral arrangement has been sent to Mr. Lavares' family on behalf of the Administration and Board of Trustees.

A donation in memory of Mrs. Millar has been made to the Edmonton Humane Society for the Prevention of Cruelty to Animals 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

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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
