




# AGENDA

Edmonton School District No. 7  
One Kingsway  
Edmonton, Alberta

McCauley Chambers  
Tuesday, January 22, 2013  
2:00 p.m.

Board Meeting #12

- A. O Canada 
- B. Roll Call
- C. Communications from the Board Chair
- D. Communications from the Superintendent of Schools
- E. Minutes
  - 1. DRAFT – Board Meeting #10 – January 8, 2013
  - 2. DRAFT – Board Meeting #11 – January 15, 2013
- F. Comments from the Public and Staff Group Representatives
- G. Reports
  - 3. Report #5 of the Caucus Committee (From the Meeting Held January 15, 2013)  
(Recommendation)
  - 4. Motion re Review of Board Policy GBE.BP - Health and Wellness of Staff and Students  
(Recommendation)
  - 5. Trustee Electoral Ward Boundaries  
(Recommendation)
  - 6. Trustee Meetings with Principals  
(Information – Response to Request for Information #240)
- H. Other Committee, Board Representative and Trustee Reports
- I. Comments from the Public and Staff Group Representatives – 5:00 p.m. (*NOTE: Pre-registration is required for this item.*)
- J. Trustee and Board Requests for Information
- K. Notices of Motion
- L. Meeting Dates
- M. Adjournment

**BOARD OF TRUSTEES**

Sarah Hoffman  
Board Chair

Michael Janz  
Board Vice-Chair

Heather MacKenzie  
Caucus Chair

David Colburn  
Leslie Cleary  
Cheryl Johner  
Catherine Ripley  
Ken Shipka  
Christopher Spencer

**MINUTE BOOK**

**- Board Meeting #10 -**

Minutes of the Board Meeting of the Trustees of the Edmonton School District No. 7 of the Province of Alberta held in McCauley Chambers in the Centre for Education on Tuesday, January 8, 2013 at 2:00 p.m.

**Present:**

**Trustees**

Leslie Cleary  
David Colburn  
Sarah Hoffman

Michael Janz  
Heather MacKenzie

Catherine Ripley  
Ken Shipka

**Officials**

Edgar Schmidt  
Bruce Coggles  
David Fraser

Mark Liguori  
Ron MacNeil  
Roberta Malysh

Jamie Pallett  
Tash Taylor

**Board Chair:** Sarah Hoffman

**Recording Secretary:** Manon Fraser

A. O Canada 

**Staff Group Representatives**

Edmonton Public Teachers – Ed Butler, President

B. **Roll Call:** (2:00 p.m.)

The Superintendent advised that Trustees Johner and Spencer were absent. All other Trustees were present.

C. **Communications from the Board Chair**

The Board Chair welcomed staff back and wished everyone a happy new year.

D. **Communications from the Superintendent of Schools** – None.

MINUTE BOOK

**E. Minutes**

1. Board Meeting #9 – December 11, 2012

**MOVED BY Trustee Janz:**

**“That the minutes of Board Meeting #9 held December 11, 2012 be approved as printed.” (UNANIMOUSLY CARRIED)**

**F. Comments from the Public and Staff Group Representatives – None.**

**G. Reports**

2. Report #4 of the Caucus Committee (From the Meeting Held December 11, 2012)

**MOVED BY Trustee MacKenzie:**

**“1. That Report #4 of the Caucus Committee from the meeting held December 11, 2012 be received and considered.” (UNANIMOUSLY CARRIED)**

**MOVED BY Trustee MacKenzie:**

**“2. That effective October 22, 2013, following the trustee election:**

- a. **the Caucus/Audit Committee Chair role be eliminated and its responsibilities be added to the role and responsibilities of the Vice-Chair;**
- b. **the additional per annum honoraria previously provided to the Caucus/Audit Committee Chair be added to the additional per annum honoraria for Chair and Vice-Chair (2/3 for Chair and 1/3 for Vice Chair);**
- c. **the per annum honoraria for the Board Chair be established at approximately 44 per cent higher than the per annum honoraria for Trustees and the per annum honoraria for the Vice-Chair be established at approximately 22 per cent higher than the per annum honoraria for Trustees, due to the elimination of the Caucus/Audit Chair position and the additional per annum honoraria provided to that position;**

**MINUTE BOOK**

- d. the per diem honoraria, to be paid as outlined in Section B. of the Policies and Regulations Manual -- Trustee Remuneration Section 8 a – d), be calculated and paid on each four-hour morning, afternoon or evening sessions to a maximum of three sessions per day;
- e. if the morning, afternoon or evening session lasts less than two hours, the Trustee will receive half of the per diem honorarium for that session;
- f. the maximum number of per diem honoraria per Trustee per school year is 40 with excess per diem honoraria being claimable from the Trustee's individual expense budget;
- g. the annual cost of living adjustments to per annum honoraria, per diem honoraria, advance on expenses (travel) allowance, individual Trustee expense budgets, and Board Chair discretionary expenses allowance be tied to the cost of living adjustments provided to exempt management staff."

**MOVED BY Trustee Colburn:**

**"That item a (the Caucus/Audit Committee Chair role be eliminated and its responsibilities be added to the role and responsibilities of the Vice-Chair) be removed from Recommendation 2."**

**The Board Chair called the question.**

**IN FAVOUR: Trustee Colburn**

**OPPOSED: Trustees Cleary, Hoffman, Janz, MacKenzie, Ripley and Shipka**

**The Motion was DEFEATED.**

**The Board Chair called the question on Recommendation 2a to 2g.**

**The Motion was UNANIMOUSLY CARRIED.**

MINUTE BOOK

**MOVED BY Trustee MacKenzie:**

- “3. That, in implementing recommendation #2, the following adjustments be made to the per annum honoraria for the Board Chair, Vice-Chair and Trustees:**

Effective October 22, 2013

Board Chair	From \$40,323 to \$47,031, an increase of 16.64%
Vice-Chair	From \$35,316 to \$39,808, an increase of 12.72%
Trustee	From \$30,315 to \$32,645, an increase of 7.69%

- 4. That the following adjustment be made to the per diem honorarium for the Board Chair, Vice-Chair and Trustees:**
- From \$134.06 to \$144.37 effective October 22, 2013, an increase of 7.69%
- 5. That the following adjustment be made to advance on expenses (travel) allowance for the Board Chair, Vice-Chair and Trustees:**
- From \$3,377 to \$3,453 effective October 22, 2013, an increase of 2.25%
- 6. That the following adjustment be made to the individual trustee expense budgets for the Board Chair, Vice-Chair and Trustees:**
- From \$6,500 to \$7,000 effective October 22, 2013, an increase of 7.69%
- 7. That the following adjustment be made to Board Chair discretionary expense allowance:**
- From \$2,000 to \$2,153.80 effective October 22, 2013, an increase of 7.69%”

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

MINUTE BOOK

**MOVED BY Trustee MacKenzie:**

- “8. That effective October 22, 2013, the Board authorize and pay up to \$2,500 Cdn/US per year per Trustee to a maximum of \$10,000 per four-year term for each Trustee to reimburse standard travel, accommodation, registration and meal expenses to attend professional development conferences related to student education issues, board governance or other functions as identified by the Board from time to time (e.g., Canadian School Boards Association or National School Boards Association annual general meetings).**
  
- 9. That effective October 22, 2013, the Board authorize and pay up to \$2,500 Cdn/US per year per Trustee to reimburse standard out-of-town travel, accommodation, registration and meal expenses to attend the spring and fall general meetings of the Alberta School Boards Association (maximum of \$2,500 per spring and \$2,500 per fall Association meetings).”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

**MOVED BY Trustee MacKenzie:**

- “10. That cost of living adjustments to per annum honoraria and per diem honoraria be tied to the cost of living adjustments provided to exempt management staff, effective September 1, 2011 and September 1, 2012, and paid retroactive to these dates.”**

**The Board Chair called the question.**

**IN FAVOUR: Trustees Cleary, Ripley and Shipka**

**OPPOSED: Trustees Colburn, Hoffman, Janz and MacKenzie**

**The Motion was DEFEATED.**

**MINUTE BOOK**

3. Policy Review Committee: Plan for Overall Policy Review

**MOVED BY Trustee Ripley:**

- “1. That the approach to the overall review of board policy be approved in principle.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

There was a short break at this point.

**MOVED BY Trustee Ripley:**

- “2. That the annual policy development and review plan for the remainder of 2012-2013 be approved.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

**MOVED BY Trustee Ripley:**

- “3. That the District Priorities and Governance Committee’s mandate for the 2012 – 2013 review of the Trustee Manual be expanded to include:**

- a) a delineation between those items requiring Board approval as board governance policy and information items;**
- b) review and revision of board governance policy in relation to *Education Act* Sections 33(1)(b), (f), (h), (i) and (k); and**
- c) assisting the Policy Review Committee by reformatting all board governance policy items as policy statements in accordance with Board Policy CH.BP – Framework for Policy Development and Review to form an official Section B – Board Governance and Operations in the Policy Manual.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

## MINUTE BOOK

4. ASBA Issues and Resolutions Committee: ASBA Call for Input Into the ASBA Strategic Plan 2013-2016

**MOVED BY Trustee Colburn:**

**“That the Board approve the questionnaire responses as proposed by the ASBA Issues and Resolutions Committee.”**

**MOVED BY Trustee Ripley:**

**“That the following be added to the comments for Key Result A.5.: The ASBA should explore working with early childhood coalitions currently supported by Alberta Education across the province.”**

**The Board Chair called the question on the Amendment.**

**The Amendment was UNANIMOUSLY CARRIED.**

**The Board Chair called the question on the Motion as Amended.**

**The Motion was UNANIMOUSLY CARRIED.**

5. Framework for Student Advisory Council

**MOVED BY Trustee Colburn:**

**“That the report titled ‘Framework for Student Advisory Council’ be received for information.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

### **H. Other Committee, Board Representative and Trustee Reports**

Trustee Cleary, the Board’s representative on the Edmonton Public Schools Foundation Board of Governors, reported that the *Wrap and Roll* fundraiser held at Kingsway Mall December 1 to 24, 2012 was very successful. She thanked the Trustees and district staff who volunteered. She advised that approximately \$14,000 was raised with the Mall donating additional funds to raise the amount to \$20,000. She concluded by advising that details will be forthcoming regarding a special fundraising event with penny sculptures made by Mount Royal School students. The sculptures will be displayed and auctioned at Kingsway Mall.



## MINUTE BOOK

Trustee Colburn, the Board's representative on the Alberta School Boards Association (ASBA) Board of Directors, advised that ASBA Board of Directors will be having a strategic planning retreat next week.

The Board Chair advised that the next ASBA Zone 23 general meeting will be held Friday, January 25, 2013.

Trustee Janz, the Board's representative on the Public School Boards Council (PSBC), did not have a report at this point.

Trustee Cleary, the Board's representative on the Capital Region Services to Children Linkages Committee, advised the Linkages Committee will be having a strategic planning session January 10, 2013. She report on the session at the next board meeting.

**I. Comments from the Public and Staff Group Representatives – None.**

**J. Trustee and Board Requests for Information**

Trustee Cleary requested the following: With a view to have engaged, ethical, and entrepreneurial thinkers in an increasingly interdependent world and as a district tasked with providing the best 21st century learning opportunities for all students, provide a report on the Dual-Credit Pilot Project sponsored by Alberta Education, Olds Community Learning Center, and the Curriculum Technology Studies Program of Studies indicating how both support Career Pathways for High School Students. References: Canada Education ([www.cea-ace.ca/theme2012](http://www.cea-ace.ca/theme2012))

**K. Notices of Motion**

Trustee Colburn served notice of the following motion:

*That any eviction of the Sun and Moon Visionaries Aboriginal Artisan Society from Donald Ross School be postponed until the end of February in order to allow the Society and the Administration to engage in further dialogue designed to address outstanding leasing issues.*

**L. Next Board Meeting Date: Tuesday, January 15, 2013 at 2:00 p.m.**

**MINUTE BOOK**

**M. Adjournment (3:40 p.m.)**

**The Board Chair adjourned the meeting.**

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Sarah Hoffman, Board Chair

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Roberta Malysh, Secretary-Treasurer

**MINUTE BOOK**

- **Board Meeting #11** -

Minutes of the Board Meeting of the Trustees of the Edmonton School District No. 7 of the Province of Alberta held in McCauley Chambers in the Centre for Education on Tuesday, January 15, 2013 at 2:00 p.m.

**Present:**

**Trustees**

Leslie Cleary  
David Colburn  
Sarah Hoffman

Michael Janz  
Cheryl Johner  
Heather MacKenzie

Catherine Ripley  
Ken Shipka

**Officials**

Edgar Schmidt  
Bruce Coggles  
David Fraser

Mark Liguori  
Ron MacNeil  
Roberta Malysh

Jamie Pallett  
Tanni Parker  
Tash Taylor

**Board Chair:** Sarah Hoffman

**Recording Secretary:** Manon Fraser

A. O Canada 

**Staff Group Representatives**

CUPE Local 3550 – Linda Harris, Treasurer

B. **Roll Call:** (2:00 p.m.)

The Superintendent advised that Trustee Spencer was absent. All other Trustees were present.

C. **Communications from the Board Chair** – None.

D. **Communications from the Superintendent of Schools** – None.

## MINUTE BOOK

### **E. Comments from the Public and Staff Group Representatives**

Ms Sue Huff spoke with respect to the Sun and Moon Visionaries Aboriginal Artisan Society lease.

### **F. Reports**

#### 1. Motion re Sun and Moon Visionaries Aboriginal Artisan Society Lease

The Board heard from the following registered speakers with respect to this item:

- Mr. Jaret Sinclair-Gibson, Sun and Moon Visionaries Aboriginal Artisan Society
- Ms Muriel Stanley-Venne (Ms Stanley-Venne also provided information to the Board)
- Ms Natasha Cardinal
- Ms Cindy Zario

Trustee Colburn withdrew the motion.

#### 2. Trustee Electoral Ward Boundaries

**MOVED BY Trustee Hoffman:**

**“That Trustee feedback be considered in the development of the recommendation report that will be brought to public board on January 22, 2013.”**

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

There was a break at this point in the meeting.

## MINUTE BOOK

3. Student Health  
(Response to Request for Information #229)
4. Mental Health Professional Development  
(Response to Request for Information #230)
5. Inquiring Mind Site Schools  
(Response to Request for Information #232)
6. Best Practices for Concussions in Athletics  
(Response to Request for Information #241)
7. Revenues from the Rental of Facilities  
(Response to Request for Information #243)

### **MOVED BY Trustee Cleary:**

**“That the following reports be received for information:**

- **Student Health**  
(Response to Request for Information #229)
- **Mental Health Professional Development**  
(Response to Request for Information #230)
- **Inquiring Mind Site Schools**  
(Response to Request for Information #232)
- **Best Practices for Concussions in Athletics**  
(Response to Request for Information #241)
- **Revenues from the Rental of Facilities**  
(Response to Request for Information #243)”

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

### **G. Other Committee, Board Representative and Trustee Reports**

Trustee Cleary, the Board’s representative on the Edmonton Public Schools Foundation Board of Governors, reported on the following upcoming scheduled events:

- January 18 and 29, 2013 and February 14 and 27, 2013 - information lunches at Lauderdale School
- March 14, 2013 – Penny sculptures (made by Mount Royal School students) fundraising event at Kingsway Mall
- April 4, 2013- Ready to Frame Art sale
- April 25, 2013 - Ready to Shine Student Fashion Show at Kingsway Mall
- May 30, 2013 - Ready for Life Fundraising Breakfast at Harry Ainlay School

## MINUTE BOOK

Trustee Colburn, the Board's representative on the Alberta School Boards Association (ASBA) Board of Directors, advised that ASBA Board of Directors strategic planning retreat will begin tomorrow.

Trustee Johner, the Board's representative on ASBA Zone 23, reported that the next ASBA Zone 23 general meeting will be held January 25, 2013 held at the St. Anthony Centre.

Trustee Cleary, the Board's representative on the Capital Region Services to Children Linkages Committee, did not have a report at this time.

### **I. Trustee and Board Requests for Information**

Trustee MacKenzie requested that information be provided regarding what we are doing to enhance student and staff knowledge of the 'newcomer experience' and the histories and backgrounds of newcomer students and families.

Trustee MacKenzie requested that information be provide regarding what we are doing to move towards Any Time, Pace and Place Learning.

Trustee Ripley requested that an update be provided on how the 2020 cohort of children are doing as well as on any lessons learned by following this cohort of students from year to year.

Trustee Johner requested that information be provide about any school jurisdictions in Alberta or British Columbia that have FNMI trustees appointed to the school board and that any pertinent details about the appointment process and role be included.

Trustee Johner requested that an update an update be provided on the work of the FNMI Advisory Committee and how it impacts the work of the FNMI and Diversity Unit.

### **J. Notices of Motion**

Trustee Cleary served notice of the following motion:

*That the Policy Review Committee undertake a review and update of board policy GBE.BP - Health and Wellness of Staff and Students by June 2013.*

**MINUTE BOOK**

**K. Next Board Meeting Date: Tuesday, January 22, 2013 at 2:00 p.m.**

The meeting recessed at 4:10 p.m. and reconvened at 5:00 p.m.

Trustee Spencer was absent.

**H. Comments from the Public and Staff Group Representatives – 5:00 p.m.**

The Board heard from Mr. Michael Tachynski spoke regarding draft board policy HK.BP – Student Assessment, Achievement and Growth.

**L. Adjournment (5:05 p.m.)**

**The Board Chair adjourned the meeting.**

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Sarah Hoffman, Board Chair

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Roberta Malysz, Secretary-Treasurer

**DATE:** January 22, 2013

**TO:** Board of Trustees

**FROM:** Trustee Heather MacKenzie, Caucus Committee Chair

**SUBJECT:** Report #5 of the Caucus Committee (From the Meeting Held January 15, 2013)

**ORIGINATOR:** Tash Taylor, Director Executive and Board Relations

**REFERENCE:** [Terms of Reference – Committee of the Whole – Caucus School Act](#) Section 61

## RECOMMENDATION

1. **That Report #5 of the Caucus Committee from the meeting held January 15, 2013 be received and considered.**
2. **That the use of up to \$3,162,353.00 of Capital Reserve funds to relocate eight portable classrooms and to purchase six Modus modular classrooms for A. Blair McPherson, Dr. Donald Massey and Michael Strembitsky schools, be approved.**

## BACKGROUND

The District made a request to the Province for additional modular classrooms for the ASAP 2010 schools in the fall of 2011. A. Blair McPherson, Esther Starkman and Johnny Bright schools each received two modular classrooms funded by the Province. Dr. Donald Massey School was not approved to receive two modular classrooms. Esther Starkman and Johnny Bright schools also required additional capacity to be added for the current 2012/2013 school year. A technical analysis of the core ASAP school design confirmed that the core buildings could support a maximum capacity of 1050 students. The District faces increasing capacity challenges at a number of other ASAP schools opened in 2010 and 2012.

The following table reflects the capacity requirements of the ASAP schools in the District experiencing the greatest enrolment pressure

School	2012 Enrolment	Current Capacity	*2013 Enrolment (projected)	2013 Target Capacity	Provincial Requested Modulars Fall 2012	Additional Classroom Requirements for 2013-2014
A. Blair McPherson	935	900	1042	1050	0	6 portable relocations
Dr. Donald Massey	861	850	970	1050	2	2 portable relocations 4 purchased modulars
Michael Strembitsky	742	850	933	950	2	2 purchased modulars

*\* 2013 enrolment projections are subject to change and will be finalized January 2013.*



The current capacity of A. Blair McPherson School is 900 students. The current enrolment at A. Blair McPherson School is 935 students (September 30, 2012 data). The school will require six additional classroom spaces to accommodate the projected enrolment for the 2013-2014 school year. The District currently has eight freestanding portable classrooms available for relocation, six of which can be relocated to A. Blair McPherson School.

The current capacity of Dr. Donald Massey School is 850 students. The current enrolment at Dr. Donald Massey School is 861 students (September 30, 2012 data). It is recommended that Dr. Donald Massey School's capacity be expanded to the maximum of 1050 students, given the projected enrolment for the 2013-2014 school year and the rate of increase in resident students. Two Modus modular units are anticipated to be funded by the Province. An additional six classrooms are required. The District currently has eight freestanding portable classrooms available for relocation, two of which can be relocated to Dr. Donald Massey School. Four Modus modular units would also need to be purchased by the District.

The current capacity of Michael Strembitsky School is 850 students. The school opened with 742 students, the largest opening student number of all Edmonton ASAP schools. The projected enrolment for 2013-2014 is 933 students, therefore a minimum capacity of 950 is recommended. Two Modus modular units are anticipated to be funded by the Province. An additional two classrooms are required. Two Modus modular units would also need to be purchased by the District.

The Province will approve relocations and facilitate change notices to the ASAP maintenance contracts for the sites, if the District formally approves the funding for the relocations. At this time, the total project cost to relocate and refurbish the portable units is estimated to cost \$1,117,324.13. The total project cost to acquire and install six new Modus modular classrooms is \$2,045,028.87. The total cost is \$3,162,353.00.

**NEXT STEPS**

Upon approval of this recommendation, the Planning department will proceed with the following actions:

1. Relocate eight district portable classrooms to A. Blair McPherson and Dr. Donald Massey schools
2. Purchase four Modus modular classroom for Dr. Donald Massey School
3. Purchase two Modus modular classroom for Michael Strembitsky School

**ATTACHMENTS & APPENDICES – n/a**

TT:mmf

**DATE:** January 22, 2013

**TO:** Board of Trustees

**FROM:** Trustee Leslie Cleary

**SUBJECT:** Motion re Review of Board Policy GBE.BP - Health and Wellness of Staff and Students

**REFERENCE:** January 15, 2013 Board Meeting  
[Trustees' Manual – Meetings of the Board \(Notices of Motion\)](#)  
[Board Policy GBE.BP - Health and Wellness of Staff and Students](#)

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**RECOMMENDATION**

**That the Policy Review Committee undertake a review and update of board policy GBE.BP - Health and Wellness of Staff and Students by June 2013.**

**BACKGROUND**

Notice of motion was served at the January 15, 2013 board meeting.

LC:mmf

**DATE:** January 22, 2013  
**TO:** Board of Trustees  
**FROM:** Edgar Schmidt, Superintendent of Schools  
**SUBJECT:** Trustee Electoral Ward Boundaries  
**ORIGINATOR:** Roberta Malysh, Executive Director, Finance & Infrastructure  
**RESOURCE STAFF:** Jenifer Elliott, Roland Labbe, Lorne Parker  
**REFERENCE:** [January 15, 2013 Board Report – Trustee Electoral Ward Boundaries](#)

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**ISSUE**

The variation of ward populations no longer meets Trustee Electoral Ward Design Criteria approved by the Board of Trustees on November 7, 2006 (Attachment I).

**RECOMMENDATION**

**That the Board make an exception to its current Trustee Electoral Ward Design Criteria to retain the current ward boundaries for the upcoming municipal election.**

**BACKGROUND**

Prior to 1989, all public and separate school trustees were elected city-wide. In 1989, the Minister of Education required trustees to be elected by wards. Nine public and seven separate school trustees were elected from within the existing City of Edmonton six ward system. For the Edmonton Public School Board, the highest vote recipient from each of the six wards was elected, along with the second highest vote recipient in three of the six wards.

In 1995, nine public school trustee electoral wards were implemented which were distinct from municipal wards. Boundary alignments were chosen in order to distribute future urban growth and to ensure that the ward populations would remain within a +/- 10 per cent of the average public school board supporting population, for at least three elections. Wards were designed on the basis of achieving a balance of total public school supporting population among wards as a priority rather than seeking to achieve a balance in the number of schools or students within a ward. The potential for population growth or decline within each ward was also considered. In November 2006, a motion was passed by the Board to amend the trustee electoral ward design criteria to have a balance of ward population of +/- 15 per cent. Incidentally, ward boundaries for the City of Edmonton are designed so that the number of electors in each ward is within +/-25 per cent of the average for all wards.

Current Trustee Electoral Ward Design Criteria as passed by Board December 6, 1994; amended November 7, 2006 and reads that wards must:

1. have a resident population of public school supporters that is within +/- 15 per cent of the average for all wards (one ninth of the total district-wide public school supporting population);
2. reflect the potential for population growth or decline with the goal that school ward populations remain within +/- 15 per cent of the average through three municipal general elections;
3. encompass entire school attendance areas where possible;

4. be regular in shape, and be delineated by easily identifiable boundaries such as major roadways, railways, ravines, rivers, etcetera; and
5. ensure where possible that communities of common interests or characteristics are kept within the same ward.

**RELATED FACTS**

The data indicates the ‘balanced ward population’ criterion will not be met in 2013 in ward H (see table below and Attachment II).

<b>Current Ward Boundaries</b>	<b>Total City Population</b>	<b>Public Supporting Population</b>	<b>Difference from Ward Average Public Population</b>	<b>Public Population Deviation (+/-15%)</b>
A	80,478	54,915	3,169	6.12
B	73,101	50,408	-1,338	-2.59
C	61,915	46,715	-5,031	-9.72
D	57,095	44,788	-6,958	-13.45
E	62,655	45,044	-6,702	-12.95
F	70,133	58,148	6,402	12.37
G	74,258	58,348	6,602	12.76
H	77,057	59,721	7,975	15.41
I	62,448	47,625	-4,121	-7.96
<b>Total Population</b>	<b>619,140</b>	<b>465,712</b>		
<b>Ward Average</b>	<b>68,793</b>	<b>51,746</b>		

The data used to complete this review was provided by the City of Edmonton from the 2012 Municipal Census counts. Due to a change in the census reporting process not all electors declared themselves as either public or separate supporters.

**CONSIDERATIONS & ANALYSIS**

Based on the feedback received from the Board of Trustees at the January 15, 2013 board meeting, keeping ward boundaries status quo is the best option given the timelines required to undergo ward boundary realignment prior to the upcoming municipal election.

As deviating from current criteria is a short term solution, trustee electoral ward boundary realignment will need to be revisited prior to the 2017 election. A comprehensive discussion regarding ward boundary realignment can occur using up to date Census data in 2016. This will also provide more time to discuss values for ward configuration and for public consultation.

**NEXT STEPS**

In order to retain current status, a board motion is required to deviate from the current ward criteria.

**ATTACHMENTS & APPENDICES**

ATTACHMENT I Item #3 Trustee Electoral Ward Boundary Review approved at November 7, 2006  
Board Meeting

ATTACHMENT II Ward Boundary Realignment Option 3

ATTACHMENT III - January 15, 2013 Board Report – Trustee Electoral Ward Boundaries

JE:gm

**NOT TO BE RELEASED PRIOR TO THE  
TUESDAY, NOVEMBER 7, 2006  
BOARD MEETING**

EDMONTON PUBLIC SCHOOLS

November 7, 2006

TO: Board of Trustees  
FROM: Trustee K. Gibson, Conference Committee Chair  
SUBJECT: Report #1 of the Conference Committee (From the Meeting Held October 31, 2006)

RECOMMENDATION

1. That report #1 of the Conference Committee from the meeting held October 31, 2006 be received and considered.

Aspen View Regional School Division Legal Challenge

2. That the board approve a \$5,000 contribution to Aspen View Regional School Division to support its legal challenge of the Minister of Education's right to determine an alternative method of separate school jurisdiction formation.

Trustee Electoral Ward Boundary Review

3. That an amendment to the trustee electoral ward design criteria such that the per cent of the average resident population of public school supporters and the potential for the average population growth or decline within all wards through three municipal general elections be increased from +/- 10 per cent to +/- 15 per cent, be confirmed.

\* \* \* \* \*

Background - Aspen View Regional School Division Legal Challenge

Attached is a letter from Don Fleming, President Public School Boards' Association of Alberta, seeking financial assistance from public school jurisdictions for the Aspen View Regional School Division's legal challenge of the Minister of Education's right to determine an alternative method of separate school jurisdiction formation as well as background information regarding the legal challenge (Appendix I).

Background - Trustee Electoral Ward Boundary Review

The amended trustee electoral ward design criteria would read:

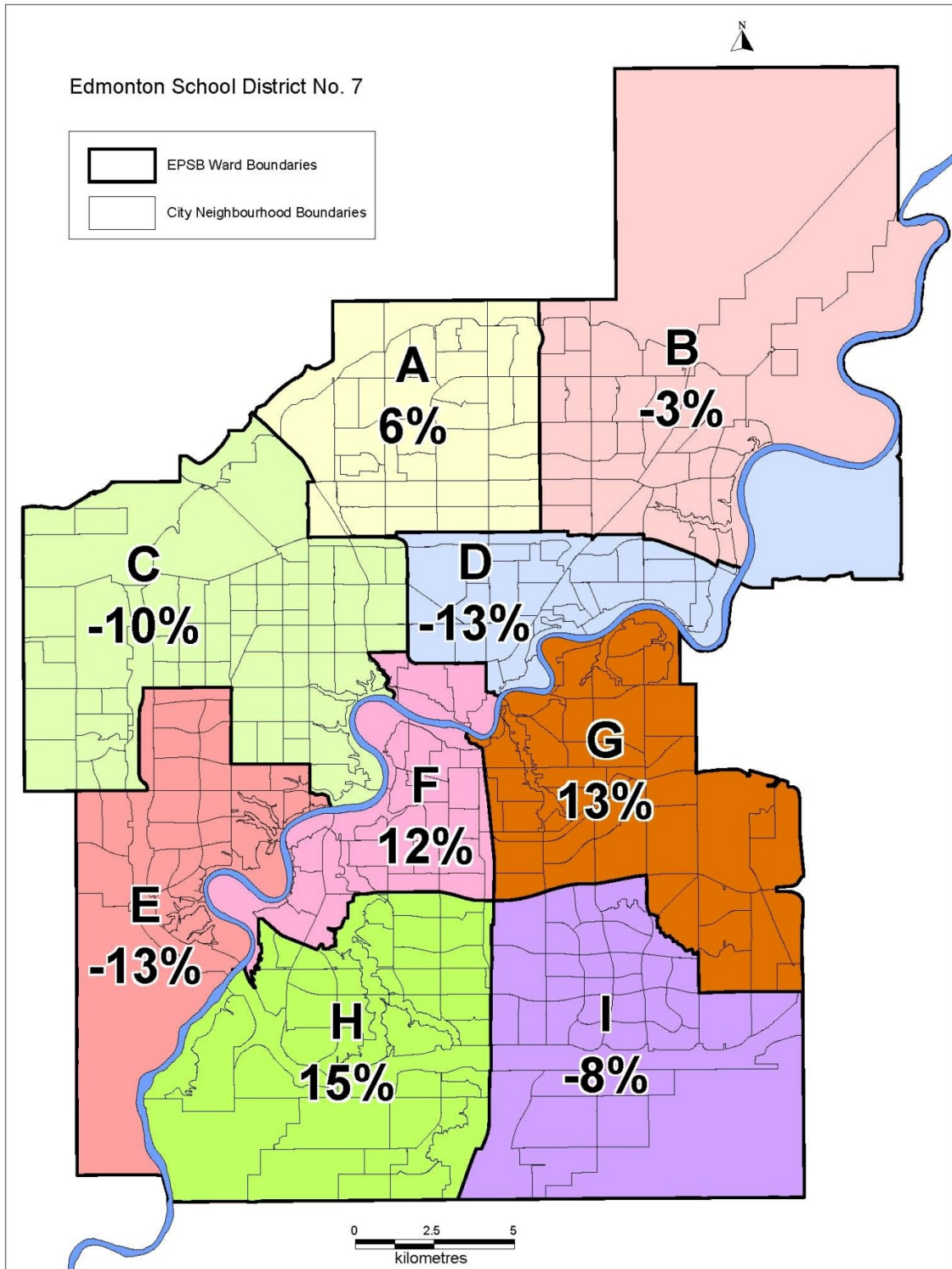
The wards must:

1. have a resident population of public school supporters that is within +/- 15 per cent of the average for all wards (one ninth of the total district-wide public-school supporting population);
2. reflect the potential for population growth or decline with the goal that school ward populations remain within +/-15 per cent of the average through three municipal general elections;
3. encompass entire school attendance areas where possible;
4. be regular in shape, and be delineated by easily identifiable boundaries such as major roadways, railways, ravines, rivers, etcetera; and
5. ensure where possible that communities of common interests or characteristics are kept within the same ward.

AS:mmf

APPENDIX I – Background Information re Aspen View Regional School  
Division Legal Challenge

WARD BOUNDARY REALIGNMENT – Option 3





**DATE:** January 15, 2013

**TO:** Board of Trustees

**FROM:** Edgar Schmidt, Superintendent of Schools

**SUBJECT:** Trustee Electoral Ward Boundaries

**ORIGINATOR:** Roberta Malysh, Executive Director, Finance & Infrastructure

**RESOURCE STAFF:** Jenifer Elliott, Roland Labbe, Lorne Parker

**REFERENCE:** N/A

**ISSUE**

The Administration is seeking input to the electoral ward boundaries. The variation of ward populations no longer meets Trustee Electoral Ward Design Criteria (Attachment I) approved by the Board of Trustees on November 7, 2006. Due to the October election, a decision regarding ward boundaries is required to meet procedural timelines.

**ACTION REQUESTED**

**Does the Board wish to change its electoral boundaries for the October 2013 election? If so, the Board is requested to provide preference for the proposed options.**

**BACKGROUND**

Prior to 1989, all public and separate school trustees were elected city-wide. In 1989, the Minister of Education required trustees to be elected by wards. Nine public and seven separate school trustees were elected from within the existing City of Edmonton six ward system. For the Edmonton Public School Board, the highest vote recipient from each of the six wards was elected, along with the second highest vote recipient in three of the six wards.

In 1995, nine public school trustee electoral wards were implemented which were distinct from municipal wards. Boundary alignments were chosen in order to distribute future urban growth and to ensure that the ward populations would remain within a +/- 10 per cent of the average public school board supporting population, for at least three elections. Wards were designed on the basis of achieving a balance of total public school supporting population among wards as a priority rather than seeking to achieve a balance in the number of schools or students within a ward. The potential for population growth or decline within each ward was also considered. In November 2006, a motion was passed by the Board to amend the trustee electoral ward design criteria to have a balance of ward population of +/- 15 per cent. Incidentally, ward boundaries for the City of Edmonton are designed so that the number of electors in each ward is within +/- 25 per cent of the average for all wards.

**RELATED FACTS**

Current Trustee Electoral Ward Design Criteria as passed by Board December 6, 1994; amended November 7, 2006 and reads that wards must:

1. have a resident population of public school supporters that is within +/- 15 per cent of the average for all wards (one ninth of the total district-wide public school supporting population);
2. reflect the potential for population growth or decline with the goal that school ward populations remain within +/- 15 per cent of the average through three municipal general elections;
3. encompass entire school attendance areas where possible;
4. be regular in shape, and be delineated by easily identifiable boundaries such as major roadways, railways, ravines, rivers, etcetera; and
5. ensure where possible that communities of common interests or characteristics are kept within the same ward.

The data indicates the 'balanced ward population' criterion will not be met in 2013 in ward H (see table below).

<b>Current Ward Boundaries</b>	<b>Total City Population</b>	<b>Public Supporting Population</b>	<b>Difference from Ward Average Public Population</b>	<b>Public Population Deviation (+/-15%)</b>
A	80,478	54,915	3,169	6.12
B	73,101	50,408	-1,338	-2.59
C	61,915	46,715	-5,031	-9.72
D	57,095	44,788	-6,958	-13.45
E	62,655	45,044	-6,702	-12.95
F	70,133	58,148	6,402	12.37
G	74,258	58,348	6,602	12.76
H	77,057	59,721	7,975	15.41
I	62,448	47,625	-4,121	-7.96
<b>Total Population</b>	<b>619,140</b>	<b>465,712</b>		
<b>Ward Average</b>	<b>68,793</b>	<b>51,746</b>		

The data used to complete this review was provided by the City of Edmonton from the 2012 Municipal Census counts. Due to a change in the census reporting process not all electors declared themselves as either public or separate supporters.

As of January 3, 2013, Edmonton Catholic School District has not made any proposed changes to their trustee electoral ward boundaries.

#### **OPTIONS**

The following three options are selected for consideration as they are deemed the most applicable:

1. Modify all trustee electoral wards to include both mature and developing neighbourhoods.
2. Move Carter Crest, Falconer Heights, Haddow, Henderson Estates and Ogilvie Ridge from Ward H to Ward F; move Downtown and Rossdale from Ward F to Ward D.
3. Have all trustee electoral wards remain status quo.

**CONSIDERATIONS & ANALYSIS**

## Option 1:

All trustee electoral wards can be realigned to include a mix of both mature and developing areas in Edmonton (refer to Attachment II). This option maintains nine wards with boundaries that respect current ward design criteria. The proposed wards are defined by the following boundaries:

- Ward A: South of City Boundary, East of St. Albert Trail, North of Yellowhead Trail, East of 121 Street, North of 105 Avenue and West of 97/101 Street.
- Ward B: South of City Boundary, East of 97/101 Street, North of Yellowhead Trail, West of Fort Road/Manning Drive.
- Ward C: South and East of City Boundary, West of St. Albert Trail, South of Yellowhead Trail, West of 121 Street, South of 105 Avenue, West of 109 Street, North of Stony Plain Road, West of 178 Street and North of Whitemud Drive.
- Ward D: West of City Boundary, East of Manning Drive, South of Yellowhead Trail, East of 97/101 Street, and North of North Saskatchewan River.
- Ward E: North and East of City Boundary, South of Stony Plain Road, East of 178 Street, South of Whitemud Drive, and West of North Saskatchewan River.
- Ward F: North of City Boundary, East of North Saskatchewan River and 109 Street, South of 105 Avenue, West of North Saskatchewan River, West of 109/111 Street, North of Whitemud Drive, and West of Whitemud Ravine.
- Ward G: North of City Boundary, West of Calgary Trail, South of 82 Avenue, East of 109/111 Street, South of Whitemud Drive, East of Whitemud Ravine.
- Ward H: North and West of City Boundary, South of North Saskatchewan River, East of Calgary Trail, South of Anthony Henday Drive and West of 75 Street.
- Ward I: West of City Boundary, East of 75 Street, North of Anthony Henday Drive, South of North Saskatchewan River.

<b>Current Ward Boundaries</b>	<b>Total City Population</b>	<b>Public Supporting Population</b>	<b>Difference from Ward Average Public Population</b>	<b>Public Population Deviation (+/- 15%)</b>
A	71250	50209	-1536.7	-2.97
B	68088	45505	-6240.7	-12.06
C	68791	52601	855.3	1.65
D	71336	54399	2653.3	5.13
E	71759	51829	83.3	0.16
F	69681	55950	4204.3	8.12
G	61527	49249	-2496.7	-4.82
H	65843	50892	-853.7	-1.65
I	70856	55077	3331.3	6.44
<b>Total Population</b>	<b>619,131</b>	<b>465,711</b>		
<b>Ward Average</b>	<b>68,793</b>	<b>51,746</b>		

Pursuing this option will bring all nine wards back into the +/- 15 per cent range and provide flexibility for future population growth in Ward H, as well as other wards that include developing areas. Also, each ward will encompass both mature neighbourhoods and developing areas providing each trustee with a balanced demographic.

A possible disadvantage of this option is the timely process in which trustee electoral ward boundary amendments require. The City of Edmonton has requested notification of ward boundary realignment by February 28, 2013. Also, according to Section 262 of the School Act, the wards must be altered by bylaw which must be passed by March 1, 2013 in order for the new wards to be recognized in the upcoming election. Once this is completed, Ministerial approval is required by March 23, 2013 (six months prior to nomination day). Although an aggressive timeline, this could be achievable.

**Option 2:**

To meet the current criteria, the neighbourhoods of Carter Crest, Falconer Heights, Haddow, Henderson Estates, and Ogilvie Ridge can be moved from Ward H to Ward F (refer to Attachment III). This area is East of the North Saskatchewan River, North of Anthony Henday Drive, West of Terwillegar Drive, North of 23 Avenue, West of Whitemud Creek Ravine South and South of Rabbit Hill Road. Also, Downtown and Rossdale can be moved from Ward F to Ward D. This area is East of 109 Street, North of the North Saskatchewan River and East of 101 Street.

<b>Current Ward Boundaries</b>	<b>Total City Population</b>	<b>Public Supporting Population</b>	<b>Difference from Ward Average Public Population</b>	<b>Public Population Deviation (+/- 15%)</b>
A	80,478	54,915	3,169	6.12
B	73,101	50,408	-1,338	-2.59
C	61,915	46,715	-5,031	-9.72
D	67,523	53,499	1,753	3.39
E	62,655	45,044	-6,702	-12.95
F	68,146	55,588	3,842	7.42
G	74,258	58,348	6,602	12.76
H	68,616	53,571	1,825	3.53
I	62,448	47,625	-4,121	-7.96
<b>Total Population</b>	<b>619,140</b>	<b>465,713</b>		
<b>Ward Average</b>	<b>68,793</b>	<b>51,746</b>		

Population Deviation with the No response as 100 percent Public Support

The advantage of pursuing this option is that it will bring all nine wards back into the +/- 15 per cent range and provide flexibility for future population growth in Ward H.

**NOT TO BE RELEASED PRIOR TO THE  
TUESDAY, NOVEMBER 7, 2006  
BOARD MEETING**

EDMONTON PUBLIC SCHOOLS

November 7, 2006

TO: Board of Trustees  
FROM: Trustee K. Gibson, Conference Committee Chair  
SUBJECT: Report #1 of the Conference Committee (From the Meeting Held October 31, 2006)

RECOMMENDATION

1. That report #1 of the Conference Committee from the meeting held October 31, 2006 be received and considered.

Aspen View Regional School Division Legal Challenge

2. That the board approve a \$5,000 contribution to Aspen View Regional School Division to support its legal challenge of the Minister of Education's right to determine an alternative method of separate school jurisdiction formation.

Trustee Electoral Ward Boundary Review

3. That an amendment to the trustee electoral ward design criteria such that the per cent of the average resident population of public school supporters and the potential for the average population growth or decline within all wards through three municipal general elections be increased from +/- 10 per cent to +/- 15 per cent, be confirmed.

\* \* \* \* \*

Background - Aspen View Regional School Division Legal Challenge

Attached is a letter from Don Fleming, President Public School Boards' Association of Alberta, seeking financial assistance from public school jurisdictions for the Aspen View Regional School Division's legal challenge of the Minister of Education's right to determine an alternative method of separate school jurisdiction formation as well as background information regarding the legal challenge (Appendix I).

Background - Trustee Electoral Ward Boundary Review

The amended trustee electoral ward design criteria would read:

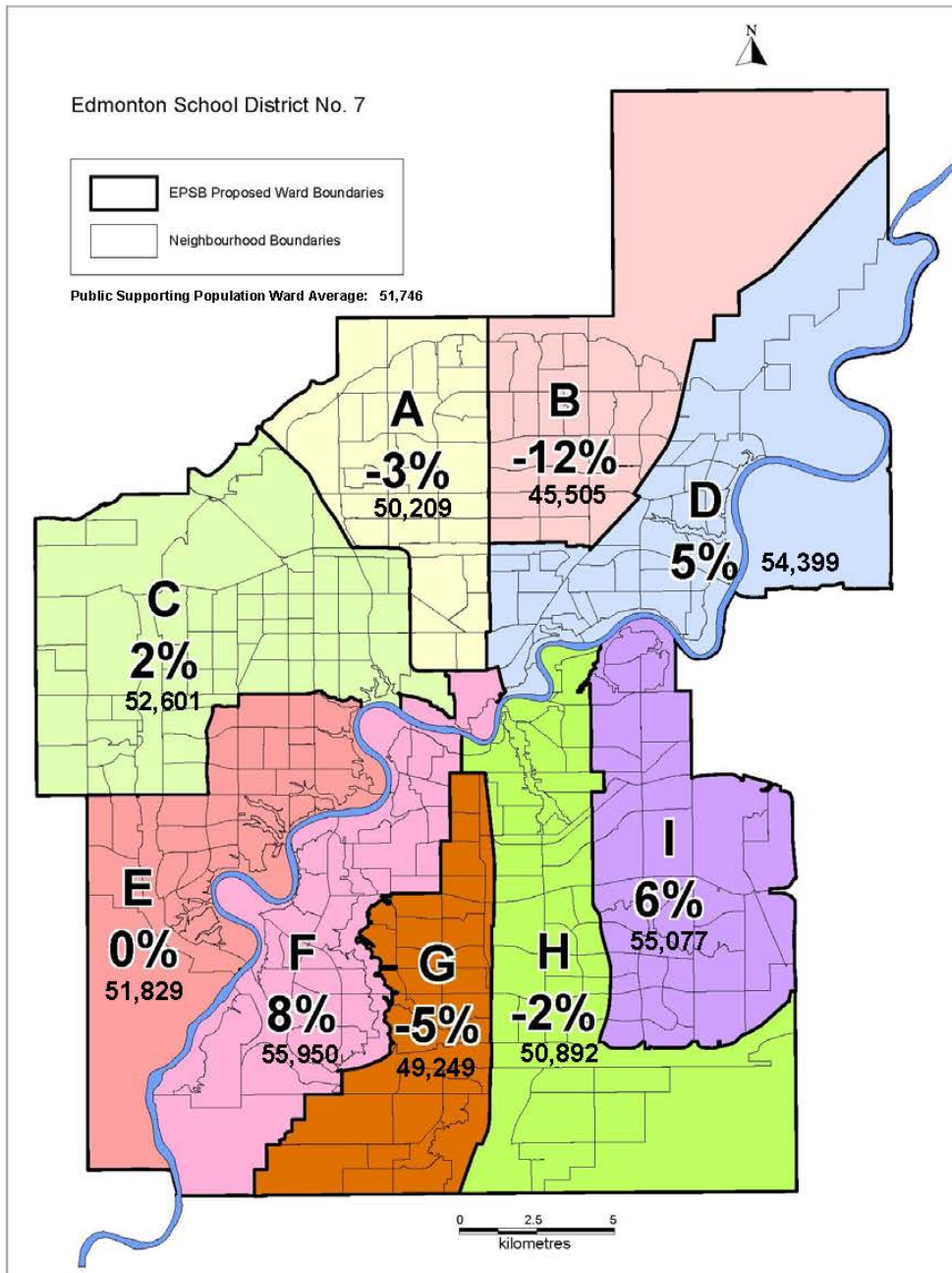
The wards must:

1. have a resident population of public school supporters that is within +/- 15 per cent of the average for all wards (one ninth of the total district-wide public-school supporting population);
2. reflect the potential for population growth or decline with the goal that school ward populations remain within +/-15 per cent of the average through three municipal general elections;
3. encompass entire school attendance areas where possible;
4. be regular in shape, and be delineated by easily identifiable boundaries such as major roadways, railways, ravines, rivers, etcetera; and
5. ensure where possible that communities of common interests or characteristics are kept within the same ward.

AS:mmf

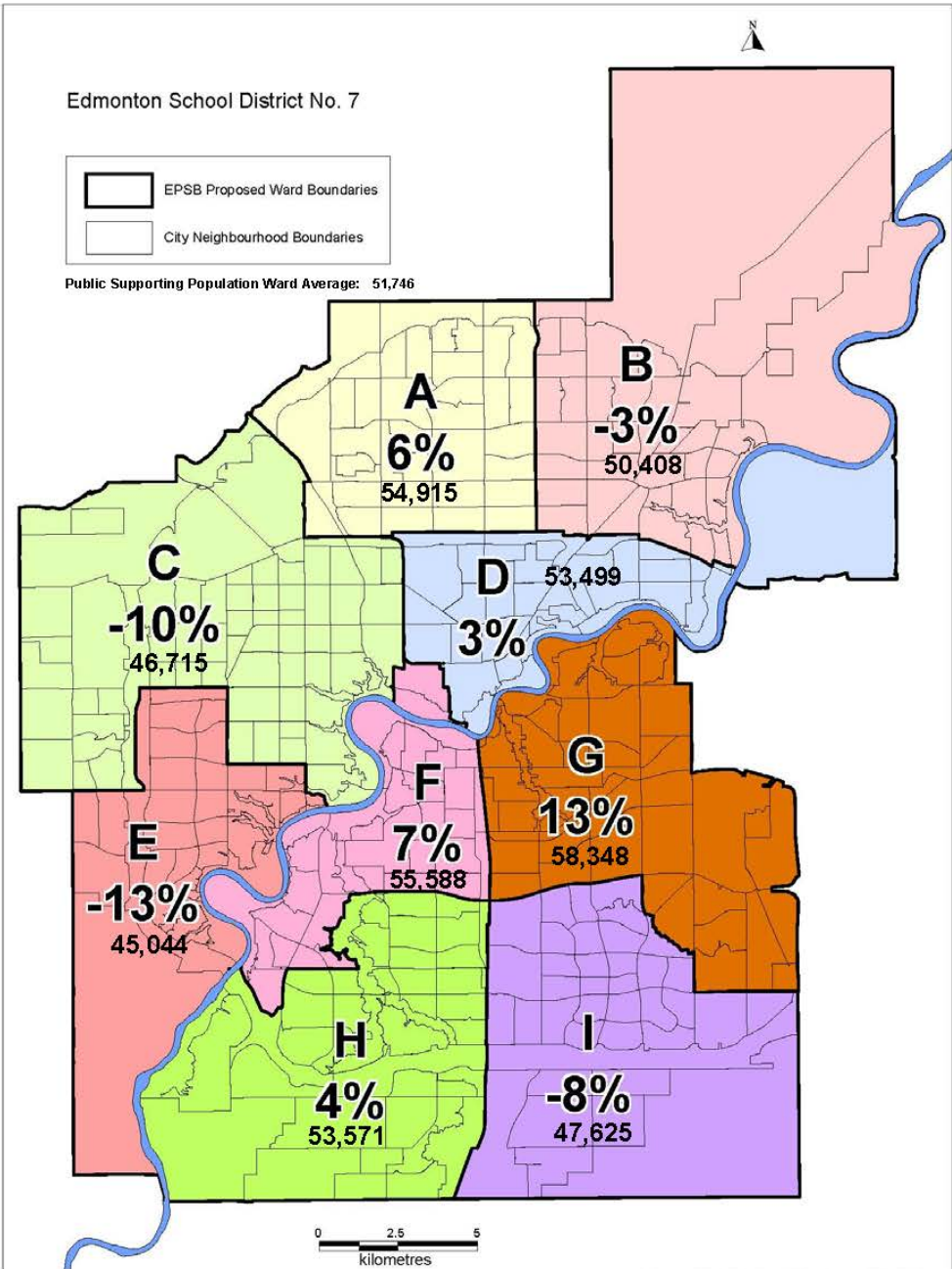
APPENDIX I – Background Information re Aspen View Regional School  
Division Legal Challenge

WARD BOUNDARY REALIGNMENT – Option 1



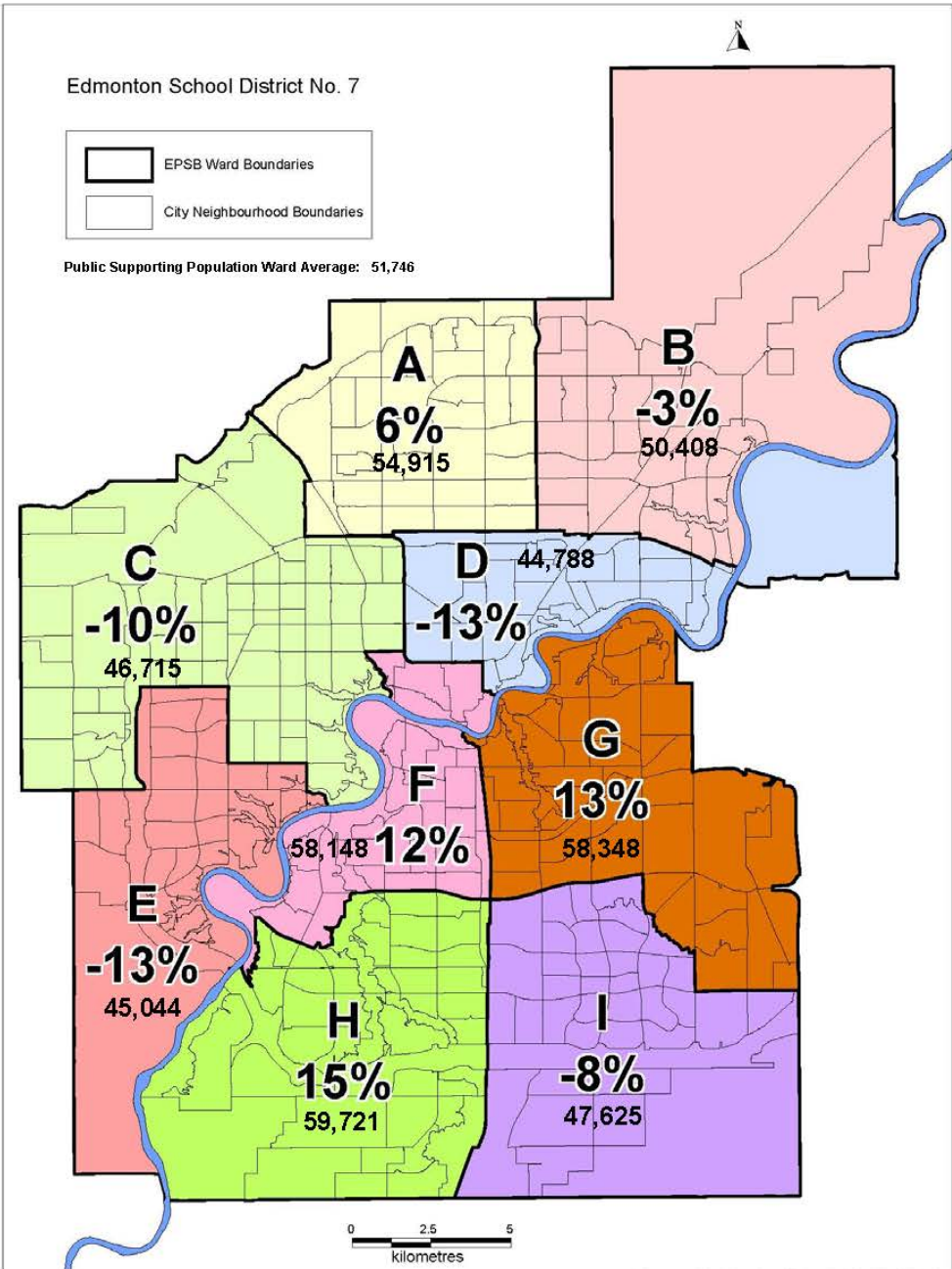


WARD BOUNDARY REALIGNMENT – Option 2





WARD BOUNDARY REALIGNMENT – Option 3



**DATE:** January 22, 2013

**TO:** Board of Trustees

**FROM:** Edgar Schmidt, Superintendent of Schools

**SUBJECT:** Trustee Meetings with Principals  
(Response to Request for Information #240)

**ORIGINATOR:** Tash Taylor, Director Executive and Board Relations

**RESOURCE STAFF:** Manon Fraser

**REFERENCE:** November 27, 2012 Board Meeting (Trustee Colburn)

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**ISSUE**

The following information was requested:

*Provide a report analyzing formal Trustee meetings with school principals from 2004 to present day. This report will track the number of these meetings, format followed, and any other information that would allow the Board to understand the historical change of these meetings. Included, if possible, should be the number of Trustees attending results review meetings outside of their ward this year.*

**BACKGROUND**

In the late 1980's, the Board of Trustees established a practice of reviewing financial budgets and results for schools and central decision units. These reviews allowed the Board to undertake a heightened degree of due diligence in performing their fiduciary duties as governors. Sub-committees of two Trustees conducted budget reviews each spring and results reviews each fall over a period of three weeks each. It was originally expected that each Trustee would review each school in their ward over their term in office. Over the span of twenty-five years, it became that nearly all schools were involved in both spring and fall reviews each year.

As the number of semi-annual reviews grew, organizing the reviews became an extremely demanding and time-consuming activity for staff, with numerous scheduling conflicts to resolve and logistics to coordinate. Some principals also went to great lengths to develop extensive presentations and provide additional documentation which resulted in an inconsistent approach and led to time pressures for the conduct of the meeting. Over the years, a number of Trustees expressed challenges with balancing work requirements with the three-week demand for each of the review processes.

In 2011, as part of an orientation session, Trustees were asked to provide feedback on their results review experience conducted in fall 2010, and offer suggestions for improvement. Clear and constructive feedback was provided to the Administration. In addition, input was solicited from staff at different levels of the organizations to tap into any innovative or creative ideas that could improve the efficiency of the review process.

In response to the aforementioned factors and feedback, changes to the budget/results review process were approved by the Board in spring 2011. A summary of these changes is included in Attachment I. A historical summary and analysis of the number of review meetings is provided in Attachment II.

#### **CURRENT SITUATION**

Trustees currently meet formally with school principals at results/budget review sessions in the fall, during spring school tours led by the Board's Community Relations Committee, and at various special events hosted by school in a Trustee's ward (e.g. graduations, school anniversaries).

Results reviews and budget reviews are now combined to allow principals and Decision Unit administrators to examine and evaluate their annual results in the fall, and subsequently prepare plans and budgets relative to the areas of improvement and/or progress.

The model today is one where staff examine what they have achieved, determine what needs to be done moving forward, and then assign resources accordingly through the budget to support implementation of their plans. The new review format was also geared to create a less intimidating process and facilitate open dialogue with Trustees.

#### **KEY POINTS**

- The budget/results review process is a made-in-EPSB activity that most other school boards do not undertake. There is no legal, audit or accounting requirement.
- The budget/results review process is approved by the Board annually at a public Board meeting prior to arrangements being undertaken by the Administration.
- The feedback from staff about the changes to the budget/results review process has been overwhelmingly positive, and is evidenced by several comments made by leaders in their SLM feedback to the Board (Attachment III).
- While the number of Trustee meetings may have decreased, the average time allocated for each school review has increased.
- Beyond attending reviews of their ward schools, Trustees now have full flexibility to attend any other school budget/results reviews of their choice.
- First and second year principals do not partake in the results review process with Trustees. This has not changed, although Assistant Superintendents review the school results with the principal in a teaching process to prepare them for future budget/results reviews.
- All schools are required to complete and submit budget and result review documents even if they are not in the Trustee review cycle for a particular year. All school results and plans are reviewed by an Assistant Superintendent, with the principal, as part of their staff development and supervisory responsibilities. The results review documentation is posted publicly on the District website.

**ATTACHMENTS & APPENDICES**

ATTACHMENT I	Summary of Changes 2004 to 2012
ATTACHMENT II	Summaries of Budget and Result Review Meetings
ATTACHMENT III	Senior Leaders' Feedback to the Board Related to Budget/Results Reviews (SLM February 2, 2012)
APPENDIX I	Except from Trustees' Manual – Board Committees re Three-Year Budget Planning Review and Results Review Committees

TT:mmf

**Summary of Changes to Budget/ Results Reviews  
2004-2012**

- In 2011, budget and results reviews were combined into one session per year. This enabled principals and Decision Unit administrators to examine and evaluate their annual results in the fall, and subsequently prepare timely plans and budgets relative to the areas of improvement and/or progress in alignment with the Superintendent's District Plan which was first introduced in 2011.
- Trustees returned to formally reviewing all schools in their ward during their term, which allowed reviews to be conducted over one week. This allowed for greater flexibility for Trustee and principal schedules.
- Trustees now review one-third of their ward schools during one full week.
- The Administration is no longer assigning and scheduling Trustees to attend school reviews outside of their ward. This provides Trustees the flexibility to select and attend additional school reviews of their choice. Central reviews are scheduled on a rotational basis with the intent that all Trustees will review all main departments during their term. The Board Chair now has the flexibility to attend the central review(s) of his/her choice.
- Assistant Superintendents have now been included in the process. This element was added to build relationships with the Trustees at the Senior Executive level and provide additional context and background relating to the schools Trustees review.
- Trustees no longer need to travel to multiple locations across the city each day, as reviews are conducted by a host school within a ward. This permitted more time to be spent at the schools.
- Common documentation and presentation materials have now been incorporated across the District. All Decision Unit administrators, including schools, now complete a common template to allow for consistency and comparability from year to year. In addition to budget plans, budget summary reports, surplus/deficit management plans, Trustee budget/results review packages now include the Accountability Pillar results and Satisfaction Survey results for each school.
- In 2011, the Board implemented a new and extensive Superintendent evaluation process. As such, it was believed that two Trustees would suffice to review the Superintendent's Area rather than all nine Trustees, as a full-scale review of the Superintendent's performance was being undertaken by the entire Board.
- In 2012, specific questions were added to budget/results review documents in response to Trustee feedback. All schools and Central Decision Unit administrators were expected to respond to these questions related to their results and plans and were included as part of the standard documentation.

- In 2012, the budget/results review packages were all made available electronically to allow Trustees quick and easy access to information for all Trustee reviews taking place. This reduced paper and ink consumption, and also reduced administrative costs associated with printing large binders of budget/results review documents.
- Upon further examination of the review process in 2012, it was identified that there were no audit requirements for review notes. These notes could not be considered as formal minutes as they were not approved by the participants, and the collective cost to undertake the task was considerable. Records indicated that fewer than five requests for related information were made over a sixteen year timeframe. As such, the process of formal note taking at the reviews was eliminated as a cost and time-saving measure; however, the Superintendent tasked the Assistant Superintendents attending the reviews with ensuring all items requirement follow up were tended to. This change received an extremely positive response from staff across the District.

**Summary of Trustee Budget Review Meetings - Schools  
2005-2012**

Year	# of Mtgs. Schools (Host Schools)	# of Trustees Per Review	Length of Meeting (Hours)	Range – # of Schools Reviewed Each Mtg.	Total # of Schools Reviewed	# of Days Reviews Scheduled (Weeks)	Avg. time allotted per school review
<b>2012</b>	Combined budget/results review meetings (November)						
<b>2011</b>	Combined budget/results review meetings (November)						
<b>2010</b>	24 (*)	**1-2	2.5	5 to 8	158	***9 (3)	23 minutes
<b>2009</b>	32 (*)	2	2.5	3 to 7	154	2 (1)	31 minutes
<b>2008</b>	31 (31)	2	*1.5	3 to 7	116	9 (3)	25 minutes
<b>2007</b>	32 (32)	2	*1.5	*3 to 7	126	9 (3)	25 minutes
<b>2006</b>	32 (32)	2	*1.5	*3 to 7	129	10 (3)	24 minutes
<b>2005</b>	31 (31)	2	*1.5	*3 to 7	131	11(3)	24 minutes

\* 2010 – All Central and School budget meetings were held in the Centre for Education.

\*\* 2010 – There was 1 school budget meeting that had 1 Trustee only in attendance.

\*\*\* 2010 – The School and central budget meetings were mixed together over 9 days during a 3-week period.

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\* 2009 – All Central and School budget meetings were held in the Centre for Education.

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\* 2008 – 1 meeting was 2 hours in length to review a group with 5 schools

2008 – 1 meeting was 3 hours in length to review seven schools  
(CCEP – City Centre Education Project Schools)

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\* 2007 – 6 meetings were 2 hours in length to review groups with more than 5 schools

\* 2007 – 1 meeting was 3 hours in length to review seven schools (CCEP)

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\* 2006 – 5 meetings were 2 hours in length to review groups with more than 5 schools

\* 2006 – 1 meeting was 3 hours in length to review seven schools (CCEP)

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\* 2005 – 8 meetings were 2 hours in length to review groups with more than 5 schools

\* 2005 – 1 meeting was 3 hours in length to review seven schools (CCEP)

## Summary of Trustee Results Review Meetings of Schools 2004-2012

Year	# of Mtgs. Schools (Host Schools)	# of Trustees Per Review	Length of Meeting (Hours)	Range – # of Schools Reviewed Each Mtg.	Total # of Schools Reviewed	# of Days Reviews Scheduled (Weeks)	Avg. time allotted per school review
<b>2012</b>	18 (18)	1	2.5	3 to 4	63	3 (1)	43 minutes
<b>2011</b>	20 (20)	1	2.5	3 to 5	71	4 (1)	42 minutes
<b>2010</b>	29 (16)	*2-3	2.5	4 to 8	166	8 (2)	26 minutes
<b>2009</b>	45 (45)	2	1.5	3 to 4	166	10 (3)	24 minutes
<b>2008</b>	41 (41)	2	1.5	3 to 4	147	10 (3)	25 minutes
<b>2007</b>	31 (31)	2	*1.5	*3 to 7	114	10 (3)	25 minutes
<b>2006</b>	32 (32)	2	*1.5	*3 to 7	135	11 (3)	23 minutes
<b>2005</b>	32 (32)	2	*1.5	*3 to 7	129	11 (3)	23 minutes
<b>2004</b>	34 (32)	2	*1.5	*3 to 7	126	8 (3)	25 minutes

\*2012 – 1 Trustee attended 2 additional meetings in other wards  
2012 – 1 Trustee attended 1 additional meeting in another ward

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\*2011 – 1 Trustee attended 5 additional meetings in other wards  
2011 – 1 Trustee attended 3 additional meetings in other wards

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\*2010 – 3 Trustees attended 2 school reviews (Returning Trustee plus 2 newly elected Trustees)

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\*2007 – 1 meeting was 2 hours in length to review a group of 5 schools  
2007 – 1 meeting was 3 hours in length to review seven schools (CCEP – City Centre Education Project Schools)

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\*2006 – 4 meetings were 2 hours in length to review groups with 5 schools  
2006 – 1 meeting was 3 hours in length to review 7 schools (CCEP)

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\*2005 – 2 meetings were 2 hours in length to review groups with 5 schools  
2005 – 1 meeting was 3 hours in length to review 7 schools (CCEP)

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\*2004 – 1 meeting was 2 hours in length to review a group with 5 schools  
2004 – 1 meeting was 3 hours in length to review 7 schools (CCEP)



**Summary of Trustee Budget Review Meetings – Central Departments  
2004-2012**

Year	# of Mtgs. Central Reviews	# of Trustees Per Review	Length of Meeting (Hours)	# of Central Reviews Per Trustee	# of Days	Notes
<b>2012</b>	- Combined budget/results review meetings (November) - Addition of 3 hour trustee feedback session on District budget					
<b>2011</b>	- Combined budget/results review meetings (November) - Addition of 3 hour trustee feedback session prior on District budget					
<b>2010</b>	10 + *1	2**	2	2-5***	****	
<b>2009</b>	9 + *1	3**	1.5	4	1	Superintendent's Area – 2 hours
<b>2008</b>	9 + *1	3**	1	4	1	Superintendent's Area – 1.5 hours
<b>2007</b>	9 + *1	3**	1	4	1	Superintendent's Area – 1.5 hours
<b>2006</b>	9 + *1	3**	1	4	1	Superintendent's Area – 1.5 hours
<b>2005</b>	2 + *1	4-5**	2	3	1	-

**All central departments were reviewed.**

\* Meeting for Superintendent's Area

\*\* All 9 Trustees reviewed the Superintendent's Area

\*\*\*  
 2 Trustees had 2 Central meetings  
 4 Trustees had 3 Central meetings  
 2 Trustees had 4 Central meetings  
 1 Trustee had 5 Central meetings

\*\*\*\* 2010 - The School and central budget meetings were mixed together over 9 days during a three-week period.

## Summary of Trustee Results Review Meetings – Central Departments 2004-2012

Year	# of Mtgs. Central Reviews	# of Trustees Per Review	Length of Meeting (Hours)	# of Central Reviews Per Trustee	# of Days	Notes
2012	4	2	2.5	1	1	The Board Chair attended a Central Review Meeting
2011	4	2	2.5	1	1	Board Chair unavailable to attend Central review Meeting
2010	3 + *1	3**	3	2	1	Superintendent's Area – 2 hours
2009	9 + *1	3**	1.5	4	1	Superintendent's Area – 1 hour
2008	9 + *1	3**	2	4	1	Superintendent's Area – 1.5 hours
2007	9 + *1	3**	1	4	1	Superintendent's Area – 1.5 hours
2006	9 + *1	3**	1	4	1	Superintendent's Area – 1.5 hours
2005	3 + *1	3**	2	2	1	Superintendent's Area – 1.5 hours
2004	2 + *1	4 to 5**	2	2	1	-

**All central departments were reviewed.**

\* 1 for Superintendent's Area meeting

\*\* All 9 Trustees reviewed the Superintendent's Area

**Senior Leaders' Feedback to the Board Related to Budget/Results Reviews**  
(SLM February 2, 2012)

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**Question #1: Which of the Board's actions do you find the most helpful in supporting your work?**

- Combining budget presentations and results review on a rotational basis was excellent. Thank you.
- Combining results review and budget planning meetings.
- Appreciate the new results review forum.
- Changing to the results review/budget review structure has been good.
- Combining budget presentations and results review into one meeting.
- Results review and budget as one event was excellent.
- Combo of budget and results review meeting very helpful.
- Moving budget and results review to one time period rather than two.
- The format for results review and school planning has improved. Questions from our Trustee were real and authentic.
- Results Review/Budget has allowed us more time in our schools with kids.
- The new format of results review is good.
- The results review process and the conversations that arose from it.
- Participation in results/school plan reviews.
- Continue this year's results review format. Loved it!

**Excerpt from Trustees' Manual – Board Committees****Three-Year Budget Planning Review and Results Review Committees****Purpose**

To provide an opportunity for Trustees to review and discuss with principals and central service administrators:

- the proposed budget priorities and three-year plans for schools and central service departments and how these relate to the District priorities and Trustee initiatives.
- the extent to which results for the previous year have been achieved.

**Terms of Reference**

- The Board, each year, as part of the budget and results review process, will approve the requirements, format and timelines for review meetings.
- Meetings of the committees will be open to the public.



**Summary of Board Meeting #12  
Held Tuesday, January 22, 2013**

**A. O Canada:  (2:00 p.m.)**

**B. Roll Call:** Trustee Spencer was absent.

**C. Communications from the Board Chair**

*This information will be included in the minutes of the January 22, 2013 board meeting.*

**D. Communications from the Superintendent of Schools**

*This information will be included in the minutes of the January 22, 2013 board meeting.*

**E. Minutes:**

1. Board Meeting # 10 – January 8, 2013 - Approved as printed.
2. Board Meeting #11 – January 15, 2013 - Approved as printed.

**F. Comments from the Public and Staff Group Representatives – None.**

**G. Reports**

3. Report #5 of the Caucus Committee (From the Meeting Held January 15, 2013)

Approved recommendation.

4. Motion re: Review of Board Policy GBE.BP – Health and Wellness of Staff and Students

The motion was withdrawn.

5. Trustee Electoral Ward Boundaries

Approved the following amended recommendation:

*That the Board amend its current Trustee Electoral Ward Design Criteria by increasing the population criteria from +/- 15% to +/- 25%.*

6. Trustee Meeting with Principals

Received for information.

**H. Other Committee, Board Representative and Trustee Reports**

*This information will be included in the minutes of the January 22, 2013 board meeting.*

**J. Trustee and Board Requests for Information – None**

**K. Notices of Motion – None**

**L. Next Board Meeting Date: Tuesday, February 5, 2013 at 2:00 p.m.**

**I. Comments from the Public and Staff Group Representatives – 5:00 p.m.**

- The Board heard from Ms. Patty Tachynski.

**M. Duration of Meeting: 2:00 p.m. to 4:00 p.m.  
5:00 p.m. to 5:05 p.m.**

**MINUTE BOOK**

**Board Meeting #12**

Minutes of the Board Meeting of the Trustees of the Edmonton School District No. 7 of the Province of Alberta held in McCauley Chambers in the Centre for Education on Tuesday, January 22, 2013 at 2:00 p.m.

**Present:**

**Trustees**

Leslie Cleary  
David Colburn  
Sarah Hoffman

Michael Janz  
Cheryl Johner  
Heather MacKenzie

Catherine Ripley  
Ken Shipka

**Officials**

Edgar Schmidt  
Bruce Coggles  
David Fraser

Mark Liguori  
Ron MacNeil  
Roberta Malysh

Jamie Pallett  
Tanni Parker  
Tash Taylor

**Board Chair:** Sarah Hoffman

**Recording Secretary:** Heather Lightfoot

A. O Canada 

B. **Roll Call:** (2:00 p.m.)

The Superintendent advised that Trustee Spencer was absent. All other Trustees were present.

C. **Communications from the Board Chair**

The Board Chair noted the advertisement the District placed in the January 16<sup>th</sup> editions of the Edmonton Journal and Edmonton Sun for Maintenance Workers' Appreciation Day acknowledging and thanking district members of CUPE Local 784 for their ongoing contributions to creating safe, comfortable and healthy environments in which students and staff can learn and work.

## MINUTE BOOK

The Board Chair advised that there will be a teleconference with Minister of Education Minister Jeff Johnson with parent representatives on school councils from across the province this evening between 7:00 p.m. and 9:00 p.m. School councils, including a number from the District, have preregistered to participate.

### **D. Communications from the Superintendent of Schools**

The Superintendent advised that the District has launched its Open House promotion, which provides parents with online tools to prepare for and search for schools. Whether families are new to Edmonton, or parents are looking for the next transition at junior high or high school, information to help them is readily available. School staff are looking forward to welcoming families and sharing information about their great schools with them.

### **E. Minutes**

1. Board Meeting #10 – January 8, 2013

**MOVED BY Trustee Janz:**

**“That the minutes of Board Meeting #10 held January 8, 2013 be approved as printed.” (UNANIMOUSLY CARRIED)**

2. Board Meeting #11 – January 15, 2013

The Superintendent referred to page three of the minutes regarding report three *Student Health* and noted the report had indicated Board Policy GBE.BP – Health and Wellness of Staff and Students would be reviewed June 2014; however, the policy is scheduled for review by the Policy Review Committee this year.

**MOVED BY Trustee Janz:**

**“That the minutes of Board Meeting #11 held January 15, 2013 be approved as printed.” (UNANIMOUSLY CARRIED)**

### **F. Comments from the Public and Staff Group Representatives – None.**



MINUTE BOOK

**G. Reports**

3. Report #5 of the Caucus Committee (From the Meeting Held January 15, 2013)

**MOVED BY Trustee MacKenzie:**

- “1. That Report #5 of the Caucus Committee from the meeting held January 15, 2013 be received and considered.” (UNANIMOUSLY CARRIED)

**MOVED BY Trustee MacKenzie:**

- “2. That the use of up to \$3,162,353.00 of Capital Reserve funds to relocate eight portable classrooms and to purchase six Modus modular classrooms for A. Blair McPherson, Dr. Donald Massey and Michael Strembitsky schools, be approved.”

**The Board Chair called the question.**

**IN FAVOUR:** Trustees Cleary, Hoffman, Janz, Johner, Ripley and Shipka

**OPPOSED:** Trustees Colburn and MacKenzie

**The Motion was CARRIED.**

4. Motion re Review of Board Policy GBE.BP – Health and Wellness of Staff and Students

Trustee Cleary withdrew the motion.

5. Trustee Electoral Boundaries

**MOVED BY Trustee Janz:**

- “That the Board make an exception to its current Trustee Electoral Ward Design Criteria to retain the current ward boundaries for the upcoming municipal election.”

MINUTE BOOK

**MOVED BY Trustee Ripley:**

*“That the motion be amended to read: ~~That the Board make an exception to its current Trustee Electoral Ward Design Criteria to retain the current ward boundaries~~ **change the ward boundaries as outlined in Option A presented in Attachment II of the Feedback Report presented on January 15, 2013 for the upcoming municipal election.**”*

**The Board Chair called the question on the Amendment.**

**IN FAVOUR:** Trustees Ripley and Shipka

**OPPOSED:** Trustees Cleary, Colburn, Hoffman, Janz, Johner, MacKenzie

**The Amendment was DEFEATED.**

**MOVED BY Trustee MacKenzie:**

*“That the motion be amended to read: ~~That the Board amend its current Trustee electoral Ward design criteria by increasing the population criteria from +/- 15 % to +/-25%.~~”*

**The Board Chair called the question on the Amendment.**

**IN FAVOUR:** Trustees Cleary, Colburn, Hoffman, Janz, Johner, MacKenzie, and Shipka

**OPPOSED:** Trustee Ripley

**The Amendment was CARRIED.**

**The Board Chair called the question on the Motion as Amended.**

**IN FAVOUR:** Trustees Cleary, Colburn, Hoffman, Janz, Johner, MacKenzie, and Shipka

**OPPOSED:** Trustee Ripley

**The Motion was CARRIED.**

There was a break at this point in the meeting

## MINUTE BOOK

6. Trustee Meetings with Principals  
(Response to Request for Information #240)

### **MOVED BY Trustee Colburn:**

**“That the report titled ‘Trustee Meetings with Principals – Response to Request for Information #240’ be received for information.”  
(UNANIMOUSLY CARRIED)**

### **H. Other Committee, Board Representative and Trustee Reports**

Trustee Cleary, the Board’s representative on the Edmonton Public Schools Foundation Board of Governors, encouraged people to contact Sandra Woitas or Alva Shewchuk at the Foundation Office to donate pennies for the penny sculptures fundraiser.

Trustee Colburn, the Board’s representative on the Alberta School Boards Association (ASBA) Board of Directors, reported on the strategic planning retreat held last week. No new priorities were added; however, there were significant changes made to existing priorities. The ASBA administration will incorporate the changes as well as outline strategies for implementing the plan and this will be brought to the Board of Directors in March or April for final approval after which it will be available on the ASBA website. The Board of Directors adopted 2013-2014 budget assumptions which will guide ASBA staff as they develop the Association’s draft 2013-2014 budget. He also noted the ASBA will host free information sessions across the province for potential trustee candidates for the 2013 Election. The session in Edmonton will be held Friday, April 26, 2013 at 7:00 p.m. at the Royal Glenora Club.

Trustee Johner, the Board’s representative on ASBA Zone 23, reported the next meeting will be held on Friday, January 25, 2013. There will be an Advocacy Committee meeting held in advance of the meeting, at which time, a chair of the committee will be chosen as well as the advocacy topic.

Trustee Cleary, the Board’s representative on the Capital Region Services to Children Linkages Committee, did not have a report at this time.

Trustee Cleary noted the pARTners display last week at the Art Gallery of Alberta which showcased student artwork from J. Percy Page, Queen Elizabeth, Ellerslie Campus, Florence Hallock and Michael Strembitsky schools. The pARTners project, a collaborative sketchbook exchange with the goal of building relationships and community began in September 2012. The project was kick started in the five district schools by Edmonton First Nation Artist, Heather Shillinglaw. She congratulated all of the student

## MINUTE BOOK

artists for their amazing art work as well as Ms Shillinglaw and project sponsors Canadian Heritage and the 21<sup>st</sup> Century Youth Creativity Challenge. She also commended EPSB Art Consultant Mary Ann Dobson for her efforts.

Trustee Cleary reported on a lunch session last week at Edith Rogers School, where as a follow up to We-Day, students reported on the following actions they have taken as a result of attending We-Day last October:

- Mini-We Day Conference – students hosted a mini We-Day Conference with two guest speakers, Timothy Sesink, who spoke about his work with his church in building water purifications systems in Cambodia, and Somkhuun Thongdee, who spoke about his family fleeing Cambodia, his experiences as a refugee and immigrating to Canada.
- The Global Project – students are raising money to build water purification systems to provide clean drinking water in Cambodia. The cost is approximately \$100 per system. The students are working with Mr. Sesink. Money is being raised for the project through the following school initiatives:
  - Friday Hat Day - students contributing a \$1 or more can wear their hat or hood for the day
  - Penny Drive – students are trying to fill water containers as many times as possible with pennies, other coins or paper money
  - Bake Sale – students will be making baked goods to sell to staff and students

Trustee Cleary commended Edith Rogers students, Principal Camille Loken and teacher David Hunt for bringing their We-Day experiences to life.

Trustee Ripley, Chair Policy Review Committee, advised that the Board is hosting a teleconference on the revised student assessment, achievement and growth policy on Tuesday, January 29, 2013 from 7:00 p.m. to 9:00 p.m. Members of the public are invited to participate in the teleconference and can register for it by visiting the district website. In addition, the Policy Review Committee will review the draft of the planning principles policy this Thursday. The intention is to bring the draft policy to public board in February.

Trustee Hoffman reported the Metro School Boards Chairs meeting that have been taking place. Trustee Janz attended the meeting prior to the Winter recess on her behalf. The Minister of Education was in attendance at that meeting. The next meeting Metro School Boards Chairs' meeting is scheduled for February 14, 2013 via video conference to keep moving on some of the items the four boards agreed were priority areas this year.

**J. Trustee and Board Requests for Information - None**

**MINUTE BOOK**

**K. Notices of Motion - None**

**L. Next Board Meeting Date: Tuesday, February 5, 2013 at 2:00 p.m.**

The meeting recessed at 4:00 p.m. and reconvened at 5:00 p.m.

Trustee Spencer was absent.

**I. Comments from the Public and Staff Group Representatives – 5:00 p.m.**

Ms Patty Tachynski asked questions regarding high school Credit Enrollment Units (CEUs) as well as the District's account practices. *(The Board Chair, following the meeting, requested Ms Tachynski provide a written copy of her questions.)*

**M. Adjournment (5:05 p.m.)**

**The Board Chair adjourned the meeting.**

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Sarah Hoffman, Board Chair

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Roberta Malysh, Secretary-Treasurer