

**DATE:** November 8, 2011

**TO:** Board of Trustees

**FROM:** Trustee Michael Janz, Conference Committee Chair

**SUBJECT:** Report #3 of the Conference Committee (From the Meeting Held November 1, 2011)

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

**RESOURCE STAFF:** Anne Sherwood

**REFERENCE:** [Terms of Reference re In-Camera Sessions Committee of the Whole – Conference](#)  
[School Act](#) Section 61

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**ISSUE**

Recommendations arising from the Conference Committee meeting held November 1, 2011 are being presented for approval as per the terms of reference for Conference Committee.

**RECOMMENDATION**

1. **That Report #3 of the Conference Committee from the meeting held November 1, 2011 be received and considered.**

**Alberta School Boards Association (ASBA) Bargaining Framework**

2. **That the following motion be confirmed:**

**Edmonton Public Schools remains committed to local bargaining of all terms and conditions of employment regarding teaching staff with the Alberta Teachers' Association.**

**In light of the Government of Alberta's recent initiation of tripartite discussions with the Alberta Teachers' Association and the Alberta School Boards Association, the Board authorizes the Alberta School Boards Association to represent our board's interests in these tripartite discussions with the aim of concluding a provincial framework agreement addressing term, school board funding, teacher salaries, and a dispute resolution mechanism. This representation will be in effect until January 31, 2012.**

**Trustee Representative - Alberta School Boards Association (ASBA) Tripartite Committee**

3. **That the selection of Trustee Sarah Hoffman as the Board's representative on the Alberta School Boards Association (ASBA) Tripartite Committee be confirmed.**

**Roster of Individual to Preside at Expulsion Hearings**

4. That, effective immediately, the addition of Darrel Robertson and Kevin Stevenson as members of the roster of persons available to preside at student expulsion and reinstatement hearings on behalf of the Superintendent of Schools, be approved.
5. That, effective immediately, the deletion of John Edey as a member of the roster of persons available to preside at student expulsion and student reinstatement hearings on behalf of the Superintendent of Schools, be approved.

**Revised 2011-12 Budget Allocations**

6. That the allocation of funds (the additional revenues received from Alberta Education re: \$107 million injection of funds and the allocation of revenue due to enrollment and other budget changes), as outlined in Attachment I, be approved.

**Audit Committee Selection Process**

7. That permission for the Administration to post a request for Audit Committee members on the following websites: Institute of Chartered Accountants of Alberta, CMA Alberta, Certified General Accountants of Alberta and the University of Alberta business department be confirmed.
8. That the Audit Committee, with support of the Superintendent and Executive Director, Finance and Infrastructure, selects the two external members of the Audit Committee.

**Terms of Reference for the Audit Committee**

9. That the Terms of Reference for the Audit Committee, as outlined in Attachment II, be approved.

**BACKGROUND – RECOMMENDATION 2**

The Alberta School Boards Association (ASBA) Board of Directors contacted all schools boards regarding the recently initiated tripartite discussions. The ASBA Board of Directors requested all school boards consider authorizing ASBA to represent each school board's interests in the tripartite discussions with the aim of concluding a provincial framework agreement addressing: term, school board funding, teacher salaries and a dispute resolution mechanism.

While the Board of Edmonton Public Schools has a long standing tradition of supporting local bargaining with all staff groups including teaching staff, and opposing any form of provincial bargaining, including two-tier bargaining; having some limited representation by ASBA in these tripartite discussions is advisable.

**BACKGROUND – RECOMMENDATION 3**

Should the ASBA receive a mandate to participate in the tripartite discussions, the ASBA wishes to establish a committee to advise the ASBA Board of Directors throughout the negotiation process and to facilitate communication with the teams at the negotiating table. This committee will be comprised of one representative from each zone and one representative from each metro board. Our board has authorized the ASBA to represent Edmonton Public Schools in the tripartite discussions, and has selected Trustee Hoffman as the Board’s representative on the committee.

**BACKGROUND – RECOMMENDATIONS 4 & 5**

Item six of Board Policy IGD.BP - Student Suspension and Expulsion (Appendix I) stipulates that the roster of persons who can preside at student expulsions and student reinstatement hearings shall be composed of persons recommended by the Superintendent and approved by the Board.

Staffing changes, the need to maintain sufficient individuals on the roster and a desire to enhance the skills and experience of staff lead to this recommendation to revise the roster.

Upon approval of the recommendations, the roster shall consist of:

Bruce Cline	Jamie Pallett	Carol Symons
Bruce Coggles	Lorne Parker	Sandra Woitas
Mark Liguori	Tanni Parker	Bonnie Zack
Ron MacNeil	Darrel Robertson	Corrie Ziegler
Bob Morter	Kevin Stevenson	

**BACKGROUND – RECOMMENDATION 6**

Alberta Education injected \$107 million into public education. The District received an additional \$13.1 million from the new funding announcements as well as \$6.3 million from enrollment increases, *Action on Inclusion* funding, fuel escalator funding and other grants. These funds needed to be incorporated into a revised 2011-12 budget.

There were several shortfalls in the budget model allocation that needed to be addressed in the revised allocation. This includes meeting the needs of special needs students within the District. In addition, schools increased staff levels to meet enrolment growth. Schools facing shortfalls in revenue will now have AISI funds to allow staff to attend professional development opportunities supporting the District Plan. An additional \$75,000 has been set aside to support professional learning sessions for Numeracy coaches. This addresses the issues in the District’s accountability pillar with regard to mathematics results. Of the total \$13.1 million provided by Alberta Education, over 95% or \$12.5 million is directly allocated to school budgets.

Separating out and allocating the funds according the current budget allocation model approved by the Board and the remaining funds to meet the needs of schools and decision units as per Attachment I meets Alberta Education requirements as schools have hired teaching staff to meet children’s needs and funds have been directed to areas where funding has been reinstated.

**BACKGROUND – RECOMMENDATIONS 7 & 8**

At the October 11, 2011 board meeting, the Board approved a revision to the membership of the Audit Committee by adding two external members and no longer using a Committee of the Whole. With the approval of two external audit committee members, a method of selecting the new members is required.

The two new Audit Committee members must be designated professional accountants. In order to maximize the exposure of this opportunity, the use of the professional website is most likely the best source for application by qualified individuals.

**BACKGROUND – RECOMMENDATION 9**

As per the changes to the Audit Committee referred to in Recommendations 7 and 8 above, the Terms of Reference for the Audit Committee needed to be revised

**RELATED FACTS**

N/A

**OPTIONS CONSIDERED**

N/A

**CONSIDERATIONS & ANALYSIS**

N/A

**NEXT STEPS**

N/A

**ATTACHMENTS & APPENDICES**

ATTACHMENT I	2011-12 Allocation Adjustment
ATTACHMENT II	Terms of Reference – Audit Committee
APPENDIX I	Board Policy IGD.BP - Student Suspension and Expulsion

AS:mmf

## 2011-12 ALLOCATION ADJUSTMENT

## Edmonton Public Schools

## Revenue

**2011/12 Revised Revenue**

Base Funding	\$	646,769	1
Differential Funding		2,162,687	2
Other Provincial Support		3,703,572	3
POM and Capital		(1,125,897)	4
Other		943,733	5
		<u>6,330,864</u>	

**\$107 Million Additional Funding - EPSB Share**

Relative Cost of Purchasing		1,846,091
AISI		3,320,550
Small Class Size		2,854,978
Enrolment Growth		565,484
Enhanced ESL		1,305,557
Intra Jurisdiction Distance		6,030
Classroom and Community Supports		3,198,015
		<u>13,096,705</u>

**Total Revised Revenue** \$ 19,427,569

- 1 Net increase due to enrolment growth
- 2 Transportation \$1.2; PUF \$.5; FNMI \$.5
- 3 Action on Inclusion \$1.9; CYCN \$.5; institutional support \$1.3
- 4 IMR (\$.5) and POM (\$.6) funding adjustments
- 5 Secondment revenue \$1.1; reduced bus pass fees (\$.6); International \$.3; Other jurisdictions \$.1

## Edmonton Public Schools

### Allocations

<b>Total Revised Revenue</b>	<b>\$ 19,427,569</b>	
 <b>2011/12 Revised Budget Allocations to Schools</b>		
ECS	1,869,202	
Elementary	2,449,347	
Junior High	548,077	
Senior High	2,535,422	
1 English Language Learners	(1,305,219)	
International	124,526	
1 Gifted and Talented	(437,284)	
Special Needs Level 4 to 8	3,735,895	
Institutions	1,506,441	
Other School Allocations	<u>1,242,206</u>	
	12,268,613	
 <b>Remaining Funds to Allocate Net of Budget Allocations</b>	 7,158,956	
 <b>Proposed Additional Allocations</b>		
2 AISI	3,580,000	\$ 40 per student
3 Class Size 4 to 6	2,200,000	\$ 132 per student
4 Resource Development Services	549,000	
5 ASAP I	404,811	
6 Braemar/AB School for the Deaf	350,000	
7 Math 4 All	<u>75,000</u>	
	<u>7,158,811</u>	
 <b>Total</b>	 <b><u>\$ 19,427,424</u></b>	
Net Unallocated	<u>\$ 145</u>	

1 Reduction is the result of lower ELL and gifted and talented enrolment (394 students and 85 students respectively)

2 Based on weighted number of students - 87,900

3 Grades 4 to 6 enrolment total of 16,000

4 One time funding for 2011/12

5 Unbudgeted commitment to ASAP I schools and Lillian Osborne school for enrolment growth

6 Braemar staffing commitment and interpreter for Alberta School for the Deaf

7 Support for Numeracy coaches

## Edmonton Public Schools

### Final Allocation Totals

#### Education Budget - \$107 Million (EPSB Share \$13.1 million)

		<u>% Share</u>
Schools	\$ 12,472,705	95%
Central	<u>624,000</u>	5%
	<u><u>13,096,705</u></u>	

### Allocation of Total Budget Funds

	<u>Actual</u>	<u>Proposed</u>	<u>Difference</u>	<u>%</u>
	<u>Sept 30/11</u>	<u>May 30/11</u>		<u>Change</u>
Schools	\$ 672,499,282	\$ 653,137,135	\$ 19,362,147	3.0%
Central	<u>179,221,327</u>	<u>178,982,916</u>	<u>238,411</u>	0.1%
	<u><u>851,720,609</u></u>	<u><u>832,120,051</u></u>	<u><u>19,600,558</u></u>	

## Edmonton Public Schools

### Staffing (FTE)

	<u>Actual Sept 30/10</u>	<u>Proposed Budget May 30/11</u>	<u>Actual Sept 30/11</u>	<u>Difference Budget to Sept 30/11</u>	<u>Difference Year Over Year</u>
Custodial	554.00	610.50	601.47	(9.03)	47.47
Exempt	523.30	534.15	545.77	11.62	22.47
Maintenance	238.50	206.00	236.00	30.00	(2.50)
Support	<u>1,628.41</u>	<u>1,632.24</u>	<u>1,629.85</u>	<u>(2.39)</u>	<u>1.44</u>
	<u>2,944.21</u>	<u>2,982.89</u>	<u>3,013.09</u>	<u>30.20</u>	<u>68.88</u>
Teacher	4,443.22	4,224.52	4,353.40	128.88	(89.82)
Probationary	-	-	5.82	5.82	5.82
Prob. 2nd or 3rd Contract	-	-	42.34	42.34	42.34
New Probationary	<u>-</u>	<u>-</u>	<u>120.81</u>	<u>120.81</u>	<u>120.81</u>
	<u>4,443.22</u>	<u>4,224.52</u>	<u>4,522.38</u>	<u>297.86</u>	<u>79.15</u>



# Edmonton Public Schools Board Policies and Regulations

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## Audit Committee

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### Purpose

The purpose of the Audit Committee is to assist the Board of Trustees in ensuring the assets of the corporation are preserved and resources utilized effectively. The Audit Committee is part of a system of checks and balances and as guardian of the District's interests, assesses whether the organization is appropriately administering public funds.

The committee meets at least twice a year "in camera".

1. Prior to the annual audit to:

- recommend the appointment of an external Board auditor to the Board of Trustees on an annual basis and in accordance with Board Policy [DIE.BP](#) - Auditor and the [School Act](#) (part 6, division 1)
- meet with the external auditor prior to commencement of the audit to review the engagement letter and assure the auditor's independence from management; and
- review and discuss the audit plan with the external auditor and make a recommendation to Board

2. Following the annual audit to:

- meet with the external auditor and Administration to review the external auditor's assessment of the District's system of internal controls and accounting policies, the draft annual audit report, accept receipt of the external auditor's independence letter, audit findings report and accompanying draft management letter.
- make a recommendation to Board on whether to accept the annual audit report and financial statements for forwarding to the Minister of Education.
- receive the Superintendent of School's report on internal audit activities.

## **Membership**

The membership of the Audit Committee shall be comprised of:

- three Trustee members, one of which is the Board Chair
- two external members who are designated accountants.

Term of appointment shall be one year for trustees, consistent with all Trustee Standing Committees. The term of appointment for external members shall be three years. Notwithstanding any such term, each committee member shall serve at the pleasure of the Board of Trustees who reserves the right to terminate any appointment without notice, with or without cause.

## **Quorum**

A quorum of the Audit Committee consists of three members of the Committee; two members which must be from the Board of Trustees.

## **Rules of Order**

The agenda format, rules of order and confidentiality requirements for Conference Committee will be observed. All committee members shall commit to ethical conduct; proper use of authority, decorum and professional conduct.

## **Budget**

There is no identified budget for this committee. External committee members are not entitled to honoraria.

For Trustee Reference: [Financial Statement Readability Tool Kit](#) (Alberta Education, Auditor General and Association of School Business Officials)

# Edmonton Public Schools

## Board Policies and Regulations

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CODE: IGD.BP

EFFECTIVE DATE: 12-09-2006

TOPIC: Student Suspension and Expulsion

ISSUE DATE: 20-09-2006

REVIEW DATE: 09-2013

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The Board recognizes the role of discipline in maintaining a positive learning environment. The board supports suspension and expulsion of a student as required in response to inappropriate, disruptive, or dangerous student behaviour.

1. Definitions:

- a. **Suspension:** The term used to describe an action by a principal or teacher which temporarily denies a student access to one or more of the following:
  - i. one or more class periods,
  - ii. one or more courses,
  - iii. school, or
  - iv. riding in a school bus.
- b. **Expulsion:** The term used to describe an action which temporarily or permanently denies a student access to one or more of the following:
  - i. course(s),
  - ii. one or more schools, or
  - iii. riding in a school bus.

2. Student suspension or expulsion shall be applicable for violation of the board regulation on student behaviour and conduct:

- a. where other means of corrective action have failed to bring about orderly or appropriate conduct on the part of the student; or
- b. where the student's behaviour is so severe that lesser corrective action would be insufficient.

3. Although a suspension cannot be appealed, a principal can reinstate a student who has been suspended.

4. Upon receipt of the principal's recommendation regarding expulsion, the Board or the Superintendent of Schools or any person(s) identified by the Superintendent of Schools under Section (6) shall within ten school days from the date of the student's suspension, either reinstate or expel the student, and shall specify the terms of any expulsion and any followup action to be taken regarding readmittance of the student at a later date.
5. Recommendations for expulsions from all district schools shall be heard by the Board.
6. Recommendations for all other expulsions shall be heard by the Superintendent of Schools or by any person(s) identified by the Superintendent of Schools and who is on the roster of persons approved to preside at student expulsion hearings. This roster shall be composed of persons recommended by the Superintendent of Schools and approved by the Board. The person(s) who presided at the expulsion hearing shall direct a student who has been expelled from a school to an alternative placement. The Superintendent of Schools shall ensure that all duties and responsibilities of the Board are carried out with respect to any hearings conducted under this section.
7. Notwithstanding the Board's regulation on appeals [AB.BP](#), appeals of decisions made in the name of the Board under Section (5) above shall be directed to the Minister of Education.
8. A student who is expelled from all schools by the board shall be provided with information regarding steps to be taken to seek reinstatement to the district. Conditions for reinstatement will usually include, but are not limited to, demonstrable progress in counselling programs, academic pursuits, and conduct.

The Superintendent of Schools or any person(s) named by him from the roster referred to in Section (6) shall:

- a. hear requests for reinstatement of students who have been expelled;
- b. determine that any conditions specified for reinstatement and any conditions which in the circumstances seem appropriate to the person(s) presiding at the hearing regarding the reinstatement request, are satisfied; and
- c. direct a student who has been reinstated to a placement within the district.
- d. The parents, and the student if required by law, shall be informed of any decision regarding an expulsion recommendation or reinstatement request and of their right to request that the Minister of Education review the decision.

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Reference(s):

[AB.BP](#) - Appeals

[IGD.AR](#) - Student Suspension and Expulsion

[School Act](#) Sections 6, 12, 24 and 61(1)

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