




AGENDA

Edmonton School District No. 7
One Kingsway
Edmonton, Alberta

McCauley Chambers
Tuesday, January 8, 2013
2:00 p.m.

Board Meeting #10

- 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 #9 – December 11, 2012
- F. Comments from the Public and Staff Group Representatives
- G. Reports
 - 2. Report #4 of the Caucus Committee (From the Meeting Held December 11, 2012)
- Trustee Remuneration
(Recommendation)
 - 3. Policy Review Committee: Plan for Overall Policy Review
(Recommendation)
 - 4. ASBA Issues and Resolutions Committee: ASBA Call for Input
Into the ASBA Strategic Plan 2013-2016
(Recommendation)
 - 5. Framework for Student Advisory Council
(Information)
- 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 #9 -

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, December 11, 2012 at 2:00 p.m.

Present:

Trustees

Leslie Cleary
David Colburn
Michael Janz

Cheryl Johner
Heather MacKenzie

Catherine Ripley
Ken Shipka

Officials

Edgar Schmidt
Bruce Coggles
David Fraser

Cheryl Hagen
Ron MacNeil
Jamie Pallett

Tanni Parker
Tash Taylor

Acting Board Chair: Michael Janz

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 Hoffman and Spencer were absent. All other Trustees were present.

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

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

The Superintendent advised that, earlier today, Mr. Larry Anderson from Larry and Janet Anderson Philanthropies announced that both Victoria and Strathcona High Schools are the recipients of cash awards of \$4,000 for their student video submissions to the

MINUTE BOOK

Empowering Self-Talk Video contest. The contest was intended to promote student conceived, led and implemented initiatives that help high school students improve their self-talk. Empowering self-talk is about youth focusing on their strengths instead of their weaknesses. The cash award is intended to provide resources for the initiative highlighted in the video. Initiatives must be completed by June 2013. The winning submission from Strathcona is entitled “Building a Home” and Victoria’s submission is entitled “Mental Health Proposal”. Both videos can be viewed on YouTube.

E. Minutes

1. Board Meeting #7 – November 27, 2012

MOVED BY Trustee Johner:

“That the minutes of Board Meeting #7 held November 27, 2012 be approved as printed.”

The Acting Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

2. Board Meeting #8 – December 4, 2012

Trustee Cleary noted a correction on page six of the minutes – the food for the Teddy Bear picnic was prepared by students from W.P. Wagner School’s culinary arts program.

MOVED BY Trustee Colburn:

“That the minutes of Board Meeting #8 held December 4, 2012 be approved as amended.”

The Acting Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

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

MINUTE BOOK

G. Reports

The Acting Board Chair requested the concurrence of the Board to add an item to the agenda at this point with respect to Board authorization of a Trustee absence.

There were no objections.

Board Authorization of Trustee Absence

MOVED BY Trustee Janz:

“That Board authorization for Trustee Spencer to be absent from board meetings from December 11, 2012 to January 22, 2013 inclusive be approved.”

Trustee Janz requested a waiver of notice with respect to the motion.

The Board unanimously concurred with waiving notice of motion.

The Acting Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

3. Report #3 of the Caucus Committee (From the Meeting Held December 3, 2012)

MOVED BY Trustee MacKenzie:

“1. That Report #3 of the Caucus Committee from the meeting held December 3, 2012 be received and considered.”

The Acting Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

MOVED BY Trustee MacKenzie:

“2. That the following appointment, effective January 7, 2013, be confirmed: Roberta Malysh – Executive Director, Finance and Infrastructure”

The Acting Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

MINUTE BOOK

MOVED BY Trustee MacKenzie:

- “3. That, in addition to the six-week online survey, the Board proceed with the following community engagement activity for policy HK.BP: A community teleconference in January 2013.**

- 4. That the Board allocate up to \$10,000 from the Board Initiatives Fund for costs associated with the community engagement activity.”**

The Acting Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

4. Motion re District Satisfaction Survey

MOVED BY Trustee Colburn:

“That the District Priorities and Governance Committee work with the Administration to review and possibly revise the district satisfaction survey.

MOVED BY Trustee Colburn:

“That the motion be postponed definitely to a meeting following the Superintendent’s report in January 2013 in order to understand if the Administration is undertaking substantive changes to the district satisfaction survey.”

The Acting Board Chair called the question on the motion to postpone definitely.

IN FAVOUR: Trustees Colburn, Janz and Johner

OPPOSED: Trustees Cleary, MacKenzie, Ripley and Shipka

The Motion to postpone definitely was DEFEATED.

The Acting Board Chair called the question.

IN FAVOUR: Trustees Colburn, Johner and Shipka

OPPOSED: Trustees Cleary, Janz, MacKenzie and Ripley

The Motion was DEFEATED.

MINUTE BOOK

5. Approval of the Superintendent Evaluation Instrument for 2011-2012

MOVED BY Trustee Ripley:

“That the Board proceed with the annual evaluation of the Superintendent using the Superintendent Evaluation Instrument with the evaluation survey taking place from December 14 through December 31, 2012.”

The Acting Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

6. Revised Board Policy HK.BP – Student Assessment, Achievement and Growth

MOVED BY Trustee Ripley:

“That the revised policy HK.BP – Student Assessment, Achievement and Growth be considered for the first time and approved for posting on the district website for stakeholder input.”

MOVED BY Trustee MacKenzie:

“That the third sentence under the Purpose section of the policy be amended to read: The Board expects students to be diligent in their studies and develop the attributes of responsibility, **creativity and accountability while completing their studies.**

The Acting Board Chair called the question on the Amendment.

IN FAVOUR: Trustees Janz, Johner, MacKenzie and Ripley

OPPOSED: Trustees Cleary, Colburn and Shipka

The Amendment was CARRIED.

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

The Motion was CARRIED UNANIMOUSLY.

There was a break at this point in the meeting.

MINUTE BOOK

7. Moratorium Committee – Final Report

MOVED BY Trustee MacKenzie:

- “1. That the recommended actions as next steps be approved.**
- 2. That the School Closure Moratorium Committee be dissolved.”**

Trustee Ripley requested that Recommendation #10 contained in Attachment I– *Give first priority in the Three-Year Capital plan to modernization of existing school buildings* be severed from the recommendation.

The Board Chair ruled the request to sever Recommendation #10 from the recommendation was out of order.

The Acting Board Chair called the question on Recommendation 1.

The Motion was UNANIMOUSLY CARRIED.

The Acting Board Chair called the question on Recommendation 2.

The Motion was UNANIMOUSLY CARRIED.

8. Determining Demand for Alternative Programs, Community Schools and Language Options

MOVED BY Trustee MacKenzie:

- “That the report titled ‘Determining Demand for Alternative Programs, Community Schools and Language Options’ be received for information.”**

The Acting Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

9. Bereavement

The Acting Board Chair reported on the passing of Mrs. Wendy Mott.

MOVED BY Trustee Janz:

- “That the report be received with regret and the actions of the Administration in this regard be confirmed.” (UNANIMOUSLY CARRIED)**

MINUTE BOOK

H. Other Committee, Board Representative and Trustee Reports

Trustee Cleary advised that volunteers are still needed until December 24th for the *Wrap and Roll Fundraiser* at Kingsway Mall to man the coat check and gift-wrapping station – all the funds raised through this partnership with Kingsway Mall will go to the Foundation.

Trustee Colburn, the Board's representative on the Alberta School Boards Association (ASBA) Board of Directors, reported on the meeting held December 7, 2012. There was a presentation by Alberta Education Assistant Deputy Minister Ellen Hambrook regarding curriculum redesign. Central to the redesign will be examining how outcomes of the redesign will be assessed. The curriculum will shift from content focused to competencies. Cross-section learning will be encouraged. Movement will occur from summative assessment to summative and formative assessment. Boards are expected to free up time for generative governance discussions and publicly discuss student learning. He noted that the Assistant Deputy Minister gave two district schools as examples with respect to cross-section learning – Esther Starkman and Jasper Place schools. The Assistant Deputy Minister particularly singled out Principal Jean Stiles who she described as being ahead of the curve in creating an integrated learning model in advance of the curriculum redesign.

Trustee Johner, the Board's representative on ASBA Zone 23, had no report at this time. The next scheduled meeting will be held on January 25, 2013.

Trustee Janz, the Board's representative on the Public School Boards Council (PSBC), had no report at this time.

Trustee Cleary, the Board's representative on the Capital Region Services to Children Linkages Committee, had no report at this time but reminded her colleagues that she had requested their input and feedback regarding the upcoming Linkages meeting on January 10, 2013.

Trustee MacKenzie reported that, last evening, she, Trustee Colburn and District Foundation Director Sandra Woitas attended the inaugural Edmonton Human Rights Award Gala hosted by the John Humphrey Centre for Peace and Human Rights. The excellent work of the Centre was showcased as was the work taking place in some of the District's schools on the topic of human rights. She noted the District was nominated for an award.

MINUTE BOOK

J. Trustee and Board Requests for Information – None.

K. Notices of Motion – None.

L. Next Board Meeting Date:

The Superintendent advised that the December 18, 2012 board meeting was cancelled. The next board meeting will be held on Tuesday, January 8, 2013 at 2:00 p.m.

The meeting recessed at 4:20 p.m. and reconvened at 4:55 p.m.

Trustees Hoffman and Spencer were absent.

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

The Board heard from the following pre-registered speaker:

- Mr. Michael Tachynski regarding student assessment

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

The Acting Board Chair adjourned the meeting.

Michael Janz, Acting Board Chair

Cheryl Hagen, Acting Secretary-Treasurer

DATE: January 8, 2013

TO: Board of Trustees

FROM: Trustee Heather MacKenzie, Caucus Committee Chair
Trustee Lesley Cleary, Chair, District Priorities and Governance Committee
Trustee Ken Shipka, District Priorities and Governance Committee
Trustee Christopher Spencer, District Priorities and Governance Committee

SUBJECT: Report #4 of the Caucus Committee (From the Meeting Held December 11, 2012) – Trustee Remuneration

ORIGINATOR: David Fraser, Executive Director, Corporate Services
Tash Taylor, Director Executive and Board Relations

REFERENCE: [Terms of Reference – Committee of the Whole – Caucus School Act](#) Section 61
Section B of the Policy Manual – School Board Governance and Operations (Section II – Trustee Compensation and Amenities)
[DJA.AR – Expenditure of Public Funds](#)

ISSUE

Recommendations arising from the Caucus Committee meeting held December 11, 2012 are being presented for final approval as per the terms of reference for Caucus Committee.

RECOMMENDATION

1. That Report #4 of the Caucus Committee from the meeting held December 11, 2012 be received and considered.
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;
 - 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.
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 \$7000 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%
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).

- 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.**

BACKGROUND

Trustee remuneration of the Edmonton Public School Board is governed by:

- Section II (Trustee Compensation and Amenities) of Section B (School Board Governance and Operations) of the Policy Manual
- DJA.AR – Expenditure of Public Funds

The practice of the Edmonton Public School Board in reviewing and establishing Trustee remuneration rates underwent a major review in the spring of 2007, which resulted in the revision of Section II in the Trustees Manual (Attachment I). The Board also undertook a minor review of Trustee remuneration in the spring of 2010.

The Board also traditionally reviews their remuneration rates and benefits after any approved changes to the Exempt Management Terms and Conditions of Employment. The last review of this type occurred on September 9, 2008 when the Board approved adopting the Alberta Average Weekly Wage Earnings Index (AWWE) to adjust Trustee remuneration rates for September 1, 2008, 2009 and 2010. The adoption of AWWE effective those dates were consistent with the changes in Exempt Management Terms and Conditions of Employment.

The Board has tasked the District Priorities and Governance Committee with reviewing Trustee remuneration as part of their review of Section B of the District's Policy Manual – School Board Governance and Operations, with the goal of establishing a fair and competitive trustee remuneration and expenses package that will encourage potential candidates to run for trusteeship in the October 2013 election.

Trustees indicated at the fall retreat that they were not looking to make major revisions to the remuneration structure, but to examine aspects of improvement and evaluate where increases were justified to fairly reflect trustees' contributions and efforts.

RELATED FACTS

Key points of Edmonton Public Schools' Trustees current remuneration package are as follows:

1. Trustees' annual honoraria currently have a taxable and non-taxable component (up to 1/3 non-taxable).
2. Per diem honoraria provide remuneration for special meetings of the Board and Committees of the Whole and for activities of some, but not all Trustees, including,
 - attendance at scheduled meetings of negotiating committee bargaining sessions and the Interpretations Committee, as established under the collective agreements;
 - attendance at meetings as appointed Board representatives on external organizations where no remuneration is provided by the external organization (e.g., ASBA Zone 23, Linkages Committee, and EPS Foundation Board of Governors)

- attendance at the Spring Alberta Schools Association Annual General Meeting business session,
 - attendance at the Fall Public School Boards Association Annual General meeting business session.
 - special meetings of the Board as defined under the School Act.
3. At the Board's discretion, a supplementary honorarium may be provided to recognize extraordinary work and time commitments placed on Trustees serving on Board Committees (including Advisory Groups) or Task Forces.
 4. Trustees are also eligible to receive per diem honoraria when Board Committee meetings, which they are members of, exceed 18 meetings over 1.5 hours in length within a fiscal year. Advisory Group work is included in the definition of Board Committees for the purpose of calculating and paying per diem honoraria.
 5. Trustees are eligible to participate in group insurance plans (e.g., Life Insurance/AD&D, Travel Accident Insurance, Extended Health Care and Vision, Dental and Health Spending Account) with premiums and contributions mirroring what are provided to exempt management staff.
 6. Trustees receive an advance on vehicle expenses to cover travel related expenses within the City of Edmonton.
 7. Trustees receive an individual Trustee expense budget (\$6,500) to cover the following eligible expenses:
 - individual professional development, training and travel
 - business lunches, hosting and tickets to events
 - ward communications (No reimbursement may be made for expenditures incurred in a civic election year between July 1 and the day after the election.)
 - district promotional items
 - cellular phone service, upgrades to standard computer equipment and home phone
 - a cell phone and/or personal digital assistants
 - office supplies, postage, photocopying
 - periodical and association memberships and subscriptions
 8. The Board Chair receives an additional allowance of \$2,000 to cover discretionary expenses related to the position.
 9. At the end of each Trustee's service, such Trustee shall receive deferred remuneration to ease the transition from such service.
 10. The Board pays up to \$2,500 Cdn/US to reimburse standard travel, accommodation, registration and meal expenses for and authorizes all Trustees to attend each of the following:
 - the Canadian School Boards Association Annual General Meeting once in a three-year term
 - the annual meeting of the National School Boards Association once in a three-year term

- the spring and fall general meetings of the Public School Boards Association/ Alberta School Boards Association (maximum of \$2,500 per spring and \$2,500 per fall Association meetings);
- and other functions, as identified by the Board from time to time.

OPTIONS

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

1. Proceed with the recommended changes to the Trustee Remuneration and Expenses Package.
2. Hire an external consultant to conduct an independent review of trustee remuneration and expenses.
3. Carry on with the status quo and recommend that the next Board review trustee remuneration and expenses.

CONSIDERATIONS & ANALYSIS

Option One:

1. As the Board has moved away from regularly scheduled Conference (Caucus) Committee meetings and increased the frequency of Board meetings, the role of Conference (Caucus) Chair appears redundant. Those roles and responsibilities can seamlessly be assigned, along with Audit Committee Chair, to the Vice-Chair (recommendation 1.a.). Also, as the responsibilities of both of these positions have now increased, a change in additional per annum honoraria is warranted. It is recommended that the Board Chair's per annum honorarium increase from 33 per cent to 44 per cent higher than Trustees per annum honoraria and the Vice-Chair's per annum honorarium increase from 16.5 per cent to 22 per cent higher than Trustees per annum honoraria. The new percentages were calculated based on removal of the additional per annum honorarium from the Caucus Chair and dividing that honorarium between the Board Chair (2/3) and Vice-Chair (1/3). These new percentage calculations (recommendations 1.b. and 1.c.) are cost neutral to the District.
2. The recommended changes in per diem honoraria (1.d. 1.e. 1.f.) clarify current practice (i.e., four-hour morning, afternoon, evening sessions) as well as provide parameters on the maximum number of per diems (maximum of 40 in a school year) and the payment for a session that is less than two hours. The eligibility criteria for per diem honoraria remain unchanged.
3. As indicated in the background information above, annual cost of living adjustments for per annum honoraria and per diem honoraria were tied to the annual cost of living adjustments applied to exempt management salaries. This practice was in place for many years up to September 1, 2010. This recommendation (1.g.) confirms this practice in writing (transparency), provides the rationale for annual cost-of-living increases, and expands the practice to include other allowances and expenses which face inflationary pressures.
4. The proposed adjustments to honoraria and allowances (recommendations 2 to 6) reflect cost of living adjustments made to exempt management salaries for September 1, 2011 (3 per cent), September 1, 2012 (2.25 per cent) and September 1, 2013 (2.25 per cent). The

compounded percentage (7.69 per cent) would be applied to these honoraria and allowances effective October 22, 2013, following the election. As trustee remuneration was not adjusted for the past three years, a 7.69% percent increase would match the adjustment for exempt management compensation that was approved over the past three years. The total cost of these adjustments is approximately \$36,560. A breakdown of the cost increases is attached (Attachment II and III).

- The following table provides a comparison of current and proposed annual honoraria for Edmonton Public Schools in relation to the other three metro boards in the province:

Position	Edmonton Public Current	Edmonton Public Proposed	Edmonton Catholic*	Calgary Catholic	Calgary Public**
Board Chair	\$40,323	\$47,031	\$42,074	\$38,669	\$57,094
Board Vice-Chair	\$35,316	\$39,808	\$37,284	\$34,721	\$51,856
Trustee	\$30,315	\$32,645	\$32,364	\$30,774	\$46,618

* Currently under review

** Fully taxable

- The proposed adjustments to Board-Paid Conferences and Functions provide increased flexibility for eligible conferences. The limit of \$10,000 per term reflects the move to a four-year term for Trustees and is cost neutral, due to elimination of spring and fall conferences for PSBAA. All or a portion of the annual allowance of \$2,500 may be carried over to subsequent years as long as the \$10,000 maximum per term is not exceeded.
- The proposed adjustments to the per annum honoraria for the Chair, Vice-Chair, Conference/Caucus/Audit Committee Chair and Trustees as a result of Recommendation #9 would be as follows:

	Effective Sept. 1, 2011	Effective Sept. 1, 2012
Chair	\$41,533	\$42,467
Vice-Chair	\$36,375	\$37,194
Conference/Caucus/Audit Committee Chair	\$36,375	\$37,194
Trustee	\$31,224	\$31,927

- The proposed adjustments to the per diem honoraria for the Chair, Vice-Chair, Conference/Caucus/Audit Committee Chair and Trustees as a result of Recommendation #9 would be as follows:
 - \$138.08 effective September 1, 2011
 - \$141.19 effective September 1, 2012

The total cost of the retroactive adjustments for 2011-2012 and 2012-2013 is \$18,139. A breakdown of the cost increases is attached (Attachment II and III).

Option Two

Hiring an external consultant would provide a level of independence. The role of the external consultant would be two-fold – review and compare existing trustee remuneration with other large metro boards in the province and across Canada, and make recommendations related to changes in trustee remuneration and expenses for Edmonton Public Schools.

The Administration has received cooperation from other large metro boards in examining the current state of trustee remuneration. The results of the review, including analysis, were presented to the Board at their fall retreat. Two other large metro boards (Calgary Board of Education and Edmonton Catholic Schools) have hired external consultants to review trustee remuneration. It is unknown when their review will be completed. The cost of hiring an external consultant to conduct such a review is approximately \$25,000. This would be an additional cost to the Board.

Option Three

The Board could wait until the reviews at the other two major metro boards are completed. The Board could then either hire an external consultant or ask the Administration to conduct a review. This would allow the Board to consider any potential changes with all of the current information available from the other metro districts. The downside of this option is that the next Board would be considering changes to its remuneration rather than making recommendations for the next Board.

NEXT STEPS

Option One

Implement the approved recommendations.

Option Two

Hire an external consultant through a request for proposals.

Option Three

Confirm that the status quo will be maintained regarding trustee remuneration and recommend that the next Board undertake a thorough review.

ATTACHMENTS & APPENDICES

ATTACHMENT I Section II of Section B of the Edmonton Public Schools' Trustee Manual

ATTACHMENT II Impact of Proposed Changes to Trustee Remuneration

ATTACHMENT III Cost of Implementation of Recommendations

DMF/TT:pn

Section II of Section B of the Edmonton Public Schools' Trustee Manual

[Policies](#) -> [Table of Contents](#) -> [School Board Governance and Operations](#)

Edmonton Public Schools Board Policies and Regulations

Trustee Remuneration

TRUSTEE REMUNERATION PHILOSOPHY AND PRINCIPLES (*Effective September 1, 2007*)

1. The primary purpose of Trustee remuneration is to recognize the importance of the publicly elected office of Trustee for Edmonton Public Schools and to attract and retain quality individuals to this valuable public service.
2. The total Trustee remuneration package should recognize the role and responsibilities undertaken by the collective Board, individual Trustees and the time required in fulfilling their responsibilities.
3. The remuneration package offered for Trustees is comprised of per annum honoraria, per diem honoraria, an advance on vehicle expenses, optional group benefits coverage, and deferred remuneration for transition from the role of Trustee.
4. For the purposes of and in accordance with the Income Tax Act, total annual remuneration is comprised of 2/3 honorarium and 1/3 general expense allowance. The 1/3 general expense allowance is non-taxable and is intended to cover all incidental expenses that Trustees may be expected to incur in carrying out their responsibilities.
5. Per annum honoraria are based on the following four roles: Board Chair, Vice-Chair, Conference Chair, and Trustee.
6. The per annum honorarium provides remuneration for activities required of all Trustees, including:
 - Attendance on regularly scheduled and reserved meeting dates for Board and Conference Committee;
 - Attendance at results and budget review meetings, committees of the Board, and Trustees' retreats and working sessions;
 - Attendance at annual conferences and meetings of associations of which the Board is a member, e.g. the ASBA and PSBAA;
 - Attendance at other meetings as appointed, directed or agreed to by the Board, such as meetings with other school Boards, MLAs, City Councilors, Board-hosted functions, social events, etc.
 - Ward-related activities, including school and school council meetings and important community functions;
7. Per annum honoraria are established as per the following requirements:
 - the per annum honorarium for the Board Chair is established at approximately 33 per cent higher than the per annum honoraria established for Trustees;
 - the per annum honorarium for the Vice-Chair and Conference Chair is established at approximately 16.5 percent higher than the per annum honoraria established for Trustees.

8.

- a. Per diem honoraria provide remuneration for special meetings** of the Board and committees of the whole and for activities of some, but not all Trustees, including:
 - i. attendance at scheduled meetings of negotiating committee bargaining sessions and the Interpretations Committee, as established under the collective agreements;
 - ii. attendance at meetings as appointed Board representatives on external organizations where no remuneration is provided by the external organization (e.g., ASBA Zone 23, PSBC, Linkages Committee and EPS Foundation Board of Governors),
 - iii. attendance at the Fall Alberta Schools Association Annual General Meeting business session,
 - iv. attendance at the Fall Public School Boards Association Annual General meeting business session.

* Per diem honoraria is calculated based on four-hour morning, afternoon or evening sessions to a maximum of three sessions per day.

** A special meeting is in addition to regularly scheduled meetings for which the per annum honorarium is paid.

- b. The Board approved the following motion at the March 22, 2011 board meeting: *That Trustees receive per diem honoraria when Board Committee meetings that they have been appointed to exceed 18 meetings over 1.5 hours in length within a fiscal year.*
- c. The Board approved the following motion at the June 14, 2011 board meeting: *That the inclusion of "Advisory Group work" in the definition of Board Committees for the purpose of per diem honoraria be approved.*
- d. At the Board's discretion, a supplementary honorarium may be provided to recognize extraordinary work and time commitments placed on Trustees serving on Board committees or task forces.
- e. Trustees receive an advance on vehicle expenses at the district occasional use rate to cover in-town travel expenses related to other Trustee duties. This amount is included in the calculation of annual remuneration and is one-third non-taxable. In-town travel expenses do not include travel to and from meetings of the Board and committees.
- f. Trustees are extended the option of participating in the group medical and hospitalization plans offered by the Board:
 - Alberta School Employee Benefits Plan (ASEBP):
 - Life and Accidental Death and Dismemberment Insurance (Plans 2 & 4)
 - Extended Health Care (Plan 1) (effective May 1, 2007)
 - Dental Care (Plan 3)
 - Vision Care (Plan 3)
 - Health Spending Account (effective September 1, 2006)
 - Travel Accident Insurance
 - Supplemental Accidental Death and Dismemberment Insurance

The Board will pay the portion of premiums for the above benefits based on the portion of premiums the Board pays for benefits on behalf of exempt management staff.

- g. For a Trustee aged 65 or older at the time of election or re-election, the district will reimburse the Trustee for the cost of premiums for similar benefits coverage (i.e., extended health care, dental care, vision care) with an external agency. Reimbursement of premiums will be up to the maximum premium cost for similar coverage under the District's benefit plan for exempt management employees until age 70.
 - h. At the end of each Trustee's service, such Trustee shall receive deferred remuneration to ease the transition from such service. Such payment shall be made at the rate of two weeks per year of service as a Trustee, and shall be determined by multiplying the number of years and part-years served by 1/26 of the "Trustee per annum honoraria plus the average annual per diem honoraria" prevailing at the end of such service. The maximum amount payable to any individual shall not exceed one-half of the total Trustee per annum honoraria plus the average annual per diem honoraria amount. A year of service as a Trustee may only be counted once in any calculation of deferred remuneration.
 - i. The Administration will conduct and present to Board periodic remuneration surveys to compare the Trustee's total remuneration package to remuneration packages provided to other publicly elected officials in Alberta.
-

Trustee Remuneration

- Trustee remuneration is paid bi-weekly by direct deposit and a pay advisory is sent to Trustees with the Friday packages containing Transmittal Memorandums and Board meeting agendas.
- Trustee remuneration for performing their duties as members of the Board will be determined from time to time by a majority vote on motions presented to a public meeting of the Board.

The following recommendation was approved at the September 9, 2008 Board Meeting:

That the per annum and per diem honoraria be increased on September 1st of the years 2008 through 2010, by the Average Weekly Wage Earnings index in Alberta from the previous calendar year.

Accordingly, the increases shall be as follows:

- September 1, 2008 Average Weekly Earnings Index increase in Alberta from previous calendar year (i.e., January 1st to December 31st 2007 over the same period in 2006).
- September 1, 2009 Average Weekly Earnings Index increase in Alberta from previous calendar year (i.e., January 1st to December 31st 2008 over the same period in 2007).
- September 1, 2010 Average Weekly Earnings Index increase in Alberta from previous calendar year (i.e., January 1st to December 31st 2009 over the same period in 2008).

	*Annual Honorarium for Trustees of the Edmonton Public School Board (Approved September 9, 2008)	
	Effective September 1, 2009	Effective September 1, 2010
Board Chair	\$39,179	\$40,323
Board Vice-Chair	\$34,314	\$35,316
Conference Chair	\$34,314	\$35,316
Board Members	\$29,455	\$30,315

Approved Per Diem Honoraria

- \$130.26 effective September 1, 2009
- \$134.06 effective September 1, 2010

Group Medical and Insurance

- Group insurance coverage spans a period of three years, while a Trustee holds elected office. This period is usually from November 1 of the election year until October 31 of the next election year.
- To be eligible for enrollment in the benefit plans offered by ASEBP, the Trustee must be under age 65 when elected. If a Trustee turns 65 during his or her term of office, ASEBP benefits coverage will be maintained until the end of that term.
- All eligible Trustees, including re-elected Trustees, must either enroll or waive coverage in the group insurance plans within 31 days following the first organizational meeting of the school Board after the election or by-election. If Trustees choose to enroll in group insurance plans after 31 days, they will apply as late applicants and coverage may be denied or limited.

Reference(s):

[September 14, 2010 board meeting](#)

[March 22, 2011 board meeting](#)

[June 14, 2011 board meeting](#)



EDMONTON PUBLIC SCHOOLS

Edmonton Public Schools

Board Policies and Regulations

Reimbursement of Expenses

Trustees shall be reimbursed for appropriate expenses incurred in carrying out their role as Trustee. When using public funds, all Trustees must consider whether the intended expenditure would withstand public scrutiny. It is incumbent on each Trustee to appropriately document and account for the expenditure of district funds on his or her behalf.

In accordance with the [Principles of Board Operation and Trustee Protocols](#), the Board is responsible for its own discipline and governance methods. In order to assist the Board in this capacity, an annual report summarizing Trustee travel and subsistence expenses is received to public board as information and is submitted to Alberta Education with the District's financial statements.

Trustee Professional Development and Travel Expenses

- Trustees are expected to become informed about educational issues. In the performance of their duties, Trustees may attend local, national, and international conferences and conventions, workshops and seminars, visit other school districts or acquire research materials and attend community events and social functions.
- Reimbursement of expenditures incurred while traveling on Board business outside Edmonton will be made for transportation costs, accommodation costs, registration fees, meals, and tickets to required social functions as outlined below and in accordance with district accounting standards (see [DJA.AR](#) - Expenditure of Public Funds). An additional conference banquet ticket and any hotel room surcharge for double occupancy when spouses/partners are traveling with the Trustee may also be claimed. Other additional expenses for meals and incidentals when spouses/partners are traveling with the trustee are the responsibility of the Trustee. (Reimbursement for meal expenditures, without a detailed receipt, is to a maximum of \$47 per day or the current district rate. Mileage may be claimed at a rate of \$.46 per kilometer or the current district rate.)
- Rental vehicles may be claimed where it is more cost effective than the use of taxis, limousine or shuttle service.
- Cancellation insurance is recommended for all air travel.
- A travel expense claim form must be submitted after each travel excursion and should be attached to the Trustee's monthly expense claim form. Travel expense claim forms can be obtained from the Trustees' Secretary. A copy of the travel expense claim form is retained in the Trustee professional development and travel expense file.

Individual Trustee Expense Budgets

*The Board approved the following motion at the June 14, 2011 board meeting: *That the Board commit to reducing its Board expenditures by 6.2 percent in the areas of professional development and the contingency fund for the 2011-12 school year and that the specific areas of reduction be discussed at a Board retreat in the late summer or fall with the final decisions to be brought to public board thereafter.*

The Board provides each Trustee with an annual expenditure budget to reimburse appropriate expenses incurred carrying out his or her role as Trustee. The current amount is \$6,500 (*\$6,097 for 2011-2012).

Appropriate expenditures include:

- individual professional development, training and travel
- business lunches, hosting and tickets to events
- ward communications (*No reimbursement may be made for expenditures incurred in a civic election year between July 1 and the day after the election.*)
- district promotional items
- cellular phone service, upgrades to standard computer equipment and home phone
- a cell phone and/or personal digital assistants
- office supplies, postage, photocopying
- periodical and association memberships and subscriptions

The Board approved the following motion at the November 30, 2010 board meeting: *That individual Trustees shall not expense alcohol with district funds with the exception of the Board Chair when hosting on behalf of the Board. The Board Chair shall report to the Board on such instances in accordance with procedures for the Board Chair Discretionary Expense Allowance.*

A Trustee may carry over any unspent portion of the individual Trustee expense budget from the first and second year of the term of the Board; however, no Trustee may overspend this budget at any time during the term of the Board.

- Each Trustee is provided with a corporate purchasing/credit card to use for Board-related expenses. Trustees must follow district procedures for use of the corporate credit card.
- Each Trustee is assigned a district budget sub-program for the monitoring of payments made on his or her behalf by the District and will be provided a monthly expenditure report.
- Each Trustee is required to sign and submit a monthly expenditure claim form along with:
 - any required receipts for reimbursement of out-of-pocket expenses, and
 - authorization for payment of charges incurred on the Board's purchasing (VISA) card for Board business and a refund cheque for any personal expenses in accordance with district accounting processes as outlined in [DJA.AR](#) - Expenditure of Public Funds.

Board Representation Travel and Related Expenses

In accordance with the [Principles of Board Operation and Trustee Protocols](#), the Board Chair is the official representative of the Corporate Board. The Office of the Board Chair is the first point of contact for external organizations wanting Board representation at their

functions and the Board Chair is responsible for either attending these functions on behalf of the Board or delegating representation as appropriate and necessary. The Board Chair will report requests for Board representation to the Conference Committee and request the approval of the Conference Committee in those instances where it is appropriate for all Trustees to attend at Board expense. A report on Board representation expenses will be brought to Conference Committee on an annual basis. The Board will reimburse travel expenses related to Board representation as a Board general expense.

Board Chair Discretionary Expenses Allowance

In addition to the Board-paid expenses for Board representation, the Board Chair is granted an annual discretionary expense allowance of \$2,000 (*\$1,876 for 2011-2012) for expenses incurred related to the role of Board Chair. The Board Chair's discretionary expense claims shall be signed-off by the Vice-Chair prior to reimbursement and the Board Chair shall provide a written annual report to Conference Committee outlining the nature and purpose of the expenses.

Board-Paid Conferences and Functions

In addition to the above amounts, the Board will pay up to \$2,500 Cdn/US (*\$2,345 for 2011-2012) to reimburse standard travel, accommodation, registration and meal expenses for and authorizes all trustees to attend each of the following:

- the Canadian School Boards Association Annual General Meeting once in a three-year term
- the annual meeting of the National School Boards Association once in a three-year term
- the spring and fall general meetings of the Public School Boards Association/ Alberta School Boards Association (maximum of \$2,500 (*\$2,345 for 2011-2012) per spring and \$2,500 (*\$2,345 for 2011-2012) per fall Association meetings)
- and other functions, as identified by the Board from time to time
- Reference: [DJA.AR](#) - Expenditure of Public Funds

Reference(s):

[September 14, 2010 board meeting](#)

[June 14, 2011 board meeting \(see page 11 of the June 14, 2011 minutes\)](#)

[November 30, 2010 board meeting](#)

Impact of Proposed Changes to Trustee Remuneration

Description of Remuneration or Eligible Expenses	Current Status		Proposed Changes			Financial Impact		Rationale
	2010-2011	2011-2012	2012-2013	2013-2014	2013-2014 Forward	Retro Pay (11/12 & 12/13)		
Per Annum Honoraria:								Recommended increases reflect the same cost of living adjustments provided to exempt management staff, as well as the elimination of the Caucus Chair role and assumption of duties by Board and Vice-Chair.
Board Chair	\$40,323	\$41,533	\$42,467	\$47,031	\$6,708	\$2,144		
Vice-Chair	\$35,316	\$36,375	\$37,194	\$39,808	\$4,492	\$1,878		
Caucus Chair	\$35,316	\$36,375	\$37,194	\$0	\$0	\$1,878		
Trustee	\$30,315	\$31,224	\$31,927	\$32,645	\$2,330	\$1,612		
Per Diem Honoraria								Recommended increases reflect the same cost of living adjustments provided to exempt management staff.
(Financial impact assumes 40 per diems per year)	\$134.06	\$138.08	\$141.19	\$144.37	\$412.40	\$285.20		
Group Benefits	Same benefits and employer share of premiums and contributions as exempt mgmt. staff	No Change			No Change		Group Benefits already reflect comparison to exempt management staff	

Description of Remuneration or Eligible Expenses	Current Status	Proposed Changes			Financial Impact	Rationale
Advance on Expenses (travel) Allowance	2010-11 \$3,303	2011-2012 \$3,303	2012-2013 \$3,377	2013-2014 \$3,453	2013-2014 Forward \$76 Retro Pay (11/12 & 12/13) No Change as already implemented	Recommended increases reflect the same cost of living adjustments provided to exempt management staff.
Individual Trustee Expense Budgets	2010-2011 \$6,500	2011-2012 \$6,097*	2012-2013 \$6,500	2013-2014 \$7,000	2013-2014 Forward \$500 Retro Allow. (11/12 & 12/13) No Change	Recommended increases reflect the same cost of living adjustments provided to exempt management staff.
Board Chair's Discretionary Expense Allowance	2010-2011 \$2,000	2011-2012 \$1,876	2012-2013 \$2,000	2013-2014 \$2,153.80	2013-2014 Forward \$153.80 Retro Allow. (11/12 & 12/13) No Change	Recommended increases reflect the same cost of living adjustments provided to exempt management staff.
Professional Development (PD)	2010-2011 \$2,500	2011-2012 \$2,500	2012-2013 \$2,500	2013-2014 \$2,500	2013-2014 Forward No Change Retro Allow. (11/12 & 12/13) No Change	Trustees have increased flexibility for PD while maintaining cost neutrality.
Deferred Remuneration Allowance	2010-2011 Two weeks per year of service	2011-2012 No Change	2012-2013 No Change	2013-2014 No Change	2013-2014 Forward No Change Retro Allow. (11/12 & 12/13) No Change	Not Applicable

* Note: Board reduced allocation for trustee expense budgets, Board-Chair's allowance and professional development by 6.2 per cent in 2011-2012

Cost of Implementation of Recommendations

Description of Remuneration or Eligible Expense	2013-2014	Retroactive Pay for 2011-12 and 2012-13	Total Cost
Per Annum Honoraria:			
Board Chair	\$6,708	\$2,144	\$8,852
Vice-Chair	\$4,492	\$1,878	\$6,370
Caucus Chair	\$0	\$1,878	\$1,878
Trustees	\$16,310 for 7 Trustees or \$2,330 per trustee	\$9,672 for 6 Trustees or \$1,612 per trustee	\$25,982
Per Diem Honoraria Note: assumes each trustee has the maximum (40) number of per diem honorariums	\$3,712 for 9 Trustees or \$412.40 per trustee	\$2,567 for 9 Trustees or \$285.20 per trustee	\$6,279
Advance on Expenses (Travel) Allowance	\$684 for 9 trustees or \$76 per trustee	Not Applicable	\$684
Individual Trustee Expense Budgets	\$4,500 for 9 Trustees or \$500 per trustee	Not Applicable	\$4,500
Board Chair's Discretionary Expense Allowance	\$153.80	Not Applicable	\$153.80
Total	\$36,559.80	\$18,139*	\$54,698.80

* Note: This figure includes \$10,229 for 2011-12 and \$7,910 for 2012-13.

DATE: January 8, 2013

TO: Board of Trustees

FROM: Trustee Catherine Ripley, Chair Policy Review Committee
Trustee Dave Colburn, Policy Review Committee
Trustee Sarah Hoffman, Policy Review Committee

SUBJECT: Plan for Overall Policy Review

RESOURCE STAFF: David Fraser, Anne Sherwood

REFERENCE: [Board Meeting # 16 June 12, 2012](#)
[Board Policy CH.BP – Framework for Policy Development and Review](#)
[Administrative Regulation CH.AR – Policy Development and Review](#)

ISSUE

The Policy Review Committee is charged with developing and presenting to Board a plan for the overall review of all board policies as well as an annual policy development and review plan.

RECOMMENDATION

- 1. That the approach to the overall review of board policy, as outlined in Attachment I, be approved in principle.**
- 2. That the annual policy development and review plan for the remainder of 2012-2013 (Attachment II) be approved.**
- 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 as referenced in Attachment III.**

BACKGROUND

On January 31, 2012, the Board approved a motion to undertake a comprehensive review of all board policy. On June 12, 2012, the Board approved the revised Board Policy CH.BP – Framework for Policy Development and Review to guide both the full review of all of the Board's policies and to guide the ongoing maintenance and renewal of board policy.

This fall the Superintendent of Schools, being responsible for implementing board policy through the establishment of administrative regulations and processes and assignment of responsibilities, approved a new administrative regulation CH.AR – Policy Development and Review in support of the new Framework for Policy Development and Review.

The next step for the Policy Review Committee was to identify a consistent approach to the overall review of board policy over the next few years and a specific targeted plan for the current year. There are currently 87 board policies, organized in 11 sections, in the existing Policy and Regulations Manual. The Committee is proposing reducing the current number of Board Policy Manual sections to nine as shown in Appendix I.

In thinking about the best way to proceed with the overall policy review plan, the Policy Review Committee considered two main ideas: 1) the concept of identifying core values and common themes within existing policy, and 2) aligning policy to the Board’s mandated responsibilities to ensure accountability.

The Policy Review Committee believes that the new *Education Act* can provide a valuable lens from which to approach the overall review of the Board’s policy. Although the new *Education Act* has yet to be proclaimed, the recent Royal Assent of the Act by the Legislature means it will frame education in Alberta for the foreseeable future. While many of the mandated responsibilities for school boards are ostensibly the same in the new *Education Act* as in the *School Act*, the values of inclusion, respect for diversity and desire for efficient use of public resources through intergovernmental and community agency partnerships and stakeholder engagement are more evident. In addition, “natural person powers” give boards greater flexibility and there is an entirely new section outlining the expectations for parents as key partners in Education.

By focusing on the Board’s mandated responsibilities for the overall approach to the review of board policy, any gaps or redundancies in responsive policy can be identified and addressed in a methodical manner. This approach will enable the Board to articulate any specific expectations with respect to meeting a board responsibility, provide the Superintendent of Schools with parameters for the effective operation of the District, and ensure clear lines of reporting and accountability are in place for each policy. This approach, combined with the new framework for policy development, will hopefully increase public understanding of the role of the Board by clarifying the link between the Board’s responsibilities, policies and accountability.

Attachment I provides an outline of the overall approach to the review of board policy using the board responsibilities outlined in Section 33 of the *Education Act* to identify policy themes. Responsive existing policies have been grouped according to board responsibility and may appear under more than one theme. This work will require looking at all related policies by theme to identify gaps and redundancies and will involve substantial initial cross-department collaborative work.

Attachment II is a proposed policy review plan for the remainder of 2012-2013. Given previous Board motions that tasked the Policy Review Committee with reviewing the Student Achievement and Growth policy and developing a new Planning Principles policy, these policies are part of the 2012-13 plan. In conjunction with work on these two policies, the

Committee has identified three board responsibilities as policy theme targets for the remainder of 2012-2013 and work on one additional responsibility which will begin in 2012-2013 but will likely not be completed until 2014.

Attachment III is a proposed plan to reformat those board governance items currently in the Trustee Manual format into board policy format as an official Section B – Board Governance and Operations in the Board Policy Manual. The Policy Review Committee is asking for the Board to expand the District Priorities and Governance Committee’s mandate for the review of the Trustee Manual to assist the Policy Review Committee by delineating those board governance items from information items and revising the board governance items as policy statements in accordance with Board Policy CH.BP – Framework for Policy Development and Review. The Policy Review Committee will review the draft Section B for format prior to recommendation to Board for approval.

RELATED FACTS

The Board should be aware that the best case timelines have been presented. As the work proceeds in considering each broad policy theme, adjustments may need to be made to related policies, placement of policies within the codification structure and timelines accordingly.

OPTIONS CONSIDERED

The following options have been considered for the sequencing of policy reviews for the remainder of 2012-2013 as they are deemed the most admissible:

1. Review and/or develop broad overarching policy and expectations addressing board responsibilities with reference to the *Education Act* S331(1): (a) student programming, (b) assessment of student achievement, (d) provision of a welcoming, caring, respectful and safe learning environment, and begin work on (i) ensure effective stewardship of the Board’s resources.
2. Review, and where appropriate, reformat those policies recently developed and approved within this Board’s term of office since November 2010 in keeping with the new Framework for Policy Development and Review.
3. Review or develop policies section by section starting with sections A and C which deal with foundational and philosophical commitment policies and delegated authority for general school and district administration.

CONSIDERATIONS & ANALYSIS

A combination of Options 1 and 2 is recommended. The proposed themes outlined for Option 1 are a logical starting point for developing the skeletal framework for board policy. The Board has reviewed 27 policies within its term to date and 18 fall within one or more of the four recommended policy themes outlined in Option 1. This being the final year of this Board’s term, this combined approach will also serve to consolidate the policy work of the current Board.

NEXT STEPS

Once the Board has approved the overall approach to the review of board policy and the annual plan for the remainder of the 2012-2013 year, work will proceed according to the plan. The Policy Review Committee shall keep the Board apprised of progress and changes in timelines should they occur.

ATTACHMENTS & APPENDICES

ATTACHMENT I	Board Responsibilities in the <i>Education Act</i> vis-à-vis Board Policy
ATTACHMENT II	Policy Development Plan for 2012-2013
ATTACHMENT III	Section B – Board Governance and Operations of the Board Policy Manual
APPENDIX I	Current Policy Manual Codification Structure (showing changes in mark-up)

AS:pc

Board Responsibilities in the *Education Act* vis-à-vis Board Policy

This document is an outline of a proposed sequencing for the overall review of Board Policy.

BACKGROUND

The Board's power to delegate authority (Section 52) and legislated board responsibilities (Section 33) in the new, yet to be proclaimed, *Education Act* are key considerations in the review of existing board policy.

Like the *School Act*, the *Education Act/Bill 3* delegates administrative and legislative powers and obligations to school boards. Part 4 Division 1 addresses Board Powers similar to section 60 of the *School Act* and is the primary reference for administrative and legislative powers and obligations. Other powers and obligations have been delegated in a variety of sections of the *Education Act*.

Section 52 (61) **Delegation of power**, similar to Section 61 of the *School Act*, enables the Board to delegate by board resolution its authority.

52(1) Subject to subsections (4) and (5), a board may authorize

... any of its employees, a committee, a school councilto do any act or thing or exercise any power that the board may do or exercise or is required to do or exercise.

(4) A board shall not delegate

- (a) the power to make a bylaw under this Act,
- (b) the power to close a school or school building under section 62,
- (c) the power to requisition from a municipality that the board may have from time to time, or
- (d) the power to hold a hearing under section 212.

(5) A board shall not delegate, except to a superintendent employed by the board,

- (a) the power to suspend the services of a teacher, or
- (b) the power to terminate the services of a teacher.

In other words a board cannot delegate:

- The power to make a bylaw,
- The power to close a school or school building
- The power to requisition form a municipality, and
- The power to hold a teacher transfer hearing

General powers of boards

Section: 53; 60

“53(1) A board shall

- (a) **establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33,***
- (b) ensure that all policies are available and accessible to students, parents, board employees and others affected by the policies,*
- (c) in co-operation with school councils, provide for parental and community engagement in schools, and*
- (d) maintain, repair, furnish and keep in good order all its real and personal property.*

(2) A board may

- (a) subject to section 18 and any regulations under this Act, develop, acquire or offer courses or programs,*
- (b) subject to section 18 and any regulations under this Act, develop or acquire instructional materials for use in courses or programs or in schools, and*
- (c) **make policies, subject to any regulations under this Act, respecting the establishment, administration, management and operation of***
 - (i) schools operated by the board, or*
 - (ii) school buses and other vehicles used for the purposes of the board.”*

What follows is a chart, listing Board responsibilities as laid out in Section 33, a preliminary identification of responsive existing board policies, suggested topics for corresponding broad overarching policies and the review year. There are 27 policies that are eligible for reformatting and review which may appear in the chart in more than one section.

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(a) <u>deliver</u> appropriate education <u>programming to meet the needs of all students</u> enrolled in a school operated by the board and to enable their success,</p>	<p>HA.BP – Student Programs IA.BP – Inclusive Education HGA.BP – Basic Instructional Program HGAB.BP – Multicultural Education HGAF.BP – Second Language Education, HG AJ.BP – Early Years, IAA.BP – Aboriginal Education IG.BP – Student Behaviour and Conduct GC.BP – Recruitment, Employment, Qualifications and Deployment of Staff HGDD.BP – Performance and Exhibit Opportunities in the Fine Arts HD.BP – Instructional Time HJ.BP – Comprehensive Guidance and Counselling Programs and Services HI.BP – Teaching and Learning Resources HK.BP – Student Achievement and Growth IC.BP – Student Accommodation FED.BP – Capital Planning IEC.BP – Student Admission to the District IED.BP – Student Attendance HICA.BP – Field Trips HIAA.BP – Health Instruction Materials FO.BP – Environment HCA.BP – Approval of the School Year Calendar HE.BP – Organization for Instruction HGE.BP – Continuing Education</p>	<p>Appropriate programming to meet needs of all students.</p> <p>Delivery of programming to meet needs of all students in a school: (staffing, facilities, transportation, instruction) (see 33(1)(i))</p>	<p>HA.BP IA.BP IC.BP HJ.BP FED.BP HD.BP IEC.BP IED.BP GC.BP</p>	<p>2012-2013</p>

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(b) <u>be accountable and provide assurances</u> to students, parents, the community and the Minister for student achievement of learning outcomes,</p>	<p>HK.BP – Student Achievement and Growth DA.BP – Fiscal Oversight and Management HD.BP – Instructional Time JBC.BP-Communications Framework CN.BP – Managing District Information HCA.BP – Approval of the School Year Calendar HE.BP – Organization for Instruction IED.BP – Student Attendance Trustee Manual – Board Committees</p>	<p>Accountable assessment of student achievement of learning outcomes and reporting thereof.</p>	<p>JBC.BP HD.BP IED.BP</p>	<p>2012-2013</p>
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(c) provide, <u>where appropriate</u>, for the <u>engagement</u> of parents, students, staff and the community, including municipalities and the local business community, in board matters, including the board’s plans and the achievement of goals and targets within those plans,</p>	<p>AA.BP – Stakeholder Engagement JBC.BP – Communications Framework JA.BP – Parent and Community Involvement CH.BP – Framework for Policy Development and Review IA.BP – Inclusive Education JJ.BP – Assisting Community Organizations GAA.BP – Human Resources Framework GBC.BP Liaison Committees HGAB.BP – Multicultural Education FB.BP – School Reopening FL.BP – School Closure IAA.BP – Aboriginal Education AGA.BP – Recognition of Students, Staff, Parents, and the Community JAB.BP – Comment, Delegations and Presentations at Board Meeting....</p>	<p>Appropriate stakeholder engagement.</p> <p>Open communication.</p>	<p>JBC.BP JA.BP CH.BP IA.BP JJ.BP JBC.BP</p>	<p>2013-2014</p>

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(d) ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,</p>	<p>IF.BP – Safe, Caring and Respectful Learning Environments IFA.BP – Sexual Orientation and Gender Identity GBE.BP – Health and Wellness of Staff and Students GBEA.BP – Occupational Health and Safety GBCA.BP – Respectful Working Environments GAA.BP Human Resources Framework EBC.BP – Emergency Plans HGDJ.BP – Participation in Interschool Athletic Activities IG.BP – Student Behaviour and Conduct HICA.BP – Field Trips IGD.BP – Student Suspension and Expulsion IA.BP – Inclusive Education IAA.BP – Aboriginal Education GBCB.BP – District Staff Code of Conduct; GBCE.BP – Mandatory Records Checks for Employees GBCE.BP – Volunteers- Registration and Record Checks GBB.BP – Community Funded Personnel ACB.BP – National Anthem and Flag HIAA.BP – Health Instruction Materials AA.BP – Stakeholder Engagement GJD.BP – Administrative Recognition GM.BP – Acknowledgement of Deaths and Bereavements</p>	<p>Welcoming, caring, respectful and safe learning/working environment.</p>	<p>JBC.BP ECA.BP IF.BP IFA.BP FM.BP IA.BP</p>	<p>2012-2013</p>

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
(continued)	JBC.BP – Communications Framework FM.BP –Alcoholic Beverages & Smoking on District Premises... HSHA.BP – Tutoring FO.BP – Environment GDB.BP – Terms and Conditions of Employment for Exempt Staff GFA.BP – Reduction of Staff GGC.BP – Staff Performance GIA.BP – Pensions GJD.BP – Administrative Recognition GM.BP – Acknowledgement of Deaths and Bereavements			
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(e) provide a continuum of specialized <u>supports and services</u> to students that is <u>consistent with the principles of inclusive education</u>,</p>	IA.BP – Inclusive Education HA.BP – Student Programs HGAJ.BP – Early Years, HGAB.BP – Multicultural Education HI.BP – Teaching and Learning Resources HSHA.BP - Tutoring HIBD.BP – Integrated School Library Learning Commons GJ.BP – Staff Leaves of Absence EEA.BP – Student Transportation HGDJ.BP – Participation in Interschool Athletic Activities KA.BP – District Technology HE.BP – Organization for Instruction HGE.BP – Continuing Education	<p>Provide a continuum of specialized supports and services consistent with inclusive education principles.</p>	HA.BP HIBD.BP IA.BP	2013-2014

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(f) <u>collaborate</u> with municipalities, other boards and community-based service agencies in order <u>to effectively address the needs of all students</u> and <u>manage the use of public resources</u>,</p>	<p>IA.BP – Inclusive Education GJ.BP – Staff Leaves of Absence HGAB.BP – Multicultural Education HG AJ.BP – Early Years JA.BP – Parent and Community Involvement JAA.BP – Educational Partnerships and Sponsorships JJ.BP – Assisting Community Organizations JG.BP – Community Use of District Buildings GBB.BP – Community Funded Personnel HIBD.BP Integrated School Library Learning Commons FEE.BP – Site Acquisition and Disposal JJA.BP – Electioneering and Politically motivated Communications DA.BP – Fiscal Oversight and Management JBD.BP – Protocol for Trustee Recognition... GBCE.BP – Volunteers- Registration and Record Checks FF.BP – Naming of Schools JH.BP – Public Gifts Trustee Manual – Elections, Advocacy Committee, Community Relations Committee</p>	<p>Intergovernmental/community agency collaboration for effective and efficient use of public resources in addressing needs of all students.</p>	<p>JA.BP JJ.BP JG.BP HIBD.BP IA.BP JBD.BP Trustee Manual</p>	<p>2012-2013</p> <p>2013-2014</p>

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(g) <u>collaborate</u> with <u>post-secondary institutions</u> and the community to enable <u>smooth transitions</u> for students <u>from secondary to post-secondary</u> education;</p>	HA.BP – Student Programs IA.BP – Inclusive Education IAA.BP – Aboriginal Education HGAB.BP/AR – Multicultural Education HK.BP – Student Achievement and Growth HGE.BP – Continuing Education	<p>Collaborate with post-secondary for smooth transition from secondary.</p>	HA.BP	2014-2015
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(h) establish and maintain <u>governance and organizational structures</u> that <u>promote student well-being and success</u>, and monitor and evaluate their effectiveness,</p>	GBE.BP – Health and Wellness of Staff and Students IF.BP – Safe, Caring, and Respectful Learning Environments CH.BP – Framework for Policy Development and Review CHA.BP – Delegation of Authority AD.BP – District Priorities AE.BP – District Vision and Mission GIC.BP – Employee Assistance HJ.BP – Comprehensive Guidance and Counseling Programs and Services GGB.BP – Evaluation of Superintendent of Schools Trustee Manual – Trustee Committees	<p>Governance and organizational structures to promote student well-being and success and monitoring thereof for effectiveness</p>	CH.BP IF.BP Trustee Manual	2012-2013 2014-2015

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(i) ensure effective stewardship of the board’s resources,</p>	<p>DA.BP – Fiscal Oversight and Management DIE.BP – Appointment of Principal Banker DIE.BP – Auditor DJ.BP - Purchasing CN.BP – Managing District Information GAA.BP – Human Resources Framework GC.BP – Recruitment, Employment, Qualifications and Deployment of Staff ECA.BP – Security and Vandalism KA.BP – District Technology FA.BP – Planning Principles* FED.BP – Capital Projects FL.BP – School Closure JG.BP – Community use of District Buildings FO.BP - Environment JAC.BP – Funding and Endorsement Requests from External Agencies GBCB.BP – District Staff code of Conduct INB.BP – School Assessed Fees GB.BP Authority for Human Resource Decisions GBB.BP – Community Funded Personnel GBCE.BP – Volunteers- Registration and Record Checks GGC.BP – Staff Performance FEE.BP – Site Acquisition and Disposal</p>	<p>Effective stewardship of all district resources:</p> <ul style="list-style-type: none"> • Financial • Capital (buildings and real property) • SES: supplies, equipment, services • Human • Information and data (collected or created) 	<p>ECA.BP FED.BP JG.BP JAC.BP INB.BP GB.BP</p> <p>FA.BP* new Planning Principles</p> <p>Trustee Manual</p>	<p>2012-2014</p>

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
(continued)	EEA.BP – Student Transportation FECA.BP – Identification of a Building as a Historic Resource FF.BP – Naming of Schools JH.BP – Public Gifts Trustee Manual – Expense Reporting			
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(j) recruit the superintendent and entrust the day-to-day management of the school division to the staff through the superintendent,</p>	<p>GGB.BP – Evaluation of Superintendent CHA.BP – Board Delegation of Authority CH.BP – Framework for Policy Development and Review GB.BP – Authority for Human Resources Decisions</p>	Superintendent Role and Responsibilities	CH.BP	2013-2014
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(k) develop and implement a code of conduct that applies to trustees of the board, including definitions of breaches and sanctions, in accordance with principles set out by the Minister by order,</p>	Trustee Manual – Principles of Board Operation and Protocols	Board and Trustee Role and Responsibilities and Code of Conduct (see also 33(4)).	Trustee Manual	<p>2012-2013</p> <p>2014-2015</p>
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(l) comply with all applicable Acts and regulations,</p>	<p>CH.BP – Framework for Policy Development and Review CHA.BP – Board Delegation of Authority GCA.BP – Qualifications for Teacher Continuing Contracts GIA.BP – Pensions</p>	Delegation of Authority	CH.BP	2013-2014

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(m) establish appropriate dispute resolution processes, and</p>	AB.BP – Appeals	Dispute resolution processes		2014-2015
<p>33(1) A board, as a partner in education, has the responsibility to:</p> <p>(n) carry out any other matters that the Minister prescribes.</p>	CHA.BP – Board Delegation of Authority	Delegation of Authority		2013-2014
<p>33(2) A board shall establish, implement and maintain a policy respecting the board’s obligation under subsection (1)(d) to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour.</p> <p>(3) A code of conduct established under subsection (2) must:</p> <p>(a) be made publicly available,</p> <p>(b) be reviewed every year,</p> <p>(c) be provided to all staff of the board, students of the board and parents of students of the board,</p> <p>(d) contain the following elements:</p> <p>(i) a statement of purpose that provides a rationale for the code of conduct, with a focus on welcoming, caring, respectful and safe learning environments;</p> <p>(ii) one or more statements that address the prohibited grounds of discrimination set out in the Alberta Human Rights Act;</p>	<p>IF.BP – Safe Caring and Respectful Learning Environments</p> <p>IFA.BP Sexual Orientation and Gender Identity</p> <p>IG.BP – Student Behaviour and Conduct</p> <p>IGD.BP – Student Suspension and Expulsions</p> <p>IED.BP – Student Attendance</p> <p>EDC.BP – Security and Vandalism</p>	Requirements for a Student Code of Conduct (see also 33(4))	IED.BP IF.BP IFA.BP	2014-2015

Board Responsibilities	Existing Board Policies	Policy Themes	Reviewed Since Nov. 2010 Eligible for Reformatting/ Combining	Review Year
<p>(iii) one or more statements about what is acceptable behaviour and what is unacceptable behaviour, whether or not it occurs within the school building, during the school day or by electronic means;</p> <p>(iv) one or more statements about the consequences of unacceptable behaviour, which must take account of the student's age, maturity and individual circumstances, and which must ensure that support is provided for students who are impacted by inappropriate behaviour, as well as for students who are impacted by inappropriate behaviour, as well as for students who engage in inappropriate behaviour, and</p> <p>(e) be in accordance with any further requirements established by the Minister by order.</p>				
<p>33(4) An order of the Minister under subsection (1)(k) or (3)(e) must be made publicly available.</p>				<p>2014-2015</p>

2012-2013 Policy Development Plan

POLICY	PURPOSE	LEVEL OF STAKEHOLDER ENGAGEMENT	Timelines:	
Planning Principles	To articulate a set of principles, in compliance with provincial legislation, to guide capital, facility and student accommodation planning.	Based on the extensive consultation completed from 2006 to 2010, it is recommended that the planning principles be confirmed through an on-line survey with a background report for context and details. Key Stakeholders will be encouraged to complete an in-depth survey or workbook.	November	Plan/charter goes to Policy Review Committee
			January 8, 2013	Policy Review Committee shares plan/charter with Board
			January 10, 2013	Draft of policy and report to Policy Review Committee
			January 22, 2013	Board gives first consideration
			February/March	Online stakeholder feedback
			April	Policy Review Committee review stakeholder input and review/revise draft policy
			April	Board gives second/third consideration and approves policy
HK.BP – Student Achievement and Growth	To provide clarity around the Board's beliefs and expectations for consistency in determining and reporting student achievement and	An online survey of 6 weeks for the draft policy accompanied by the background report for context outlining the research and factors considered	October 18	Draft plan for development of first to PrRC for approval of plan and timeline
			October 19-November 8	Literature Review
			October 19	Initial contact with influentials/focus groups

POLICY	PURPOSE	LEVEL OF STAKEHOLDER ENGAGEMENT	Timelines:	
	growth and to ensure that students are held to high standards and demonstrate proficiency relative to the required provincial curriculum.	in drafting the policy. In addition to the six-week online survey, a community teleconference will be held in January 2013.	October 24-November 15	Engagement of key informants and members of committees where possible
			November 14	Engagement of Principals at Committee meeting
			November 15-23	Synthesis of Data, Draft Policy
			December 6	Draft Policy to PRC
			December 11	First Consideration at Public Board
			December 17 / February 1	Post Draft Policy and background documents for input; hold community teleconference for input
			March	Policy Review Committee reviews stakeholder input and review/revise draft policy
			April	Board gives second/third consideration and approves policy

POLICY	PURPOSE	LEVEL OF STAKEHOLDER ENGAGEMENT	Timelines:	
<p>Deliver Appropriate Education Programming to Meet the Needs of All Students</p>	<p>To articulate the Board’s beliefs and expectations related to its responsibilities as per s33(1)(a) of the <i>Education Act</i>: to deliver appropriate education programming to meet the needs of all students enrolled in a school operated by the board and to enable their success</p>	<p>Background report on factors considered in drafting of policy (ies) provided along with a 4 to 6 week stakeholder survey of the draft policy.</p>	<p>January - March</p>	<p>Cross department collaboration in reviewing responsive existing Board policies to identify core beliefs and values for drafting a policy (ies) relative to the delivery of programming to meet needs of all students.</p>
			<p>March</p>	<p>Draft of policy(ies) and report to Policy Review Committee</p>
			<p>June</p>	<p>Board gives second/third consideration and approves policy(ies)</p>
			<p>April/May</p>	<p>Online stakeholder feedback</p>
<p>Accountable assessment of student achievement of learning outcomes and reporting thereof.</p>	<p>To articulate the Board’s beliefs and expectations related to its responsibilities as per s33(1)(b) of the <i>Education Act</i> to be accountable and provide assurances to students, parents, the community and the Minister for student</p>	<p>Background report on factors considered in drafting of policy (ies) provided along with a 4 to 6 week stakeholder survey of the draft policy.</p>	<p>See timelines for:</p> <ul style="list-style-type: none"> • HK.BP – Student Assessment, Achievement and Growth; • Deliver Appropriate Education Programming; • Effective Stewardship of Board Resources 	<p>Cross department collaboration in reviewing responsive existing Board policies to identify core beliefs and values for drafting a policy(ies) relative to accountable assessment of student achievement of learning outcomes and reporting thereof.</p>

POLICY	PURPOSE	LEVEL OF STAKEHOLDER ENGAGEMENT	Timelines:	
	achievement of learning outcomes.			
Welcoming, caring, respectful and safe learning/working environment	To articulate the Board’s beliefs and expectations related to its responsibilities as per s33(1)(d) of the <i>Education Act</i> : ensure that each student enrolled in a school operated by the board and each staff member employed by the board is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.	Background report on factors considered in drafting of policy (ies) provided along with a 4 to 6 week stakeholder survey of the draft policy.	January - March	Cross department collaboration in reviewing responsive existing Board policies to identify core beliefs and values for drafting a policy (ies) relative to ensuring that each student and staff member of the district is provided with a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging.
			March	Draft of policy(ies)and report to Policy Review Committee
			April	Board gives first consideration
			April/May	Online stakeholder feedback

POLICY	PURPOSE	LEVEL OF STAKEHOLDER ENGAGEMENT	Timelines:	
			June	Board gives second/third consideration and approves policy (ies).
Effective Stewardship of Board Resources	To articulate the Board’s beliefs and expectations related to its responsibilities as per s33(1)(i) of the <i>Education Act</i> : to ensure effective stewardship of (all) Board resources. <ul style="list-style-type: none"> • Financial • Capital • Human • SES: supplies, equipment, services • Information and data (collected or created) 	Background report on factors considered in drafting of policy(ies) provided along with a 4 to 6 week stakeholder survey of the draft policy(ies).	January – March 2013	Cross department collaboration in reviewing responsive existing Board policies to identify core beliefs and values for drafting a policy(ies) relative to ensuring effective stewardship of all Board resources for: <ul style="list-style-type: none"> • Financial • Capital (see also Planning Principles) • Human • Supplies Equipment Services • Information Security 2013 as part of overall Information Governance (information and records management) 2014
			March	Draft of policy(ies) and report to Policy Review Committee
			April	Board gives first consideration

POLICY	PURPOSE	LEVEL OF STAKEHOLDER ENGAGEMENT	Timelines:	
			April/May	Online stakeholder feedback
			June	Board gives second/third consideration and approves policy(ies).

SECTION B - BOARD GOVERNANCE AND OPERATIONS of the BOARD POLICY MANUAL

<p>Section B of Policy Manual – Trustee Manual</p>	<p>To articulate the Board’s beliefs and expectations related to its role and responsibilities, its own procedures and conduct as a school board. Address <i>Education Act</i>: s33(1)(b), (f), (h), (i), and (k)</p>		<p>January - March</p>	<p>Identify, review and reformat those items in the current Trustee Manual of a policy nature into Board policy format as per CH.BP. Identify and review responsive items in the Trustee Manual in relation to <i>Education Act</i>: s33(1)(b), (f), (h), (i), and (k)</p>
			<p>April</p>	<p>Draft of formatted policies to Policy Review Committee</p>
			<p>May</p>	<p>Board gives first consideration. Board gives second/third consideration and approval.</p>

**POLICY MANUAL CODIFICATION STRUCTURE
(BASED ON NATIONAL SCHOOL BOARDS ASSOCIATION)**

A: FOUNDATIONS AND PHILOSOPHIC COMMITMENTS

The foundation statements in this section clarify the principles supportive of the public school system in that the school board is a legal entity -- an autonomous body created by the legislature - - intended to function in a democratic manner. The philosophic commitments, viewed as an educational philosophy, serve to guide the Board in policy development, the administrative staff actions and the operational decisions of staff. The philosophy should be interpreted through goals and specific expectations.

B: BOARD GOVERNANCE AND OPERATIONS (Trustees Manual)

This section contains statements about the Board as a corporate body. That is, the Board is "ruling on itself". It speaks to its own operations, its own procedures, its own practices, and its own conduct as a school board. In dealing with its own operating procedures, some statements will sound more like rules or by-laws, but will be policies nonetheless, albeit operational.

~~**C: GENERAL SCHOOL ADMINISTRATION**~~

~~This section deals with policies regarding school district management, on the formulation of administrative regulations, and policies pertaining to the position of the Superintendent of Schools.~~

~~**D: BUSINESS ADMINISTRATION**~~

~~This section provides policy statements concerning the finance and control aspects of the school district.~~

C: DISTRICT ADMINISTRATION (combines sections C and D)

This section contains policy statements and expectations for school district management, business administration, finance and control aspects of district operations for effective and efficient stewardship of public funds, physical and information assets. It contains policy on the formulation of board policy and administrative regulations and the delegation of authority to the Superintendent of Schools.

DE: SUPPORT SERVICES (includes section K)

This section includes policies related to non-instruction functions, support services, and programs.

EF: FACILITIES

This section covers facility development and construction as well as related activities such as long-range planning, renovations and remodeling, and leasing and renting of facilities.

FG: HUMAN RESOURCES AND EMPLOYEE RELATIONS

These two areas relate to the school board's relationship to staff.

GH: CURRICULUM AND INSTRUCTION

This section deals with the total instruction program and reflects the school's reason for being: to provide the best possible educational opportunity for students.

HI: STUDENTS

This section deals with student-related policies addressing the collective and individual needs and welfare of students, and the educational needs and welfare of society.

IJ: ~~SCHOOL - COMMUNITY RELATIONS~~ PARTNERS IN EDUCATION

This section deals with relations with the general public, community organizations, and other public agencies (including other educational agencies and groups).

~~K: DISTRICT TECHNOLOGY~~

~~This section deals with district policy standards, specifications and guidelines for the appropriate use of district technology and specifically digital technologies.~~

DATE: January 8, 2013

TO: Board of Trustees

FROM: Trustee Dave Colburn, Chair, ASBA Issues and Resolutions Committee
Trustee Sarah Hoffman, ASBA Issues and Resolutions Committee
Trustee Cheryl Johner, ASBA Issues and Resolutions Committee

SUBJECT: ASBA Issues and Resolutions Committee: ASBA Call For Input Into the ASBA Strategic Plan 2013-2016

RESOURCE STAFF: Tash Taylor

ISSUE

Through a questionnaire, the Alberta School Boards Association (ASBA) Board of Directors is seeking input from school boards on priorities for the Association's 2013-2016 strategic plan.

RECOMMENDATION

That the Board approve the questionnaire responses in Attachment I, as proposed by the ASBA Issues and Resolutions Committee.

BACKGROUND

The ASBA Board of Directors annually reviews and renews their strategic plan each January, when determination is made as to whether the priorities are still applicable and should be included in the next plan, or are complete and would result in their exclusion from the next plan. Any new initiatives are also added at this time.

KEY POINTS

- The ASBA Strategic Plan 2013-2016 will be developed by the Board of Directors in January 2013, approved at the March 2013 Board of Directors meeting, and begin implementation in September 2013.
- All ASBA member school boards are being asked for input into the ASBA's Strategic Plan. The Edmonton Public School Board is one stakeholder in the process. The Board of Directors will assess all the input received, with the Directors being charged with developing the ASBA's Strategic Plan.
- There are 16 questions in the survey which are based on the ASBA's current 2012-2015 Strategic Plan.

CONSIDERATIONS & ANALYSIS

- The Issues and Resolutions Committee discussed the survey questions and is proposing responses based on the Edmonton Public School Board's areas of focus for 2013 and the District's mission and priorities.

- The ASBA provided its [ASBA 2012-2015 Strategic Plan At-a-Glance](#) and is included as Attachment II. The status of each of the initiatives identified in the 2012-2015 Strategic Plan was not provided.
- The Committee also discussed suggesting to the ASBA that, in future, the status of each activity mentioned in the 2012-2015 Strategic Plan be identified for better analysis. Additionally, a mention will be made that the timeline of four weeks for providing input was extremely tight given the winter break, and earlier distribution of the materials would be appreciated.

NEXT STEPS

Subject to the Board's approval of the recommendation, the Administration will submit the questionnaire responses to the ASBA Policy Research Analyst by January 11, 2013 as per the ASBA's request.

ATTACHMENTS & APPENDICES

ATTACHMENT I Proposed Questionnaire: *Priorities for the 2013-2016 ASBA Strategic Plan*
ATTACHMENT II [ASBA 2012-2015 Strategic Plan At-a-Glance](#)

TT:

Questionnaire: Priorities for the 2013 – 2016 ASBA Strategic Plan

School board responses to the following questions with respect to current strategic priorities and corresponding key results will inform the ASBA Board of Directors as they determine the 2013-2016 ASBA Strategic Plan, implementation of which will begin in September 2013.

Strategic Priority A: ASBA provides leadership through its support of school boards in their provision of successful learning opportunities for all students.

Please
check one

✓	Strategic Priority A should be a high priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority A should be a medium priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority A should be a low priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority A should not be a priority for ASBA and should <i>not</i> be included in the 2013-2016 ASBA Strategic Plan.
<p>Comments: The focus on students is of utmost importance and should be the driving force behind decisions at both the provincial and local levels.</p>	

Key Result A1: Leadership and support are provided to school boards to facilitate their development of personalized learning environments for all students.

Please
check one

	Key Result A1 should be a high priority for ASBA.
✓	Key Result A1 should be a medium priority for ASBA.
	Key Result A1 should be a low priority for ASBA.
	Key Result A1 should not be a priority for ASBA.
<p>Comments: Although the provincial association may provide guidance and support to local school boards on Personalized Student Learning, it is the responsibility of each school jurisdiction to understand and develop learning environments that respond to local needs. Personalized Student Learning is not a one model fits all, and this is best handled at the local level unless specific assistance is requested by a school district.</p>	

Key Result A2: Leadership and support are provided to school boards to share and implement best practices relative to First Nations, Métis and Inuit education.

✓	Key Result A2 should be a high priority for ASBA.
	Key Result A2 should be a medium priority for ASBA.
	Key Result A2 should be a low priority for ASBA.
	Key Result A2 should not be a priority for ASBA.
<p>Comments:</p> <p>The growing FNMI youth population in Alberta presents a great opportunity for educational leaders across the province to ensure resources are accessible to effectively support FNMI students in reaching their potential. First Nations, Métis and Inuit youth play an important role in our province, now and especially in the future, as the youth move into the workforce and become tomorrow's leaders.</p>	

Key Result A3: Partnerships are strengthened for the effective development, implementation and expansion of wrap around services

✓	Key Result A3 should be a high priority for ASBA.
	Key Result A3 should be a medium priority for ASBA.
	Key Result A3 should be a low priority for ASBA.
	Key Result A3 should not be a priority for ASBA.
<p>Comments:</p> <p>With the growing population and increased diversity of needs in the province, working together to provide supports is the only way to use limited resources to reach the greatest number of students. From social services to infrastructure, pooling resources and leveraging community partners' strengths is the direction that must be pursued if we are going to have the greatest impact on student success.</p>	

Key Result A4: Partnerships are strengthened for the promotion of student health and wellbeing.

Please
check one

✓	Key Result A4 should be a high priority for ASBA.
	Key Result A4 should be a medium priority for ASBA.
	Key Result A4 should be a low priority for ASBA.
	Key Result A4 should not be a priority for ASBA.
<p>Comments:</p> <p>Health and well-being is a keystone in student learning and success. When children are healthy and safe they are able to perform at improved levels. It is critical that all students are given opportunities to come to school in the best possible position physically, nutritionally, and mentally to learn and live.</p>	

Key Result A5: Support is provided to school boards in the implementation of successful early intervention and early learning programming.

Please check one

✓	Key Result A5 should be a high priority for ASBA.
	Key Result A5 should be a medium priority for ASBA.
	Key Result A5 should be a low priority for ASBA.
	Key Result A5 should not be a priority for ASBA.
<p>Comments:</p> <p>The Edmonton Public School Board is committed to reaching children early in their educational journey as a means to engage children and parents in a lifelong commitment to educational success. Early learning experiences are crucial to the future well-being of children, and establish the foundation for the acquisition of knowledge and skills that will affect later learning and behaviour. Specifically, access to full-day kindergarten for children with social vulnerabilities can provide additional supports that can better position a child for long-term success. Heightened advocacy to the Province to provide for full-day kindergarten must be continued.</p>	

Strategic Priority B: ASBA provides leadership and support to assist school boards in implementing effective governance practices informed by their public’s views and values.

Please check one

	Strategic Priority B should be a high priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
✓	Strategic Priority B should be a medium priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority B should be a low priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority B should not be a priority for ASBA and should <i>not</i> be included in the 2013-2016 ASBA Strategic Plan.
<p>Comments:</p> <p>Each jurisdiction is responsible for establishing its own governance protocols and practices. It can be challenging for a provincial association to know the values each community may hold. However, it is important for the ASBA to continue sharing common values across the province, sharing pan-jurisdictional information through its various annual reports. It is also valuable for the ASBA to continue informing school boards on matters that affect all members, such as the <i>Education Act</i> and negotiations.</p>	

Key Result B1: Support is made available to school boards in relation to their evolving governance practices.

	Key Result B1 should be a high priority for ASBA.
	Key Result B1 should be a medium priority for ASBA.
✓	Key Result B1 should be a low priority for ASBA.
	Key Result B1 should not be a priority for ASBA.
<p>Comments:</p>	

Key Result B2: Resources and support are made available to school boards to enhance community engagement in public education.

✓	Key Result B2 should be a high priority for ASBA.
	Key Result B2 should be a medium priority for ASBA.
	Key Result B2 should be a low priority for ASBA.
	Key Result B2 should not be a priority for ASBA.
<p>Comments:</p> <p>Today’s public is more informed, and has higher expectations than ever for being involved in decisions that affect them. Elected officials have a greater duty to ensure the concerns and views of all stakeholders/partners are taken into account. This is not an easy task as public engagement efforts must be organized, consistent and regular to be effective. Resources and supports from the ASBA could assist both large and smaller districts as resources are finite everywhere (time, economic, and human).</p>	

Strategic Priority C: ASBA provides leadership in advocating on behalf of school boards and supports boards in their advocacy efforts.

Please
check one

✓	Strategic Priority C should be a high priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority C should be a medium priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority C should be a low priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority C should not be a priority for ASBA and should <i>not</i> be included in the 2013-2016 ASBA Strategic Plan.
<p>Comments:</p> <p>There is strength in numbers. With the number of students the ASBA membership represents, part of the ASBA's key work should be around advocacy. The ASBA can assist in making sure the Province knows where school boards stand on issues and continue to make the membership's voice(s) heard. It can be difficult for individual school boards to reach the Minister and be heard by the provincial legislators, and the ASBA has this access which is valuable and needed.</p>	

Key Result C1: Primary areas of advocacy are determined.

Please
check one

✓	Key Result C1 should be a high priority for ASBA.
	Key Result C1 should be a medium priority for ASBA.
	Key Result C1 should be a low priority for ASBA.
	Key Result C1 should not be a priority for ASBA.
<p>Comments:</p> <p>It is important primary areas of advocacy be established; however, many of the policy positions approved at the Fall General Meeting provide a solid starting point. Timely and regular communications must be shared from the ASBA with the membership on all advocacy efforts planned and undertaken in addition to annual reports.</p>	

Key Result C2: Partnerships are established and strengthened to enable effective advocacy.

Please
check one

✓	Key Result C2 should be a high priority for ASBA.
	Key Result C2 should be a medium priority for ASBA.
	Key Result C2 should be a low priority for ASBA.
	Key Result C2 should not be a priority for ASBA.
<p>Comments:</p> <p>Solidifying partnerships and having multiple groups champion a cause increases the chances of being heard. When one Board is the sole voice on a matter, it runs the risk of being viewed as an outlier with a narrow purpose. Multiple groups rallying behind a common cause increases the ability to influence and direct change.</p>	

Key Result C3: Support is made available to school boards in communicating with the public and the Government of Alberta the need for a funding framework that addresses the current realities of school boards.

Please
check one

<input checked="" type="checkbox"/>	Key Result C3 should be a high priority for ASBA.
<input type="checkbox"/>	Key Result C3 should be a medium priority for ASBA.
<input type="checkbox"/>	Key Result C3 should be a low priority for ASBA.
<input type="checkbox"/>	Key Result C3 should not be a priority for ASBA.
<p>Comments:</p> <p>With an annual budget cycle, school boards are continually in a reactive position regarding operational and program planning. Adequate, predictable and sustainable funding remain key principles; however, the unpredictable nature of the funding structure is an ongoing issue that needs to be addressed. It is puzzling when government ministries publish business plans with three-year financial targets, yet these are not extended to the local level.</p> <p>Funding for annual and ongoing maintenance and infrastructure needs must also be revisited as the current formulae do not take into account many realities school boards face today.</p>	

Strategic Priority D: ASBA provides leadership and support to position school boards to lead change in public education in Alberta.

Please
check one

	Strategic Priority D should be a high priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
✓	Strategic Priority D should be a medium priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority D should be a low priority for ASBA and remain in the 2013-2016 ASBA Strategic Plan.
	Strategic Priority D should not be a priority for ASBA and should <i>not</i> be included in the 2013-2016 ASBA Strategic Plan.
<p>Comments:</p> <p>As mentioned in Section C, there is strength in numbers when leading change. As seen at the Fall General Meeting, there is opportunity and ongoing need for school boards in Alberta to continue shaping the future of education.</p>	

Key Result D1: Leadership and support are provided to school boards in the strategic development and implementation of changes in legislation, regulation, education policy and labour relations.

Please
check one

	Key Result D1 should be a high priority for ASBA.
✓	Key Result D1 should be a medium priority for ASBA.
	Key Result D1 should be a low priority for ASBA.
	Key Result D1 should not be a priority for ASBA.
<p>Comments:</p> <p>Some school jurisdictions may not have expertise in-house and require a range of specialist services. Providing leadership and support can enable school districts to access appropriate resources for challenging situations; for example, with local bargaining.</p>	

Please identify any additional priorities you feel should be included in the 2013-2016 ASBA Strategic Plan, along with rationale which may inform consideration by the Board of Directors.

<p><u>Focus on Equity:</u></p> <p>With Alberta's growing population and changing demographics in our schools, the ASBA can play a leadership and advocacy role in recognizing the unique needs of our diverse student population. It is important that funding levels are adequate to support the unique needs of our immigrant students.</p> <p>Focus on equity also ties in with anti-bullying and anti-discrimination efforts to ensure everyone's human rights are upheld in Alberta school environments.</p>
--

ALBERTA SCHOOL BOARDS ASSOCIATION

STRATEGIC PLAN 2012-2015

Strategic Priority A: ASBA provides leadership through its support of school boards in their provision of successful learning opportunities for all students.

<p>Key Results</p> <p>A1 Leadership and support are provided to school boards to facilitate their development of personalized learning environments for all students.</p> <p>A2 Leadership and support are provided to school boards to share and implement best practices relative to First Nations, Métis and Inuit education.</p> <p>A3 Partnerships are strengthened for the effective development, implementation and expansion of wrap around services.</p> <p>A4 Partnerships are strengthened for the promotion of student health and wellbeing.</p>	<p>Strategies</p> <p>A1.1 Establish a Personalized Student Learning task force, with the following among its objectives: Assess the implications of Personalized Student Learning. <ul style="list-style-type: none"> € Develop an action plan to enable school boards to support Personalized Student Learning. </p> <p>A1.2 Provide policy advice to school boards on implementing Personalized Student Learning.</p> <p>A2.1 Extend the First Nations, Métis and Inuit Student Success and Wellbeing Education Partners’ task force, with an objective to implement an action plan to support First Nations, Métis and Inuit student success and wellbeing.</p> <p>A2.2 Encourage all First Nations, Métis and Inuit school jurisdictions to join ASBA as associate members.</p> <p>A2.3 Invite trustees to self-identify for the purpose of establishing a network of trustees with First Nations, Métis or Inuit heritage, and facilitate networking opportunities for this group in advance of general meetings.</p> <p>A3.1 Establish a Wrap Around Services task force, with an objective to encourage and promote collaborative partnerships to expand wrap around services in the province.</p> <p>A3.2 Construct an action plan for boards and agencies complete with possible governance structures.</p> <p>A4.1 Support the implementation of the action plan developed by the joint Student Health and Wellbeing task force.</p> <p>A4.2 Host a national conference incorporating health and education to discuss increased collaboration and commitment in the area of school health.</p> <p>A4.3 Provide policy advice to school boards on creating caring, respectful and safe school environments.</p>
<p>A5 Support is provided to school boards in the implementation of successful early intervention and early learning programming.</p>	<p>A5.1 Establish an Early Intervention/Learning task force, with an objective to develop an action plan to enable school boards to implement early intervention and early learning programming.</p>

Strategic Priority B: ASBA provides leadership and support to assist school boards in implementing effective governance practices informed by their public’s views and values.

<p>Key Results</p> <p>B1 Support is made available to school boards in relation to their evolving governance practices.</p> <p>B2 Resources and support are made available to school boards to enhance community engagement in public education.</p>	<p>Strategies</p> <p>B1.1 Develop and implement a school board/ trustee development program based on emerging governance practices within the context of the new Education Act.</p> <p>B1.2 Stimulate best practices in collaborative partnerships.</p> <p>B2.1 Extend the Community Engagement task force and implement the action plan as developed.</p>
---	---

Strategic Priority C: ASBA provides leadership in advocating on behalf of school boards and supports boards in their advocacy efforts.

<p>Key Results</p> <p>C1 Primary areas of advocacy are determined.</p> <p>C2 Partnerships are established and strengthened to enable effective advocacy.</p> <p>C3 Support is made available to school boards in communicating with the public and the Government of Alberta the need for a funding framework that addresses the current realities of school boards.</p>	<p>Strategies</p> <p>C1.1 Invite input from school boards relative to ASBA’s advocacy priorities.</p> <p>C1.2 Communicate ASBA’s priority areas for advocacy.</p> <p>C1.3 Provide direction and support to zones in how best to support ASBA’s advocacy priorities.</p> <p>C1.4 Develop appropriate advocacy responses to Education Regulation proposals.</p> <p>C2.1 Invite partners to work with the ASBA on advocacy issues and ensure relationships with these organizations are nurtured.</p> <p>C2.2 Build partnerships to strengthen services to students.</p> <p>C2.3 Engage students to hear student perspectives on various subjects.</p> <p>C3.1 Establish a School Board Funding task force, with the following among its objectives: Identify cost drivers beyond the control of school boards. Develop a contractual agreement between school boards and the Government of Alberta with respect to the funding framework.</p>
---	--

Strategic Priority D: ASBA provides leadership and support to position school boards to lead change in public education in Alberta.

<p style="text-align: center;">Key Result</p> <p>D1 Leadership and support are provided to school boards in the strategic development and implementation of changes in legislation, regulation, education policy and labour relations.</p>	<p style="text-align: center;">Strategies</p> <p>D1.1 Extend the Transformation task force with the following among its objectives: Provide leadership in the development of an integrated approach to education transformation by working with relevant government ministries and organizations. Compile best practices on education transformation initiatives. Develop an action plan to enable school boards to actively implement education transformation initiatives focused on enhancing student success.</p> <p>D1.2 Actively participate in discussions on the Education Professions and Occupations Act and the regulations and policies which flow from the Education Act.</p> <p>D1.3 ASBA represents the interests of school boards throughout any process relative to teacher bargaining.</p> <p>D1.4 Develop and provide support for school boards and their senior administrators with respect to collective bargaining.</p>
---	---

DATE: January 8, 2013
TO: Board of Trustees
FROM: Edgar Schmidt, Superintendent of Schools
SUBJECT: Framework for Student Advisory Council
ORIGINATOR: Ron MacNeil, Assistant Superintendent of Schools
RESOURCE STAFF: Janice Bell, Sandy Forster, Dave Jones, Kathy Muhlethaler, Cory Sinclair, Jean Stiles
REFERENCE: April 10, 2012 Board Meeting

ISSUE

The Administration has developed a framework for the Student Advisory Council.

BACKGROUND

At the April 10, 2012 public board meeting, the Board of Trustees approved the following recommendation:

That the Administration create a Student Advisory Council to meet with the Board and Administration at least twice a year to provide student perspectives on educational issues.

CURRENT SITUATION

The framework would have the following elements:

Schedule

The Student Advisory Council would meet for the first time on a Tuesday morning in February 2013 (Feb. 5, 12, 19 or 26) at the Centre for Education. A second meeting could be held before May 31, 2013.

Process

The Student Advisory Council would take the form of a modified Aboriginal Learning Circle.

Format

Students would participate in two Learning Circle sessions, during which they and the Trustees would engage in important educational conversation. Each session topic would have guiding questions and a Circle Keeper to ensure input from all.

The Circle Keeper would have extensive experience working with high school students. The key learnings in each discussion would be recorded by a process observer. This role would be assigned to staff.

Participants

Approximately 40 Grade 10-12 student representatives from district high schools would serve on the Student Advisory Council.

Each high school would be asked to submit the names and a short biography of the students representing their schools. The number of representatives would depend on the size of the school:

- one representative for schools with fewer than 1,000 students;
- two representatives for schools with 1,001 to 1,499 students; and
- three representatives for schools with at least 1,500 students.

The goal would be to invite a cross section of students (leadership, special education, at risk, diversity, academic experience, etc.) to serve on the council.

Suggested Topics for February 2013

One session could address the topic of teaching and learning. The two guiding questions could be:

- How do you know what you are expected to learn?
- Do you know what to do if you are not learning?

The second session could address the topic of Preparation for Work.

Follow-up

At the conclusion of the sessions, Trustees would meet as a smaller group to hear the key learnings from each of the sessions. Trustees may consider providing the committee with topics for the May session.

KEY POINTS

- All district high schools would be represented.
- Larger high schools would have a greater number of representatives.
- The council would feature a cross section of student participants.
- Circle keepers and process observers would be part of the process.
- Trustees would play an active role in the dialogue with students.
- Guiding questions would initiate the discussions.
- A record of key learnings would be tracked and shared with Trustees at the conclusion of each meeting.

RM:ap

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)

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.

Sarah Hoffman, Board Chair

Roberta Malysh, Secretary-Treasurer