




AGENDA

Edmonton School District No. 7
One Kingsway
Edmonton, Alberta

McCauley Chambers
Tuesday, May 21, 2013
2:00 p.m.

Board Meeting #22

- A. O Canada 
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Minutes
 - 1. DRAFT – Board Meeting #20 – May 7, 2013
- G. Comments from the Public and Staff Group Representatives
(NOTE: Pre-registration with the Board Office [780-429-8021] is required by noon Tuesday, May 21, 2013 to speak under this item.)
- H. Recognition
 - 2. Margaret T. Stevenson Award
(Information – 10-15 minutes required for this item.)
- I. Reports
 - 3. Report #10 of the Caucus Committee Meeting (From the Meeting Held May 14, 2013)
(Recommendation)
 - 4. ASBA Issues and Resolutions Committee: Alberta School Boards Association (ASBA) Proposed 2013-2014 Budget
(Recommendation)
 - 5. ASBA Issues and Resolutions Committee: Proposed Issues for the Alberta School Boards Association (ASBA) 2013 Policy Process
(Recommendation)
 - 6. High School Completion Rates in Seven Oaks School Division, Winnipeg, Manitoba
(Information - Response to Request for Information #236)

**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

7. Cost-Saving Initiatives
(Information - Response to Request for Information #260)
8. Education Property Tax
(Information - Response to Request for Information #272)
9. Feasibility of Junior High Arts Core Program in Northeast Edmonton
(Information - Response to Request for Information #273)

J. Other Committee, Board Representative and Trustee Reports

K. Comments from the Public and Staff Group Representatives – 5:00 p.m.
*(NOTE: Pre-registration with the Board Office [780-429-8021]
is required by noon Tuesday, May 21, 2013 to speak under this item.)*

L. Trustee and Board Requests for Information

M. Notices of Motion

N. Meeting Dates

O. Adjournment

MINUTE BOOK

Board Meeting #20

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, May 7, 2013 at 2:00 p.m.

Present:

Trustees

Leslie Cleary
David Colburn
Sarah Hoffman

Michael Janz
Cheryl Johner
Heather MacKenzie

Catherine Ripley
Ken Shipka
Christopher Spencer

Officials

Edgar Schmidt
David Fraser

Ron MacNeil
Roberta Malysh

Tanni Parker
Sandra Stoddard

Board Chair: Sarah Hoffman

Recording Secretary: Heather Lightfoot

A. **O Canada** 

Staff Group Representatives

Edmonton Public Teachers – Ed Butler, President
CUPE Local 474 – Felix De Los Santos, President

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

The Superintendent advised that all Trustees were present.

C. **Approval of the Agenda**

MOVED BY Trustee Janz:

“That the agenda for the May 7, 2013 board meeting be approved as printed.”

MINUTE BOOK

MOVED BY Trustee Cleary:

“That the agenda for the May 7, 2013 board meeting be amended by moving the three Annual Reports (Reports 7, 8, 9) up in the agenda to follow Report 3”.

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.

D. Communications from the Board Chair

Board Chair announced that she was present on May 2, 2013 along with several other Trustees, the Superintendent and members of the senior Administration for the Premier’s announcement of new schools in Edmonton. The District is receiving two new schools and; while this will not meet the District’s overall infrastructure needs, it is a positive first step.

E. Communications from the Superintendent of Schools

The Superintendent recognized and offered congratulations to a group of principals who were recently confirmed. A principal is designated for two years and after a two-year period and, with a recommendation from their Assistant Superintendent, they become confirmed principals in the district. The following confirmed principals were welcomed and introduced: Dorothy Arts, Bob Carter, Sherri Humphrys, Heather Langenhahn, Donna McIssac, Geoff Sader, Sunita Sahasrabuddhe, Carol Van Kuppeveld and Glen Wilcox.

The Superintendent recognized the challenging position the District is in with respect to the elimination of funding to the Music Enrichment Program. Students will continue to receive an outstanding music and arts education during the school day. The District is unable to continue to fund the after-school Music Enrichment Program; however, it is willing to facilitate a community solution to the funding shortfall by speaking to parent associations and community supporters to see if the program can continue in a different form. Interested parties are encouraged to send proposals for consideration. He noted that, regrettably, this is not the only reduction that will be made; however, the focus of the District will be on providing education, literacies, vulnerable students and education programming that meets all requirements of Alberta Education and the community.

MINUTE BOOK

F. Minutes

1. Board Meeting #19 – April 23, 2013

MOVED BY Trustee MacKenzie:

“That the minutes of Board Meeting #19 held April 23, 2013 be approved as printed.” (UNANIMOUSLY CARRIED)

G. Comments from the Public and Staff Group Representatives

The Board heard from the following speakers regarding the Music Enrichment Program:

- Mr. David Tam
- Mr. Keith Tam
- Ms Colleen Stanski
- Mr. Martin Kopchia, President Edmonton String Players Association
- Ms Lynnea Bartel-Nickel
- Ms Lindsay Woolgar
- Ms Meghan Rayment

The Board heard from the following speakers regarding the Optimal Enrolment Measure Motion:

- Ms Heidi Bowen, on behalf of Grovenor School Council
- Mr. Tim Berrett, Westlgen Parent Association

The Board heard from Ms Charlene Hay, Executive Director Centre for Race and Culture, regarding the Annual Report – Diversity and Equity:

H. Reports

2. Motion re Pesticide Ban

The Board heard from the following speakers regarding the Motion re Pesticide Ban:

- Mr. Tim Penstone, Sustainable Turf Management Business
- Ms Sheryl McCumsey
- Ms Sarah Hawkins, Canadian Cancer Society
- Mr. Travis Pulfer

MINUTE BOOK

MOVED BY Trustee Colburn:

“That, in order to better support the health of students, a policy be developed to eliminate the application of non-essential pesticides on school property, including playing fields. This policy will allow latitude for the use of pest-management products that are permitted for residential use in Canadian provinces with cosmetic pesticide bans.”

MOVED BY Trustee Spencer:

That the Motion be amended to read “That, in order to better support the health of students, a policy be developed to eliminate the application of non-essential pesticides on school property, including playing fields. This policy will allow latitude for the use of pest-management products that are permitted for residential use in Canadian provinces with cosmetic pesticide bans **and stronger measures to contain noxious weed infestations.”**

The Board Chair called the question on the Amendment.

IN FAVOUR: Trustees Colburn, Hoffman, Janz, Johner, MacKenzie, Ripley, Shipka and Spencer

OPPOSED: Trustees Cleary

The Amendment was CARRIED.

MOVED BY Trustee Hoffman:

That the Motion be amended to read ~~That in order to better support the health of students, a policy be developed to eliminate~~ “That, in the policy review process, Board Policy FO.BP - Environment be revised to eliminate** the application of non-essential pesticides on school property, including playing fields. This policy will allow latitude for the use of pest-management products that are permitted for residential use in Canadian provinces with cosmetic pesticide bans and stronger measures to contain noxious weed infestations.”**

The Board Chair called the question on the Amendment.

The Amendment was UNANIMOUSLY CARRIED.

MINUTE BOOK

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

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

OPPOSED: Trustee Ripley

The Motion was CARRIED.

3. Motion re Optimal Enrolment Measure

The Board heard from Ms Susan Ketteringham regarding the Motion re Optimal Enrolment.

MOVED BY Trustee Spencer:

“That a measure of optimal enrolment for all elementary and junior high schools be developed. It should be based on the Alberta Commission on Learning (ACOL) calculation of building capacity using recommended class sizes. Those classrooms leased to wraparound partners providing services to children and families shall be considered as fully occupied. The measure shall use provincially adjusted student enrolment to support equity for students with special needs”.

The Board Chair called the question.

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

OPPOSED: Trustee Ripley

The Motion was CARRIED.

Trustee Johner left at this point for the duration of the meeting.

MINUTE BOOK

7. Annual Report – Diversity and Equity
8. Annual Report – Health and Wellness of Staff and Students
9. Annual Report – Literacy (Reading and Writing)

MOVED BY Trustee Cleary:

“That the reports titled ‘Annual Report – Diversity and Equity’, ‘Annual Report – Health and Wellness of Staff and Students’ and ‘Annual Report – Literacy Reading and Writing’ be received for information.” (UNANIMOUSLY CARRIED)

There was a short break at this point in the meeting.

4. Policy Review Committee: Draft New Board Policy CNA.BP – Information Security

MOVED BY Trustee Ripley:

“That draft Board Policy CNA.BP – Information Security be considered for the first time and approved for posting on the district website for stakeholder input.” (UNANIMOUSLY CARRIED)

5. Elementary-Junior High District Developed and Acquired Senior High Locally Developed Courses

MOVED BY Trustee Shipka:

“That the following locally developed courses and resources be approved for use in Edmonton Public Schools.”

a. New courses developed by Edmonton Public Schools

Course Name	Level - Credit	Approval Period
Arabic Language and Culture 3Y	15 (5 credit) 25 (5 credit) 35 (5 credit)	September 2013 – August, 2016
Arabic Language and Culture 6Y	7-9 15 (5 credit) 25 (5 credit) 35 (5 credit)	September 2013 – August 2016

MINUTE BOOK

Course Name	Level - Credit	Approval Period
Punjabi Language and Culture 6Y	7-9 15 (5 credit) 25 (5 credit) 35 (5 credit)	September 2013 – August 2016

b. New courses acquired by Edmonton Public Schools

Course Name	Level - Credit	Approval Period
Study of Film (from St Albert Public School District)	35 (3 credit)	September 2013 – August 2016

c. Name change of courses previously acquired by Edmonton Public Schools

Course Name	Level - Credit	Approval Period
ESL Support to Science (from Calgary School District)	7-9	September 2013 – August 2014
ESL Support to Social Studies (from Calgary School District)	7-9	September 2013 – August 2014

d. Renewal of courses developed by Edmonton Public Schools

Course Name	Level - Credit	Approval Period
American Sign Language Arts (bilingual programming)	K-9	September 2013 – August 2016
Arabic Language Arts (bilingual programming)	K-9	September 2013 – August 2016
Arabic Language and Culture 12Y	K-9 15 (5 credit) 25 (5 credit) 35 (5 credit)	September 2013 – August 2016
Bible Studies	1-9	September 2013 – August 2016
Creative Writing	7-9	September 2013 – August 2016
Drill and Parade	7-9	September 2013 – August 2016
Economics of a Foreign Nation	9	September 2013 – August 2016

MINUTE BOOK

Course Name	Level - Credit	Approval Period
Hebrew Language Arts (bilingual programming)	K-9	September 2013 – August 2016
Jewish History and Israel Studies	1-9	September 2013 – August 2016
Judaic Studies	K-9	September 2013 – August 2016
Late French Immersion	7-8	September 2013 – August 2016
Survey of English Literature	9	September 2013 – August 2016

e. Renewal of courses acquired by Edmonton Public Schools

Course Name	Level - Credit	Approval Period
Biology (AP) (from Calgary School District)	35 (3 credit)	September 2013 – August 2016
Chemistry (AP) (from St Albert Public School District)	35 (3 credit)	September 2013 – August 2016
Choir (from Calgary School District)	15 (3 or 5 credit) 25 (3 or 5 credit) 35 (3 or 5 credit)	September 2013 – August 2016
ESL English for Academic Success (from Calgary School District)	35 (3 or 5 credit)	September 2013 – August 2016
ESL Introduction to Mathematics (from Calgary School District)	15 (5 credit)	September 2013 – August 2016
Extended Essay (IB) (from St Albert Public School District)	35 (3 credit)	September 2013 – August 2016
Film Studies (from Calgary School District)	15 (5 credit) 25 (5 credit) 35 (5 credit)	September 2013 – August 2016
Instrumental Jazz (from Calgary School District)	15 (3 or 5 credit) 25 (3 or 5 credit) 35 (3 or 5 credit)	September 2013 – August 2016
Marine Biology (from Parkland School Division)	35 (5 credit)	September 2013 – August 2014

MINUTE BOOK

Course Name	Level - Credit	Approval Period
Pre-Engineering (from Calgary School District)	15 (5 credit) 25 (5 credit) 35 (5 credit)	September 2011 – August 2014
Physics (AP) (from Calgary School District)	35 (3 credit)	February 2013 – August 2015
Reading (from Calgary School District)	15 (3 or 5 credit) 25 (3 or 5 credit)	September 2013 – August 2016
Theory of Knowledge (IB) (from Edmonton Catholic Separate School District)	25 (3 credit) 35 (3 credit)	September 2013 – August 2016”

The Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

6. Vacant School Site – Surplus Declaration

MOVED BY Trustee Ripley:

“That the declaration of one vacant elementary school site, known as the J.C. Bowen site titled to Edmonton Public Schools, as surplus to District need be approved.” (UNANIMOUSLY CARRIED)

I. Other Committee, Board Representative and Trustee Reports

Trustee Cleary, the Board’s representative on the Edmonton Public Schools Foundation Board of Governors, reported on several information sessions and opportunities provided for members of the diverse community to become engaged in public education. Some of the recent events included a Wake-a-Thon hosted at M.E. LaZerte School by the Student Leadership group; a penny event with sculpture crafted by Mount Royal School students; a high school student art show; and a Ready to Shine fashion show in partnership with Estey’s Fabrics, Central Sewing and Kingsway Mall. Over \$40,000 was raised which will be put towards a full-day kindergarten class. These events provide students with the opportunity to demonstrate their learning and to learn the importance of public service. The fourth annual ‘Ready for Life’ fundraising breakfast will be held on Thursday, May 30th at Harry Ainlay School from 7:30 a.m. – 8:30 a.m. Tickets may be obtained from the Foundation and are free; however, guests will be asked to make a donation contribution.

MINUTE BOOK

Trustee Cleary advised that she had attended the Edmonton Catholic Schools' annual *Celebration of the Arts* concert on April 8, 2013 at the Windspear Centre. This event highlighted and showcased the importance of student music, drama, dance and art.

Trustee Cleary congratulated Ellerslie Campus staff for promoting books for literacy and readers for life by introducing the idea of a pop-up library to students where they may choose a book, read and repeat. The books are so popular they are overflowing onto a four-tier bookshelf.

Trustee Cleary reported she had received the 2013 Master's Institute Scholarship award from the Alberta Recreation and Parks Association. The one-week intensive training conference in Arizona attracts world leaders in the fields of Child and Youth development and Education. Her passion for youth and community development will enable her to continue to lead the Mill Woods Youth Advisory Council in developing a youth model that will engage all Mill Woods youth during out-of-school time.

Trustee Ripley reported that Johnny Bright School's Third Annual Walk to School Week started Monday, May 6, 2013. She found watching families' roller blading and biking along the sidewalks on the way to school to be inspiring. She applauded the Johnny Bright community for their leadership in this area and for the central service staff, parents and community organizations who have supported them in their active transportation work. In addition, the school has been chosen as the kick-off location for Free the Children's *We Walk 4 Water* initiative working to secure clean water supplies permanently for 100,000 people. Students from Rideau Park, St. Kevin, Rosslyn JH, Scott Robertson and McKee schools were also in attendance for the highly energized and energetic kick-off event. Staff and students were truly inspired by a range of speakers but especially by Mr. Spencer West who has spearheaded this initiative. Mr. West has raised awareness for funds for water through the climbing of Mt. Kilimanjaro last summer and his current walk from Edmonton to Calgary for the same reason. She noted it was great to see 1,000 plus students streaming out the door to see Mr. West and his entourage off on his eleven-day journey.

J. Trustee and Board Requests for Information

Trustee Cleary, requested that the following information regarding Bill 204 *Irlen Syndrome Testing Act*, be provided outlining:

- Edmonton Public School's ability and capacity to provide screeners as outlined in Bill 204 "A Board must ensure that screeners are available to test for Irlen Syndrome." Teachers will need to be aware of the symptoms of Irlen Syndrome available for screening and advise what corrective measures may be undertaken and if additional testing is required."

MINUTE BOOK

- Which central unit would provide the support and services necessary to fulfil the duty of the school district.
- Identify ways to enhance capacity by enhancing partnerships with supportive organizations which are currently conducting the Irlen Syndrome screenings.
- Outline what processes need to happen in order to ensure the school district's compliance with the Act which comes into force on January 1, 2014.

K. Notices of Motion – None.

L. Next Board Meeting Date: Tuesday, May 14, 2013 at 2:00 p.m.

M. Adjournment (6:30 p.m.)

The Board Chair adjourned the meeting.

Sarah Hoffman, Board Chair

Roberta Malysh, Secretary-Treasurer

DATE: May 21, 2013
TO: Board of Trustees
FROM: Edgar Schmidt, Superintendent of Schools
SUBJECT: Margaret T. Stevenson Award
ORIGINATOR: Mary-Lou Cleveland
RESOURCE STAFF: Sandy Forster, Valerie Hesse
REFERENCE: N/A

ISSUE

There are limited opportunities in Edmonton Public Schools to acknowledge student writing in Grade 8. The Margaret T. Stevenson Award was created to promote the annual recognition of a talented young writer completing Grade 8 in Edmonton Public Schools.

BACKGROUND

The Margaret T. Stevenson Award is named after Margaret Stevenson who served as a supervisor of Language Arts for Edmonton Public Schools. During this time she was best known for her encouragement of young writers and promotion of quality children's literature.

CURRENT SITUATION

The portfolios of all of the applicants are impressive demonstrations of the District's vision that "all students will learn to their full potential and develop the ability, passion and imagination to pursue their dreams and contribute to their community."

Robin Glover from McKernan School is the 2013 recipient of the Margaret T. Stevenson Talented Young Writer Award. Samples of Robin's writing demonstrated evidence of her personal growth as a writer, her ability to handle all styles of writing in a masterful way and her strong personal voice (Attachment I).

KEY POINTS

Criteria for selecting the winner must:

- show a range of writing for different purposes, situations and audiences;
- show persistence with complex writing tasks;
- display a strong personal style and sense of voice;
- demonstrate excellence in content, organization, word choice, syntax, and control of writing conventions;
- show evidence of reading a wide variety of literature; and
- show evidence of valuing the work of other authors.

ATTACHMENTS & APPENDICES

ATTACHMENT I Excerpts from Robin Glover's Writing

VH:daw

Excerpts from Robin Glover's Writing**A Reflection of My Work, "The Man"
BY Robin Glover**

I wrote this story in grade five so it is probably evident that I wrote it when I was younger. The task that was assigned to my class was to try to write and "publish" a story using an internet program call Tikatok. My teacher let us choose the subject, all of the formatting and just let us explore the site. It was a great learning experience for me because that was one of the first times I really enjoyed creating a story and actually choosing what I wanted to write about. I also learned a lot about the proper layout of a book. Although I cannot completely remember why I chose to write about this topic, I do know that in grade five I was just realizing that some people live in poverty and that a lot of people live in different situations than I do. I think these things inspired me to write this story. Like I wrote before, I believe that progress is evident from this story compared to my more recent pieces in my portfolio.

**The Man
Chapter 2
BY Robin Glover
McKernan School, 2013**

When we arrived at our new, I mean old house, I knew this was going to be like any other year; BAD. I stepped out of the car and slouched over to my house. The walls were purple, but not a good purple, a murky purple. It had 3 top parts on it, each precariously perched upon a very big roof.

"Wow, I muttered, rolling my eyes.

"It looked better on the net...newer.", my mother exclaimed defensively. Of course I agreed.

As I took another look around, I noticed trees bordered us. I felt like I was in a big box.

"I'll explore those woods tomorrow," I thought, But for now I'll go to bed."

Morning came and I crept quietly from my bed careful not wake my mother. I slipped into my raincoat and stepped out the back door.

"Time for my morning walk in the woods," I said under my breath.

**A Reflection of My Work, “Till Death Do Us Part”
BY Robin Glover**

Like I previously mentioned, out of all of the pieces that I have submitted I enjoyed writing my mystery story the most. I was challenged to write my own mystery after writing the reading response which is also in this portfolio. Establishing a storyline which isn't predictable yet still makes sense is both challenging and fun. Throughout the story I used numerous skills that I developed in class. For example, I tried to use figurative language to describe scenarios and to create suspense in the climax of my story. Writing my own mystery story was a completely new experience for me, and after my first mystery I am excited to try it again.

**Till Death Do Us Part
BY Robin Glover
McKernan, 2013**

He lifts a pair of long silver scissors from a little table to his right. His small hands grip the handles as he takes a step towards the ribbon. At that moment, when everyone begins to applaud, the thick black cord of his microphone catches on his leg making him tumble to his knees. As Mrs. Ludwig reaches down to help him up, I hear a small click and she collapses onto the ground, blood pouring from her head.

The chaos is immediate. Over the crying and confusion I hear someone yell, “The mayor’s wife is dead! Mrs. Marie-Anne Ludwig is dead!”

At first, I am too stunned to move, until I am jolted out of my trance by another piercing shriek. I sprint to the stage where numerous police officers are already gathered. The chief of the police department, Phil Westford, notices me and yells to me over the crowd in his deep, booming voice. I rush over to him, preparing myself for what I am about to see. Peering through the wall of men and women, I see the body of Mrs. Ludwig, limp on the ground, the mayor still clutching her hand. There is a small hole in the center of her forehead, from which blood still flows.

DATE: May 21, 2013

TO: Board of Trustees

FROM: Trustee Heather MacKenzie, Caucus Committee Chair

SUBJECT: Report #10 of the Caucus Committee (From the Meeting Held May 14, 2013)

ORIGINATOR: Sandra Stoddard, Director Executive and Board Relations

REFERENCE: [Terms of Reference – Committee of the Whole – Caucus School Act](#) Section 61 and 146
[GB.BP Authority for Human Resources Decisions](#)
[GBA.AR Designation, Appointment and Assignment to Leadership Positions](#)

RECOMMENDATION

1. That Report #10 of the Caucus Committee from the meeting held May 14, 2013 be received and considered.

Central Administrative Designations

2. That the following designations for the period September 1, 2013 to August 31, 2014, be confirmed:

Mark Liguori – Assistant Superintendent

Jamie Pallett – Assistant Superintendent

Board Initiative Fund

3. That the remaining 2012-2013 allocation in the Board Initiative Fund be used to pay for the cost of the search for a new Superintendent.

:mmf

DATE: May 21, 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: Alberta School Boards Association (ASBA) Proposed 2013-2014 Budget

ORIGINATOR: Dr. Sandra Stoddard, Director, Executive and Board Relations

REFERENCE: [Alberta School Boards Association Budget and Bylaws Bulletin 2013](#)

ISSUE

As members of the Alberta School Boards Association (ASBA), the Board must determine its position on the ASBA's proposed 2013-2014 budget. The Board is to provide their position and vote at the Spring General Meeting (SGM) on June 3, 2013 in Red Deer.

RECOMMENDATION

That the Board support the ASBA's proposed budget for 2013-2014 as outlined in Attachment I.

BACKGROUND

On April 24, 2013 the Issues and Resolutions Committee met to review the ASBA's Budget and Bylaws Bulletin and prepare a recommendation for the Board. The Issues and Resolution Committee met with administrative staff to examine the budget and identify areas of potential concern.

CONSIDERATIONS & ANALYSIS

The Issues and Resolutions Committee and the Administration concluded that overall the ASBA's proposed budget is reasonable. The 2013-2014 budget is \$273,221 (5%) lower than last year. Expenses were thoroughly reviewed and, where possible, have been held to 2011-2012 or 2012-2013 levels or reduced. This is a deficit budget with \$82,184 being transferred from the building reserve to balance. As such, the Committee is not recommending other alternatives to the Board since minor changes would be considered immaterial in the overall scope of the budget.

Noteworthy budget items:

Salaries: The ASBA proposed budget reflects a decrease in salaries and benefits by \$335,917 (17.68%). One legal position was eliminated in the 2013-2014 budget; a legal assistant position was moved to .7 FTE and a staff officer position was moved to .6 FTE. Salaries were frozen for staff for the 2013-2014 period. There is no grid system at ASBA so salary increases are 0%. There will be no proposed increase to the honorarium rates for the position of Vice-President (currently \$10,350) and President (currently \$20,700).

Membership Fees: The ASBA proposed budget reflects a 0% increase in membership fees and registration fees for the Fall and Annual General Meetings.

Contracted Services: The ASBA proposed budget reflects that contracted service expenses in membership services increased by \$144,590. These changes are a result of salary costs for a negotiator position being moved to contracted services from salaries because these services are now filled on a contracted service basis plus, a 2.5% increase based on an analysis of actual costs from 2011-2013.

Travel, Meals and Accommodation: The ASBA proposed budget reflects an increase of \$28,855. Notes on page 36 in the Bulletin explain that this is because 2011-2012 actual costs were used and the mileage rate increased in 2012-2013 from .49/km to .53/km. There will have to be a review of all travel to identify possible savings in an effort to meet the 2013-2014 budget projections. The mileage rate in 2013-2014 will remain at .53/km. The Association will continue to make use of the video conference capabilities to reduce travel costs wherever possible.

NEXT STEPS

Subject to the Board's approval of the recommendation, the Board's voting position will be shared at the Spring General Meeting on June 3, 2012.

ATTACHMENTS & APPENDICES

ATTACHMENT I Alberta School Boards Association Budget and Bylaws Bulletin 2013

SS:ss

Budget and Bylaws Bulletin 2013

Please bring this bulletin with you to the business session of the Spring General Meeting on June 3, 2013 at the Sheraton Hotel, Red Deer, Alberta. Please review the Rules of Procedure before the meeting.

For more information contact:

Alberta School Boards Association
Suite 1200, 9925 – 109 Street
Edmonton, AB T5K 2J8

Telephone: 780.451.7130
Fax: 780.482.5659
Web: www.asba.ab.ca

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Rules of Procedure

It is necessary to approve rules of procedure to expedite the resolutions process at general meetings. Some of these are specific parliamentary procedures, as in Robert's Rules of Order. Others are in the interests of courtesy, cooperation, and respect for all concerned as well as for the business at hand and reside with each individual.

Procedural Steps

1. The proposed motion shall be read by the chair who will immediately ask for a mover and a seconder.
2. As soon as the proposed motion has been moved and seconded, the chair shall call upon the mover to speak to the motion. The mover shall have three minutes to speak.
3. The chair shall ask if any delegate wishes to speak to the proposed motion. If no delegate so wishes, the question will be immediately called.
4. If there is evidence of opposition, debate shall subsequently continue until the question is called in the usual manner. The mover shall have the right to be the final speaker in the debate and shall have three minutes to close.
5. A delegate wishing to speak to a motion shall first obtain recognition by the chair and clearly announce his/her name and school jurisdiction represented.
6. A delegate wishing to speak to a motion shall limit remarks to a maximum of two minutes.
7. Any delegate speaking to a motion shall be allowed to speak as often as the chair, in his or her discretion, will permit.
8. Guests shall be permitted to speak at the discretion of the general meeting delegates, but not be permitted to move or second a motion, or vote.

Amendments

9. A delegate may, at any time during the debate on a motion, move an amendment to the motion, providing it is relevant to, and deals with, the same subject matter as the original motion. A motion to amend must be seconded. The mover shall have three minutes to introduce the amendment.
10. An amendment of a substantive nature to a motion shall be submitted in writing on a specific form requiring the number of the resolution it is proposed to amend, the amendment, the motion as it will read when amended, the proposer's and seconder's name, and their respective school jurisdictions.
11. Amendments of a minor editorial nature may be handled by the process of general consent outlined in Robert's Rules of Order.

Voting

12. Voting shall be conducted according to the Alberta School Boards Association Bylaws. For ease of reference, relevant sections of Bylaw 9 are set out as follows:

- 9(3) Each registered delegate shall be entitled to all rights and privileges of the General Meeting other than the right to vote by ballot which right shall be as set out in Sections 6 to 12 herein. It shall be assumed that the board chair of each Full member board shall have the power to cast the vote to which each Full member board is entitled, unless another trustee for that board is designated, in writing, to the Executive Director, prior to any General Meeting or Special General Meeting, or in an emergency situation, by the Full member board at the General Meeting or Special General Meeting.
- 9(4) The Executive Director shall, subject to such directions as may be given from time to time by the Board of Directors, make all necessary arrangements for registration of delegates and for voting as may be necessary.
- 9(5) At the general meeting voting shall be by secret ballot for election of the president and the vice-president. Voting on all other questions shall be done

openly so that it is clear how each board has cast its ballot.

- 9(6) At any General Meeting of the Association, including a Special General Meeting, all resolutions shall be determined under the double majority voting method, as follows:
- (a) Sixty (60) percent or more of Full member boards who are in attendance, who cast a vote, and who vote in the affirmative, based upon one vote per Full member board; and
 - (b) Full member boards who are in attendance, who cast a vote, and who vote in the affirmative, represent 60 percent or more of the students registered, for the most recently reported period, with the Full member boards who voted in the affirmative.
- 9(7) The total number of votes cast in favour of any resolution and/or opposed to any resolution shall be calculated in accordance with the double majority rule specified herein.
- 9(8) For the purposes of Section 6(b) of Bylaw No. 9, the percentage of students enrolled in any Full member board shall be determined utilizing the total student enrollment figures

reported to the Association as set out under Bylaw No. 10.

9(9) At any General or Special meeting, for the purposes of Section 6(b) of Bylaw No. 9, the percentage of students to be allocated to each Full member board in attendance will be determined by dividing the number of students enrolled in each Full member board by the total number of students enrolled in all Full member boards in attendance, resulting in a percentage (rounded to the nearest 0.1 percent).

9(11) The double majority voting method shall apply to votes on all resolutions made at any General Meeting, including a Special General Meeting, with the exception of:

(a) Voting for the President and Vice-President, which vote will be cast as provided for under Bylaw No. 4, Section 1; and

(b) Votes on parliamentary motions and amendments to motions will follow the one vote/Full member board rule and shall be determined by a majority of the votes cast, unless otherwise required by Robert's Rules of Order.

9(12) A balloting committee shall be appointed at the opening of

every general meeting. It shall be the duty of the balloting committee to conduct the ballot voting.

Budget

13. With respect to the budget, the following excerpts from the Alberta School Boards Association Bylaw 10(1)(b) shall apply:

(i) Voting on the budget, other than amendments to the budget, will follow the double majority voting method.

(ii) Voting on amendments to the budget will follow the one-vote-per-Full-member-board rule, and shall be determined by a majority of the votes cast.

(iii) Notwithstanding any provisions to the contrary in these Bylaws, or in the rules of procedure governing disposal of resolutions, the budget shall be open to amendment until adopted.

Elections

14. With respect to the election of the president and vice-president, the following excerpt from Bylaw 4(1) shall apply:

4(1) ...voting shall be by secret ballot on the basis of one vote per Full member board in attendance. The candidate receiving the largest number of votes will be the successful candidate.

Bylaw Amendments

15. With respect to amendment of the Bylaws, the following excerpts from Bylaw 11(1) and (2) shall apply:

11(1) Substantial amendments to these Bylaws may only be made and/or approved at a Spring General Meeting, unless otherwise permitted by the Board of Directors.

11(2) An amendment to these Bylaws shall take effect on the day following the conclusion of the Spring General Meeting at which such amendment is made, unless an effective date other than the close of the Spring General Meeting is so specified in the resolution.

Extraordinary and Emergent Resolutions

16. Adoption of extraordinary or emergent resolutions shall be governed by the following excerpts from the Alberta School Boards Association Board of Directors' Governance Policy 10 – Association Policy Development Process, sections 3 and 4:

10(3) Extraordinary Policy Positions

A position shall be accepted for consideration as an Extraordinary Policy Position if:

3.1 The position arises out of the business of the General Meeting,

3.2 Consideration of the position is supported by a two-thirds majority of voting Full member Boards, and

3.3 The mover makes available the wording of the position to all delegates.

10(4) Emergent Policy Positions

4.1 Emergent positions submitted by the membership for consideration at a General Meeting shall be submitted to a committee of the Board of Directors by 4:00 p.m. on the twenty-eighth (28) day prior to the first business day of a General Meeting.

A committee of the Board of Directors shall assess each emergent position to determine its compliance with the principles for Association policy. A committee of the Board of Directors shall:

4.1.1 Reject positions that address issues which have arisen prior to the deadline for submission of regular policy positions; and

4.1.2 Cause to be announced, immediately after the emergent position has been placed on the

floor of the General Meeting, rationale for and decisions reached regarding compliance of the proposed emergent resolution with the principles for Association policy.

- 4.2 Emergent positions arising after the deadline for submission of emergent issues will be addressed by the Policy Development Advisory Committee with a recommendation to the Executive Committee for disposition.
- 4.3 If the criteria defining an emergent position is not met, the matter may still be considered as an emergent position by the assembly if:
 - 4.3.1 Consideration of the position is supported by a two-thirds majority of voting Full member Boards, and
 - 4.3.2 The mover makes available the wording

of the policy position to all delegates.

Disposition of Outstanding Policy Positions

17. Disposition of outstanding policy positions shall be as outlined in Board of Directors' Governance Policy 10 – Association Policy Development Process, section 5:
 - 10(5) Positions not dealt with by the scheduled time of adjournment on the last day of the General Meeting shall be referred automatically to the Board of Directors for such action as the Board is at liberty to take in accordance with Bylaw 7(2)(g). However, these outstanding issues must be included on the agenda of the next general meeting.

Other Motion Proceedings

18. Other motion proceedings will be governed by Robert's Rules of Order and the Alberta School Boards Association Bylaws and Governance Process Policies.

Draft Minutes from FGM 2012

FALL GENERAL MEETING

Monday, November 19, 2012
Westin Hotel, Edmonton

MINUTES

ATTENDANCE: As per registration list.

CALL TO ORDER: President Jacquie Hansen called the meeting to order at 9:00 a.m.

PRESIDENT'S ADDRESS: ASBA President Jacquie Hansen provided opening remarks to the assembly which included an announcement that an ASBA Transformation of School Board Governance Task Force was being established.

CHAIR: Vice-President Cheryl Smith assumed the Chair's position for the business meeting and explained the use of voting devices.

PROCEDURAL MOTIONS:

(Note: Procedural motions require a simple majority.)

Appointment of Parliamentarian:

MOTION #1 H. Clease (Rocky View S. Div. #41)
K. Hall (Livingstone Range S. Div. #68)

That Kevin Feehan be appointed Parliamentarian.

CARRIED (94%)

Approval of Rules of Procedure:

MOTION #2 L. Ferguson (Calgary Board of Education)
H. Clease (Rocky View S. Div. #41)

That the Rules of Procedure be adopted.

CARRIED (100%)

Appointment of Balloting Committee:

MOTION #3 C. Williams (Calgary Catholic)
D. Macaulay (Red Deer Public)

That, according to Bylaw No. 9, Section 12, the Balloting Committee shall be chaired by Heather Rogers.

CARRIED (100%)

Acceptance of Emergent Issues:

C. Smith announced that the Policy Development Advisory Committee (PDAC) had received two emergent resolutions prior to the submission deadline. These were:

9EM/FGM12 Alberta Initiative for School Improvement (AISI)
10EM/FGM12 Infrastructure Plan

The PDAC determined that both of these emergent issues had met the criteria to be considered by the assembly.

MOTION #4 L. Brower (Elk Island Public Schools RD #14)
B. Kallal (Edmonton Catholic)

That emergent issues 9EM/FGM12 and 10EM/FGM12 be accepted for consideration.

CARRIED (97%)

Adoption of Order Paper:

MOTION #5 D. Colburn (Edmonton Public)
S. Anderson (Peace Wapiti S. Div. #76)

That the Order Paper, as presented, be adopted.

CARRIED (100%)

Approval of 2012 Spring General Meeting Minutes:

MOTION #6 S. Anderson (Peace Wapiti S. Div. #76)
L. Ferguson (Calgary Board of Education)

That the minutes of the 2012 ASBA Spring General Meeting be approved as circulated.

CARRIED (100%)

UNFINISHED BUSINESS *(from 2011 Fall General Meeting)*

1A/FGM12 Teacher Bargaining
MOTION #7 T. Riley (Medicine Hat SD #76)
P. Grad (Medicine Hat Catholic)

That 1A/FGM12 be postponed to the 2013 Spring General Meeting.

CARRIED (98%)

POLICIES PROPOSED BY ASBA BOARD OF DIRECTORS

(Note: These require a double majority of 60% - i.e., at least 60% of school boards that vote that represent at least 60% of students represented by the voting boards. Any amendments to the proposed policies require a simple majority.)

2P/FGM12: Optimal Learning Environments

MOTION #8 L. Brower (Elk Island Public Schools)
B. Kallal (Edmonton Catholic)

The Alberta School Boards Association believes optimal learning occurs in welcoming, caring, respectful, safe and healthy learning environments that respect diversity, foster a sense of belonging, and promote student wellbeing. Each student has the right to learn in inclusive environments where equality of opportunity, dignity, and respect are promoted.

CARRIED

(% of School Boards: 84%
% of Students: 91.15%)

Becky Kallal assumed the Chair.

PROPOSED POLICY POSITIONS

(Note: These require a double majority of 60% - i.e., at least 60% of school boards that vote that represent at least 60% of students represented by the voting boards. Any amendments to the proposed policies require a simple majority.)

3P/FGM12: Financial Literacy

MOTION #9 S. Hoffman (Edmonton Public)
B. Johnson (Wetaskiwin Regional Public Schools)

Financial literacy should be integrated into the Alberta K-12 curriculum.

AMENDMENT D. Engel (Edmonton Catholic)
J. Boisvert (Elk Island Catholic Schools)

That the following be added at the end of 3P/FGM12:

“as a key competency included within every curricular area at every grade level.”

DEFEATED (3%)

AMENDMENT J. Trettler (St. Albert Public Schools)
Black Gold RD #18

That “K-12” be deleted from 3P/FGM12.

DEFEATED (8%)

AMENDMENT E. Horner (Prairie Land RD #25)
Edmonton Catholic

That the word “into” be changed to “throughout”.

DEFEATED (32%)

VOTE ON MAIN MOTION #9:

Financial literacy should be integrated into the Alberta K-12 curriculum.

CARRIED

(% of School Boards: 95%

% of Students: 80.32%)

4P/FGM12 Kindergarten Programming

MOTION #10 S. Hoffman (Edmonton Public)
Calgary Board of Education

Investment in early education is crucial to students reaching their full potential. The Alberta School Boards Association urges the province to mandate fully-funded half-time kindergarten programming and, for children at-risk, fully-funded full-time kindergarten programming to equalize their opportunity to reach their full potential.

AMENDMENT J. Dvornek (High Prairie S. Div. #48)
Grande Prairie Public SD #2357

That the second sentence be revised to read "The Alberta School Boards Association urges the province to mandate fully-funded half-time kindergarten programs, fully funded full-time kindergarten programming for children at-risk, and fully fund other full-time kindergarten programs where such programs are offered to equalize their opportunity to reach their full potential.

CARRIED (61%)

MOTION to DIVIDE

J. Trettler (St. Albert Public Schools)
S. Bannard (St. Thomas Aquinas RCSSD #38)

That amended Motion #10 be divided into three parts.

CARRIED (54%)

MOTION #10 (Part A)

Investment in early education is crucial to students reaching their full potential. The Alberta School Boards Association urges the province to mandate fully-funded half-time kindergarten programs to equalize their opportunity to reach their full potential.

CARRIED

(% of School Boards: 78%

% of Students: 91.04%)

MOTION #10 (Part B)

Investment in early education is crucial to students reaching their full potential. The Alberta School Boards Association urges the province to fully-fund full-time kindergarten programming for children at-risk to equalize their opportunity to reach their full potential.

FRIENDLY AMENDMENT to MOTION #10 PART B (accepted by the mover and the assembly):

That the phrase “*make available*” be inserted between the words “*to*” and “*fully-funded*” in the second sentence.

VOTE on MOTION #10 (Part B):

Investment in early education is crucial to students reaching their full potential. The Alberta School Boards Association urges the province to make available fully-funded full-time kindergarten programming for children at-risk to equalize their opportunity to reach their full potential.

CARRIED

(% of School Boards: 78%

% of Students: 86.92%)

MOTION #10 (Part C):

Investment in early education is crucial to students reaching their full potential. The Alberta School Boards Association urges the province to fully fund other full-time kindergarten programs when such programs are offered to equalize their opportunity to reach their full potential.

FRIENDLY AMENDMENT to MOTION #10 PART C (accepted by the mover and the assembly)

That the phrase “*by school jurisdictions*” be inserted between the words “*offered*” and “*to*” in the second sentence.

MOTION to POSTPONE AMENDED MOTION #10 (Part C)

P. Cochrane (Calgary Board of Education)
Livingstone Range S. Div. #68

That Motion #10 (Part C) be postponed to the 2013 Spring General Meeting.

DEFEATED (19%)

MOTION to REFER AMENDED MOTION #10 (Part C)

T. Riley (Medicine Hat SD #76)
J. Boisvert (Elk Island CSRD #41)

That Motion #10 (Part C) be referred to the ASBA Executive for study and report at the 2013 Spring General Meeting

DEFEATED (41%)

VOTE on AMENDED MOTION #10 (Part C):

Investment in early education is crucial to students reaching their full potential. The Alberta School Boards Association urges the province to fully fund other full-time kindergarten programs when such programs are offered by school jurisdictions to equalize their opportunity to reach their full potential.

DEFEATED

(% of School Boards: 58%

% of Students: 36.62%)

The meeting recessed for lunch and reconvened at 1:15 p.m.

5P/FGM12

Capital Funding

This resolution was withdrawn by the sponsoring board.

Cheryl Smith assumed the Chair.

6P/FGM12

Specialized Needs of Sexual Minority Students and Employees

MOTION #11 S. Hoffman (Edmonton Public)
Wild Rose S. Div. #66

Safe, inclusive, equitable, and welcoming learning and teaching environments for all members of the school community, including sexual orientation and gender minority students, employees and families should be established and maintained.

MOTION to MOVE THE PREVIOUS QUESTION

(Note: This requires a 2/3 majority vote.)

R. Massini (Medicine Hat SD #76)
R. Edwards (Westwind S. Div. #74)

CARRIED (73%)

VOTE ON MOTION #11:

Safe, inclusive, equitable, and welcoming learning and teaching environments for all members of the school community, including sexual orientation and gender minority students, employees and families should be established and maintained.

DEFEATED

(% of School Boards: 38%

% of Students: 36.66%)

7A/FGM12

Student Transportation System Review

MOTION #12 K. Webster (Pembina Hills RD #7)
B. Huedepohl (Buffalo Trail Public Schools)

That current ASBA policy found in section 18-1, lines 4-5, which states:

“Transportation Funding should be the subject of an independent review.” be amended to read:

The provincial government should undertake a comprehensive review of the student transportation system to ensure that all boards are fairly and equitably funded for student transportation.

*AMENDMENT*J. Stitzenberger (Grande Yellowhead Public S. Div. #77)
Edmonton Catholic

That the phrase “*and also that services provided are equitable*” be inserted between the words ‘*funded*’ and “‘*for*” in the second paragraph.

DEFEATED (19%)

FRIENDLY AMENDMENT to MOTION #12 (accepted by the mover and the assembly):

That the word “*independent*” be added after the word “*comprehensive*” in the second paragraph.

VOTE ON AMENDED MOTION #12:

That current ASBA policy found in section 18-1, lines 4-5, which states:

“*Transportation Funding should be the subject of an independent review.*” be amended to read:

The provincial government should undertake a comprehensive independent review of the student transportation system to ensure that all boards are fairly and equitably funded for student transportation.

CARRIED

(% of School Boards: 91%

% of Students: 88.51%)

8P/FGM12 Board Access to Local Education Tax for Facilities

The Chair received permission from the assembly to allow a 15 minute discussion of the issue prior to its consideration. M. Forester and B. Litun (Lethbridge SD #51) provided background on the issue.

Following the discussion, the meeting was recessed for a time-specific presentation on student assessment by Dr. John Rymer, ASBA consultant. During this session, President Hansen requested that the assembly move *in-camera* to discuss a matter unrelated to student assessment.

MOTION #13 N. McClure (Wild Rose S. Div. #66)
J. Boisvert (Elk Island Catholic RD #41)

That the meeting move *in-camera*.

CARRIED

MOTION #14 B. Johnson (Wetaskiwin RD #11)
J. Boisvert (Elk Island Catholic RD #41)

That the meeting move out of *camera*.

CARRIED

At the conclusion of the student assessment presentation, the assembly returned to the business session and proposed policy 8P/FGM12.

8P/FGM12 Board Access to Local Education Tax for Facilities

MOTION #15 M. Forster (Lethbridge SD #51)
Holy Spirit RCSR #4

The Government of Alberta should enable school boards to access an amount of the local education tax equivalent to 2% of the replacement value of its facilities.

*AMENDMENT*L. Wellman (Calgary Catholic)
Red Deer Public

That the phrase “*for the purpose of the preservation and maintenance of current facilities*” be added at the end of the motion.

CARRIED (60%)

VOTE on AMENDED MAIN MOTION #15:

The Government of Alberta should enable school boards to access an amount of the local education tax equivalent to 2% of the replacement value of its facilities for the purpose of the preservation and maintenance of current facilities.

CARRIED

(% of School Boards: 72%
% of Students: 63.56%)

Lisa Brower assumed the Chair.

EMERGENT ISSUES

9EM/FGM12 Alberta Initiative for School Improvement (AIS)

MOTION #16 M. Ratcliffe (Livingstone Range S. Div. #68)
Red Deer Public

The Alberta School Boards Association reaffirms its support of the Alberta Initiative for School Improvement (AIS).

AMENDMENTS. Hoffman (Edmonton PUBLIC)
Peace River S. Div. #10

Add at the end of statement “*and urges the government to restore funding to the 2010-2011 funding levels*”.

DEFEATED (41%)

VOTE ON MAIN MOTION #16:

The Alberta School Boards Association reaffirms its support of the Alberta Initiative for School Improvement (AIS).

CARRIED

(% of School Boards: 95%
% of Students: 99.21%)

10EM/FGM12 Infrastructure Plan
MOTION #17 Grande Prairie Public SD #2357
Ft. McMurray Public SD #2833

WHEREAS the Alberta government has not announced new capital projects since May 2011 for new schools and modernizations for school districts AND

WHEREAS the Alberta government has undersupplied to the need identified by school districts of students modular spaces for at least two years, AND

WHEREAS the Alberta government has continued to not plan for or budgeted for appropriate classroom spaces effective for student learning,

The Alberta government should immediately create, communicate, and implement a plan that will meet the very real school facility needs of school districts to the satisfaction of community-elected school board trustees, and further, to include this implementation in the government's budget process. The Alberta government should ensure there are sufficient and appropriate classroom spaces in all school districts, a responsibility held by the Alberta government towards students, parents and communities.

MOTION to CALL THE QUESTION
Northern Lights S. Div. #69
Ft. Vermilion S. Div. #52

CARRIED (80%)

VOTE ON MAIN MOTION #17:

CARRIED
(% of School Boards: 88%
% of Students: 91.91%)

ADJOURNMENT:

There being no further business, C. Smith adjourned the meeting at 5:25 p.m.

President

Executive Director

Motion 1B/SGM13: ASBA Budget 2013-2014

BE IT RESOLVED that the Alberta School Boards Association adopt the budget appended hereto for the period September 1, 2013 to August 31, 2014.

Sponsor: ASBA Board of Directors



Proposed Budget 2013-2014

Alberta School Boards Association Proposed Budget – 2013/2014

The ASBA Board of Directors



Jacquie Hansen
President



Cheryl Smith
Vice-President



Sharilyn Anderson
Zone 1 Director



Cathie Williams
Calgary Catholic Schools



Johnette Lemke
Zone 2/3 Director



Lynn Ferguson
Calgary Board of Education



Lisa Brower
Zone 2/3 Director



Dave Colburn
Edmonton Public Schools



Dianne Macaulay
Zone 4 Director



Debbie Engel
Edmonton Catholic Schools



Helen Clease
Zone 5 Director



Kelly Hall
Zone 6 Director

Alberta School Boards Association

Proposed Budget 2013-2014

Budget Considerations

There are a number of factors taken into consideration when preparing the budget for the Association.

- ▶ The budget must be balanced
- ▶ Reasonable increases in membership fees
- ▶ Appropriate increases in other fees (registrations, fee for service rates)
- ▶ Sustaining a level of service previously approved by the membership
- ▶ Sustaining active involvement in committee and task force work (e.g. education transformation, community engagement, action on inclusion, political advocacy, wrap around services, collaborative practices, student health and wellbeing, student centered learning, student achievement, English as a second language, early learning, First Nation, Métis and Inuit education, technology)
- ▶ Development of new services
- ▶ Trustee development for the year
- ▶ Current cost of required expenses: annual lease, insurance, memberships, telecommunications
- ▶ Appropriate compensation levels and working conditions for staff
- ▶ Appropriate compensation levels for trustees serving on the ASBA Board of Directors, committees and task forces
- ▶ Appropriate expense reimbursement for trustees and staff working on Association business (e.g. setting of the annual mileage rate)
- ▶ Work on Association policy
- ▶ ASBA mandate and strategic priorities

Alberta School Boards Association

Proposed Budget 2013-2014

Budget Assumptions

- The budget will be balanced
- Reasonable increases will be proposed for membership fees, fee for service rates and registration fees based on the projection of costs for the 2013-2014 year. If necessary, there can be a transfer from the building or operating reserve to balance the budget and meet projected expense levels. Options for fee increases and transfers from the building surplus will be a part of the March budget discussions.
- Past experience and the annual all in consumer price index for Alberta at December 2012 (CPI increase at November 2012 = .6%) will be used to project expenses. However, to minimize the increase on fees charged back to school boards expenses will be reviewed in detail to identify any potential savings.
- The annual lease rate is \$20/sq. ft. ASBA has a ten year lease agreement at the current location which began on April 15, 2010 and ends on April 14, 2020. Lease rates are \$20/sq. ft. for the first five years and \$22/sq. ft. for the last five years. Parking is \$230/stall/month subject to market changes. Building operating costs are projected to be \$14.99/sq ft (based on actuals plus 1.5% at January 1, 2013).
- Interest revenue will be based on current rates.
- Staffing levels will remain the same through 2013-2014. *(Following approval of the budget assumptions, a legal position was eliminated, an admin position was moved to .7FTE and a staff officer position was moved to .6FTE).*

Alberta School Boards Association

Proposed Budget 2013-2014

Budget Assumptions continued:

- The proposed increase for staff salaries will be based on economic indicators (forecasted to be between 3.3% and 3.5%). Benefit costs will increase by the % increase in salaries plus an additional projected rate increase of 1%. Pension rates will increase to 11.39% up to the YMPE (Yearly Maximum Pensionable Earnings – CPP Max) and 15.84% above the YMPE. In 2013, the YMPE is \$51,100. The contribution rate for the Registered SiPP will remain at 5%. *(Following approval of the budget assumptions, salaries were frozen for staff for the 2013-2014 period. There is no grid system at ASBA so salary increases are 0%. ASEBP benefit costs are based on preliminary rate information at February 2013).*
- ▶ The proposed increase for the per diem rate will be based on the same economic rate increase used for staff salaries (currently the per diem rate is \$166 and with a 3.3% increase will move to \$171.50). *(Following approval of the budget assumptions, the per diem rate was frozen for the 2013-2014 period).*
 - ▶ There will be no proposed increase to the honorarium rates for the position of Vice-President (currently \$10,350) and President (currently \$20,700).
 - ▶ The current mileage rate of .53/km (the approved CRA rate at January 2012) will remain unchanged.
 - ▶ Current memberships (NSBA, Law Society of Alberta, Canadian Bar Association, Certified Management Accountants, North American Association of Educational Negotiators, Chamber of Commerce, Canadian Education Society, etc.) will be renewed. Membership in CSBA will be renewed for the period April 1, 2013 to March 31, 2014 and April 1, 2014 to March 31, 2015.

Alberta School Boards Association

Proposed Budget 2013-2014

Budget Assumptions continued:

- ▶ Insurance is adequate and will be renewed at current levels. Current insurance coverage includes employed lawyers liability, general liability, property, bond and crime, group accident and directors and officers.
- ▶ As 2013 is an election year, dollars will be allocated for various initiatives related to the election like increasing the awareness of locally elected school board trustees.
- ▶ There will be no direct recovery of travel type expenses from school districts using fee for service. Where possible, video conferencing will continue to be used to provide services to school boards.

Alberta School Boards Association

Proposed Budget 2013-2014

Member Input

An integral part of the budget and strategic plan development processes is gathering school boards' input. In response to the Board of Directors' commitment to gathering enhanced data on the views of member boards on the Association's strategic plan, a survey was sent to school boards in December 2012 asking them to rank the existing priorities and to identify any additional priorities each board felt should be included in the 2013-2016 ASBA strategic plan.

For the 2013-2016 strategic planning session, the Association received 20 surveys back from school boards. The ASBA Board of Directors considered this input at their strategic planning session in January and items included in the strategic plan are incorporated into the budget using available resources (people and dollars).

From the input received back from member boards, there was strong continued support for current strategic priorities. Some boards also identified additional priorities they believed were important including:

- ▶ Providing direction and leadership in advocating for second language learning.
- ▶ Focus on equity: 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. 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.
- ▶ Reintroduce priority A6 from a previous ASBA strategic plan – leadership and support are provided to school boards to facilitate the sharing and implementation of best practices relative to second language learning including English.

Alberta School Boards Association

Proposed Budget 2013-2014

Strategic Priorities 2013-2016

Strategic priorities describe the most important priorities that ASBA must accomplish in order to succeed at a point in time. Strategic priorities focus the resources of the ASBA on its Mandate and “Doing the Right Things, Well, at the Right Time”.

The strategic priorities from the 2013-2016 Strategic Plan are included below for your information.

Strategic Priority A: ASBA provides leadership through its support of school boards to continuously improve and facilitate their development of inclusive, personalized learning environments for the success of all students.

Strategic Priority B: ASBA provides leadership and support to assist school boards in implementing effective, evolving governance practices that are proactive, responsive and accountable to students and communities.

Strategic Priority C: ASBA provides leadership in advocating on behalf of school boards and supports boards in building their capacity to communicate and advocate effectively.

Strategic Priority D: ASBA provides leadership and support to school boards to lead and implement transformation of public education in Alberta informed by legislation and the vision of *Inspiring Education*.

For a more detailed look at the ASBA Strategic Plan go to www.asba.ab.ca.

Alberta School Boards Association

Proposed Budget 2013-2014

The Proposed 2013-2014 Budget

Budget assumptions are presented to the ASBA Board of Directors in January for their consideration and approval. Based on the final budget assumptions approved by the Board, a draft budget with various options is prepared and presented to the Board in March. Initial budget assumptions may be changed in an effort to balance the budget and are approved by the Board in March. The Board reviews budget alternatives, makes decisions on a number of options and approves a draft budget that is presented to the membership at Zones and the Spring General Meeting. The membership votes on the draft budget at the Spring General Meeting in June.

The ASBA Board of Directors has approved the attached draft budget for presentation to the membership.

The 2013-2014 budget is \$273,221 (5%) lower than last year. The Board of Directors supported a budget option which held fees to 2012-2013 levels, recognizing the very tough year school boards will face in 2013-2014. Expenses were thoroughly reviewed and where possible, have been held to 2011-2012 or 2012-2013 levels or reduced. All association activities will be reviewed in 2013-2014 to determine areas where costs can be cut to meet the reduced 2013-2014 budget.

Dollars in the 2013-2014 budget continue to provide resources necessary to sustain current service levels for: legal, labour, educational and communication services; trustee development; insurance programs; and pension programs. Task force and committee work will be reviewed to ensure the highest priority work is being done and in the most efficient way. Meeting and travel costs will continue to be reviewed in an effort to trim expenses in all areas and to meet budget expectations. Resources will also be used to carry out initiatives identified in the 2013-2016 strategic plan, scheduled to begin in 2013-2014.

ASBA's work over the next year will be focused on:

- ◆ inclusive education environments
- ◆ First Nations, Métis and Inuit student success and wellbeing
- ◆ student health and wellbeing
- ◆ second language learning
- ◆ rural education symposium initiatives
- ◆ transformation

Alberta School Boards Association

Proposed Budget 2013-2014

- ◆ School board governance including examining governance practices which facilitate transformation of the education system
- ◆ community engagement

Activities will include: conducting research where necessary; developing policy advice for school boards; establishing task forces; supporting the development and implementation of task force action plans; compiling best practices; providing opportunities for showcasing and sharing best practices; and providing professional development and networking opportunities to support the work of school boards.

In all Association work, developing strong partnerships continues to be important in carrying out initiatives in the strategic plan and will be particularly important in the areas of inclusive education, First Nations, Métis and Inuit student success and wellbeing, student health and wellbeing and, generally, in all advocacy work.

Effective advocacy is always identified as a top priority by school boards and continues to be a top priority in the 2013-2016 strategic plan. ASBA will continue to provide direction and support to ASBA Zones in furthering advocacy priorities. In addition, ASBA will develop appropriate advocacy responses to Education Regulation and policy proposals, and will support school boards in communicating with the public and the Government of Alberta the need for predictable, sustained and long term operational and capital funding that addresses the current realities of school boards.

In 2013-2014, ASBA will establish a labour relations task force with the objective of actively participating in discussions on the Education Professions and Occupations Act and subsequent regulations and policies. ASBA will also continue to support school boards and their senior administrators with respect to labour relations.

Holding all fees to 2012-2013 levels, the 2013-2014 budget is \$5.6 million, \$273 thousand lower than 2012-2013 with dollars allocated for services to boards, task force and committee work, trustee development and initiatives in the strategic plan that can be addressed within the budget. This is a deficit budget with \$82,184 being transferred from the building reserve to balance.

Alberta School Boards Association

Proposed Budget 2013-2014

	2013/2014 Budget	2012/2013 Budget	2011/2012 Actual
Revenue			
Membership Fees	\$ 2,993,302	\$ 2,993,302	\$ 2,892,079
Service Revenue (FFS, ASEBP)	1,811,295	2,024,495	1,890,070
Other Revenue (Grant, Interest, Misc)	134,954	159,841	354,109
Trustee Development - Reg/Grants	593,975	640,225	678,015
Transfer from Building Reserve	82,184	71,068	-
Total Operating Revenue	\$ 5,615,710	\$ 5,888,931	\$ 5,814,273
Expenditures			
Member Services	\$ 2,361,304	\$ 2,529,729	\$ 2,539,621
Executive, Corporate & Communication Services	1,792,615	1,797,809	1,836,303
Governance	447,991	506,594	441,094
Rental/Office Costs	525,871	538,108	504,961
Trustee Development Costs	387,929	416,691	393,007
Depreciation	100,000	100,000	63,346
Total Operating Expenditures	\$ 5,615,710	\$ 5,888,931	\$ 5,778,332
Total Budget Surplus (Deficit)	\$ -	\$ -	\$ 35,941

Alberta School Boards Association

Proposed Budget 2013-2014

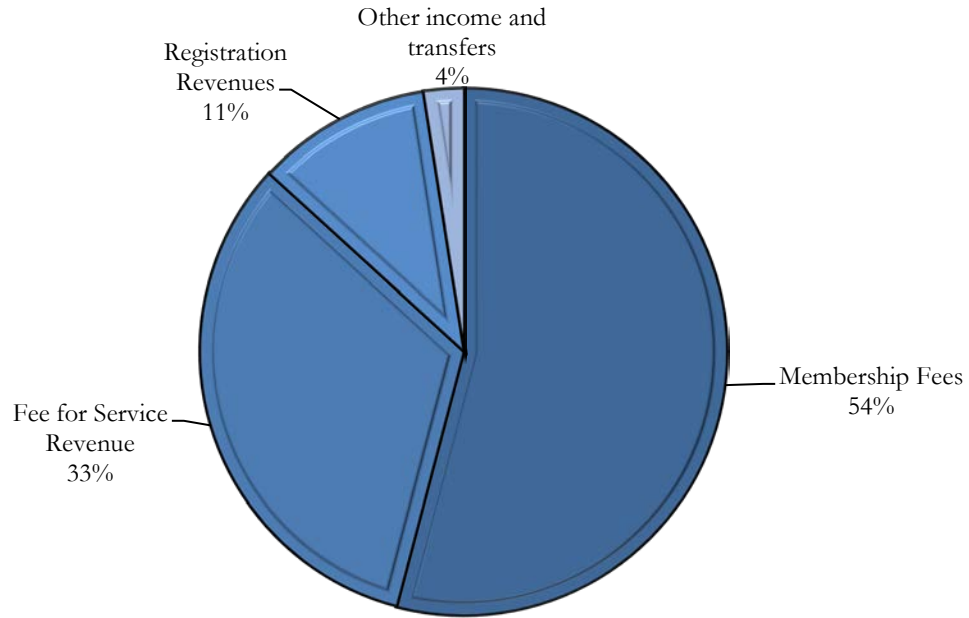
		2013/2014 Budget	2012/2013 Budget	2011/2012 Actual
Revenue				
1	Membership Fees	\$ 2,993,302	\$ 2,993,302	\$ 2,892,079
2	Fee for Service Revenue	1,773,200	1,986,400	1,851,975
3	Interest Income	54,204	57,840	86,686
4	ASEBP	38,095	38,095	38,095
5	Trustee Development - Reg/Grants	593,975	640,225	678,015
6	Trustee Development Grant	63,750	85,000	85,000
7	General Grant Revenue	-	-	166,000
8	Miscellaneous Revenue	17,000	17,000	16,423
9	Transfer from Reserves	82,184	71,068	-
Total Revenue		\$ 5,615,710	\$ 5,888,931	\$ 5,814,273

Notes:

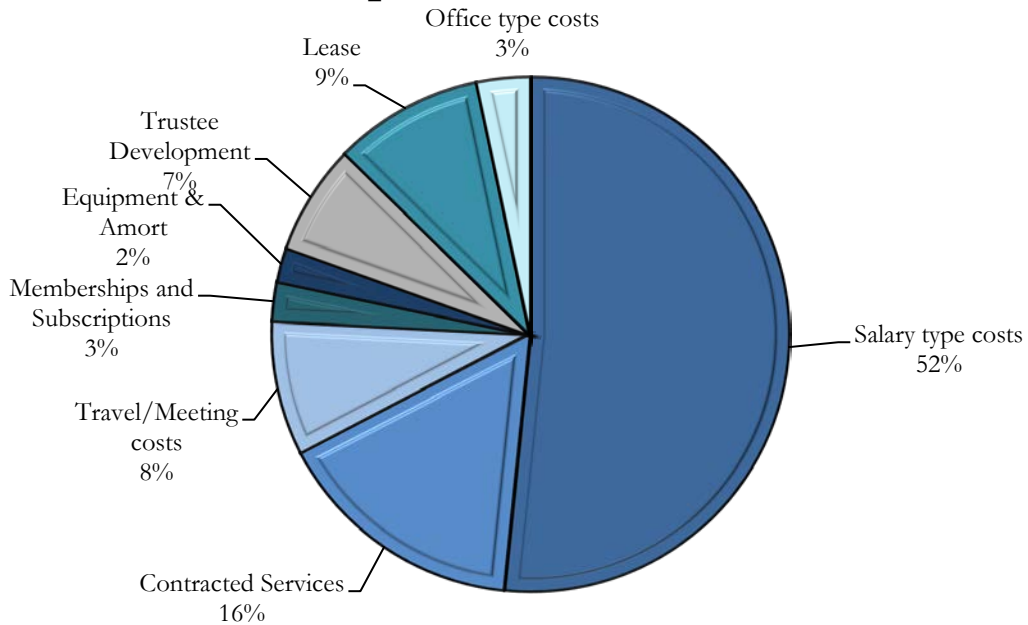
- 1 Proposed 0% increase in membership fees = No change from 2012-2013
 - 2 Approximately 7,616 hrs (2011-2012 actual - 7935 hrs, 2012-2013 budget - 8416 hrs) @ \$250/hr for Legal Services, \$210/hr for Educational Services and \$200/hr for Labour and Communication Services (no changes from 2012-13). One legal position has been removed from budget.
Total decrease in Fee for Service = \$213,200
 - 3 Interest income calculated at 2013 expected rates of return. Some longer term investments are coming due and will be renewed at a lower rate. Decrease = \$3636.
 - 4 ASEBP - no change
 - 5 No change in registration fees for FGM and SGM. This year there will be a Trustee Orientation Workshop and 2 other workshops to be developed. The Leadership Conference has been cancelled for the 2013-2014 period. Attendance has been decreased to actuals. Decrease in revenue = \$46,250
 - 6 The trustee development grant will be reduced by 25% or \$21,250.
 - 7 No grants projected
 - 8 Miscellaneous revenue - small contingency plus subscription revenue
 - 9 Transfer from building reserve
 - 10 The rate of interest on overdue accounts will be assessed at 2%/mth.
- Note: Overall budget decrease = 5% (\$273,221)**

Alberta School Boards Association Proposed Budget 2013-2014

Revenue Distribution



Expense Distribution



Alberta School Boards Association

Proposed Budget 2013-2014

	2013/2014 Budget	2012/2013 Budget	2011/2012 Actual
Member Services			
Total Salaries	\$ 1,299,974	\$ 1,595,829	\$ 1,324,214
Benefits	263,736	303,798	215,067
Casual Labour	51,000	51,000	50,225
Insurance	30,681	30,681	33,273
Contracted Services	475,046	330,456	680,417
Travel	98,980	82,542	98,980
Meals & Accommodation	58,791	46,374	58,791
Conferences	13,500	15,000	3,604
Staff Development	1,500	1,500	6,607
Catering	2,000	2,000	4,609
Memberships	18,038	20,934	16,792
Library & Subscriptions	44,808	43,115	44,992
Insurance Partnerships	1,000	2,500	662
Legal Action Costs	1,000	2,500	225
Miscellaneous	1,250	1,500	1,163
Total Expenditures	\$ 2,361,304	\$ 2,529,729	\$ 2,539,621

Notes for Member Services

Services to individual boards include:

◆ Legal Services	◆ Governance frameworks
◆ Labour relations and human resources	◆ Executive searches
◆ Emergency planning and pandemic	◆ Superintendent and board evaluations
◆ Policy development and reviews	◆ Strategic planning, strategic planning during fiscal restraint
◆ Organizational, functional reviews	◆ Student assessment

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Member Services, continued:

Educational Consultants also provide workshops on various topics at your board including, but not limited to, board orientation, practical governance tools, the role of the board and superintendent, etc.

Fee for service revenue generated in 2011-2012: \$1,851,975 (73% of department costs)

- ◆ Legal (FFS = \$1,240,000 – 4960 hrs)
- ◆ Labour (FFS = \$229,200 – 1146 hrs)
- ◆ Educational Services (FFS = \$368,055 – 1755 hrs)
- ◆ Communications (FFS = \$14,720 – 74 hrs)

Member Services also provides services to the Association for the benefit of all boards including:

- ◆ Executing Association policy/directives for action and reporting outcomes
- ◆ The development and implementation of strategic initiatives (based on strategic priorities set by the ASBA Board of Directors)
- ◆ Strategic plan reporting (tracking completion of strategic initiatives)
- ◆ Research on and analysis of educational issues and challenges (e.g. collaborative practices in action, student assessment, student health and wellbeing, developing a framework for collaboration and shared governance, developing a framework for facilitation of caring, respectful and safe learning environments, early literacy/numeracy, high school completion, funding shortfalls in Alberta's public education system, Alberta's school building deficit, school fees and fundraising, trustee certification)
- ◆ Developing a framework document for Governance as Leadership
- ◆ Policy process
- ◆ Presenting at workshops, issue forums and seminars
- ◆ Exploring new member services
- ◆ Legal newsletter
- ◆ Legal education for educators and school trustees
- ◆ Trustee development
- ◆ Tripartite

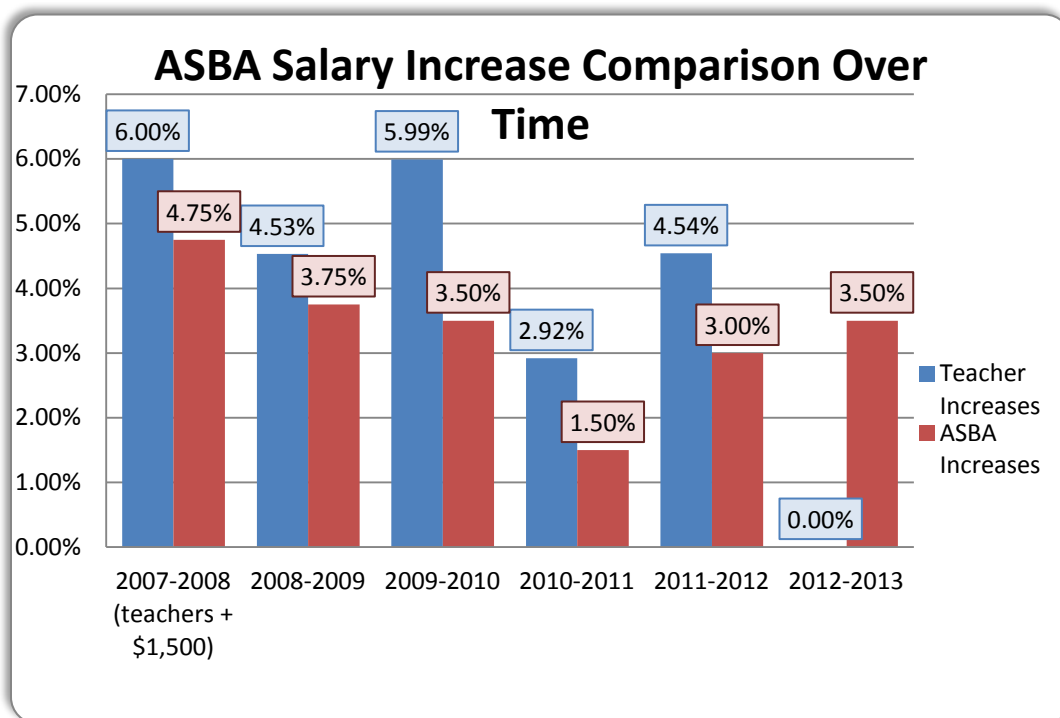
Alberta School Boards Association Proposed Budget 2013-2014

Notes for Member Services continued:

Overall, the 2013-2014 budget for Member Services is \$168,425 (6.7%) lower than 2012-2013.

Factors contributing to changes in the Member Services budget include:

- ♦ Salaries and benefits have decreased by \$335,917 (17.68%) this year over last year's budget. One legal position was eliminated in the 2013-2014 budget, a legal assistant position was moved to .7FTE and the costs for a labour negotiator were moved to contracted services because this position is being filled on a contracted service basis. Salaries are frozen in the 2013-2014 budget. A salary grid system is not used at ASBA so there are no increases projected for salaries in 2013-2014. LAPP will increase as contribution rates increase in January 2014 to 11.39% up to the YMPE and 15.84% over the YMPE. ASEBP benefit costs are projected to decrease due to rate decreases published by ASEBP (2013-2014 rates – 2nd reading).



Alberta School Boards Association Proposed Budget 2013-2014

Notes for Member Services continued:

Staffing levels - positions included in 2013-2014 budget (12.2 FTE):

- ◆ 5 lawyers
- ◆ 1 director – Educational Services (Contracted Services)
- ◆ 2 negotiators/special initiatives (ie: strategic plan initiatives, advocacy priorities)/human resource specialists
- ◆ 1 policy and research analyst
- ◆ 1.7fte legal secretaries
- ◆ 1 administrative assistant
- ◆ ~.5fte labour analyst (continued as a part-time, casual position)

Contracted services are used by the Association to meet the demand for educational and labour services and are contracted on an as needed basis. Contracted services are also used for completing strategic planning initiatives, research, grant, committee and task force work. Contracted service expenses increased by \$144,590. These changes are a result of salary costs for a negotiator position being moved to contracted services from salaries because these services are now filled on a contracted service basis plus a 2.5% increase based on an analysis of actual costs from 2011-2013. Contracted service costs are outlined over several years below:

2010-2011 actual = \$517,444

2011-2012 actual = \$680,417

2012-2013 budget = \$330,456

2013-2014 budget = \$475,046

Contracted service expenses incurred in the provision of educational and labour services through contracted services are covered by fee for service or grant revenue.

There is no increase projected for casual labour expenses. The labour analyst position is currently filled on a casual basis and dollars allocated for this work will be capped at \$51,000.

Other costs were increased by \$22,902 or 1.0%.

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Member Services, continued:

Employer contribution rates for LAPP will be 10.43% (2013) and 11.39% (2014) of salary up to the YMPE and 14.47% (2012) and 15.84% (2014) over the YMPE up to the maximum salary cap. ASEBP benefit costs are projected to decrease based on rate decreases published by ASEBP in February 2013. A 2% increase has been projected for CPP and EI rates and maximum salary levels.

ASBA will continue to use the services of the Edmonton law firm, Reynolds Mirth Richards & Farmer LLP, to complement the services provided by our excellent legal team improving overall turn-around time on school board requests for legal services.

Library and subscription costs were increased to reflect actual costs for purchasing these resources. Actual costs for 2011-2012 were \$44,992. Subscription costs were increased (\$1,693) to reflect actual costs from 2012-2013 plus a 1% increase for inflation and a 5% contractual increase for Quicklaw. Subscription and library expenses include legal publications from Quicklaw, Carswell, Lexis Nexis, Provincial Treasurer, Education Law Association, Legal Education Society, CAPSLE, the Arnet Report, Specialty Technical and various other educational/legal resources.

Insurance partnerships are costs incurred by ASBA to administer and govern the insurance and pension programs including the registered Supplemental Integrated Pension Plan (SiPP), the Alberta School Boards Insurance Exchange (ASBIE), the Alberta School Employee Benefit Plan (ASEBP) and the ASBA home and auto program. Direct costs have been reduced to \$1,000 (a \$1,500 reduction) in the 2013-2014 budget. Costs are largely paid by the programs themselves so a smaller budget for items like additional travel, meeting rooms and catering is all that is required.

Insurance costs are for the purchase of the employed lawyer's liability policy. Insurance costs are projected to remain the same as the 2012-2013 budget.

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Member Services, continued:

Travel, meals and accommodation are costs incurred in the provision of labour and educational services across the province. Travel costs are also incurred for work on governance, committees, task forces, strategic planning, general meetings, conferences, workshops, strategic initiatives and grant initiatives. Travel, meal and accommodation costs have increased because of the additional travel being done in the provision of all of the above activities. 2011-2012 amounts were used to project expenses in 2013-2014 resulting in an increase of \$28,855. As 2011-2012 actual costs were used and the mileage rate increased in 2012-2013 from .49/km to .53/km there will have to be a review of all travel to identify possible savings in an effort to meet the 2013-2014 budget projections. The mileage rate in 2013-2014 will remain at .53/km. The Association will continue to make use of the video conference capabilities to reduce travel costs wherever possible.

Memberships have decreased by \$2,896 as a legal position was eliminated from the budget. The Association pays for memberships to the Law Society of Alberta (5 lawyers), the Canadian Bar Association (5 lawyers), North American Association of Educational Negotiators, Canadian Education Association, AAMD&C, Alberta Chamber of Commerce, and Education Law Association.

Alberta School Boards Association

Proposed Budget 2013-2014

	2013/2014 Budget	2012/2013 Budget	2011/2012 Actual
Executive, Corporate and Communication Services			
Total Salaries	\$ 893,314	\$ 926,785	\$ 928,999
Benefits	225,674	215,696	280,104
Casual Labour	6,178	6,341	3,881
Contracted Services	371,209	353,809	360,632
Graphic Design	-	1,500	-
Writers	-	1,000	-
Publications Production	1,652	1,926	1,652
Travel	43,607	46,582	41,715
Meals & Accommodation	35,770	35,458	37,238
Conferences	10,000	10,000	6,161
Memberships	7,706	7,599	4,409
Promotional Materials	1,250	1,000	3,769
Bank & Interest Charges	5,680	5,680	3,347
Miscellaneous	11,519	11,482	8,535
Printing	500	500	-
Postage	4,700	5,200	3,774
Courier & Delivery	4,011	6,889	2,095
Telephone	50,954	50,281	50,649
Staff Development	3,500	3,500	285
Equipment Costs	20,458	18,010	13,493
Stationery Supplies	40,976	41,992	39,389
Subscriptions	10,743	13,491	8,536
Meeting Supplies/Catering	8,250	8,250	9,708
Election Materials	10,000	-	-
Staff Planning/Functions	17,410	17,410	20,802
Insurance	7,554	7,425	7,130
Total Expenditures	\$ 1,792,615	\$ 1,797,808	\$ 1,836,303

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Executive, Corporate and Communication Services

Executive, Corporate and Communication Services include:

- ◆ Executive Director responsibilities (See Strategic Plan, Governance Policies: Role of Executive Director)
- ◆ Support for the President, Vice President and Board of Directors
- ◆ Development and implementation of strategic initiatives (based on strategic priorities set by the Board of Directors)
- ◆ Executing policies/directives for action and reporting outcomes
- ◆ Government relations
- ◆ Advocacy (Examples: developing appropriate advocacy responses to Education Regulation and policy proposals, First Nations, Métis and Inuit student success and well being, and communicating the need for predictable, sustained and long term operational and capital funding that addresses the realities of school boards)
- ◆ Tripartite
- ◆ Relationships and partnerships
- ◆ The communications function
- ◆ The annual report
- ◆ Legal newsletter
- ◆ Legal conferences
- ◆ ASBA website - see www.asba.ab.ca - has up-to-date research and information
- ◆ Trustee development (annual meetings, conferences, workshops, seminars)
- ◆ General meeting preparation and administration
- ◆ Policy advisory
- ◆ Communications now
- ◆ Issue monitoring and action
- ◆ Key message development
- ◆ Media relations
- ◆ Public relations, community engagement
- ◆ Communication services
- ◆ Member surveys
- ◆ Hot news
- ◆ Increasing trustee awareness

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Executive, Corporate and Communication Services continued:

- ◆ Exploring new member services
- ◆ Exploring new member services
- ◆ Development and communication of budget
- ◆ Human resources, accounting and internal computer services
- ◆ Administration relating to zone chair and board chair meetings
- ◆ Administration relating to the strategic planning session
- ◆ Matters relating to CSBA
- ◆ Identifying, developing and managing cooperative insurance and pension programs to benefit school boards. Insurance, pension and benefit programs include ASBIE, the ASBA home and auto program, SiPP and ASEBP.
 - The Alberta School Boards Insurance Exchange (ASBIE) – an insurance program tailored to meet the needs of school boards.
 - The Registered Supplemental Integrated Pension Plan (SiPP) – a supplemental pension plan option for senior jurisdictional employees.
 - The Alberta School Employee Benefit Plan (ASEBP) – an employee benefit program specifically designed to meet the health benefit needs of Alberta's education sector.
 - The ASBA Home and Auto Program - through a partnership with TD Insurance Meloche Monnex, the ASBA offers trustees and school board staff a preferred rate on home and auto insurance.

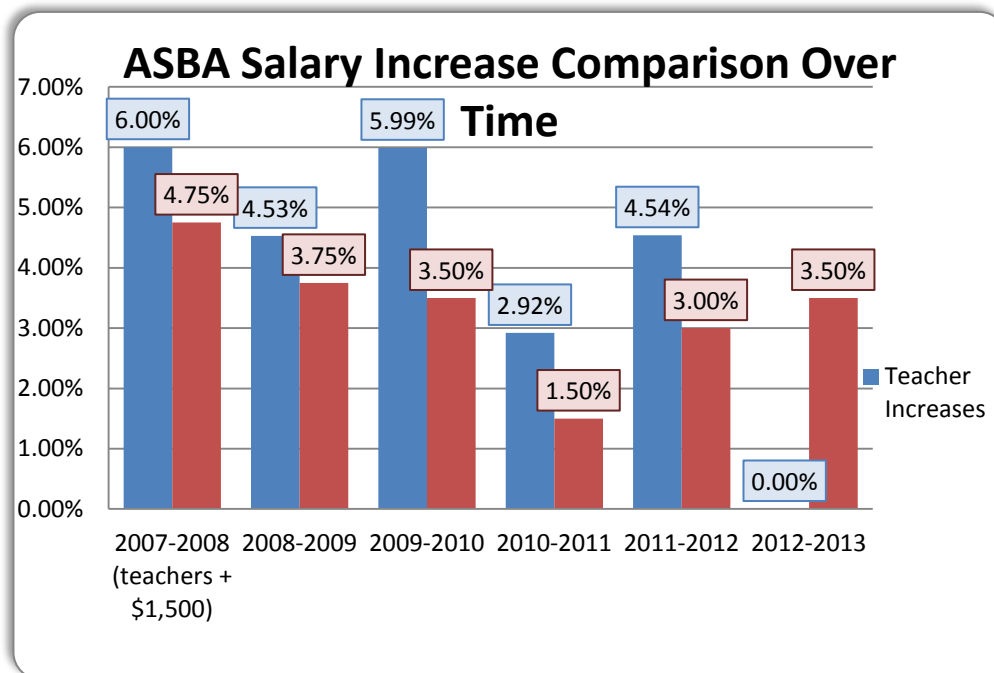
Alberta School Boards Association Proposed Budget 2013-2014

Notes for Executive, Corporate and Communication Services continued:

The 2013-2014 budget for these services has decreased by \$5,193.

Changes in the Executive, Corporate and Communication Services budget include:

- ♦ Salary costs have decreased by \$33,471 (4%) this year over last year's budget. One staff officer position was moved to .6 FTE effective September 1, 2013. Salaries have been frozen for the 2013-2014 period. ASBA does not follow a grid system so there are no salary increases projected for 2013-2014. At the Executive Director's request, his salary has also been frozen for next year.



- ♦ Employer contribution rates for LAPP will be 10.43% (2013) and 11.39% (2014) of salary up to the YMPE and 14.47% (2012) and 15.84% (2014) over the YMPE up to the maximum salary cap.
- ♦ Executive Director participation in the Registered SiPP (\$6,900), Non Registered SERP current and past service cost plus net actuarial loss on accrued benefit obligation (\$35,000).
- ♦ Projected increase in contracted service costs of \$17,400 (5%). Increases are from increased computer services (hours), accounting and audit fees.

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Executive, Corporate and Communication Services continued:

- ◆ All other costs have been reviewed and increased or decreased to a cumulative total of \$1065. Association staff continue to look for efficiencies to reduce office costs.

Positions included in the 2013-2014 budget (~8.5 FTE):

Executive Director

- ◆ Executive Director – 2013-2014 Salary = \$230,761.

ASBA Compensation Policy – Executive Director

“The ASBA Board believes the ASBA should have the ability to attract and retain an Executive Director with the background and relevant experience necessary to perform the duties associated with the expectations of the membership.

Therefore the board believes the Executive Director should be fairly compensated according to the nonprofit sector. Fair compensation will be determined in the following manner:

- a) An independent consultant will be retained by the Board of Directors to provide comparators. This will be done at a minimum of every three years.
- b) There will be a minimum of 10 comparators to be determined by the board and/or a committee of the board.
- c) At market survey time the Executive Director compensation shall fall within the 50th-60th percentile of the comparators total cash compensation depending on relevant experience and performance.
- d) Annual compensation increases between market surveys will be a combination of a 3% annual increase based on satisfactory performance and the economic indicator of the Alberta Average Weekly Earning Index.”

The Board recognizes that salary is determined through negotiations but will use this policy as the direction for the negotiations.

Other Positions:

- ◆ ~2.5 Directors (Corporate Services (.60FTE), Finance and Administrative Services(.90 FTE), Communications)
- ◆ 1 Receptionist and Administrative Assistant
- ◆ 1 Executive Administrative Assistant
- ◆ ~2 Administrative Assistants (1 admin asst is at .9285FTE)
- ◆ 1 Policy Coordinator/Administrative

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Executive, Corporate and Communication Services continued:

Casual labour costs cover key positions (e.g. receptionist) for vacation/sick time and additional administrative help. Casual labour costs were decreased (\$163) from the 2012-2013 budget.

Insurance costs cover the directors and officers liability policy and property and general liability insurance (ASBIE). These are projected to increase slightly by \$129 in 2013-2014.

Travel, meals and accommodations are costs incurred to travel to zone meetings, member board meetings, general meetings, CSBA and NSBA and have been decreased by \$2,663. The mileage rate will remain at .53/km (recommended rate published by the Canada Revenue Agency in January 2012). All travel will be reviewed in an effort to meet the 2013-2014 budget expectations.

Equipment costs are annual costs for in-house photocopiers, fax machines, printers, network repairs. These have been projected using actual costs from 2012-2013 and have been increased by \$2,448.

Staff function costs relate to the staff planning/staff meetings/other staff related office costs. These costs were held to 2012-2013 budgeted levels for 2013-2014.

Conference of choice benefit for staff officers has been frozen for an additional year (savings = \$24,000). There is an amount allocated to conferences to send staff to courses, conferences or events that will increase area expertise (Legal seminars, pension courses) or as a representative of the ASBA.

Miscellaneous expense is a combined allocation from four departments (Communications, Finance, Executive Office and Corporate Services). These costs have been increased slightly (\$37) using 2012-2013 actuals. Examples of costs included in miscellaneous expenses are: dish soap, carpet cleaning, replacement of glasses and dishes, small donations, etc.

Election costs - \$10,000 has been included in the 2013-2014 budget to cover the costs of various initiatives for the 2013 trustee elections.

Alberta School Boards Association

Proposed Budget 2013-2014

	2013/2014 Budget	2012/2013 Budget	2011/2012 Actual
Governance			
CPP Costs	\$ 8,000	\$ 8,000	\$ 4,816
Per Diem	89,655	92,970	79,748
Honoraria	10,350	10,350	12,075
Contracted Services	29,000	50,000	33,803
Insurance	1,795	1,350	1,407
Travel	75,898	80,799	68,673
Meals & Accommodation	40,451	48,646	66,229
Conferences (Registration costs)	20,000	20,000	5,738
Conference of Choice (Registration costs)	-	10,000	-
Equipment Rental	2,500	4,100	1,567
CSBA/NSBA Membership	57,259	57,259	58,779
Catering	20,000	25,000	23,627
Meeting Rooms	1,250	1,250	-
Promotional Material	-	-	-
Telecommunications	-	-	1,612
Office Supplies	-	-	63
Miscellaneous	1,000	1,000	1,557
Total Expenditures	\$ 357,158	\$ 410,724	\$ 359,694
President			
Per Diem	\$ 25,132	\$ 25,522	\$ 19,200
Honoraria	20,700	20,700	17,250
Travel	20,624	21,124	23,040
Meals & Accommodation	17,827	18,427	17,527
Telecommunications	250	250	24
Memberships	-	3,547	1,433
Miscellaneous	300	300	76
Conferences	6,000	6,000	2,850
Total Expenditures	\$ 90,833	\$ 95,870	\$ 81,400
Total Expenditures - Governance	\$ 447,991	\$ 506,594	\$ 441,094

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Governance

Governance includes Board of Director's meetings, executive and policy committee meetings, strategic planning, leadership retreat (suspended) and the Executive Director's compensation and evaluation. Governance also includes compensation for representation on internal task forces or external committees and attendance at zone and board chair meetings. These costs are included in per diems.

Governance activities include:

- ◆ Strategic planning – leadership in the development and promotion of strategic priorities
- ◆ Policy process (PDAC)
- ◆ Advocacy – Examples include developing appropriate advocacy responses to Education Regulation and policy proposals, First Nations, Métis and Inuit student success and well being, and communicating the need for predictable, sustained and long term operational and capital funding that addresses the realities of school boards.
- ◆ Board roles and task forces (budget, policy (PDAC), political advocacy, school board funding task force, executive director compensation and evaluation, fiscal accountability, ASEBP, school board to school board relationships, wrap around services task force, transformation initiative (including governance), First Nations, Métis and Inuit partnership, school board-municipal government relationships and partnerships, “Action on Inclusion”, education trends, community engagement, ASBA relationship building with non-teaching staff, second language learners, Alberta student wellness initiative and early learning initiative)
- ◆ Board chair/zone meetings/CSBA
- ◆ Committee representation (e.g. Curriculum Policy Advisory Committee (CPAC), Action on Curriculum Working Groups, Inclusive Education Environments Advisory, Alberta high school credentialing requirements review, diploma exams, workforce planning advisory, Society for Safe and Caring Schools and Communities, children and poverty, etc.)
- ◆ Communication (media/public/member) – President
- ◆ Organizational environment (e.g. political advocacy and governance)
- ◆ Relationships
- ◆ Election
- ◆ Community engagement and trustee awareness
- ◆ Budget

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Governance continued:

The ASBA Board of Directors:

- ◆ The ASBA Board is made up of six Zone Directors (1, 2/3, 2/3, 4, 5, 6) and four Metro Directors (Edmonton Public, Edmonton Catholic, Calgary Public, Calgary Catholic) and a President and Vice President (elected every 18 months by member boards at a general meeting).

Costs in governance are \$58,603 (11.6%) lower than in the 2012-2013 budget.

Honorariums:

- ◆ President - \$20,700 (no change) – last increase was 2009-2010
- ◆ Vice President - \$10,350 (no change) – last increase was 2009-2010

Per Diems – The per diem rate will remain at \$166 (daily rate paid to attend ASBA board meetings, task force meetings, and some committee meetings). Per diem costs were decreased from 2012-2013 levels by \$3705 (3%). The Leadership Retreat has been cancelled for the 2013-2014 period reducing per diems, travel and catering costs by \$32,000. The Board of Directors will have a meeting in August 2014 to complete the Executive Director and Board evaluations. In addition to this, the Board of Directors will continue to meet 7 times per year but will increase the length of each meeting. No additional dollars were allocated for this. Per diems are also paid to trustees participating in committee or task force work for ASBA. All activities will be reviewed to ensure costs meet budget expectations.

The Board recognized that per diem levels may be behind other organizations and will eventually need to be increased but this was not the year to recommend any increases in any compensation.

The strategic planning session is included in the budget in 2013-2014 (Cost ~ \$41,000). The Board of Directors agreed this was important work for the Association from the review of where we have been (what's been accomplished) to where we need to go and helps build relationships and facilitate teamwork. Also, given all the changes occurring in education today, the board felt that this work allows the Association to respond quickly in a very rapidly changing environment.

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Governance continued:

An annual membership survey will be conducted using an online survey method and the cost in 2013-2014 budget has been reduced by \$11,000 to \$2,000 to purchase the online services.

Travel, meal and accommodation costs have been decreased by \$14,196. The mileage rate will remain at \$0.53/km (recommended rate published by the Canada Revenue Agency in January 2012). The Board will continue to meet 7 times per year plus an additional meeting in August to conduct the Executive Director and Board evaluations. Costs are lower because the Board decided to suspend the Leadership Retreat for the 2013-2014 in an effort to reduce costs. There will be a review of all activities that generate travel costs in an effort to meet 2013-2014 budget expectations. Video and telephone conferencing will be used whenever possible.

Conference costs are for those Board of Director members who are entitled to go to either CSBA or NSBA and remain in the budget at 2012-2013 levels.

Conference of Choice benefits are suspended for the 2013-2014 year in an effort to reduce costs. Conference of choice is made available to those Directors who are not eligible to attend the CSBA or NSBA conference in 2013-2014 and is fixed at \$2,000 including conference, travel and per diem costs. Suspending the conference of choice benefit saves \$10,000.

Established Rates (subject to the ASBA travel and expense guidelines):

- ◆ Travel - \$0.53/km (follows the recommended rate published by the Canada Revenue Agency in January 2012)
- ◆ Meals - \$10/meal or by receipt (must be reasonable)
- ◆ Accommodation - by receipt

Catering costs have been decreased (\$5,000) again because the Leadership Retreat has been suspended for 2013-2014. The remaining dollars are for the cost of catering Board of Director's meetings, strategic planning, and ASBA task force meetings.

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for Governance continued:

Equipment Rental costs have been reduced by \$1,600 also because the Leadership Retreat has been cancelled for 2013-2014. This is the cost of projectors, screens and other equipment needed for various meetings held at hotels like the strategic planning session.

Insurance – Group Accident and Life Insurance (Board of Directors only). This has been increased (\$445) to reflect 2011-2012 actuals.

Alberta School Boards Association Proposed Budget 2013-2014

	2013/2014	2012/2013	2011/2012
	Budget	Budget	Actual
Rental/Office Costs			
Office Rent	\$ 634,907	\$ 620,094	\$ 567,619
Rental Recovery	(109,035)	(81,986)	(62,658)
Total Expenditures	\$ 525,871	\$ 538,108	\$ 504,961

General Meeting and Function Costs

Fall General Meeting	\$ 169,991	\$ 171,597	\$ 150,793
Spring General Meeting	129,788	134,894	97,649
Trustee Development	88,150	110,200	144,565
Total Expenditures	\$ 387,929	\$ 416,691	\$ 393,007

Notes for Rental/Office Costs

The building budget is \$12,237 lower than 2012-2013. The projected rate for 2013-2014 is \$14.99 per square foot (increased 1.5% from actuals). Monthly lease rates are fixed for five years and are \$20 per square foot. The rental recovery represents space leased to our educational partners at cost allowing us to recover a portion of our annual lease costs.

Lease Details:

- ◆ Square footage leased - 15,759
- ◆ Per square foot rental rate (rates are at the lower end of market rates for Edmonton and area):
 - From April 2010 to April 2015 - \$20 per square foot
 - From April 2015 to April 2020 - \$22 per square foot
- ◆ Estimated operating costs/property taxes per square foot - \$14.99 per square foot (up 1.5%)
- ◆ Storage - \$156.25 per month

Alberta School Boards Association

Proposed Budget 2013-2014

Notes for General Meeting and Function Costs

Expenses are reduced in the 2013-2014 budget (\$28,762) because the Leadership Retreat/Conference was cancelled for the 2013-2014 period. For the last two years, the Leadership Retreat has been offered in a small conference format but will not be offered in 2014. For the 2013-2014 year, functions included in the budget are FGM, SGM, Trustee Orientation Workshop and two legal workshops. Registration fees have been held to 2012-2013 levels.

The budget for general meeting and function costs includes:

- ◆ Keynote speakers
- ◆ Contracted services (brochure development, facilitators, parliamentarian)
- ◆ Room rental
- ◆ Equipment rental
- ◆ Catering costs (meals, coffee breaks, refreshments)
- ◆ External program costs
- ◆ External printing costs
- ◆ Travel, meals and accommodations for speakers and facilitators
- ◆ Honorariums

There are a number of internal costs which are not allocated to self supporting functions in the budget but are contained elsewhere in the budget including internal staff resources. Association staff are responsible for event planning which involves arranging the venue, meals, speakers, facilitators, bands, special events, travel arrangements, materials, trustee packages, brochures, nametags, awards, registrations, surveys, invoicing and payment processing. The cost of photocopying and supplies are also included elsewhere in the budget. Lastly, regularly we rely on the immense skills and talents of our internal staff resources and ask them to prepare and present sessions at conferences and workshops (legal, educational services, communications).

Alberta School Boards Association
Proposed Membership Fees
September 1, 2013 to August 31, 2014

Zone	Jurisdiction	Total Students*	Proposed Membership Fees
23	Aspen View Regional Division #19	2,950	\$26,692
4	Battle River Regional Division #31	6,275	\$44,696
23	Black Gold Regional Division #18	9,205	\$58,978
23	Buffalo Trail PS Regional Division #28	4,308	\$35,101
5	Calgary RCSSD #1	48,952	\$153,664
5	Calgary Board of Education	106,828	\$239,079
5	Canadian Rockies R.D. #12	2,082	\$20,980
4	Chinook's Edge School Division #73	10,750	\$66,510
5	Christ the Redeemer Catholic S.R.D. #3	9,101	\$58,466
4	Clearview School Division #71	2,424	\$23,233
23	East Central Alberta CSSRD #16	2,612	\$24,468
23	East Central Francophone Ed. Region #3	683	\$11,722
23	Edmonton Catholic Separate School District #7	35,220	\$123,543
23	Edmonton School District #7	83,891	\$205,535
23	Elk Island Catholic Separate RD #41	5,778	\$42,268
23	Elk Island Public Schools R.D. #14	16,360	\$82,167
23	Evergreen CSRD #2	3,745	\$31,928
5	Foothills School Division #38	7,598	\$51,138
23	Fort McMurray RCSSD #32	5,199	\$39,445
23	Fort McMurray Public School District #2833	5,328	\$40,074
1	Fort Vermilion School Division #52	3,290	\$28,929
5	Golden Hills School Division #75	6,394	\$45,274
1	Grande Prairie RCSSD #28	3,962	\$33,354
1	Grande Prairie Public School District #2357	7,530	\$50,809
23	Grande Yellowhead Public School Division #77	4,869	\$37,836
6	Grasslands Regional Division #6	3,605	\$31,006
23	Greater N. Central Francophone Ed. Region #2	2,710	\$25,112
23	Greater St. Albert Catholic R.D. #29	6,149	\$44,082
5	Gr. Southern Francophone Public Ed. Region No. 4	1,582	\$17,689
5	Gr. Southern Franc. Sep. Catholic Ed. Region No. 4	953	\$13,550
1	High Prairie School Division #48	3,204	\$28,366
1	Holy Family Catholic Regional Division #37	2,210	\$21,821
6	Holy Spirit RCSRD #4	4,505	\$36,067
6	Horizon School Division #67	3,529	\$30,502

Alberta School Boards Association

Proposed Membership Fees

September 1, 2013 to August 31, 2014

Zone	Jurisdiction	Total Students*	Proposed Membership Fees
23	Lakeland RCSSD #150	1,930	\$19,978
6	Lethbridge School District #51	9,044	\$58,188
23	Living Waters CRD #42	1,724	\$18,625
6	Livingstone Range School Division #68	3,630	\$31,167
23	Lloydminster Public S.D. #99	2,342	\$22,691
23	Lloydminster RCSSD #89	2,099	\$21,090
6	Medicine Hat CSRD #20	2,604	\$24,417
6	Medicine Hat School District #76	6,907	\$47,774
23	Northern Gateway Regional Division #10	4,997	\$38,465
23	Northern Lights School Division #69	5,749	\$42,129
1	Northland School Division #61	2,764	\$25,470
1	Northwest Francophone Ed. Region #1	443	\$9,967
6	Palliser Regional Division #26	7,132	\$48,871
23	Parkland School Division #70	9,826	\$62,005
1	Peace River School Division #10	3,169	\$28,132
1	Peace Wapiti School Division #76	5,556	\$41,186
23	Pembina Hills Regional Division #7	5,605	\$41,427
5	Prairie Land Regional Division #25	1,446	\$16,790
6	Prairie Rose School Division #8	3,584	\$30,867
4	Red Deer Catholic Regional Division #39	7,442	\$50,378
4	Red Deer Public Schools	10,237	\$64,009
5	Rocky View School Division #41	18,478	\$86,810
23	St. Albert PSSD #6	6,851	\$47,497
23	St. Paul Education Regional Division #1	4,069	\$33,939
23	St. Thomas Aquinas RCSR #38	3,271	\$28,805
23	Sturgeon School Division #24	4,702	\$37,025
6	Westwind School Division #74	4,260	\$34,867
4	Wetaskiwin Regional Division #11	3,904	\$32,973
4	Wild Rose School Division #66	5,092	\$38,926
4	Wolf Creek School Division #72	7,251	\$49,449
23	Yellowknife Education District #1	1,853	\$19,474
23	Yellowknife Catholic Schools	1,299	\$15,825
	Totals	583,041	\$2,993,302

*Note: Student totals were compiled from a report on Student Population for the 2012/2013 school year published by Alberta Education. Student registration information is as of Dec 15, 2012. These will be updated with the most current available information as per bylaw #10.

ASBA Budget: Frequently Asked Questions

Question: What factors are considered when setting the budget?

Answer: There are a number of factors taken into consideration when preparing the budget for the association:

- ◆ strategic priorities identified in the strategic plan. What can we accomplish with the resources (dollars, people) we have? Is there anything critically important that we need to fund that will add additional dollars to the budget?
- ◆ work on association policy
- ◆ the budget is balanced
- ◆ budget assumptions approved by Board
- ◆ reasonable increases in membership and other fees
- ◆ sustaining a level of service previously approved by the membership
- ◆ sustaining an active involvement in committee and task force work (i.e.: School Board Governance, transformation, Inclusive Education Environments, responding to the Education Act, community engagement, high school completion, transportation, infrastructure, First Nations, Métis and Inuit partnership, second language learning, early learning, Safe and Caring Schools, student health and wellness, school board funding, education trends, wrap around services, municipal government partnerships)
- ◆ trustee development for the year

How is ASBA governed? Who sets ASBA policy?

School boards set the policies that guide the work of the association and the ASBA Board of Directors in its decision-making. Generally, school boards make decisions about association policy at the Fall General Meeting. Policy may also be discussed at the Spring General Meeting. The association's governance handbook is posted on the ASBA website at <http://www.asba.ab.ca/policies/policies-bylaws.asp>

Because general meetings occur only twice a year, school boards have authorized the ASBA Board of Directors to direct the business and affairs of the association with the exception of the following decisions, which rests exclusively with school boards attending a general meeting:

- ◆ Electing the president and vice-president
- ◆ Setting the association's annual budget
- ◆ Assessing membership fees
- ◆ Amending bylaws and requesting amendments to the constitution
- ◆ Setting policies

Between general meetings, the ASBA Board of Directors may adopt interim policy positions; however these are subject to ratification by school boards at the next general meeting.

ASBA Budget: Frequently Asked Questions

- ◆ current expense levels for items like our lease, insurance, memberships, subscriptions, telecommunications, etc.
 - ◆ appropriate compensation levels and working conditions for staff
 - ◆ appropriate compensation levels for trustees serving on the ASBA Board of Directors, committees and task forces
 - ◆ appropriate expense reimbursement for trustees and staff working on association business (i.e.: setting of mileage rate)
-

Question: What is the status of the Association's reserves?

Answer: The association reserves are reported annually in the audited financial statements which are posted on the ASBA website. Interest income earned on association reserves is used to balance the annual budget and reduces fees to members. Last year, association reserves earned \$86,686 in interest.

Reserves at August 31, 2012 totaled \$3,385,365.

This is comprised of two reserve funds set up by the Board of Directors:

- ◆ the building reserve fund (\$600,000). This fund is being used, on an as-needed basis, to address the increase in rental costs to the association from the increase in rates. It is being used to balance the 2012-2013 and 2013-2014 budget. The current board does not wish to deplete this fund completely but would like to leave a fund for future boards when the new lease expires so that there are options available at that time.
- ◆ the capital asset replacement reserve fund (\$653,332). This reserve is replenished each

Who governs the ASBA?

A 12 member board of directors governs the association, made up of:

- ◆ President – elected by the entire membership (one vote per full member board in attendance)
- ◆ Vice-President – elected by the entire membership (one vote per full member board in attendance)
- ◆ Six zone directors – elected by the Zone
- ◆ Four metro board representatives – elected by each metro board (Calgary Catholic, Calgary Public, Edmonton Catholic, Edmonton Public)
- ◆ The President, the Vice-President, the Zone directors and the Metro directors are elected for terms of approximately 18 months and are eligible for re-election for one successive term of approximately 18 months

ASBA Budget: Frequently Asked Questions

year by the amortization expense (the annual expense from depreciating assets) in an effort to always have the available funds to replace those assets when they are fully amortized (used up). The fund is used to purchase capital assets like phone systems, computer equipment, computer software, network equipment, projectors, video conferencing equipment, printers, photocopiers, furniture or leasehold improvements. Many of the ASBA's computers are nearing end of life and will be replaced in 2013-2014.

and, the capital fund (\$147,785) and operating fund (\$1,984,248). The capital fund is not a cash reserve but the net book value of our capital assets.

The operating fund currently has approximately four months of operating expenses. The operating fund is used to sustain cash flow until we receive membership fees in late October, early November; for fee for service costs until we collect receivables; to pay for conference costs before we receive registration fees; as a contingency fund in case there is an event which requires a cash outflow like the tripartite negotiations, board chair meetings or the arbitrated settlement; and as a wind down fund in the event it is necessary.

Question: Do we make a profit on events?

Answer: Association policy is that all events must make a profit. Association events are expected to produce revenue that is in turn used for other association initiatives. However, when we account for the allocation of internal resources (i.e.: staff time) we break even or have a small surplus on association events. In the budget, direct expenses are allocated to functions like the cost of catering and contracted services (facilitator and speaker costs). There are a number of internal costs which are not

What services are available through the ASBA?

Through the ASBA, school boards may...

1. Hire, on a fee for service basis, ASBA lawyers, labour relations, educational and communication consultants for help with complex local issues.

2012-2013 fee for service rates:

- ◆ Communications \$200/hr
- ◆ Education Services \$210/hr
- ◆ Labour Services \$200/hr
- ◆ Legal Services \$250/hr

2. Join employee benefit, insurance and pension plans developed to respond to the unique needs of an educational setting

The Alberta School Employee Benefit Plan

The Alberta School Boards' Insurance Exchange

The Supplemental integrated Pension Plan

3. Receive specialized research and information to help them do their work locally
4. Learn from and network with school trustees
5. Access various trustee development opportunities
6. Subscribe to the school law newsletter – a newsletter written for the education community which discusses timely legal news in plain language for educators.

ASBA Budget: Frequently Asked Questions

allocated to self supporting functions in the budget but are contained elsewhere in the budget including internal staff resources. Association staff are responsible for event planning which involves arranging a venue, meals, speakers, facilitators, bands, special events, travel arrangements, materials, trustee packages, brochures, nametags, awards, registrations, surveys, invoicing and payment processing. The cost of photocopying and supplies are also included elsewhere in the budget. Lastly, we rely regularly on the immense skills and talents of our internal staff resources and ask them to prepare and present sessions at our conferences and workshops (legal, educational services, communications).

Question: When does our current lease expire, what is the current lease rate and what are current market rates?

Answer: The current lease expires in April 2020. Following a thorough review of the available rental and building options and costs, the Board of Directors voted to renew the lease in April 2010 at the current location for ten years at \$20 per square foot for the first five years and \$22 per square foot for the last five years. The negotiated rates are at the lower end of market rates for Edmonton and area. Current operating and property costs are an additional \$14.99 per square foot.

Question: When calculating membership fees, where do the student enrolment numbers come from?

Answer: Alberta Education releases a report each year on Student Population by Grade, School and Authority –

<http://education.alberta.ca/department/stats/students.aspx>

In the membership fee calculation, student enrolments are taken from the most current report.

What about the financial health of the Association?

On December 7th, **Douglas Kroetsch**, a partner with Collins Barrow Edmonton LLP, presented the ASBA's 2011-2012 audited financial statements to the ASBA Board of Directors. Collins Barrow gave the ASBA a clean audit report. Kroetsch told the board that the ASBA is in a healthy position – it is carrying no debt and ended the year with an overall surplus of \$35,942. This is made up of an operating surplus of \$9,312 (operating revenues totaled \$5.109 million and operating expenditures totaled \$5.100 million); a surplus from self supporting functions of \$3,290 and a surplus from other revenue and expenses of \$23,340. The association's assets, liabilities and fund balances totaled \$4.697 million. The ASBA audited financial statements are available at www.asba.ab.ca.

SGM 2013 – June 2-4 Lighting HeArts on Fire the Arts in education

Celebrating what the Arts bring to students, schools and communities. John Mahon, Executive Director of the Edmonton Arts Council – and clarinetist – will open the conference with words and music. Todd Babiak, former journalist, author, raconteur and father, will speak to the power of story-telling for school boards and education. And school boards will showcase Arts programs that are making a difference for their students.

ASBA Budget: Frequently Asked Questions

Question: How does the membership get input into the budget?

Answer: Each year in November school boards are asked for their input into the ASBA strategic plan. In January, the Board of Directors has their strategic planning session and this input becomes a part of the strategic planning process for the association. Resources in the budget are then allocated to the initiatives included in the strategic plan.

Resources are also directed to carrying out association policy – the work done by the membership at general meetings.

At the Spring General Meeting, the membership approves the overall association budget and the membership fee increase for the year.

Question: Who approves the draft budget that is presented to the membership at the Spring General Meeting?

Answer: The ASBA Board of Directors approves budget assumptions in January or February. From these, the ASBA administration prepares a draft budget with various options. This is presented to the Board of Directors for their consideration in March. The Board of Directors reviews the draft budget, discusses and approves various scenarios, and lastly approves a draft budget they believe would be acceptable to the membership.

Question: When is the budget distributed to the members?

Answer: The draft budget is sent out 60 days prior to the Spring General Meeting in the *Budget and Bylaws Bulletin*. Also, budget presentations are made to each of the Zones prior to the Spring General Meeting.

Get the community involved in public education

Enhancing school boards' connections with their local communities is a strategic focus for the ASBA. Resources are available on the ASBA website at http://www.asba.ab.ca/files/pdf/comm_engage_report12.pdf

Policy advisories

The ASBA prepares policy advisories on issues for members to use as guidelines as they develop or revise existing policies. These advisories are not policies in themselves, but rather include points that boards may wish to consider in drafting policies to fit their own particular circumstances. On the ASBA website are policy advisories for Anaphylaxis, School fees and fundraising at: <http://www.asba.ab.ca/services/developing-policy.asp>

Research

The ASBA conducts quantitative and qualitative research about emerging issues in education and topics of interest to school boards. Research reports are on the ASBA website at: <http://www.asba.ab.ca/perspectives/research-papers.asp>

Get a preferred rate on home and auto insurance

Through a partnership with TD Meloche Monnex, the ASBA is offering trustees and school board staff a preferred rate on home and auto insurance. To get a free quote call 1.866.366.6668 or visit the ASBA website at: <http://www.asba.ab.ca/services/insurance.asp#home>

Motion 2A / SGM13: Proposed Revised ASBA Bylaws

Motion 2(A)1 BE IT RESOLVED that the Alberta School Boards Association rescind entirely the current Alberta School Boards Association Bylaws.

Motion 2(A)2 BE IT RESOLVED that the Alberta School Boards Association adopt the proposed revised Alberta School Boards Association Bylaws as appended hereto.

Motion 2(A)3 BE IT RESOLVED that the Executive Director is authorized to make any necessary technical edits to the Alberta School Boards Association Bylaws.

Background

In October 2012, the ASBA Board of Directors approved the ASBA Bylaws Review.

In December 2012, the Board of Directors appointed members at large to the ASBA Bylaws Review Committee and approved the committee's terms of reference, which were to:

1. Review the ASBA Bylaws, considering matters including:
 - ◆ Changes to relevant legislation (i.e. Local Authorities Election Act) affecting such matters as term of appointment
 - ◆ Executive leaves of absence
 - ◆ Clarification of current processes for election of President and Vice-President
 - ◆ Amendments to ensure currency, clarity, consistency, and gender neutrality
2. Make recommendations to the Board of Directors for revisions to current ASBA Bylaws.

Between January-March 2013, the committee reviewed current bylaws and developed draft revised bylaws.

In March 2013, presentations at Zones highlighted various aspects of the review and possible revisions.

April 2, 2013, the Proposed Revised ASBA Bylaws were approved by the Board of Directors for placement before the membership at the 2013 Spring General Meeting.

Sponsored by the ASBA Board of Directors

Proposed Revised ASBA Bylaws

Bylaw 1

1. Definitions and Interpretation

1.1 In these Bylaws, unless the context otherwise requires:

1.1.1 “Alternate Director” means a representative of a Zone or Metro Board who shall fill the position of Director in the event of the Director’s absence or inability to act.

1.1.2 “Associate Member” of the Association means:

1.1.2.1 Elected First Nations boards of education under the auspices of band councils; and

1.1.2.2 Métis boards of education that operate school buildings.

1.1.3 “Association” or “The Association” means the Alberta School Boards Association.

1.1.4 “Board” means the board of trustees of a school district, school division, or regional division, the regional authority of a Francophone education region, or an official trustee as defined in the *School Act*.

1.1.5 “Board of Directors” means the Board of Directors of the Association, established pursuant to the provisions of these Bylaws.

1.1.6 “Director” means a member of the Association’s Board of Directors who represents a Zone or Metro Board.

1.1.7 “Full Member” of the Association means:

1.1.7.1 A board of trustees of a school district, school division, or regional division, or the regional authority of a Francophone education region that has publicly elected members according to the *Local Authorities Election Act* or in the case of Lloydminster the *Local Government Election Act*, and that is an operating board as defined in the *Alberta School Boards Association Act*; or

1.1.7.2 A board of trustees of a publicly supported school system in the City of Yellowknife, Northwest Territories.

1.1.8 “General Election” means an election held for all Boards in accordance with the *Local Authorities Election Act*.

1.1.9 “General Meeting” means one of the Association’s biannual meetings; either the Spring General Meeting or the Fall General Meeting.

1.1.10 “Metro Board” means any one of the four public or separate school boards in the cities of Calgary or Edmonton with Full Member status.

1.1.11 “Minister of Education” means the Minister of Education for the Province of Alberta.

- 1.1.12 “President” means President of the Association and Chair of the Board of Directors.
- 1.1.13 “*School Act*” means the *School Act* being Chapter S-3 of the Revised Statutes of Alberta, 2000 as amended from time to time or any successor legislation hereinafter enacted.
- 1.1.14 “Special General Meeting” means a meeting of the Association called by the Board of Directors pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.
- 1.1.15 “Student” means any person enrolled in a Full Member jurisdiction as reported by Alberta Education.
- 1.1.16 “Substantive Motion” means a motion before the membership at a General Meeting, and includes motions relating to the Association budget, Bylaws, and policy positions.
- 1.1.17 “Trustee” means a member of a Board with Full Member status, or an official trustee as defined in the *School Act*.
- 1.1.18 “Vice-President” means Vice-President of the Association and Vice-Chair of the Board of Directors.
- 1.1.19 “Written Notice” means notice of a meeting that:
 - 1.1.19.1 Specifies the purpose, date, time and place of the meeting, and
 - 1.1.19.2 Is delivered by any electronic means or post, meeting required timelines, exclusive of the day on which the notice is sent or mailed and exclusive of the day for which notice is given.
- 1.1.20 “Zone” means a subset of all Boards established on a geographical or other basis pursuant to the provisions of these Bylaws.
- 1.2 In these Bylaws the singular includes the plural and the plural includes the singular.

Bylaw 2

2. Entitlement of Full and Associate Members

- 2.1 Full Members are entitled to:
 - 2.1.1 Association communications materials except those designated as confidential to specific audiences;
 - 2.1.2 Direct services from Association personnel at fees established annually by the Association;
 - 2.1.3 Access to Association conferences and workshops at a conference rate established by the Association; and
 - 2.1.4 Unrestricted participation in the business affairs of the Association.

- 2.2 Associate Members are entitled to:
 - 2.2.1 Association communication materials except those designated as confidential to specific audiences;
 - 2.2.2 Direct services from Association personnel on a cost-recovery basis at fees established annually by the Association plus expenses for travel, meals, and accommodation;
 - 2.2.3 Access to Association conferences and workshops at 125 percent of the rate established for Full Members by the Association; and
 - 2.2.4 Attendance as guests at General Meetings at 125 percent of the General Meeting rate established for Full Members.

Bylaw 3

- 3. Board of Directors and Executive Committee Composition
 - 3.1 The Association's Board of Directors shall consist of:
 - 3.1.1 The President;
 - 3.1.2 The Vice-President;
 - 3.1.3 One Director representing each geographic Zone, excepting where any such Zone is made up of more than 20 Boards, then that Zone shall be represented by two Directors; and
 - 3.1.4 One Director from each Metro Board.
 - 3.2 The Executive Committee of the Board of Directors shall consist of the:
 - 3.2.1 President;
 - 3.2.2 Vice President; and
 - 3.2.3 Executive Director (non-voting).
 - 3.3 One representative from each of the following organizations may attend non-confidential aspects of Board of Directors meetings as non-voting observers and at the expense of their respective organization:
 - 3.3.1 Alberta Catholic School Trustees' Association (Zone 7);
 - 3.3.2 Public School Boards Association of Alberta (Zone 8); and,
 - 3.3.3 Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities) (Zone 9).

Bylaw 4

- 4. Honourary President
 - 4.1 The Minister of Education shall be the honorary president of the Association.

Bylaw 5

5. Board of Directors Members

5.1 Eligibility

- 5.1.1 Every candidate for office of President, Vice-President, Director or Alternate Director shall be a Trustee of a Full Member Board.
- 5.1.2 Any member of the Board of Directors ceasing to be a Trustee shall vacate his/her office, which shall be filled in accordance with provisions in these Bylaws.
- 5.1.3 An individual in receipt of the nomination for a publicly elected provincial or federal office, or who currently occupies a publicly elected provincial or federal office shall not be eligible to concurrently hold the position of President, Vice-President, Director or Alternate Director.
- 5.1.4 An individual occupying any of the following positions shall not be eligible to concurrently hold the position of President, Vice-President, Director, or Alternate Director:
- ◆ Zone Chair/Vice-Chair;
 - ◆ Appointed representatives of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9) who attend Board of Directors meetings as observers; or
 - ◆ The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).

5.2 Term

- 5.2.1 The President, Vice-President, and Directors shall be elected for a two year term and shall be eligible for re-election for one successive term of two years. The President, Vice-President, and Directors may be elected to a previously held position for more than two terms provided such re-election occurs at least one term following conclusion of the first two terms.
- 5.2.2 Director terms shall commence every November of even-numbered years for one Director and one Alternate Director for:
- ◆ Calgary RCSSD No. 1;
 - ◆ Edmonton School District No. 7;
 - ◆ Zone 2/3;

- ◆ Zone 4; and
- ◆ Zone 6.

5.2.3 Director terms shall commence every November of odd-numbered years for one Director and one Alternate Director for:

- ◆ Calgary School District No. 19;
- ◆ Edmonton RCSSD No. 7;
- ◆ Zone 1;
- ◆ Zone 2/3; and
- ◆ Zone 5.

5.3 President and Vice President Elections

5.3.1 Election of the President and the Vice-President shall take place at a General Meeting of the Association, normally at the Fall General Meeting immediately following a General Election, and two years following (i.e. November of odd-numbered years).

5.3.2 Nominations shall be made from the floor and shall require a seconder.

5.3.3 Voting shall be by secret ballot on the basis of one vote per Full Member Board in attendance.

5.3.4 The candidate receiving the greatest number of votes will be the successful candidate. Announcement of results shall be limited to identifying the successful candidate.

5.3.5 The President and Vice-President shall take office at the conclusion of the General Meeting at which they are elected.

5.3.6 Notwithstanding Bylaw 5.1.2, in the year of a General Election, if the President does not run for the office of trustee or is defeated in the General Election, the President may complete his/her term of office through to the election of the new President at the General Meeting.

5.4 Director Elections

5.4.1 Election of the Directors shall be completed and confirmed in writing to the Executive Director of the Association before the opening of the General Meeting specified in these Bylaws. Members so elected shall take office at the conclusion of the General Meeting.

5.4.2 If a member of the Board of Directors is subsequently elected President or Vice-President, then his/her office as a member of the Board of Directors shall be filled by the Alternate Director, until such time as a new Director is elected.

5.5 Leaves of Absence

5.5.1 Any member of the Board of Directors seeking a publicly elected provincial or federal office, including the nomination for, shall take a leave of absence from the Board of Directors.

5.5.2 The Board of Directors shall have the authority to grant leaves of absence to its members, including determination of conditions and length, subject to provisions contained in these Bylaws.

5.6 Vacancy

5.6.1 If a vacancy occurs in the office of President, it shall be filled automatically by the Vice-President.

5.6.2 If a vacancy occurs in the office of Vice-President, notwithstanding any provisions in these Bylaws governing the election of a Vice-President, the Board of Directors may fill the vacancy from among its members.

5.6.3 If a vacancy occurs in the office of Directors, the Metro Board or Zone shall arrange to fill the vacancy.

5.6.4 If a Metro Board or Zone fails to appoint a Director to the Board of Directors in accordance with the requirements of these Bylaws, then the Board of Directors may arrange to fill the vacancy.

5.6.5 In the event a Director fails to attend three consecutive meetings without giving due and timely notice as to the cause of non-attendance, the Board of Directors may declare the seat vacant and may arrange to fill the vacancy.

5.6.6 Any Trustee who fills a vacancy in the office of President, Vice-President, or Director shall be deemed to have completed a term if they served in that capacity for more than twelve months.

Bylaw 6

6. Representation and Voting at Board of Directors Meetings and at Executive Committee Meetings

6.1 At Board of Directors meetings:

6.1.1 The President, Vice-President, and all Directors each carry one vote.

6.1.2 Quorum is seven voting members of the Board of Directors.

6.1.3 A majority vote of the members present, including the Chair, shall decide all questions unless otherwise required by these Bylaws.

6.1.4 In the event of a tie vote, the question is lost.

6.1.5 Each Director's vote shall be recorded when a recorded vote is requested by any Director prior to the vote being taken.

6.2 An Alternate Director who attends a Board of Directors meeting in the place of a Director shall be entitled to vote.

- 6.3 In the event that both the Director and the Alternate Director are unable to attend a meeting of the Board of Directors, the chair of the Zone or Metro Board that the Director represents may attend that meeting of the Board of Directors and shall be entitled to vote.
- 6.4 At Executive Committee meetings where consensus is not possible, the President shall determine the course of action to be taken.

Bylaw 7

7. Executive Duties

- 7.1 The President shall:
 - 7.1.1 Provide leadership to the Association, Board of Directors and Executive Committee.
 - 7.1.2 Be accountable to the Board of Directors and to the membership.
 - 7.1.3 Preside at all meetings of the Board of Directors and the Executive Committee.
 - 7.1.4 Open and preside at all conferences or General Meetings of the Association.
 - 7.1.5 Act as the primary spokesperson for the Association.
 - 7.1.6 Submit or cause to be submitted to each General Meeting a report of the Board of Directors as to financial standing and general business of the Association.
- 7.2 The President is (ex officio) a member of all committees.
- 7.3 The Vice-President shall take the place of the President in the event of the President's absence or inability to preside.

Bylaw 8

8. Board of Directors Powers and Duties

- 8.1 The business and affairs of the Association shall be under the direction and control of the Board of Directors, which may exercise all the powers of the Association which are not required by the Alberta School Boards Association Act, or by these Bylaws, to be exercised by the Association in a General Meeting.
- 8.2 Without limiting the generality of the foregoing, the Board of Directors:
 - 8.2.1 Shall appoint an Executive Director as Chief Executive Officer of the Association, establish terms of employment and salary, prescribe duties, and monitor and evaluate performance;
 - 8.2.2 May delegate any or all of its powers to the Executive Director, the Executive Committee established pursuant to these Bylaws, or a committee appointed by it;

- 8.2.3 May appoint either from its own members or others such special committees as it may from time to time deem advisable and prescribe their duties and functions;
- 8.2.4 Shall pay the reasonable expenses of its members and others;
- 8.2.5 Shall pay a per diem allowance, as determined by the Association's budget, to its members and others;
- 8.2.6 Shall make provision for the payment of honoraria, as determined by the Association's budget, to Board of Directors members;
- 8.2.7 May adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting;
- 8.2.8 Shall designate a newly-created board to belong to a Zone, on an interim basis. Final designation to which Zone such Board shall belong shall occur at the next General Meeting following the date of creation of such Board;
- 8.2.9 Shall engage in strategic planning activities which establish and review short- and long-range plans to guide the Association's business and affairs;
- 8.2.10 Shall communicate and support the Association's position on issues, policies, and practices to appropriate internal and external publics;
- 8.2.11 Shall have the authority to grant honorary life memberships in the Association, which shall not entail the payment of fees by the recipient;
- 8.2.12 Shall delegate to the Executive Director responsibility for the establishment of fair salaries and reasonable working conditions for Association staff and contractors.

Bylaw 9

9. Board of Directors Meetings

- 9.1 Regular meetings of the Board of Directors shall be held at such time and place as may be set by resolution of the Board of Directors.
- 9.2 Special meetings of the Board of Directors may be called by providing a written statement to the Executive Director detailing the business in respect of which the meeting is desired by:
 - 9.2.1 The Executive Committee; or
 - 9.2.2 A majority of voting members of the Board of Directors.
- 9.3 Upon request for a special meeting of the Board of Directors, the Executive Director shall call such meeting by providing:
 - 9.3.1 Eight days Written Notice to each voting member of the Board of Directors; or

- 9.3.2 Oral or fewer than eight days Written Notice following receipt of written consent or waiver from each voting member of the Board of Directors.
- 9.4 Meetings of the Board of Directors are open to Full Members of the Association unless a majority of voting members of the Board of Directors elect to hold part of the meeting in camera.

Bylaw 10

10. General Meetings

- 10.1 Two General Meetings of the Association shall be held each year.
- 10.2 Unless otherwise directed by the Board of Directors:
 - 10.2.1 The Spring General Meeting shall be held during the first full week of June; and
 - 10.2.2 The Fall General Meeting shall be held during the third full week in November.
- 10.3 The location of the General Meeting shall be determined by the Board of Directors.
- 10.4 At least twenty-one days Written Notice of any General Meeting shall be provided to each Full Member and Associate Member.

Bylaw 11

11. Special General Meetings

- 11.1 Special General Meetings of the Association to deal with high priority or emergent issues that require urgent direction/action and which have significant implications for Boards may be held following an affirmative vote of seven voting members of the Board of Directors at a duly constituted meeting of the Board of Directors.
- 11.2 At least seven days Written Notice of any Special General Meeting shall be provided to each Full Member. Such notice shall provide background detail to enable Boards to prepare for the Special General Meeting.

Bylaw 12

12. Representation and Voting at General Meetings

- 12.1 The Executive Director shall, subject to direction from the Board of Directors, make all necessary arrangements for registration of delegates and for voting as may be necessary.
- 12.2 Attendance
 - 12.2.1 Any Trustee, upon completion of registration, shall be entitled to attend a General Meeting.

- 12.2.2 It is the duty of all delegates, including members of the Board of Directors, to register prior to attending a General Meeting.
- 12.3 Voting
 - 12.3.1 The Chair of each Full Member Board has the power to cast the vote to which each Full Member is entitled, unless another Trustee for that Board is designated, in writing, to the Executive Director, prior to the General Meeting, or in an emergency situation, by the Full Member Board at the General Meeting.
 - 12.3.2 Unless otherwise required by these Bylaws or the approved rules of procedure governing disposal of resolutions, all Substantive Motions will be determined under the double majority voting method, as follows:
 - 12.3.2.1 Sixty percent or more of Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, based upon one vote per Full Member Board; and
 - 12.3.2.2 Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, represent 60 percent or more of the Students registered for the most recently reported period with Full Member Boards who voted in the affirmative.
 - 12.3.3 For the purposes of Section 12.3.2.2, the percentage of Students enrolled in a Full Member Board shall be determined by:
 - 12.3.3.1 Utilizing the total student enrollment figures for the most recent reporting period, as published by Alberta Education; and
 - 12.3.3.2 Dividing the number of students enrolled in each Full Member Board by the total number of students enrolled in all Full Member Boards in attendance, who cast a vote, resulting in a percentage (rounded to the nearest 0.1 percent).
 - 12.3.4 Results of the voting on Substantive Motions shall indicate how each Board cast its ballot.
 - 12.3.5 Parliamentary motions and amendments to motions will be determined on the basis of one vote per Full Member Board and by a majority of the votes cast, unless otherwise required by Robert's Rules of Order or the approved rules of procedure governing disposal of resolutions.
- 12.4 A balloting committee shall be appointed at the opening of every General Meeting. It is the duty of the balloting committee to conduct the ballot voting.

Bylaw 13

13. Association Budget and Membership Fees

- 13.1 The fiscal year of the Association shall be September to August.
- 13.2 The Association budget shall be adopted at the Spring General Meeting of the year prior to the fiscal year for which it is established.
- 13.3 Notwithstanding any provisions to the contrary in these Bylaws, or in the approved rules of procedure governing disposal of resolutions, the budget shall be open to amendment until adopted.
- 13.4 The Association budget, including analysis and fees assessed to Member Boards shall be presented in writing to Full Member Boards at least sixty days prior to the day the Spring General Meeting is to commence.
- 13.5 The fees assessment included in the budget shall be comprised of the:
 - 13.5.1 Formula for determining the annual fees including the basic fee and the weight rate per student enrolment;
 - 13.5.2 Total annual fees payable by each Full Member Board;
 - 13.5.3 Number of students used in the calculation of fees payable by a Board which shall be the total student enrollment reported to Alberta Education in the most recent reporting period;
 - 13.5.4 Annual fees payable for any Full Member Board which shall not exceed ten percent of the total annual Full Member membership fees; and
 - 13.5.5 Annual fees payable for each Associate Member which shall be \$500 less than the basic membership fee for Full Member Boards.

Bylaw 14

14. Amendments to the Bylaws

- 14.1 Amendments to these Bylaws shall be made at a General Meeting, normally at the Spring General Meeting unless otherwise permitted by the Board of Directors.
- 14.2 An amendment to these Bylaws shall take effect on the day following the conclusion of the Spring General Meeting at which such amendment is made, unless an effective date other than the close of the Spring General Meeting is specified in the resolution.
- 14.3 At least sixty days Written Notice of any Bylaw amendment shall be provided to each Full Member.

Bylaw 15

15. Zones of the Association

15.1 All Full Member Boards shall belong to a Zone of the Association.

15.2 Subject to the provisions of these Bylaws, for the purpose of the formation of geographic Zones of the Association, the Province shall be divided as follows and each geographic Zone shall consist of designated Boards as follows.

15.2.1 Zone 1

Fort Vermilion School Division No. 52

Grande Prairie Roman Catholic Separate School District No. 28

Grande Prairie School District No. 2357

High Prairie School Division No. 48

Holy Family Catholic Regional Division No. 37

Northland School Division No. 61

Peace River School Division No. 10

Peace Wapiti School Division No. 76

Northwest Francophone Education Region No. 1

15.2.2 Zone 2/3

Aspen View Public School Division No. 78

Black Gold Regional Division No. 18

Buffalo Trail Public Schools Regional Division No. 28

East Central Alberta Catholic Separate Schools Regional Division No.
16

East Central Francophone Education Region No. 3

Edmonton Catholic Separate School District No. 7

Edmonton School District No. 7

Elk Island Catholic Separate Regional Division No. 41

Elk Island Public Schools Regional Division No. 14

Evergreen Catholic Separate Regional Division No. 2

Grande Yellowhead Public School Division No. 77

Greater North Central Francophone Education Region No. 2

Greater St. Albert Roman Catholic Separate School District No. 734

Fort McMurray Public School District No. 2833

Fort McMurray Roman Catholic Separate School District No. 32

Lakeland Roman Catholic Separate School District No. 150

Living Waters Catholic Regional Division No. 42

Lloydminster Public School Division No. 99

Lloydminster Roman Catholic Separate School Division No. 89

Northern Gateway Regional Division No. 10

Northern Lights School Division No. 69
Parkland School Division No. 70
Pembina Hills Regional Division No. 7
St. Albert Public School District No. 5565
St. Paul Education Regional Division No. 1
St. Thomas Aquinas Roman Catholic Separate Regional Division No.
38
Sturgeon School Division No. 24
Yellowknife Education District No. 1
Yellowknife Separate Education District No. 2

15.2.3 Zone 4

Battle River Regional Division No. 31
Chinook's Edge School Division No. 73
Clearview School Division No. 71
Red Deer Catholic Regional Division No. 39
Red Deer Public School District No. 104
Wild Rose School Division No. 66
Wolf Creek School Division No. 72
Wetaskiwin Regional Division No. 11

15.2.4 Zone 5

Calgary Roman Catholic Separate School District No. 1
Calgary School District No. 19
Canadian Rockies Regional Division No. 12
Christ the Redeemer Catholic Separate Regional Division No. 3
Foothills School Division No. 38
Golden Hills School Division No. 75
Greater Southern Public Francophone Education Region No. 4
Greater Southern Separate Catholic Francophone Education Region
No. 4
Prairie Land Regional Division No. 25
Rocky View School Division No. 41

15.2.5 Zone 6

Grasslands Regional Division No. 6
Holy Spirit Roman Catholic Separate Regional Division No. 4
Horizon School Division No. 67
Lethbridge School District No. 51

Livingstone Range School Division No. 68
Medicine Hat Catholic Separate Regional Division No. 20
Medicine Hat School District No. 76
Palliser Regional Division No. 26
Prairie Rose School Division No. 8
Westwind School Division No. 74

- 15.3 Each geographic Zone numbered 1, 2/3, 4, 5, or 6 shall be governed by these Bylaws and Schedule A of the Alberta School Boards Association Bylaws, together with such other Bylaws established by the Zone which are not inconsistent with the Bylaws of the Association.
- 15.4 The objects of the geographic Zones shall be to work in cooperation for the mutual benefit of all members of the Alberta School Boards Association, to consider matters relating to education and school administration which are of particular interest to their areas, to encourage better understanding between Boards and the public, to work for continued improvement in the educational system, and to make recommendations to the Alberta School Boards Association.
- 15.5 Zone 7
- 15.5.1 Zone 7 of the Alberta School Boards Association shall be open to all Roman Catholic boards in the Province of Alberta and the Northwest Territories of Canada.
- 15.5.2 Zone 7 shall be known as the Alberta Catholic School Trustees' Association.
- 15.6 Zone 8
- 15.6.1 Zone 8 of the Alberta School Boards Association shall be open to all public boards, other than Roman Catholics, in the Province of Alberta and the Northwest Territories of Canada.
- 15.6.2 Zone 8 shall be known as the Public School Boards' Association of Alberta.
- 15.7 Zone 9
- 15.7.1 Zone 9 of the Alberta School Boards Association shall be open to all Francophone authorities in the Province of Alberta and the Northwest Territories of Canada.
- 15.7.2 Zone 9 shall be known as the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities).

SCHEDULE A: FORMING BYLAWS FOR ZONES 1, 2/3, 4, 5 AND 6

(As referred to in Bylaw 15.3)

Bylaw A1 – Membership

A1.1 Membership in Zones shall be determined by Bylaw 15 of the Alberta School Boards Association.

Bylaw A2 – Finance

A2.1 Each Zone may set membership fees and vary same from time to time; the same to be in such sum as is necessary to cover operating expenses and such projects as may be undertaken by the Zone.

Bylaw A3 – Meetings

- A3.1 Each Zone shall hold an annual meeting:
- a. During a 30-day period preceding the Fall General Meeting of the Alberta School Boards Association, such period ending eight clear days prior to the opening date of the Fall General Meeting;
 - b. In case of exceptional circumstances, the Executive Committee of the Board of Directors may arrange with a Zone to hold its annual meeting on a date falling outside the 30-day period.
- A3.2 Zones shall hold a meeting during the 30-day period immediately preceding the relevant General Meeting to elect the Zone Director(s) to the Board of Directors in accordance with Bylaw 5.2.
- A3.3 Other meetings of the Zones may be held in accordance with provisions hereinafter set out in Bylaw A7.
- A3.4 Any Trustee of a member board of the Zone may attend the annual or other meeting of the Zone and take part in the business of the meeting.

Bylaw A4 – Voting

- A4.1 Voting for the election of the Zone Director(s) and alternate(s) to the Board of Directors of the Alberta School Boards Association shall be by secret ballot on the basis of one vote per Full Member Board. The boards of the cities of Edmonton and Calgary shall be excluded from voting for Zone Directors and the Zone Director's Alternate to the Board of Directors of the Alberta School Boards Association.
- A4.2 Voting on ordinary business or motions at annual Zone meetings shall be based upon one vote per Full Member Board in attendance, unless otherwise provided for in the Zone Bylaws.

- A4.3 Voting for Zone Chair or Vice-Chair shall be by secret ballot on the basis of one vote per Full Member Board. The election for Chair shall take place before the election for Vice-Chair.

Bylaw A5 – Alberta School Boards Association Board of Directors

- A5.1 Each Zone shall elect its Director(s) and Alternate Director(s) to the Board of Directors of the Alberta School Boards Association at such time and for such terms as the Bylaws of the Association may provide.
- A5.2 The Alternate Director shall attend, participate and vote only when the Director is absent.
- A5.3 A Trustee elected to the Board of Directors of the Alberta School Boards Association shall be a trustee of a member board of the Zone other than the boards of the cities of Calgary and Edmonton.

Bylaw A6 – Zone Executive

- A6.1 A member of the Zone Executive shall be a trustee of a member board of the Zone.
- A6.2 The Zone Executive shall consist of:
- a. A Chair and Vice-Chair to be elected at large at the annual meeting;
 - b. One board representative to Zone to be elected annually by each board in the Zone; and
 - c. The Zone Director(s) or Alternate(s) representing the Zone.
- A6.3 The position of Zone Chair or Vice-Chair shall not be held by:
- a. The ASBA President, Vice-President, Zone or Metro Director, or alternate; or
 - b. The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).
- A6.4 A majority of the members of the Zone Executive shall constitute a quorum.
- A6.5 Any Zone Director ceasing to be a trustee shall vacate his office, which shall be filled in accordance with provisions hereinafter set out in these Bylaws.
- A6.6 If the office of Chair becomes vacant, it shall be automatically filled by the Vice-Chair.
- A6.7 If a vacancy occurs among the Directors the board or boards represented may elect a new director to fill the vacancy.

Bylaw A7 – Duties and Powers of the Zone Executive

- A7.1 The business and affairs of the Zone shall be managed by and be under the direction of the Zone Executive.
- A7.2 Without limiting the generality of the foregoing, the Zone Executive shall:
- a. Appoint a Secretary-Treasurer who shall hold office until his/her successor is appointed;
 - b. Appoint such standing committees as it may deem necessary;
 - c. Appoint such delegates as may be required to represent the Zone;
 - d. Appoint, either from its own members or others, such special committees as it may from time to time deem advisable and prescribe their duties and functions;
 - e. Meet when necessary as determined by the Chair or by a majority of the members;
 - f. Forward minutes of all meetings to member boards of the Zone and to the Alberta School Boards Association;
 - g. Arrange such other meetings of the Zone as are deemed necessary to fulfill its objectives; and
 - h. Arrange to fill by election from the Zone membership a vacancy occurring during the unexpired term of office of Vice-Chair at a meeting of the Zone providing the membership of the Zone is given ten clear days notice of the intent.

Bylaw A8 – Bylaws

- A8.1 The Zone may establish such other Bylaws for the conduct of its affairs not inconsistent with the Bylaws of the Alberta School Boards Association.

Appendix A: Current Membership Fees and Student Enrollment

September 1, 2012 to August 31, 2013

Zone	Jurisdiction	Total Students*	Membership Fees
23	Aspen View Public School Division No. 78	2,950	\$26,692
4	Battle River Regional Division #31	6,275	\$44,696
23	Black Gold Regional Division #18	9,205	\$58,978
23	Buffalo Trail PS Regional Division #28	4,308	\$35,101
5	Calgary RCSSD #1	48,952	\$153,664
5	Calgary Board of Education	106,828	\$239,079
5	Canadian Rockies R. D. #12	2,082	\$20,980
4	Chinook's Edge School Division #73	10,750	\$66,510
5	Christ the Redeemer Catholic S.R.D. #3	9,101	\$58,466
4	Clearview School Division #71	2,424	\$23,233
23	East Central Alberta CSSRD #16	2,612	\$24,468
23	E. Central Francophone Ed. Region #3	683	\$11,722
23	Edmonton Catholic Separate School District #7	35,220	\$123,543
23	Edmonton School District #7	83,891	\$205,535
23	Elk Island Catholic Separate RD #41	5,778	\$42,268
23	Elk Island Public Schools R. D. #14	16,360	\$82,167
23	Evergreen CSRD #2	3,745	\$31,928
5	Foothills School Division #38	7,598	\$51,138
23	Fort McMurray RCSSD #32	5,199	\$39,445
23	Fort McMurray Public School District #2833	5,328	\$40,074
1	Fort Vermilion School Division #52	3,290	\$28,929
5	Golden Hills School Division #75	6,394	\$45,274
1	Grande Prairie RCSSD #28	3,962	\$33,354
1	Grande Prairie Public School District #2357	7,530	\$50,809
23	Grande Yellowhead Public School Division #77	4,869	\$37,836
6	Grasslands Regional Division #6	3,605	\$31,006
23	Greater N. Central Francophone Ed. Region #2	2,710	\$25,112
23	Greater St. Albert RCSSD	6,149	\$44,082
5	Gr. Southern Francophone Public Ed. Region No. 4	1,582	\$17,689
5	Gr. Southern Franc. Separate Catholic Ed. Region No. 4	953	\$13,550
1	High Prairie School Division #48	3,204	\$28,366
1	Holy Family Catholic Regional Division #37	2,210	\$21,821
6	Holy Spirit RCSR #4	4,505	\$36,067
6	Horizon School Division #67	3,529	\$30,502
23	Lakeland RCSSD #150	1,930	\$19,978

Appendix A: Current Membership Fees and Student Enrollment

September 1, 2012 to August 31, 2013

Zone	Jurisdiction	Total Students*	Membership Fees
6	Lethbridge School District #51	9,044	\$58,188
23	Living Waters CRD #42	1,724	\$18,625
6	Livingstone Range School Div. #68	3,630	\$31,167
23	Lloydminster Public S. D. #99	2,342	\$22,691
23	Lloydminster RCSSD #89	2,099	\$21,090
6	Medicine Hat CSRD #20	2,604	\$24,417
6	Medicine Hat School District #76	6,907	\$47,774
23	Northern Gateway Regional Division #10	4,997	\$38,465
23	Northern Lights School Division #69	5,749	\$42,129
1	Northland School Division #61	2,764	\$25,470
1	Northwest Francophone Ed. Region #1	443	\$9,967
6	Palliser Regional Division #26	7,132	\$48,871
23	Parkland School Division #70	9,826	\$62,005
1	Peace River School Division #10	3,169	\$28,132
1	Peace Wapiti School Division #76	5,556	\$41,186
23	Pembina Hills Regional Division #7	5,605	\$41,427
5	Prairie Land Regional Division #25	1,446	\$16,790
6	Prairie Rose School Division #8	3,584	\$30,867
4	Red Deer Catholic Regional Division #39	7,442	\$50,378
4	Red Deer Public Schools	10,237	\$64,009
5	Rocky View School Division #41	18,478	\$86,810
23	St. Albert Public School District	6,851	\$47,497
23	St. Paul Education Regional Division #1	4,069	\$33,939
23	St. Thomas Aquinas RCSRSD #38	3,271	\$28,805
23	Sturgeon School Division #24	4,702	\$37,025
6	Westwind School Division #74	4,260	\$34,867
4	Wetaskiwin Regional Division #11	3,904	\$32,973
4	Wild Rose School Division #66	5,092	\$38,926
4	Wolf Creek School Division #72	7,251	\$49,449
23	Yellowknife Education District #1	1,853	\$19,474
23	Yellowknife Catholic Schools	1,299	\$15,825
Totals		583,041	\$2,993,302

*Note: Student totals were compiled from a report on Student Population for the 2012/2013 school year published by Alberta Education. Student registration information is as of Dec. 15, 2012. These are updated with the most current available information as per bylaw #10.

Appendix B: Membership Fee Formula

Each member board shall pay a basic fee (BF) in the amount of \$6,727.50 plus a fee on a per student basis (PSF) to the Association. The fee shall be calculated as follows:

$$\text{Member Board Fee} = \text{Fee on a Per Student Basis} + \text{Basic Fee}$$

The fee on a per student basis (PSF) is calculated by using the aggregate total of weighted enrolments (WE) of all member boards as the denominator in the formula. Once the PSF has been calculated, it is applied to the weighted enrolment figures on a board by board basis to arrive at the per student component of the annual membership fee. The basic fee is added in to arrive at the total Member Board Fee (MBF).

The calculations are made as follows:

1. Calculate weighted enrollment (WE) for each member board.

$$\text{WE} = [(C1 \times S1) + (C2 \times S2) + (C3 \times S3) + (C4 \times S4) + (C5 \times S5)]$$

2. Add together the WEs of each member board to arrive at the aggregate weighted enrollment (AGWE).

$$\text{AGWE} = \text{WE1} + \text{WE2} + \text{WE3} \dots \text{WE}_n$$

3. Use the AGWE as the denominator in the following formula to arrive at the Per Student Fee (PSF).

$$\text{PSF} = \frac{\text{MAF} - (\text{MB} \times \text{BF})}{\text{AGWE}}$$

4. The PSF is then applied to the following formula to determine the Member Board Fee on an individual basis.

$$\text{MBF} = (\text{PSF} \times \text{WE}) + \text{BF}$$

(continued)

Appendix B: Membership Fee Formula Abbreviations

BF	Basic Fee (\$6,727.50)
PSF	Per Student Fee
MB	Number of Member Boards
MAF	Total Membership Annual Fees (Budget line item)
MBF	Individual Member Board Fee
WE	Weighted Enrolment
AGWE	Aggregate Total of Weighted Enrolments (all member boards)
C1	Per student weight (1.0000) for the first 750 students
C2	Per student weight (.9000) for 751 to 4,000 students
C3	Per student weight (.6666) for 4,001 to 12,000 students
C4	Per student weight (.3000) for 12,001 to 50,000 students
C5	Per student weight (.2000) for any students in excess of 50,000
S1	Number of students in first category (to 750)
S2	Number of students in second category (751 - 4,000)
S3	Number of students in third category (4,001 - 12,000)
S4	Number of students in fourth category (12,001 - 50,000)
S5	Number of students in fifth category (in excess of 50,000)

Appendix C: Audited Financial Statements

Financial Statements of
ALBERTA SCHOOL BOARDS ASSOCIATION
August 31, 2012

INDEPENDENT AUDITORS' REPORT

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To the Members of Alberta School Boards Association

We have audited the accompanying financial statements of Alberta School Boards Association, which comprise the balance sheet as at August 31, 2012 and the statements of revenues, expenditures and fund balances and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

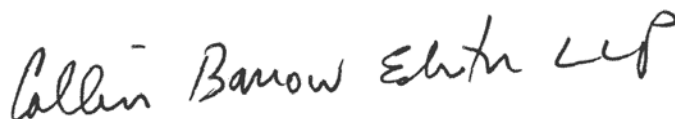
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Company's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Association as at August 31, 2012, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.



Edmonton, Alberta
December 7, 2012

Chartered Accountants

ALBERTA SCHOOL BOARDS ASSOCIATION

Financial Statements

Year ended August 31, 2012

Financial Statements

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ALBERTA SCHOOL BOARDS ASSOCIATION

Balance Sheet
August 31, 2012

	Operating Fund	Capital Fund	Reserve Fund	2012 Total	2011 Total
ASSETS					
Current Assets					
Cash and cash equivalents (Note 2)	\$ 2,068,466	\$ ---	\$653,332	\$ 2,721,798	\$ 2,661,220
Accounts receivable	681,268	---	---	681,268	394,089
Prepaid expenses	124,598	---	---	124,598	121,518
Investments (Note 2)	366,619	---	114,264	480,883	463,498
Advances to PICA Electrical Aggregation Program (Note 5)	54,594	---	---	54,594	20,258
	<u>3,295,545</u>	<u>---</u>	<u>767,596</u>	<u>4,063,141</u>	<u>3,660,583</u>
Investments (Note 2)	---	---	485,736	485,736	387,076
Membership	250	---	---	250	250
Capital assets (Note 6)	---	147,785	---	147,785	178,162
	<u>\$ 3,295,795</u>	<u>\$ 147,785</u>	<u>\$ 1,253,332</u>	<u>\$ 4,696,912</u>	<u>\$ 4,226,071</u>

LIABILITIES AND FUND BALANCES


Current liabilities

Accounts payable and accrued liabilities	\$ 527,002	\$ ---	\$ ---	\$ 527,002	\$ 527,002
Deferred revenue (Note 4)	270,924	---	---	270,924	86,246
	944,897	---	---	944,897	613,248
Pension obligation (Note 7)	366,650	---	---	366,650	263,400
	1,311,547	---	---	1,311,547	876,648
Fund balances	<u>1,948,306</u>	<u>147,785</u>	<u>1,253,332</u>	<u>3,385,365</u>	<u>3,349,423</u>
	<u>\$ 3,295,795</u>	<u>\$ 147,785</u>	<u>\$ 1,253,332</u>	<u>\$ 4,696,912</u>	<u>\$ 4,226,071</u>

Commitment (Note 11)

Approved on behalf of the Board:


Director


Director

See accompanying notes to the financial statements

ALBERTA SCHOOL BOARDS ASSOCIATION

Statement of Revenues, Expenditures and Fund Balances

August 31, 2012

	Operating Fund	Capital Fund	Reserve Fund	2012 Total	2011 Total
Operating Revenue (Schedule A)	\$ 5,109,030	\$ ---	\$ ---	\$ 5,109,030	\$ 4,787,002
Expenditures					
Operating (Schedule B)	4,658,625	---	---	4,658,625	4,295,912
Governance and task force	441,093	---	---	441,093	457,120
	<u>5,099,718</u>	<u>---</u>	<u>---</u>	<u>5,099,718</u>	<u>4,753,032</u>
Excess of operating revenues over operating expenses	9,312	---	---	9,312	33,970
Self-Supporting Functions					
General meetings and Seminars:					
Revenue	681,215	---	---	681,215	566,527
Direct expenses	(393,008)	---	---	(393,008)	(364,796)
Salary & benefit allocation (Note 9)	(284,917)	---	---	(284,917)	(181,099)
	<u>3,290</u>	<u>---</u>	<u>---</u>	<u>3,290</u>	<u>20,632</u>
Other revenue (Expense)					
Investment income (Note 2)	86,686	---	---	86,686	53,528
Amortization of capital assets	---	(63,346)	---	(63,346)	(75,143)
Amortization of deferred					
	<u>86,686</u>	<u>(63,346)</u>	<u>---</u>	<u>(23,340)</u>	<u>(21,615)</u>
Excess of revenues over expenditures (expenditures over revenues)	99,288	(63,346)	---	35,942	32,987
Fund balances, beginning of year	1,948,306	178,162	1,222,955	3,349,423	3,316,436
Fund transfers to (from):					
Operating Fund	---	---	---	---	---
Capital Fund	---	32,969	(32,969)	---	---
Reserve Fund	(63,346)	---	63,346	---	---
	<u>(63,346)</u>	<u>32,969</u>	<u>30,377</u>	<u>---</u>	<u>---</u>
Fund balances, end of year	\$ 1,984,248	\$ 147,785	\$ 1,253,332	\$ 3,385,365	\$ 3,349,423

See accompanying notes to the financial statements.

ALBERTA SCHOOL BOARDS ASSOCIATION

Statement of Cash Flows

August 31, 2012

	2012	2011
Cash provided by (Used in):		
Operations		
Excess of revenues over expenditures	\$ 35,942	\$ 32,987
Items not involving cash:		
Amortization of capital assets	63,346	75,143
Decrease in fair market value of investments (Note 2)	6,201	6,334
Change in non-cash operating working capital:		
Decrease (increase) in accounts receivable	(287,179)	155,918
Decrease (increase) in prepaid expenses	(3,080)	5,397
Increase (decrease) in accounts payable and accrued liabilities	146,971	(23,337)
Increase (decrease) in deferred revenue	184,678	6,246
Decrease (increase) in advance to PICA Electrical Aggregation program	(34,336)	160,000
Increase in pension obligation	103,250	58,100
	<u>215,793</u>	<u>476,788</u>
Investments		
Sale (purchase) of investments	(122,246)	133,911
Purchase of capital assets	(32,969)	(37,025)
	<u>(155,215)</u>	<u>96,886</u>
Increase (decrease) in cash	60,578	573,674
Cash and cash equivalents, beginning of year	<u>2,661,220</u>	<u>2,087,546</u>
Cash and cash equivalents, end of year	<u><u>\$ 2,721,798</u></u>	<u><u>\$ 2,661,220</u></u>

See accompanying notes to the financial statements.

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2012

Alberta School Boards Association (the "Association") is incorporated under the Alberta School Boards Association Act. Its principal activity is to further the interest of public education within the Province of Alberta. The Association is a non-taxable organization.

1. Significant accounting policies

Basis of Accounting

The Alberta School Boards Association follows the restricted fund method of accounting for contributions and maintains an Operating Fund, a Capital Fund and a Reserve Fund.

The Operating Fund is used to finance the daily operations of the Association. This fund reports unrestricted resources and restricted operating revenue.

The Capital Fund reports the assets, liabilities, revenues and expenses related to the Association's capital assets.

The Reserve Fund is used to maintain reserves for contingencies, repairs, maintenance and replacement of equipment and rental expenses as designated by the Board of Directors and consists of the capital asset reserve and the rental offset reserve.

The Alberta School Employee Benefit Plan (the "Plan") is sponsored through a Deed of Trust jointly by the Alberta School Boards Association and the Alberta Teachers' Association. Separate financial statements are prepared for the Plan.

Cash and Cash Equivalents

Cash and cash equivalents consists of cash on hand, current accounts with regulated financial institutions and highly liquid demand investments with maturities of three months or less.

Financial Assets and Financial Liabilities

The Association has implemented the recommendations of the Canadian Institute of Chartered Accountants (CICA) Handbook Section 3855 "Financial Instruments - Recognition and Measurement" and Section 3861 "Financial Instruments - Disclosure and Presentation". Under these standards, all financial instruments are required to be measured at fair value on initial recognition. Measurement in subsequent periods is dependent upon the classification of the financial instrument as held-for-trading, held-to-maturity, available-for-sale, loans and receivables, or other financial liabilities. The held-for-trading classification is applied when an entity is "trading" in an instrument or alternatively the standard permits that any financial instrument be irrevocably designated as held-for-trading. The held-for-maturity classification is applied only if the asset has specified characteristics and the entity has the ability and intent to hold the asset until maturity. An asset can be classified as available-for-sale when it has not been classified as held-for-trading or held-to-maturity. Transaction costs are expensed as incurred for financial instruments classified or designated as held-for-trading. For other financial instruments, transaction costs are capitalized on initial recognition.

Financial assets and financial liabilities classified as held-for-trading are measured at fair value with changes in those fair values recognized in the Statement of Revenues, Expenditures and Fund Balances. Financial assets classified as held-to-maturity, loans and receivables, or other financial liabilities are measured at amortized cost using the effective interest method of amortization.

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2012

1. Significant Accounting Policies (Continued)

Financial Assets and Financial Liabilities (Continued)

The Association has classified its significant financial assets and financial liabilities as follows:

- Cash, consolidated cash investment trust fund, bonds and guaranteed investment certificates are classified as held-for-trading;
- Accounts receivable and advances to PICA Electrical Aggregation Program are classified as loans and receivables; and
- Accounts payable and accrued liabilities are classified as other financial liabilities.

The Association has a comprehensive risk management framework to monitor, evaluate and manage the principal risks assumed with financial instruments. The risks that arise from transacting financial instruments include credit risk, liquidity risk and price risk. Price risk arises from changes in interest rates, foreign currency exchange rates and market prices. The Association does not use derivative financial instruments to alter the effects of these risks. The Association invests surplus funds in guaranteed investment certificates and other similar investments.

The Association's accounts receivable are substantially comprised of amounts due from members of the Association. Funds on deposit are maintained with Schedule 1 financial institutions. Accordingly, the Association is not exposed to significant credit risk. The Association has no long-term debt which eliminates liquidity and price risk.

The CICA Handbook Section 3862 and 3863 on disclosures and presentation of financial statements are optional for not-for-profit organizations. Alternatively, the Association has elected to follow the provisions of Section 3861, "Financial Instruments – Disclosure and Presentation".

Capital Assets

Capital assets are recorded at cost less accumulated amortization. Capital assets are amortized on the straight-line basis over their estimated useful lives as follows:

Furniture	10 years
Office equipment	5 years
Leasehold improvements	over lease term

Revenue Recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate restricted fund.

Unrestricted contributions are recognized as revenue of the Operating Fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income is recognized as revenue of the Operating Fund when earned.

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2012

1. Significant Accounting Policies (Continued)

Employee Future Benefits

The Association participates in three pension plans. The Association participates in the Local Authorities Pension Plan ("LAPP") and a registered Supplemental Integrated Pension Plan ("SiPP"). These plans are multi-employer defined benefit pension plans that provide pensions for the Association's participating employees, based on years of service, final average earnings and age.

LAPP and registered SiPP contributions are accounted for using defined contribution accounting, wherein contributions for current and past service pension benefits are recorded as expenditures in the year in which they become due.

LAPP and registered SiPP costs included in these financial statements consist of the amount of employer contributions required for its employees during the year, based on rates which are expected to provide for benefits payable under the pension plan. The Association's portion of the pension plans' deficit or surplus is not recorded by the Association.

The Association also has a non-registered Supplementary Executive Retirement Plan ("SERP"), which is a defined benefit pension plan, (effective September 1, 2004). It is designed to provide designated employees with benefits that supplement the Local Authorities Pension Plan.

The actual determination of the accrued benefit obligation for pension benefits uses the projected accrued benefit cost method with proration on service and incorporates management's best estimate of salary escalation, retirement ages of employees and other actuarial factors.

For the purposes of calculating the expected return on plan assets, those assets are valued at fair value. There are currently no plan assets.

Actuarial gains (losses) arise from the difference between actual long-term rate of return on plan assets for a period and the expected long-term rate of return on plan assets for that period or from changes in actuarial assumptions used to determine the accrued benefit obligation. The average remaining service period of the active employees covered by the pension plan is two years.

Past service costs arising from plan initiation are deferred and amortized on a straight-line basis over the remaining service period of employees active at the date of initiation.

Use of Estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Actual results could differ from those estimates. The more significant estimates used by management include valuation of accounts receivable, accrued pension obligation, useful lives for the amortization of capital assets and fair value of financial instruments.

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2012

1. Significant Accounting Policies (Continued)

Future Accounting Pronouncements

In March of 2011, the Accounting Standards Board (AcSB) issued amendments to standards for not-for-profit organizations in Part III of the CICA Handbook. Under the amendments first-time adoption of Part III of the CICA Handbook is mandatory for annual financial statements relating to fiscal years beginning on or after January 1, 2012, however, adoption of Part III for earlier fiscal years is permitted. When the end of a not-for-profit organization's annual reporting period does not coincide with the end of a calendar year, the mandatory date for first-time adoption of Part III of the CICA Handbook is the beginning of the annual reporting period that commences on or after December 21, 2011. Therefore, the Association is required to adopt Part III of the CICA Handbook on September 1, 2012. The mandatory date for adoption does not apply to not-for-profit organizations that initially apply the International Financial Reporting Standards in Part I of the CICA Handbook. The Association is currently in the process of assessing determined the impact of the adoption of Part III of the CICA Handbook on their financial statements.

2. Cash, Cash Equivalents and Investments

	<u>2012</u>	<u>2011</u>
Operating account	\$ 185,115	\$ 249,149
Investment account	57,331	156,992
Consolidated Cash Investment Trust Fund	<u>2,479,352</u>	<u>2,255,079</u>
	<u>\$ 2,721,798</u>	<u>\$ 2,661,220</u>

The Consolidated Cash Investment Trust Fund of the Province of Alberta is a demand account managed by Alberta Treasury with the objective of providing competitive interest income to depositors while maintaining security and liquidity of depositors' capital. The portfolio is comprised of high quality short-term fixed income securities with a maximum term of maturity of five years. Interest is earned on the daily cash balance and the average rate of earnings of the Fund varies depending on prevailing market interest rates.

	<u>2012</u>	<u>2011</u>
Guaranteed Investment Certificates bearing interest of 1.000% to 3.050%, maturing September 2011 to October 2016	\$ 966,619	\$ 595,053
Bonds:		
Provincial government backed bonds, bearing yield rates of 3.669% to 4.75%, due October 2011 to June 2012	---	255,521
	<u>966,619</u>	850,574
Less: current portion	<u>(480,883)</u>	<u>(463,498)</u>
	<u>\$ 485,736</u>	<u>\$ 387,076</u>

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2011

2. Cash and Investments (Continued)

Investment income is comprised of the following:

	<u>2012</u>	<u>2011</u>
Decrease of fair market value of investments	\$ (6,201)	\$ (6,334)
Interest	<u>92,887</u>	<u>59,862</u>
	<u>\$ 86,686</u>	<u>\$ 53,528</u>

The Association does not use derivative instruments to alter the effects of interest or market risks.

3. Available Credit Facilities

The Association has a demand operating loan available for use, up to a maximum of \$150,000, bearing interest at prime plus 0.8% and is unsecured. As at August 31, 2012 no amounts have been drawn against the available operating loan (2011 - \$nil).

4. Deferred Revenue

	<u>2012</u>	<u>2011</u>
Education Support Grant	\$ 215,000	\$ 85,000
Self-supporting functions	55,924	1,000
Fee for service	<u>---</u>	<u>246</u>
	<u>\$ 270,924</u>	<u>\$ 86,246</u>

5. Advances to PICA Electrical Aggregation Program

The Association has entered into a consortium (the Public Institutional Consumers Association - "PICA") with the Provincial Healthcare Association and the Public Colleges and Technical Institutes of Alberta to advance the interest of their members with regard to energy utility matters. PICA makes representations at hearings of the Energy Utilities Board ("EUB"). Typically, these representations incur costs and the EUB has the discretion to order the applicant to reimburse the consortium for these costs if the intervention is in the public interest. Since its inception, PICA has had all costs of its interventions reimbursed.

During the year, the Association received \$nil and expects to receive the remaining balance of \$54,594 in fiscal 2013.

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2012

6. Capital Assets

	2012			2011
	Cost	Accumulated Amortization	Net	Net
Furniture	\$ 314,120	\$ 254,045	\$ 60,075	\$ 77,794
Office equipment	443,785	358,085	85,700	97,612
Leasehold improvements	365,138	363,128	2,010	2,756
	<u>\$ 1,123,043</u>	<u>\$ 975,258</u>	<u>\$ 147,785</u>	<u>\$ 178,162</u>

7. Employee Future Benefits

- (i) The Association participates in the Local Authorities Pension Plan ("LAPP") which is a multi-employer defined benefit plan. The pension expense recorded in these financial statements is equal to the annual contributions of \$221,854 for the year ended August 31, 2012 (2011 - \$201,039). At December 31, 2012, LAPP reported a deficit of \$4,639,390 (2011 - \$4,635,250).

The Association participates in a registered Supplementary Integrated Pension Plan ("SiPP") which is also a multi-employer defined benefit plan. The pension expense recorded in these financial statements is equal to the annual contributions of \$6,249 for the year ended August 31, 2012 (2011 - \$6,332).

- (ii) The Association also has a non-registered Supplementary Executive Retirement Plan ("SERP"), which is a defined benefit plan for designated employees. The benefits are based on years of service and the employee's final average earnings. The cost of this program is not currently being funded.

The Association accrues its obligations under employee defined benefit plans as the employees render the services necessary to earn the pension.

The Association measures its accrued benefit obligations and fair value of plan assets, if any, for accounting purposes as at August 31 each year. The actuarial valuation of the plan was done at December 31, 2011.

Defined benefit plan obligations are as follows:

	2012	2011
Accrued benefit obligation:		
Balance, beginning of year	\$ 263,400	\$ 205,300
Current service cost	18,100	15,500
Interest cost	16,100	15,900
Net actuarial loss on accrued benefit obligation	69,050	26,700
	<u>\$ 366,650</u>	<u>\$ 263,400</u>

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2012

7. Employee Future Benefits (Continued)

There are no defined benefit plan assets.

Reconciliation of the funded status of the benefit plans to the amounts recorded in the financial statements:

	<u>2012</u>	<u>2011</u>
Pension obligation	<u>\$ 456,500</u>	<u>\$ 284,200</u>
Plan deficit	<u>(456,500)</u>	<u>(284,200)</u>
Experience losses	<u>89,850</u>	<u>20,800</u>
Accrued benefit obligation	<u><u>\$ 366,650</u></u>	<u><u>\$ 263,400</u></u>

The significant actuarial assumptions adopted in measuring the Association's accrued benefit obligations are as follows:

	<u>2012</u>	<u>2011</u>
Accrued benefit obligation as of August 31:		
Discount rate	4.00%	5.50%
Rate of compensation increase	3.50%	4.00%

8. Alberta School Boards Insurance Exchange

The Association exercises control over Alberta School Boards Insurance Exchange ("ASBIE") by virtue of its ability to appoint the members of ASBIE's Board of Directors. ASBIE was formed under the Reciprocal Insurance Exchange Agreement for Municipalities in the Province of Alberta by way of various municipalities subscribing to the agreement. ASBIE commenced operations on January 1, 2003.

There were no related party transactions between the Association and ASBIE during the year.

The net assets and results from operations of ASBIE are not included in the statements of the Association. A financial summary of ASBIE for the periods ended August 31 is as follows:

	<u>2012</u> (Unaudited)	<u>2011</u> (Unaudited)
Assets	<u>\$ 6,045,081</u>	<u>\$ 5,693,338</u>
Liabilities	<u>(4,043,360)</u>	<u>(4,538,229)</u>
Net assets	<u><u>\$ 2,002,721</u></u>	<u><u>\$ 1,155,109</u></u>

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2012

Revenue	\$ 2,172,450	\$ 1,840,187
Expenditures	<u>(2,209,224)</u>	<u>(1,779,683)</u>
Excess of revenue over expenses	<u>\$ 36,774</u>	<u>\$ 60,504</u>

9. Salary and Benefit Internal Allocation

Direct salary and benefit costs have been allocated from the various departments to self-supporting functions expense based on an estimate of time incurred by the departments' areas, at the following proportion of the total salary and benefits costs of each department:

Corporate Services	14.6%
Finance	8.8%
Communications	56.8%
Executive Office	2.1%
Association Affairs	14.4%
Member Services	4.7%

10. Supplementary Integrated Pension Plan

The Association exercises control over the Registered Supplementary Integrated Pension Plan ("SiPP") by virtue of its ability to appoint the members of SiPP's Governance Board. SiPP is a registered pension plan subject to pension legislation and is registered with Alberta Finance and the Canada Revenue Agency. SiPP commenced operations on January 1, 2004. The fiscal year for SiPP is January 1 to December 31.

The Association pays expenses on behalf of SiPP and invoices the plan to recover these expenses.

The net assets and results from operations of SiPP are not included in the statements of the Association. A financial summary of SiPP for the periods ended August 31 is as follows:

	<u>2012</u> (Unaudited)	<u>2011</u> (Unaudited)
Assets	\$ 4,183,624	\$ 3,569,318
Liabilities	<u>(4,108,566)</u>	<u>(3,047,794)</u>
Net assets	<u>\$ 75,058</u>	<u>\$ 521,524</u>
Revenue	\$ 136,865	\$ 93,828
Expenditures	<u>(136,865)</u>	<u>(93,828)</u>
Net income	<u>\$ ---</u>	<u>\$ ---</u>

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2012

11. Commitment

The Association leases its office premises under a long-term operating lease. The minimum annual lease commitments are as follows:

2013	315,180
2014	315,180
2015	315,180
2016	346,698
2017	346,698
2018 and subsequent	<u>910,082</u>
	\$ <u>2,549,018</u>

Under the terms of the premises lease that expires April 2020, the Association is also responsible for its proportionate share of operating costs.

12. Capital Disclosures

Capital Disclosures establishes standards for the disclosure of information related to an entity's objectives, policies and processes for managing capital.

The organization's capital is comprised of its operating fund, capital fund and reserve fund. As at August 31, 2012 the organization's net assets totaled \$3,385,365 (2011 - \$3,349,423) as presented on the balance sheet.

The organization is not subject to externally imposed requirements on its capital.

The organization's objectives when managing its capital are to maintain flexibility between:

- enabling it to operate efficiently;
- providing liquidity for growth opportunities;
- generating predictable cash flows for continuing operations;
- having funds available to internally finance major capital expenditures and replacements thereby not requiring financing from outside parties;
- having funds available for cyclical expenditures (i.e. expenditures not recurring annually); having funds available for unexpected increases in expenditures or decreases in revenues; and
- providing a constant and predictable membership fee structure.

ALBERTA SCHOOL BOARDS ASSOCIATION

Schedule A - Operating Fund Revenues

Year ended August 31, 2012

	<u>2012</u>	<u>2011</u>
Memberships	\$ 2,892,079	\$ 2,863,452
Fee for service	1,801,975	1,577,504
Governance framework grant	128,000	150,000
Trustee development grant	85,000	80,000
Rental income	62,658	61,159
Sponsorships	57,500	---
Alberta School Employee Benefit Plan service fee	38,095	38,095
Safe learning environments grant	38,000	---
Newsletter	3,800	16,260
Miscellaneous	1,923	532
	<u>\$ 5,109,030</u>	<u>\$ 4,787,002</u>

Schedule B - Operating Fund Expenditures

Year ended August 31, 2012

	<u>2012</u>	<u>2011</u>
Member services	\$ 2,248,042	\$ 2,063,578
Association affairs	772,865	692,321
Executive office	659,522	555,243
Finance and administration	530,868	485,470
Communications	226,591	283,493
Corporate services	220,737	215,807
	<u>\$ 4,658,625</u>	<u>\$ 4,295,912</u>

Appendix D: Disposition of Motions



ALBERTA SCHOOL BOARDS ASSOCIATION 2013 SPRING GENERAL MEETING

JUNE 3, 2013

DISPOSITION OF MOTIONS

Motion (#)	MOTION TITLE	Page	Carried (✓)	Defeated (✓)	Other: Amended, Postponed Referred, Withdrawn, etc.
PROPOSED BUDGET AND BYLAW AMENDMENTS					
1B/SGM13	ASBA Budget 2013-2014	18			
2A/SGM13	Bylaw Revisions	57			
2013 PROPOSED EMERGENT ISSUES					
3EM/SGM13					
4EM/SGM13					

Amendment Form

Amendment to Issue No. _____

Moved by:

School Jurisdiction:

Seconded by:

School Jurisdiction:

Amendment Form

Amendment to Issue No. _____

Moved by:

School Jurisdiction:

Seconded by:

School Jurisdiction:

DATE: May 21, 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: Proposed Issues for the Alberta School Boards Association (ASBA) 2013 Policy Process

RESOURCE STAFF: Sandra Stoddard

ISSUE

In preparation for its fall Annual General Meeting, the Alberta School Boards Association (ASBA) invited school boards to identify matters on which ASBA policy is required, and forward these to their Zone by May 30, 2013.

RECOMMENDATION

That the following proposed Alberta School Boards Association (ASBA) policy positions for submission to ASBA Zone 2/3 be approved:

- 1. That the Provincial Government develop a stable revenue source to fund K-12 education as an alternative to fluctuating, non-renewable resource revenue.**
- 2. That, when ASBA proposed policies are supported by a two-thirds majority vote, the Association develop action plans to support provincial and local advocacy and that resource materials and recommended strategies for advocacy be provided to member boards.**
- 3. That the provision for accommodations for English Language Learners on Provincial and Diploma exams be increased to include the provision of a reader and scribe so that they may have fair and equitable access to educational opportunities, including the writing of achievement tests (currently the only accommodation allowed is extra time).**

BACKGROUND

The Board's ASBA Issues and Resolutions Committee invited Trustees and the Administration to suggest possible policy issues that could be brought forward to ASBA Zone 2/3 for consideration in the ASBA policy development process. The ASBA Issues and Resolutions Committee suggested that the ASBA advocate that the Provincial Government explore more stable revenue sources as an alternative to fluctuating oil and gas revenues to fund K-12 education in Alberta. The Committee also outlined a directive for action around the requirement of the development of action plans to support provincial and local advocacy, following newly approved policy statements. In addition, the Support for Staff and Students Department submitted one policy position relative to the provision of accommodations for English Language Learners.

CONSIDERATIONS & ANALYSIS**a) Stable Revenue Sources to Fund K-12 Education**

That the Provincial Government develop a stable revenue source to fund K-12 education as an alternative to fluctuating, non-renewable resource revenue.

The Committee believes in the value of education and the role adequate, predictable and sustainable funding plays in ensuring students are prepared for the world into which they will graduate. Providing a high quality education requires adequate resources. The proposed policy position goes beyond the existing ASBA policy statement in that it addresses the root cause - which is an over reliance on natural resource royalties. Continued over-reliance on natural resource royalties results in a lack of predictable and sustainable funding to support high quality education thus reducing opportunities for children to reach their full potential. In her recent address to Albertans, Premier Redford correctly identified the key problem currently facing the province: government revenues are tied too much to resource revenues, creating swings in the amount of money available to fund the infrastructure, programs, and services that Albertans need. Urging the government to explore more stable revenue resources to fund K-12 education is necessary to ensure we continue to offer world class educational opportunities to Alberta children.

b) Policy to Action

That, when Alberta School Boards Association proposed policies are supported by a two-thirds majority vote, the Association develop action plans to support provincial and local advocacy and that resource materials and recommended strategies for advocacy be provided to member boards.

The ASBA policy development process provides school boards with a guideline for future action and allows the membership to steer the Association in desired directions. As such, policy statements serve to guide the ASBA president when making representations to the Minister and other organizations; enables the Board of Directors to identify and select action that can be taken on behalf of the Association and supports Trustees when addressing a current issue, whether at a forum, task force, or other structure. As a means of unifying the members around collective action, the Committee believes that when policies are adopted, the development of action plans, resource materials and recommended strategies will help to support provincial and local advocacy at a deeper level and increase the opportunities to collectively influence change.

c) Provision of Accommodations for English Language Learners on Provincial and Diploma Exams

That the provision for accommodations for English Language Learners on Provincial and Diploma exams be increased to include the provision of a reader and scribe so that they may have fair and equitable access to educational opportunities, including the writing of achievement tests.

The Committee is committed to accommodating the learning needs of all students so that they may have fair and equitable access to educational opportunities, including the writing of achievement tests. The goal in permitting the use of a reader and scribe, when administering achievement tests, is to promote fairness and equity by removing obstacles to performance.

The Committee believes it is important to continue showing leadership on this issue. Providing English Language Learners with only the accommodation of extra time actually creates hardship for students who can sit up to three hours in one exam, looking at material in a language they cannot read, and being expected to respond in a language they cannot write. The knowledge of the content, not the ability to read and write should be assessed.

NEXT STEPS

Subject to the Board's approval, the resolutions will be forwarded to ASBA Zone 2/3 for consideration.

SS:mmf

DATE: May 21, 2013

TO: Board of Trustees

FROM: Edgar Schmidt, Superintendent of Schools

SUBJECT: High School Completion Rates in Seven Oaks School Division, Winnipeg, Manitoba (Response to Request for Information #236)

RESOURCE STAFF: Tanni Parker

REFERENCE: November 13, 2012 Board Meeting (Trustee Hoffman)
[Seven Oaks Divisional Plan 2012-2013](#)
[Province of Manitoba Graduation Requirements](#)

ISSUE

The following information was requested: Provide a brief report outlining the recent initiatives of the Seven Oaks School District presented at the 2012 Canadian School Boards' Association Conference that resulted in high school completion rates increasing by 20% now approaching 90% overall completion and some of the factors that led to those results.

BACKGROUND

District Administration contacted the Superintendent, Seven Oaks School Division. He stated that the reason more students are completing high school is related to multiple factors and that there was no single "silver bullet". The factors he believed served students well:

- Staff communicated strongly that high school completion is a launch pad, not a finish line
- Use of the Learning Bar survey – Tell Them From Me to understand and respond to perceptions of student engagement
- Reduce the consequence of failure through targeted and mandatory summer school courses for some students
- Provide students multiple opportunities to learn and demonstrate their learning
- Implementation of the Universal Teacher Advisory Program
 - Every student is assigned a teacher advisor at the beginning of high school. The teacher advisor establishes a relationship and supports the student throughout their high school career, through academic advice and referrals to other supports as needed
 - The teacher advisor also gives students their high school diplomas at graduation
 - The advisory program was built into teacher timetables as an expectation of their work day
- Implementation of the [Wayfinders Program](#) which is a targeted intervention that provides tutoring, mentoring and post-secondary scholarship incentives to 250 students in a neighborhood that is greatly disadvantaged by poverty. This program is being expanded to target all high school students who have guardianship with Child and Family Services. As a result, the graduation rate in this neighborhood has increased from 52% to 85%.
- Struggling learners are not streamed into vocational programs; however, cooperative vocational programs are offered in grade 12. These programs provide almost all participants with either a job, an apprenticeship or community college entry. Community college curriculum is utilized in these programs.

- Literacy is a focus in early learning classrooms. Resources are targeted to provide Learning Support teachers, who have expertise in literacy, in all early years schools. The district does not have any curriculum consultants. In addition, the University of Manitoba teaches their early years literacy methods courses in classrooms in schools.

District Administration was unable to locate information on the Provincial Education website on the Seven Oaks School Division that explained the method for determining high school completion. Without that information, it is difficult to compare the graduation rate reported at Seven Oaks with that of district high schools.

CURRENT SITUATION

Mr. Brian O'Leary, Superintendent Seven Oaks School Division, stated that the school division has 11,000 students, many of whom are dealing with the impacts of poverty. He stated that their multi-pronged approach to high school completion has helped them achieve a completion rate approaching 90%.

KEY POINTS

- High school completion requires multiple approaches to support students.
- The universal teacher advisory program was deemed to be a critical and positive approach in supporting students throughout their high school experience.
- Students were given multiple opportunities (second chances) to learn and demonstrate their knowledge

ES:sh

DATE: May 21, 2013
TO: Board of Trustees
FROM: Edgar Schmidt, Superintendent of Schools
SUBJECT: Cost-Saving Initiatives (Response to Request for Information #260)
ORIGINATOR: Roberta Malysh, Executive Director, Finance & Infrastructure
RESOURCE STAFF: David Fraser, Sandra Stoddard, Tanni Parker
REFERENCE: [Board Meeting February 19, 2013](#) (Trustee Hoffman)

ISSUE

The following information was requested: Provide information outlining the cost-saving initiatives the District has initiated over the last two years.

BACKGROUND

This section will provide Trustees with a set of definitions for cost savings, cost avoidance and efficiency.

*Definitions and Examples:*Cost Savings

Cost savings occur when there is a reduction that causes future spending to fall below the level of current spending. These cost savings may then be removed from budgets, reinvested, or redirected to other spending priorities.

Example – Decreases in the price of a service contract, resulting in a savings for the current year and ongoing for a five year term.

Cost Avoidance

Cost avoidance refers to reductions that cause future spending to fall, but not below the level of current spending. Often cost avoidance involves slowing the rate of cost increases. In other words, future spending would have increased even more in the absence of cost avoidance measures.

Example – Purchasing refuses to accept a vendor's attempt to raise licensing fees by 5 per cent, allowing the District to avoid spending an additional \$200,000 that year and maybe into the future.

From the standpoint of cost-benefit analysis, both cost savings and cost avoidance can be counted as benefits, because both reduce the amount of resources necessary to fund District operations.

Efficiency

Savings efficiency is optimizing the use of all your resources to deliver the goods or service at the best level. This involves producing the same output of services at lower input cost and with

the same or greater quality. Efficiency savings may not necessarily result in cash savings but do result in improving staff performance without any adverse effects on services delivery. Therefore there are two types of efficiency savings; cash and non-cash releasing efficiencies.

Examples of Cash Releasing Efficiencies – Better procurement, improved use of assets and sharing of back office systems.

Examples of Non-Cash Releasing Efficiencies – workforce training and development, adopting best practices, absence management, and improving business processes.

CURRENT SITUATION

Attachment I summarizes recent cost saving and efficiency initiatives throughout the District. Through the good work of staff representing all decision units, over \$9 million of projected one-time and ongoing cost and efficiency savings have been achieved since 2011. While the list is not all inclusive, the examples provide a good overview of successes throughout the organization.

The initiatives listed were identified as having the greatest potential for efficiency and cost savings while also improving services. While many show an investment in technology, others include organizational and administrative efficiency, procurement savings and changes to processes.

Some of the savings were short term and can be described as one-time savings that affect the budget over one or two years. Others affect the budget are described as ongoing as they affect the budget over the long term. Many of the cost savings in 2011-2012 were absorbed back in the budget to deal with increasing cost pressures such as inflation, staff costs and increasing demand for services. The projected savings for 2012-2013 will also be absorbed back into the District budget.

The report does not include any items related to the 2013-2014 budget deliberations.

KEY POINTS

- As stewards of public funds and of the quality of education, the District will continuously focus on the cost and efficiency savings to ensure that every student has opportunities to learn and grow.
- Employees across the District have demonstrated how they seek continuous improvement in the way they work. This includes a range of integrated work processes, procurement strategies, contract management, and technology-driven improvements that collectively productivity while generating cost and efficiency savings.
- With the challenges of the 2013-2014 budget, further savings will have to be explored. This includes considering possible opportunities for regional or inter-district collaboration and partnerships in the procurement and provision of goods and services.

ATTACHMENT I Cost Savings Summary

RM:pn

Cost Savings Summary

ATTACHMENT I

Cost Savings / Efficiency Initiatives	Description	Actual \$ / Projected \$		How Determined or Measured?	Other Comments / Benefits	
		2011-12	2012-13			
Cost Savings / Avoidance						
1	Communications - Advertising	District-wide advertising that benefits all schools programs equitable.	106,000	101,000	In the 2011-2012 school year , Communications became a core service. All advertising was to profile the District rather than individual schools. In previous years, schools were able to advertise their individual school or program. On average \$316,000 per year was spent on advertising.	<i>Ongoing savings</i> . Additional soft cost savings were realized due to a reduction in staff time. With new electronic processes, approximately 140 staffing hours/mth was saved.
2	Communications - Staffing	<u>2011/2012</u> decreased staff from 22 positions to 19 <u>2012/2013</u> decreased staff from 19 positions to 17	183,103	337,493		<i>Ongoing savings</i> . Additional soft cost savings were realized due to a reduction in staff time. With new electronic processes, approximately 140 staffing hours/mth was saved.
3	District Information Technology - Powerschool License Maintenance	Negotiated change from original contract to defer maintenance renewal periods to align with project implementation schedule and school year cycle	135,000	-	Reduced license fees paid to vendor	<i>One time savings cost avoidance.</i>
4	District Information Technology - Follett Maintenance Payment	Over the last 2 years we stopped paying the Follett Library Maintenance and are doing the maintenance ourselves when needed - while the new library system project is implemented	70,000	70,000	Actual cost of maintenance	<i>One time savings of \$140,000 over 2 years.</i>
5	Human Resources - WCB cost relief	Review of WCB claims to ensure we pay costs related to the injury that occurred and not for prolonged absence due to pre-existing conditions.	-	53,418	The amount received in cost relief (2009,2010, 2011) \$75,216.28 minus salary paid for the reviews in 2011-2012 school year \$21,798.40 is the cost saving	<i>Ongoing savings</i> . It is financially beneficial to continue with cost relief reviews on a regular basis.
6	Records and FOIP Management - September 2012 - digital transfer of digital student records - called the SRRS (student record request system)	On-line student record request system allowing for secure, timely and efficient transfer of the digital student record to external schools as required by law		147,000	Analysis of average number of student records sent out of the district per year, postage costs , printing costs and staff costs See attached for details	<i>Ongoing savings</i> . Immediate access to critical information for receiving schools, less work for EPS schools, reduced district costs by coordinating with Distribution Centre and keeping digital documents digital
7	Purchasing/Facilities - Establish future term contracts for utilities	With the assistance of an external energy consultant the natural gas and electrical markets are continually monitored for opportune times to contract. The intent is to allow EPS to take advantage of depressed markets that may present cost savings to the district.		1,173,953	Approximate yearly usage was compared using pricing from current contracts compared to future contracts. Price has been locked in until 2017. Electricity Contract - Rate was reduced from 8.9 cents/KWH to 5.6 cents/KWH. Price locked in for 2014 and 2015. Electricity savings for the 2014 calendar year approximately \$2,271,643. Natural Gas Savings for the 2012-2013 school year approximately \$1,173,953. Rate reduced from 8.75 \$/GJ to ~4 \$/GJ.	<i>Limited cost savings</i> . Contracts were established using a fixed amount for the majority of our annual usage and a small percentage to be purchased on the open market when required. EPS was no longer required to provide a fixed usage amount for the whole contract thus relieving us from financial penalties for the sale of unused utilities
8	Facilities -PCS/Facilities Enviro/Facilities Maintenance / To increase diversion rate to landfill from current average of 14% to 85% by 2017	A study comparison was done to see if and how waste diversion from landfill could be improved and what added benefits & efficiencies could be achieved. The study was done comparing our current provider Waste Management (WM) and The City of Edmonton Commercial Waste Management Dept.	-	300,000	WM fees from Sept 1, 2011 to Aug 31, 2012 - \$651,500. Deducted fees the City does not charge and average price reduction per service. Fees not charged by the City - 18% fuel surcharge, 18% environmental fee and price reduction @15% (avg is 15-25% depending on services)	<i>Savings in schools</i> . In the first year diversion will go from 14% to 45%. An additional benefit of coordinating designated enclosed bin pick up locations built for heavy duty use should reduce the constant concrete/asphalt parking lot replacement from \$400,000 to \$200,000 in the first 2 years
9	Financial Services - PCS / Cell Phone Review	Reviewed contracts on all mobile phones within the District. Negotiated a set Corporate Rate for all carriers resulting in potential savings	-	288,000	This number was reached by direct comparison of expenses for 2010 and 2011	<i>Ongoing efficiency and cost avoidance savings</i> . Current inventory of district fleet.
10	Financial Services - Budget Services / Consultant	1.0 FTE	-	108,273	BPS staffing cost	One-time as position currently deferred. Position will be required approx. June 2014 in conjunction with transitioning to a new Budget Planning System , which will allow increased ability to perform variance analysis and forecasting

Cost Savings / Efficiency Initiatives	Description	Actual \$ Projected \$		How Determined or Measured?	Other Comments / Benefits	
		2011-12	2012-13			
11	Planning -transfer from allocated to cost recovery	Rentals Clerk (1.0 Support Staff FTE), Leasing Consultant (1.0 FTE), Senior Planner-Property Management (1.0 FTE)	280,513	280,513		<i>Ongoing savings</i> released to the District. The staffing allocation for these positions was eliminated, and the positions are now funded through Property Management and Leasing external revenues.
12	Subtotal Cost Savings / Avoidance		774,616	2,859,650		
Efficiency Savings						
13	Board Administration - Introduced electronic processes to become 90% paperless and take advantage of reduction in staffing required to undertake manual processes.	Introduced new processes and tools to enable the unit to operate more efficiently and economically	-	15,000	Elimination of printed meeting packages and information for staff and trustees. Elimination of package preparation and the elimination of duplication resulted in additional time savings for staff.	<i>Ongoing savings</i> . Additional soft cost savings were realized due to a reduction in staff time. With new electronic processes, approximately 140 staffing hours/mth was saved.
14			-	10,000	Eliminated weekly courier package delivery to trustees' homes and union offices.	
15	Board Administration - Reorganization of staffing structure and review of roles and responsibilities	Moved from 6 full time staff members to 5	-	65,000	Reduction of 1 administrative FTE administrative staff as 2 positions were consolidated in 1 new role.	<i>Ongoing savings</i> . Additional soft cost savings were realized due to a reduction in staff time. With new electronic processes, approximately 140 staffing hours/mth was saved.
16			-	25,000	Reduced 1 management level staff in the Board office by combining role of Corporate Secretary with Treasurer, and Replaced the manager level position with 1 exempt support staff with new job functions.	<i>Ongoing savings</i> . Additional soft cost savings were realized due to a reduction in staff time. With new electronic processes, approximately 140 staffing hours/mth was saved.
17	District Technology - Adoption of Chromebooks	Testing and implementation of Chromebooks for student use of Internet-based tools and resources instead of netbook or laptop devices	630,000	630,000	Savings of acquisition (\$200/device) and support (\$40/device) of chrombooks compared to purchasing the same number of netbooks. (\$900,000 acquisition savings over two years and 180,000 ongoing)	<i>Ongoing savings</i> \$180,000 . Equates to 1,800 more devices acquired for student use for the same cost.
18	District Technology - School Zone printing	Use of SchoolZone to communicate with parents and students online and on demand, has eliminated the need to print and send/mail newsletters, interim marks, and progress reports.	345,000	345,000	Based on historical and anecdotal data from schools - counting the number of schools, number of reports and average pages printed. Newsletters were mailed by high schools, class newsletters printed weekly or monthly by other schools, interim marks, progress reports, and other reports packaged, mailed or sent home by class.	<i>Ongoing savings</i> . By using SchoolZone to do this work, schools have increased the frequency of communicating this information to parents NOTE: Does not include cost savings related to person time to print, stuff, address envelopes
19	District Technology - Co-hosting/multi-tenants for enterprise applications (M4000/M5000)	Hosting multiple applications on one larger server offers great efficiencies vs. dedicated equipment for each application. Lower operating costs. Lower licensing costs, with the advantage of any one system able to use more capacity at peak times.	412,000	75,000	One shared server environment vs. individual server environments per application. Cost Avoidance. Not buying additional servers. Not buying additional licensing. (\$337,000 initial cost avoidance \$75,000/year on annual maintenance ~\$700,000 total avoidance over 5 yrs. ~\$350,000 on hardware refresh in 5 yrs.	<i>Ongoing savings</i> \$75,000. Started in Sept 2011. Fully realized in Spring 2013. - Less power consumed due to less equipment. - Less cooling required due to less heat generated. - Less administration and maintenance of multiple servers
20	District Technology - TAU (Tech as a Utility) Service Teams	Reorganized tech support into team structure to provide better shared service delivery and coverage for absences and school projects	100,000	100,000	Reduction in overtime that was previously charged to schools thru cost-recovery	<i>Ongoing savings for schools</i> . Increased service coverage to schools during illness or other absences
21	District Technology - Adoption of Google Apps for Education - TIPS Team (Technology Integration Planning Service) Advice to Schools	Use of Google Apps integrated with SchoolZone has enabled us to use browser-only devices and provide the same experience for students at home or at school. Advice provided to schools on technology acquisition decisions has resulted in more informed decisions, additional or alternate technology is acquired for the same planned budget, or significant savings is achieved by purchasing based on specific strategies we recommend.	115,000	115,000	Based on savings of using Google to eliminate previous tools (VC), and average cost purchase savings at 20% of 125 schools that tech plans were created	<i>Ongoing savings of \$330,000 over two years</i> . Technology purchase decisions based on educational outcomes
22	District Technology - Web Content Management System	The migration to a standardized content management system to replace school maintained websites.	95,000	95,000	Calculation of estimated time expended by schools to manage websites on their own - which will be eliminated	<i>Ongoing savings</i> . All schools will have a standard EPS branding, with standard navigation and easier, more timely updates.

Cost Savings / Efficiency Initiatives	Description	Actual \$ Projected \$		How Determined or Measured?	Other Comments / Benefits	
		2011-12	2012-13			
23	Human Resources - New advertising format	Print media advertisements are now considerably shorter; applicants are directed to the EPSB careers website for additional information.	-	15,000	New format has the potential to reduce advertising costs by 25%.	<i>Ongoing savings.</i> New format was initiated in January, 2013 and therefore difficult to determine an actual savings at this time.
24	Human Resources - Substitute Teacher Activation Process	A share site has been developed and processes have been modified to maximize the use of technology to eliminate the costs associated with printing of handbooks, mail outs of letters and handbooks, and to simplify processes related to recording time. The new share site will allow substitute teachers to more readily access essential information and will allow us to update that information on an as needs be basis without additional printing and mailing costs. This will significantly reduce staff time and associated costs required to support these processes.	-	35,000	Actual costs.	Ongoing savings.
25	Human Resources - Supply Support Staff Activation Process/Information Update Process	A share site is under construction and processes will be modified to maximize the use of technology to eliminate the costs associated with printing of handbooks, mail outs of letters and handbooks, and to simplify processes related to recording time. The new share site will allow supply support staff to more readily access essential information and will allow us to update that information on an as needs be basis without additional printing and mailing costs. This will significantly reduce staff time and associated costs required to support these processes.	-	15,000	Actual costs.	Ongoing savings.
26	Human Resources -T4 online	Access to view T4's through PPSoft Self Service was enabled for 2012 Tax information.	-	11,480	(A) reduced cost per year for preprinted T4 forms. (\$1,000-\$1,500) (B) 13 man days (3 EE's at 3 days ea. And 2 EE's at 2 days ea.) annually reduced for sorting and distribution within HR - \$2,100 (C) Reduced postage and handling for amended T4's (50-70 @ & .70 ea. annually (\$35 - \$70) (D) Reduced cost to print 15,000 T4's @ .33 per print (print services cost) - \$5,000 (E) Reduced postage and handling for reproduction of lost or destroyed T4's 100@ .70 ea. annually. - \$70 (F) Reduced cost of mailing T4's to home addresses 4,280 @ .70 ea. - \$3,000	<i>Ongoing savings.</i> There will be incremental reductions in the number of T4s to be printed annually. There will be reduced administrative costs for paper, postage, printing, stuffing and distribution of T4s. There will be reduced administration and costs for the production of amended T4s and for the reproduction of lost or destroyed T4s. Tracking of amendments will be contained in PPSoft for more accurate record keeping on employee files
27	Human Resources -Pay Advice on line	Access to view pay advices through PPSoft Self Service was enabled for pay information after Aug.31/12	-	30,700	(A) Reduced annual cost of 160,000 preprinted advice forms - \$8,000 (B) Reduced annual cost of printing, folding and sealing 160,000 pay advices per year. + 2 man days per pay x 40 pays per year. (C) Reduced cost of Postage and handling to mail advices to home addresses - \$3,700. 2200 per month x .70 x 12 months per year -\$19,000.	<i>Ongoing savings.</i> There will be largely reduced administrative costs for paper, postage, printing, folding and sealing and distribution of pay advices. There will be reduced administration and costs for the reproduction of lost or destroyed Pay advices.
28	Human Resources -Pay cheque	Procedure to reduce the number of employees with no Direct Deposit	-	-	Reduced cost of administration. Although this will not result in a reduction of staff, it will make payroll more efficient and effective.	<i>Efficiency.</i> Reduced cost of production, handling and distribution of cheques. Reduced cost of ordering and maintaining a supply of preprinted cheque forms.
29	Human Resources - ASEBP Benefit compare	Automated comparison of our PPSoft files to ASEBP billing files	-	500,000	Actual review of files to accumulate total dollars recovered and saved - >\$500,000 recovered in 2012 for period 2008-2012 and associated contributions reduced from ongoing billing	<i>Efficiency.</i> Substantial time and effort saved in identifying files that require attention. Resolution is much more timely and effective.

Cost Savings / Efficiency Initiatives	Description	Actual \$ / Projected \$		How Determined or Measured?	Other Comments / Benefits	
		2011-12	2012-13			
30	Human Resources - Proposed EDB/Leaves on PPSoft	EDB and employees on LOA will be tracked on the PPSoft HRMS system	-	50,000	Estimated reduction of 1.0 FTE in man hours to administer manual processes to balance and report EDB/Leave	Ongoing savings . Increased automation of process. Reduced staff intervention and monitoring. Substantially reduced time to fix or resolve reporting issues.
31	Human Resources - Implemented use of Winmerge software to compare reports		-	-	Efficient use of staff time	Efficiency. Substantial time is saved each pay period by using an electronic comparison tool to ensure accuracy and efficiency.
32	Human Resources - Expanded use of the auto rehire process		-	-	Efficient use of staff time	Efficiency. Electronic process to rehire employees revamped, to be used each month substantially increases the accuracy and efficiency of rehiring staff.
33	Human Resources - Upgrade PeopleSoft	Upgraded to PeopleSoft 9.1 - resourced primarily by HR Staff.	-	750,000		Efficiency. Other organizations typically spend millions of dollars on PeopleSoft upgrades. With the use of our HR Staff, we are able to complete timely upgrades at a fraction of the cost.
34	Human Resources - Set up PeopleSoft Performance monitoring tools	Set up PeopleSoft performance monitoring tools vs. purchasing 3rd party product.	-	50,000	Looked at QUEST with the price quote 50,000+	Ongoing savings. Ensuring Peoplesoft is operating in an efficient manner help to make District staff efficient and effective.
35	Human Resources - Facilitation of settlement agreements	Liaise with CUPE Locals to facilitate settlement agreements in an effort to mitigate losses related to sick leave.	-	-		Efficiency. There are direct and indirect cost savings. The actual savings have not been quantified.
36	Human Resources - Support to address patterned absences	Staff relations works with DU administrators to address abuse of sick leave through patterned absences.	-	-		Efficiency. There are direct and indirect cost savings. The actual savings have not been quantified.
37	Records and FOIP Management -September 2008 - Pinpoint, the digital student record	Allows schools to save documents digitally, rather than print, provides appropriate access, ensures documents are never lost	237,000	237,000	Costs to print and file 80,000 progress reports and 10,000 IPPs three times a year and costs to replace assessment documents that are lost, staff time saved for consultants to review files	Ongoing savings. Reduce work at schools, insure critical information is not lost, and that consultant staff time is optimized
38	Facilities - Archibus Implementation	Removal of data silos so that access to drawings, work requests and project information can be effectively shared	-	-	Automation of processes such as Core Service work requests, better granularity and improved stores inventory management	Efficiency. Better business controls, reduced administration costs, more effective use of tradesmen. Reduce data silos.
39	Facilities - Project Guideline Updates	Improve process with Purchasing	-	-	Improved timeliness and reduction of errors	Efficiency. Improved business controls, reduced duplication and reduction in possible legal action due to vague agreements
40	Facilities - Energy Retrofit Program	Ameresco will retrofit 30 schools and building for energy efficiencies and savings will cover costs of doing this work. Payback is over a 20 year period.	-	-	Reduction in energy costs, replacement of aging infrastructure (NPV over 20 years is 4,000,000 - average annual savings is 200,000)	Efficiency. Reduced utility costs in long term as well as carbon footprint reductions and maintenance costs
41	Facilities - School Parking Lot Fee Increase	School parking should be at zero cost to the board.	-	250,000	Remitted into Facilities Maintenance Account	Ongoing savings. Reduced use of maintenance funds taken from POM which can now be applied to the buildings instead of the parking lots
42	Facilities - Passion for E-waste Recycling Challenge - Opportunity for School Generated Funds (SGF) for Schools	The District partnered with GEEP Alberta (Global Electric Electronics Processing), Green Living, SEEDS Foundation and Samsung to challenge elementary school students to collect the most weight of non-district electronic waste over Waste Reduction Week. The three winning schools shared \$30,000.00 in prizes and raised awareness within their communities about the importance of e-waste recycling. Many schools have expressed interest in participating annually, on a smaller scale, as a fundraising and learning event.	-	-	GEEP Alberta has agreed to pay schools \$0.15/pound for their high grade electronic waste. The money generated from this type of event can be used by the schools to fund programs and projects. Dependent on quantity of E-Waste. This could be in the \$100 to \$2,000 range.	Ongoing savings. Each participating school was given an information package from the SEEDS Foundation with numerous online teaching and learning resources. Students learned how significant their individual actions are when it comes to participating in Waste Reduction Week in their schools.
43	Facilities - Stores Inventory Automation	Reduce manual entry errors by automating with Archibus integration	-	-	Reduced administration and recycling of work requests in order to correct	Efficiency. Better inventory control.

	Cost Savings / Efficiency Initiatives	Description	Actual \$ Projected \$		How Determined or Measured?	Other Comments / Benefits
			2011-12	2012-13		
44	Facilities - Core Services Implementation	Fewer emergency call outs, equipment failures and improved efficiency.	-	-	Reduced paperwork and travel time to complete same amount of work. This is estimated to be 1/2 hour per day per tradesman.	<i>Efficiency.</i> Improved customer (school) satisfaction. Reduced lifecycle cost of infrastructure. Principals do not have to put requests in for inspections and general repairs.
Combined Results Review with Plans Meeting (vs. 2 meetings) for 1/3 of the Schools (vs. all) each year.						
45	Financial Services - Budget Services / Combined Results Review & Plans	Meet with 1/3 of schools each year over a 3 year period.	-	70,000	Time savings to coordinate new meeting format. Approx. 180 hours	<i>Efficiency.</i> Reviews now only done once per year with 1/3 of schools
46	Financial Services - School Principal / Combined Results Review & Plans	Meet with 1/3 of schools each year over a 3 year period.			Time savings - Principal hours (132 schools per year x 2.5 hours/review X 2) = approx. 660 hours	<i>Efficiency.</i> Only approx. 66 principals attend a single review/plan meeting per year
47	Financial Services - Assistant Superintendents of Schools / Combined Results Review & Plans	Meet with 1/3 of schools each year over a 3 year period.			Time savings - Approx. 10 mtgs /A.S. @ 2.5 hrs. x 4 A.S. x 2 = 200 hours	<i>Efficiency.</i> Reviews now only done once per year with 1/3 of schools
48	Financial Services - Trustees / Combined Results Review & Plans	Meet with 1/3 of schools each year over a 3 year period.			Time savings - Approx. 5 mtgs/Trustee @ 2.5 hrs. x 9 x 2 = 225 hours	<i>Efficiency.</i> Reviews now only done once per year with 1/3 of schools
49	Financial Services - School/DU Support Staff / Combined Results Review & Plans	Taking minutes during the results review & planning meetings (eliminated in 2012)			Time savings - Support Staff hours approx. (35 staff x 2.5 hrs. x 2) = 175 hours	<i>Efficiency.</i>
50	Subtotal Efficiencies		1,934,000	3,489,180		
51	Total Cost Savings and Efficiency Savings		2,708,616	6,348,830		

DATE: May 21, 2013
TO: Board of Trustees
FROM: Edgar Schmidt, Superintendent of Schools
SUBJECT: Education Property Tax (Response to Request for Information #272)
ORIGINATOR: Roberta Malysh, Executive Director, Finance & Infrastructure
RESOURCE STAFF: Cheryl Hagen, Managing Director, Financial Services
REFERENCE: April 9, 2013 Board Meeting (Trustee MacKenzie)

ISSUE

The following information was requested: How much was the education property tax recently reduced by the Province?

BACKGROUND

Education Property Taxes support both public and separate school students. The funds are pooled and distributed to all public and separate school boards on an equal per student basis.

CURRENT SITUATION

- In the fiscal year 2013-14, the Province will collect approximately \$2.06 billion, which is \$79 million more in education property taxes compared to 2012-13. The increase in funding through property taxes will ensure that about 32% of targeted operating costs for education are funded through education property taxes, while the remaining 68% comes from general revenues.
- 2013 education property tax requisition has also changed due to the discontinuation of the mitigation formula. This change has impacted the calculation of each Municipality's share of the education property tax, resulting in fluctuations. These impacts in education requisition are reflected throughout Municipalities across the Province as shown in the [Education Property Tax Comparison Report 2013 Tax Year](#).
- Although the total education requisition has increased, the impact on Edmonton property owners is moderate and it is estimated that an average homeowner in Edmonton will see a decrease of about \$20 in their education property tax bill in 2013.
- In Attachment I, the increase in collection of education property taxes based on the City of Edmonton total requisition amount is approximately 2% or \$8.9 million, and in total \$399 million in education funding will be provided in the 2013 tax year. With respect to the City of Edmonton, the residential requisition is flat, while the non-residential requisition has increased by 8%. In addition, along with changes in the education requisition, growth in the City of Edmonton assessment base will positively impact the education residential property tax rates, resulting in a minimal change in the tax bill for the average homeowner from 2012.

KEY POINTS

- The 2013 Education property tax requisition has increased across the Province by \$79 million and within the City of Edmonton by \$8.9 million.
- The amount of education property tax the government will requisition from municipalities reflects 32% of the targeted operating costs for education.
- Although the City of Edmonton residential property taxes have gone down based on an average homeowner by \$20 per year, the City of Edmonton total education requisition increased by about 2%.

ATTACHMENTS & APPENDICES

ATTACHMENT I Education Property Tax Comparison Report 2013 Tax Year – Page 1

ATTACHMENT II Education Property Tax – Alberta Fact Sheet 2013

ATTACHMENT III Education Property Tax- Edmonton Fact Sheet 2013

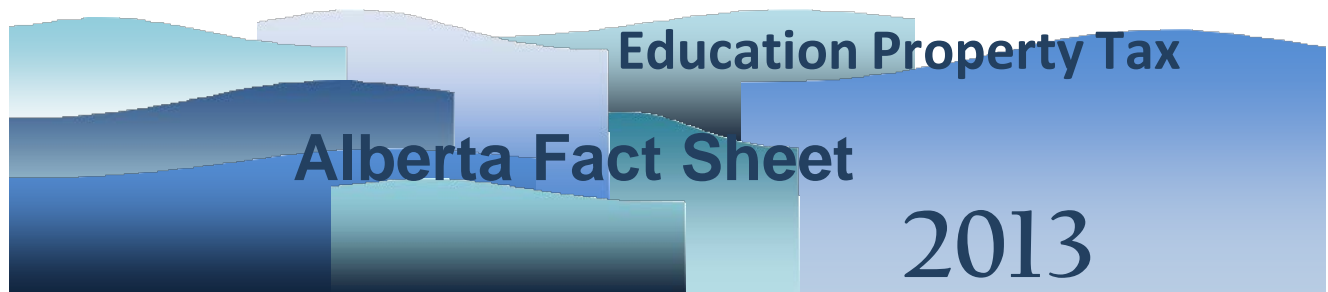
CDH : ja

Education Property Tax Comparison Report

2013 Tax Year

Municipality	Residential/ Farmland Requisition			Non-Residential Requisition			Total Education Requisition		
	2012	2013	% Change	2012	2013	% Change	2012	2013	% Change
Cities									
City of Airdrie	\$12,300,868	\$15,024,961	22%	\$3,486,234	\$4,121,531	18%	\$15,787,102	\$19,146,492	21%
City of Brooks	\$2,575,143	\$2,584,405	0%	\$1,262,686	\$1,276,062	1%	\$3,837,829	\$3,860,467	1%
City of Calgary	\$443,364,878	\$435,028,050	-2%	\$192,905,689	\$197,033,802	2%	\$636,270,567	\$632,061,851	-1%
City of Camrose	\$4,668,237	\$4,820,016	3%	\$1,769,744	\$2,002,659	13%	\$6,437,980	\$6,822,675	6%
City of Cold Lake	\$3,492,189	\$3,834,092	10%	\$1,439,531	\$1,723,779	20%	\$4,931,720	\$5,557,871	13%
City of Edmonton	\$266,273,648	\$265,293,697	0%	\$123,953,314	\$133,806,332	8%	\$390,226,963	\$399,100,028	2%
City of Fort Saskatchewan	\$6,320,772	\$6,739,400	7%	\$2,932,204	\$3,510,550	20%	\$9,252,976	\$10,249,950	11%
City of Grande Prairie	\$13,132,218	\$12,998,505	-1%	\$7,863,743	\$8,131,841	3%	\$20,995,961	\$21,130,346	1%
City of Lacombe	\$3,111,358	\$3,198,243	3%	\$754,897	\$839,164	11%	\$3,866,255	\$4,037,406	4%
City of Leduc	\$7,032,006	\$7,881,912	12%	\$3,361,478	\$4,126,187	23%	\$10,393,484	\$12,008,099	16%
City of Lethbridge	\$22,846,283	\$23,328,943	2%	\$7,354,317	\$8,646,312	18%	\$30,200,600	\$31,975,256	6%
City of Lloydminster	\$4,237,404	\$4,658,633	10%	\$2,589,544	\$2,789,905	8%	\$6,826,948	\$7,448,538	9%
City of Medicine Hat	\$16,170,868	\$15,722,073	-3%	\$5,101,255	\$5,402,896	6%	\$21,272,123	\$21,124,969	-1%
City of Red Deer	\$26,780,022	\$26,384,287	-1%	\$11,367,494	\$13,223,699	16%	\$38,147,516	\$39,607,986	4%
City of Spruce Grove	\$7,872,878	\$8,798,576	12%	\$1,920,147	\$2,281,614	19%	\$9,793,025	\$11,080,189	13%
City of St. Albert	\$23,533,895	\$22,686,957	-4%	\$3,954,998	\$4,395,512	11%	\$27,488,893	\$27,082,469	-1%
City of Wetaskiwin	\$2,671,379	\$2,602,761	-3%	\$806,054	\$844,683	5%	\$3,477,433	\$3,447,444	-1%
Specialized Municipalities									
Municipality of Crowsnest Pass	\$2,165,572	\$2,124,586	-2%	\$591,317	\$575,960	-3%	\$2,756,890	\$2,700,547	-2%
Municipality of Jasper	\$1,533,958	\$1,918,753	25%	\$1,773,010	\$1,897,797	7%	\$3,306,968	\$3,816,550	15%
Mackenzie County	\$1,227,639	\$1,360,922	11%	\$4,929,725	\$4,861,230	-1%	\$6,157,364	\$6,222,152	1%
Regional Municipality of Wood Buffalo	\$19,988,434	\$29,393,371	47%	\$21,987,176	\$28,898,427	31%	\$41,975,610	\$58,291,798	39%
Strathcona County	\$39,052,406	\$39,122,717	0%	\$12,819,393	\$15,122,267	18%	\$51,871,800	\$54,244,984	5%
Rural Municipalities									
Municipal District of Acadia No. 34	\$133,499	\$147,970	11%	\$125,703	\$120,286	-4%	\$259,203	\$268,255	3%
Athabasca County	\$1,898,372	\$2,223,674	17%	\$2,548,871	\$2,563,749	1%	\$4,447,243	\$4,787,423	8%
County of Barrhead No. 11	\$1,450,892	\$1,664,331	15%	\$756,619	\$801,902	6%	\$2,207,511	\$2,466,232	12%
Beaver County	\$1,483,284	\$1,624,745	10%	\$1,543,395	\$1,545,413	0%	\$3,026,680	\$3,170,158	5%
Municipal District of Big Lakes	\$783,867	\$954,412	22%	\$3,822,838	\$4,013,253	5%	\$4,606,705	\$4,967,665	8%
Municipal District of Bighorn No. 8	\$1,028,880	\$994,425	-3%	\$1,123,535	\$1,101,322	-2%	\$2,152,415	\$2,095,747	-3%
Birch Hills County	\$219,265	\$222,441	1%	\$751,277	\$739,180	-2%	\$970,542	\$961,621	-1%
Municipal District of Bonnyville No. 87	\$3,380,401	\$3,990,208	18%	\$6,529,617	\$7,178,543	10%	\$9,910,018	\$11,168,752	13%
Brazeau County	\$2,039,648	\$2,167,474	6%	\$6,696,150	\$7,015,162	5%	\$8,735,799	\$9,182,636	5%
Camrose County (includes New Norway)	\$2,419,578	\$2,729,781	13%	\$1,922,098	\$1,949,963	1%	\$4,341,677	\$4,679,744	8%
Cardston County	\$992,733	\$1,048,478	6%	\$322,900	\$342,130	6%	\$1,315,633	\$1,390,608	6%
Clear Hills County	\$309,340	\$351,477	14%	\$2,622,106	\$2,665,855	2%	\$2,931,447	\$3,017,332	3%
Clearwater County	\$3,931,369	\$4,261,855	8%	\$11,385,318	\$11,985,689	5%	\$15,316,687	\$16,247,543	6%
Cypress County	\$2,642,044	\$2,897,850	10%	\$11,938,918	\$11,937,021	0%	\$14,580,962	\$14,834,871	2%

ATTACHMENT I



How much does the education tax contribute to education funding?

With Budget 2013, education property taxes will contribute about \$2.06 billion to public and separate school boards. If this money was not collected through property taxes, the provincial government would have to fund education using other tax revenues.

It is projected that total provincial funding for education will be \$6.43 billion in the 2013/14 fiscal year. Across Alberta, education property taxes will provide about 32 per cent of provincial funding (excluding infrastructure) for the Kindergarten to Grade 12 education system. The remainder of funding comes from general revenues.

Why are education property taxes required?

Education property taxes provide support for Alberta's Kindergarten to Grade 12 education system, and all Albertans benefit from this quality education system.

Education property taxes provide:

- a stable source of revenue for funding education;
- equitable funding for students no matter where they live; and
- stability in taxation for property owners

Is the province collecting more than last year from Albertans for education?

In fiscal year 2013/14, the government will collect about \$79 million more in education property taxes than in 2012/13, compared to a \$120 million increase in the previous fiscal year. The increase reflects the cost of providing quality education to Alberta students.

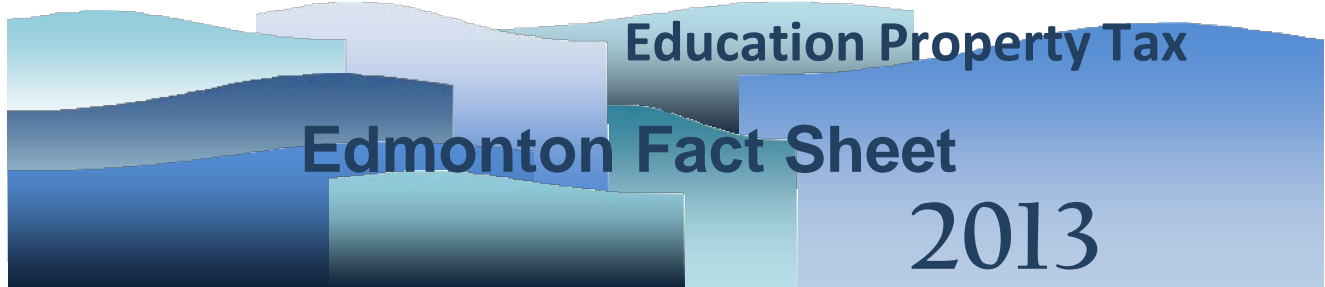
Where exactly do Albertans' education property tax dollars go?

Education property taxes support public and separate school students. The majority of these funds are for instruction, including teachers' salaries, textbooks, and classroom resources.

Education property taxes are not used to fund capital expenditures such as school construction or renovations, teachers' pensions, or government operations.

How are education property taxes distributed?

Education property taxes are pooled and then distributed to all public and separate school boards on an equal per-student basis. In Alberta, no matter where a student attends school and whether the school is public or separate, each is funded at the same funding rate.



Education Property Tax Edmonton Fact Sheet 2013

What changes are in place for the 2013 education property tax requisition?

Beginning in 2013, the amount of education property tax that the government will requisition from municipalities will reflect about 32 per cent of the target operating costs for funding education.

The province is also discontinuing the mitigation formula that has been used since 2000 for calculating each municipality's share of the education property tax.

How will changes to the 2013 education requisition affect Edmonton's property owners?

The impact of discontinuing the mitigation formula on Edmonton property owners will be moderate and positive. It is estimated an average homeowner in Edmonton will see a decrease of about \$20 in their education property tax bill in 2013.

Why are education property taxes required?

Education property taxes provide support for Alberta's Kindergarten to Grade 12 education system and all Albertans benefit from this quality education system.

Do Edmonton's taxpayers pay more education property taxes than their school boards receive?

No. The province is requisitioning about \$399 million from the City of Edmonton during the 2013 tax year and it is projected that Edmonton's two school boards will receive about \$1.12 billion in provincial funding in the 2013/14 school year.

Where exactly do Albertans' education property tax dollars go?

Education property taxes support public and separate school students. The majority of these funds are for instruction, including teachers' salaries, textbooks, and classroom resources.

Education property taxes are not used to fund capital expenditures such as school construction or renovations, teachers' pensions, or government operations.

How are education property taxes distributed?

Education property taxes are pooled and then distributed to all public and separate school boards on an equal per-student basis. In Alberta, no matter where a student attends school and whether the school is public or separate, each is funded at the same funding rate.

DATE: May 21, 2013

TO: Board of Trustees

FROM: Edgar Schmidt, Superintendent of Schools

SUBJECT: Feasibility of Junior High Arts Core Program in Northeast Edmonton
(Response to Request for Information #273)

ORIGINATOR: Roberta Malysh, Executive Director, Finance and Infrastructure

RESOURCE STAFF: Leanne Fedor, Kim Holowatuk, Constantine Kastrinos, Trudy Oatway, Ann Parker, Lorne Parker, Jim Ray

REFERENCE: April 9, 2013 Board Meeting (Trustee Colburn)

ISSUE

The following information was requested:

Provide information regarding the feasibility of creating a junior high Arts Core program in northeast Edmonton.

BACKGROUND

Arts Core programs are currently accommodated at the following district schools:

- Afton School
- Mount Royal School
- Victoria School
- Virginia Park School

CURRENT SITUATION

Programs are distributed to schools taking into consideration a number of factors including (but not limited to):

- Demand
- Availability of space
- Where students requesting the program reside
- Transportation implications
- Staff availability and expertise
- Impact on existing programs
- Available financial resources to support new program locations

In northeast Edmonton, Arts Core programs are currently accommodated at Mount Royal, Virginia Park and Victoria schools. Victoria School currently accommodates the Arts Core junior high program and provides program continuity for students enrolled in the elementary Arts Core program at Victoria School. An additional junior high Arts Core program location in northeast Edmonton would provide program continuity to students currently enrolled in the elementary Arts Core programs at Mount Royal and Virginia Parks schools.

To ensure long term program sustainability, sufficient demand is required prior to the consideration of a new district centre alternative program location. A minimum of two elementary classes of Arts Core Program transitioning to Grade 7 (at approximately 25 students per class or 50 students total) would be required to demonstrate sufficient demand. Two classes

with strong enrolment numbers are required recognizing that the District offers a range of program choices when transitioning to junior high.

Students in elementary alternative programs may choose to continue in their program stream at the junior high level or enrol in another school or program of choice. Two classes per grade at the junior high level is optimal resulting in greater flexibility when organizing for instruction and opportunities to offer a range of Arts related complimentary course offerings.

The following table reflects enrolment in the Arts Core program at Mount Royal and Virginia Park schools based on September 30, 2012 district enrolment data:

School	K	1	2	3	4	5	6	Total
Mount Royal	28	39	29	24	13	12	8	153
Virginia Park	25	23	26	23	27	24	20	168

Based on September 30, 2012 enrolment in the elementary Arts Core schools in the northeast, there are not sufficient students to warrant the consideration of an additional junior high Arts Core program at this time. It may be feasible within three to four years presuming stable enrolment patterns.

In addition to demand, confirmation that the District has the human and financial resources available to support a new alternative program location would be required.

The District will continue to monitor enrolment in the Arts Core programs at Mount Royal and Virginia Park schools as well as additional requests for the program from parents with children interested in enrolling in a junior high Arts Core program.

KEY POINTS

- An additional junior high Arts Core program in the northeast would provide program continuity for students enrolled in the elementary Arts Core programs at Mount Royal and Virginia Park schools.
- Two classes per grade at the junior high level is optimal to ensure strong Arts programming.
- Based on current elementary Arts Core program enrolment at Mount Royal and Virginia Park schools, there is not currently sufficient demand to consider the establishment of an additional junior high Arts Core program location.
- Presuming stable enrolment patterns, it may be feasible to consider the establishment of an additional junior high Arts Core program within three to four years.
- Financial resources would need to be available to cover the costs associated with the necessary staff and supplies, equipment and resources for a new program location.
- Victoria School will continue to accommodate junior high Arts Core programming in northeast Edmonton. Victoria School has not historically conducted a random selection and has been able to meet the demand for junior high Arts Core programming.

ATTACHMENTS & APPENDICES

N/A

AP: km

MINUTE BOOK

Board Meeting #22

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, May 21, 2013 at 2:00 p.m.

Present:

Trustees

Leslie Cleary
David Colburn
Sarah Hoffman

Michael Janz
Heather MacKenzie
Catherine Ripley

Ken Shipka
Christopher Spencer

Officials

Edgar Schmidt
Bruce Coggles
David Fraser

Mark Liguori
Roberta Malysh

Tanni Parker
Sandra Stoddard

Board Chair: Sarah Hoffman

Recording Secretary: Manon Fraser

A. O Canada 

Staff Group Representatives

Edmonton Public Teachers – Ed Butler, President
CUPE Local 474 – Felix De Los Santos, President

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

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

C. **Approval of the Agenda**

MOVED BY Trustee Janz:

“That the agenda for the May 21, 2013 board meeting be approved as printed.” (UNANIMOUSLY CARRIED)

MINUTE BOOK

D. Communications from the Board Chair

The Board Chair noted that supplementary information regarding Report 6 - *High School Completion Rates in Seven Oaks School Division, Winnipeg, Manitoba (Response to Request for Information #236)* was distributed to each Trustee. The information will be incorporated into the current report and the revised report reposted on the district website.

E. Communications from the Superintendent of Schools

The Superintendent noted that the past week was *Mental Health Week* and the District participated in addressing the “elephant in the room.” The “elephant in the room” is an expression used for an obvious truth that is being ignored or being under addressed. It also applies to an obvious problem or risk no one wants to discuss – mental health. *Mental Health Week* is a nationally recognized health week and provides an important opportunity for schools and central units to recognize and promote the importance of positive mental health and the impact mental health and wellbeing have on our own lives. There were a number of events held at the Centre for Education but one, specifically, had the whole building vibrating with mental health awareness with a noon-hour drumming session.

F. Minutes

1. Board Meeting #20 – May 7, 2013

Trustee Spencer referred to page five of the minutes and asked that it be noted Ms Susan Ketteringham spoke on behalf of the Dovercourt School Parent Council with respect to the motion on the optimal enrolment measure.

MOVED BY Trustee Cleary:

“That the minutes of Board Meeting #20, held May 7, 2013 be approved as amended.” (UNANIMOUSLY CARRIED)

G. Comments from the Public and Staff Group Representatives

Mr. Butler, President Edmonton Public Teachers, expressed support for the proposed policy position for submission to Alberta School Boards Association (ASBA) Zone 23 with respect to lobbying the Provincial Government to develop a stable revenue source to fund K-12 education as an alternative to fluctuating, non-renewable resource revenue. The ATA has also taken this position. He was also pleased to see the proposed policy position with respect to accommodations for English Language Learners on provincial and diploma exams.

MINUTE BOOK

Mr. Butler also introduced Mr. Nels Olsen who has been elected as the new President of Edmonton Public Teachers effective July 1, 2013.

H. Recognition

2. Margaret T. Stevenson Award

MOVED BY Trustee Janz:

“That the report titled ‘Margaret T. Stevenson Award’ be received for information.” (UNANIMOUSLY CARRIED)

I. Reports

3. Report #10 of the Caucus Committee (From the Meeting Held May 14, 2013)

MOVED BY Trustee MacKenzie:

“1. That Report #10 of the Caucus Committee from the meeting held May 14, 2013 be received and considered.” (UNANIMOUSLY CARRIED)

MOVED BY Trustee MacKenzie:

“2. That the following designations for the period September 1, 2013 to August 31, 2014, be confirmed:

**Mark Liguori – Assistant Superintendent
Jamie Pallett – Assistant Superintendent”**

The Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

MOVED BY Trustee MacKenzie:

“3. That the remaining 2012-2013 allocation in the Board Initiative Fund be used to pay for the cost of the search for a new Superintendent.”

The Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

MINUTE BOOK

4. ASBA Issues and Resolutions Committee: Alberta School Boards Association (ASBA) Proposed 2013-2014 Budget

MOVED BY Trustee Colburn:

“That the Board support the ASBA’s proposed budget for 2013-2014 as outlined.” (UNANIMOUSLY CARRIED)

5. ASBA Issues and Resolutions Committee: Proposed Issues for the Alberta School Boards Association (ASBA) 2013 Policy Process

MOVED BY Trustee Colburn:

“That the following proposed Alberta School Boards Association (ASBA) policy positions for submission to ASBA Zone 2/3 be approved:

1. **That the Provincial Government develop a stable revenue source to fund K-12 education as an alternative to fluctuating, non-renewable resource revenue.**
2. **That, when ASBA proposed policies are supported by a two-thirds majority vote, the Association develop action plans to support provincial and local advocacy and that resource materials and recommended strategies for advocacy be provided to member boards.**
3. **That the provision for accommodations for English Language Learners on Provincial and Diploma exams be increased to include the provision of a reader and scribe so that they may have fair and equitable access to educational opportunities, including the writing of achievement tests (currently the only accommodation allowed is extra time).”**

MOVED BY Trustee MacKenzie:

“That Recommendation #1 be amended to read: That the Provincial Government ~~develop~~ **establish a stable revenue source ~~source~~ **stream** to fund K-12 education as an alternative to fluctuating, non-renewable resource revenue.”**

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

OPPOSED: Trustee Spencer

The Amendment was CARRIED.

MINUTE BOOK

MOVED BY Trustee Spencer:

“That Recommendation 2 be amended to read: That, when ASBA proposed policies are supported ~~by a two-thirds majority vote~~, the Association develop action plans to support provincial and local advocacy and that resource materials and recommended strategies for advocacy be provided to member boards.”

IN FAVOUR: Trustees Colburn, Hoffman, Janz, MacKenzie, Ripley and Spencer

OPPOSED: Trustees Cleary and Shipka

The Amendment was CARRIED.

The Board Chair called the vote on the Motion as Amended.

The Motion was UNANIMOUSLY CARRIED.

6. High School Completion Rates in Seven Oaks School Division, Winnipeg, Manitoba
(Response to Request for Information #236)
7. Cost-Saving Initiatives
(Response to Request for Information #260)
8. Education Property Tax
(Response to Request for Information #272)
9. Feasibility of Junior High Arts Core Program in Northeast Edmonton
(Response to Request for Information #273)

The Board heard from Ms Melanie Harmsma with respect to Report 9 - *Feasibility of Junior High Arts Core Program in Northeast Edmonton (Response to Request for Information #273)*. Ms Harmsma noted she was speaking on behalf of a community of parents, students and stakeholders who are currently petitioning for the establishment of an arts core junior high in northeast Edmonton.

MINUTE BOOK

MOVED BY Trustee MacKenzie:

“That the following reports be received for information:

- **High School Completion Rates in Seven Oaks School Division, Winnipeg, Manitoba (Response to Request for Information #236)**
- **Cost-Saving Initiatives (Response to Request for Information #260)**
- **Education Property Tax (Response to Request for Information #272)**
- **Feasibility of Junior High Arts Core Program in Northeast Edmonton (Response to Request for Information #273)”**

The Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

J. Other Committee, Board Representative and Trustee Reports

Trustee Cleary, the Board’s representative on the Capital Region Services to Children Linkages Committee, reported on the May 16, 2013 Committee meeting. She noted that an information sharing subcommittee and a resources subcommittee have been established. She is the chair of the information sharing subcommittee which will review the *Children First Act – Bill 25*. The next Linkages Committee meeting will be held September 12, 2013.

Trustee Cleary advised that she and a number of Trustees participated in the Student Advisory Council meeting on May 13, 2013 at the Centre for Education. She heard many suggestions on ways to improve the transition from Grade 9 to high school as well as important considerations for high schools when planning school spirit events to engage the student body as a whole. She thanked the students who attended as well as Assistant Superintendent Ron MacNeil who coordinated this event as well as the February 19, 2013 Student Advisory Council meeting. She also thanked the many staff members who made the meeting format very conducive to dialogue. She looks forward to receiving an update on the circle conversations and next steps.

Trustee Cleary advised that, on May 15, 2013, she as well as a number of other Trustees attended a dinner meeting with the Edmonton Federation of Community Leagues Executive Director Alan Bolstad and members of the EFCL Board of Directors. Discussion took place regarding school and community-based concerns. It was noted that communities are best served when we work collaboratively to share ideas, information and proposed solutions.

MINUTE BOOK

L. Trustee and Board Requests for Information - None.

M. Notices of Motion – None.

N. Next Board Meeting Date: Tuesday, June 11, 2013 at 2:00 p.m.

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

The meeting recessed at 3:00 p.m. and reconvened at 5:00 p.m.

The Board heard from Mr. Michael Tachynski regarding Power School.

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

The Board Chair adjourned the meeting.

Sarah Hoffman, Board Chair

Roberta Malysh, Secretary-Treasurer