

EDMONTON PUBLIC SCHOOLS

October 13, 2009

TO: Board of Trustees

FROM: Trustee G. Rice, Public School Boards' Council Representative

SUBJECT: Public School Boards' Association of Alberta Fall General Meeting

RESOURCE

STAFF: Anne Sherwood

RECOMMENDATION

1. That:
  - a) provisional support for the proposed PSBAA 2010 fee schedule and Budget, as outlined in Attachment 2 and 3, and the proposed bylaw amendments, as outlined in Attachment 4; and
  - b) authorization for the Board's designate to the PSBAA, Trustee George Rice, to vote on behalf of the Board on any motions and amendments considered at the PSBAA Annual General Meeting based on the Board's provisional support for the above, and views expressed by the trustees present at the general meeting,

be approved.

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The PSBAA Annual General Meeting business session is scheduled for Saturday, October 24, 2009 at the Sutton Place Hotel and will include

- Acceptance of the 2008 Financial Statements (Attachment 1)
- Consideration of the Proposed 2010 Fee Schedule and Budget (Attachments 2, 3)
- Consideration of Proposed Amendments to the By-Law (Attachment 4)
- Appointment of members to the newly created Standing Committee on intra-governmental Political Relations
- Election of a President and two Vice-Presidents

It should be noted that voting is by board and one trustee must be designated to cast the board's ballot on any motions. In the past, the board's PSBC designate has cast the Board's ballot based on the views expressed by trustees present and the debate at the general meeting. The PSBAA has requested that Boards reach a corporate decision with respect to

the proposed budget and fee schedule and the proposed bylaw amendments prior to the meeting. It is recommended that the Board provide provisional support for the proposed 2010 fee schedule, budget and bylaw amendments but grant the Board's designate the authority to determine the Board's vote with due consideration to the debate at the annual general meeting.

#### Financial Statements for December 31, 2008

The (unaudited) financial statements for December 2008 are attached as Attachment 1. A chartered accountant reviewed the financial statements. Our administration reviewed the statements and believes that they are in accordance with sound accounting principles.

#### Proposed Fee Schedule, 2010 – Draft Operating and Capital Budget, 2010 (Attachment 2 and 3)

The Management and Operations Committee is recommending the Fee Schedule for the fiscal year 2010, Attachment 2. Both the basic annual fee and the supplementary fees have been increased by approximately 4%. The district's fee for 2010 will be \$51,243 up \$1,971 from the previous year.

The draft expenditure budget for 2010 (Attachment #3) is \$607,408 reflecting a deficit of \$54,205 which it is proposed will be covered by the accumulated surplus of the Association which stands at \$440,000. The majority of the increased expenditures relate to the introduction of an honoraria for the president, and vice-presidents of \$11,000 (note 16); the establishment of a Communications Consortium, similar to that provided by the ACSTA to its member boards (note 30); and the attendance of two PSBC Observers at Executive committee Meetings (note 31).

#### Proposed Amendments to the Bylaws

There are 16 proposed amendments to the bylaws (Attachment 4). A number of the proposed amendments are at the request of the Corporate Registry. If these amendments are adopted:

- The Management and Operations Committee will become the Executive Committee
- The words “special general meeting” will be replaced by “Special Meeting” to clarify and distinguish between the two types of meetings: an Annual General Meeting or a Special Meeting.
- The Executive Committee will be considered the Board of Directors of the Association
- The Executive Committee shall be increased in size with the addition of two Directors
- The President, First Vice-President, and a Director would be elected in odd numbered years; the Second Vice-President and a Director would be elected in even numbered years.
- The members of the Executive Committee will only be elected at an Annual General Meeting

AS:mmf

- Attachment 1 - PSBAA Financial Statements, Year Ended December 31, 2008
- Attachment 2 - Proposed Fee Schedule, 2010
- Attachment 3 - PSBAA Draft Operating and Capital Budget, 2010
- Attachment 4 - Proposed Amendments to the Bylaws

**PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA**

**Financial Statements**

**Year Ended December 31, 2008**

*(Unaudited)*

**PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA**

**Index to Financial Statements**

**Year Ended December 31, 2008**

*(Unaudited)*

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## REVIEW ENGAGEMENT REPORT

To the Members of Public School Boards' Association of Alberta

We have reviewed the statement of financial position of the Public School Boards' Association of Alberta as at December 31, 2008 and the statements of operations, net assets and cash flow for the year then ended. Our review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of enquiry, analytical procedures and discussion related to information supplied to us by the Association.

A review does not constitute an audit and, consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with Canadian generally accepted accounting principles.

Edmonton, Alberta  
March 19, 2009

*Faber UP*

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PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Statement of Financial Position

December 31, 2008

(Unaudited)

	2008	2007
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 38,906	\$ 16,134
Term deposits	1,000,000	750,000
Accounts receivable	-	1,140
Accrued interest receivable	3,799	6,954
	<b>1,042,705</b>	<b>774,228</b>
PROPERTY AND EQUIPMENT (Note 3)	<b>26,062</b>	<b>32,557</b>
	<b>\$ 1,068,767</b>	<b>\$ 806,785</b>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 8,898	\$ 14,538
Employee deductions payable	5,785	6,086
Goods and services tax payable	1,239	861
RRSP contribution payable	-	18,012
Deferred revenue (Note 4)	508,179	357,420
	<b>524,101</b>	<b>396,917</b>
<b>NET ASSETS</b>		
INVESTED IN PROPERTY AND EQUIPMENT	<b>26,062</b>	<b>32,557</b>
INTERNALLY RESTRICTED (Note 5)	<b>78,386</b>	<b>72,130</b>
UNRESTRICTED	<b>440,218</b>	<b>305,181</b>
	<b>544,666</b>	<b>409,868</b>
	<b>\$ 1,068,767</b>	<b>\$ 806,785</b>

ON BEHALF OF THE BOARD

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

The accompanying notes are an integral part of these financial statements.

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Statement of Operations

Year Ended December 31, 2008

(Unaudited)

	2008	2007
<b>REVENUES</b>		
Contract revenue	\$ 8,301	\$ 16,880
General meeting revenue	52,871	56,615
Interest	23,990	17,895
Leadership development	58,371	46,599
Membership	481,666	457,626
Public school boards' council	27,773	21,040
	<b>652,972</b>	<b>616,655</b>
<b>EXPENSES</b>		
Amortization	7,239	9,333
Committees	19,771	8,814
Communications	187	26,555
Computer repair	5,667	3,118
Dues and subscriptions	1,065	919
Insurance	3,270	3,097
Interest and bank charges	52	54
Management and Operations Committee	29,487	18,309
Meeting expenses (Schedule 1)	91,587	110,343
Office supplies	7,937	8,225
Public school boards' council	53,886	45,124
Professional fees	17,455	16,245
Rent	14,850	13,972
Staff travel and hospitality	6,356	10,072
Sub-contracts	2,316	1,256
Telephone and utilities	3,914	4,871
Wages and employee benefits	252,667	263,722
	<b>517,706</b>	<b>544,029</b>
<b>EXCESS OF REVENUES OVER EXPENSES BEFORE THE FOLLOWING</b>	<b>135,266</b>	<b>72,626</b>
<b>LOSS ON DISPOSAL OF PROPERTY AND EQUIPMENT</b>	<b>(468)</b>	<b>(303)</b>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<b>\$ 134,798</b>	<b>\$ 72,323</b>

The accompanying notes are an integral part of these financial statements.



PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Statement of Changes in Net Assets

Year Ended December 31, 2008

(Unaudited)

	Invested in Property and Equipment	Internally Restricted	Unrestricted	2008	2007
<b>BALANCE - BEGINNING OF YEAR</b>	<b>32,557</b>	<b>72,130</b>	<b>305,181</b>	<b>409,868</b>	<b>337,545</b>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	(7,239)	-	142,037	134,798	72,323
INVESTMENT IN PROPERTY AND EQUIPMENT	744	(744)	-	-	-
INTERNALLY IMPOSED RESTRICTIONS (Note 5)	-	7,000	(7,000)	-	-
<b>BALANCE - END OF YEAR</b>	<b>\$ 26,062</b>	<b>\$ 78,386</b>	<b>\$ 440,218</b>	<b>\$ 544,666</b>	<b>\$ 409,868</b>

The accompanying notes are an integral part of these financial statements.

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Statement of Cash Flow

Year Ended December 31, 2008

(Unaudited)

	2008	2007
<b>OPERATING ACTIVITIES</b>		
Excess of revenues over expenses	\$ 134,798	\$ 72,323
Items not affecting cash:		
Amortization of property and equipment	7,239	9,333
Loss on disposal of property and equipment	468	303
	<b>142,505</b>	<b>81,959</b>
Changes in non-cash working capital:		
Accounts receivable	1,140	610
Prepaid expenses	-	604
Accrued interest receivable	3,155	(2,615)
Accounts payable and accrued liabilities	(5,642)	5,418
Employee deductions payable	(301)	943
Goods and services tax payable (recoverable)	379	(878)
RRSP contribution payable	(18,012)	10,012
Deferred revenue	150,759	(24,031)
	<b>131,478</b>	<b>(9,937)</b>
Cash flow from operating activities	<b>273,983</b>	<b>72,022</b>
<b>INVESTING ACTIVITY</b>		
Purchase of property and equipment	(1,211)	(1,110)
Cash flow used by investing activity	<b>(1,211)</b>	<b>(1,110)</b>
<b>INCREASE IN CASH FLOW</b>	<b>272,772</b>	<b>70,912</b>
Cash - beginning of year	<b>766,134</b>	<b>695,222</b>
<b>CASH - END OF YEAR</b>	<b>\$ 1,038,906</b>	<b>\$ 766,134</b>
<b>CASH FLOW SUPPLEMENTARY INFORMATION</b>		
Interest paid	\$ 54	\$ 56
<b>CASH CONSISTS OF:</b>		
Cash	\$ 38,906	\$ 16,134
Term deposits	1,000,000	750,000
	<b>\$ 1,038,906</b>	<b>\$ 766,134</b>

The accompanying notes are an integral part of these financial statements.

1. PURPOSE

The Association is organized to support and promote the special interests of the public school boards of Alberta. Pursuant to paragraph 149(g) of the Income Tax Act, the Association is classified as a not-for-profit organization and is exempt from income tax.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Financial Instruments

The Association classifies its financial instruments into one of the following categories:

- Held-for-trading financial assets and liabilities that are initially measured at fair value; subsequent changes in fair value are recognized in the statement of operations; and
- Held-to-maturity investments, loans and receivables, or other financial liabilities – all of which are initially measured at cost and for which subsequent changes in cost are amortized utilizing the effective interest rate method.

The Association's financial instruments consist of cash, term deposits, accrued interest receivable, and accounts payable and accrued liabilities. Accordingly, the Association has classified its financial instruments as follows:

- Cash and term deposits are classified as held-for-trading and accordingly carried at fair value;
- Accrued interest receivable are classified as loans and receivables, and accordingly carried at cost; and
- Accounts payable and accrued liabilities are classified as other financial liabilities and are currently carried at cost.

Property and equipment

Property and equipment are stated at cost less accumulated amortization. Property and equipment are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	30%	declining balance method
Computer software	100%	declining balance method
Furniture and fixtures	20%	declining balance method
Video equipment	20%	declining balance method
Leasehold improvements	20%	declining balance method

The Association regularly reviews its property and equipment to eliminate obsolete items.

Revenue recognition

The Association uses the deferral method for reporting revenue. Funds received during the current period that pertain to a subsequent period are classified as deferred revenue. Other unrestricted contributions are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(continues)

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Notes to Financial Statements

Year Ended December 31, 2008

(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Contributed Services

Volunteers contribute a substantial number of hours per year to assist the Association in carrying out its services. The contributed services are not recognized in these financial statements.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates include providing for amortization of property and equipment. Actual results could differ from these estimates.

3. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2008 Net book value	2007 Net book value
Computer equipment	\$ 17,528	\$ 13,021	\$ 4,507	\$ 5,859
Computer software	4,258	4,258	-	-
Furniture and fixtures	23,838	20,246	3,592	4,245
Video equipment	15,975	6,773	9,202	11,502
Leasehold improvements	45,721	36,960	8,761	10,951
	<b>\$ 107,320</b>	<b>\$ 81,258</b>	<b>\$ 26,062</b>	<b>\$ 32,557</b>

4. DEFERRED REVENUE

Deferred revenue consists of memberships received in the current operating year that are related to the subsequent year.

	Beginning	Additions	Allocated	Ending
Memberships	\$ 357,420	\$ 508,179	\$ (357,420)	\$ 508,179

5. INTERNALLY RESTRICTED NET ASSETS

Property and Equipment Reserve: The Board has made provision for a property and equipment reserve. The annual allocation to the reserve was \$7,000 for 2007 and this amount was also allocated in 2008. All property and equipment acquisitions (including leasehold improvements) are to be made from the reserve. Computer software is not purchased using funds from this reserve. The net change of \$744 in the fund during the year is due to acquiring computer monitors and furniture for \$1,211, and disposing of equipment with a net book value of \$468.

**Property and Equipment Reserve**

Balance, beginning of year	\$ 72,130	\$ 65,130
Funds allocated to reserve	7,000	7,000
Funds utilized	(744)	-
	<b>\$ 78,386</b>	<b>\$ 72,130</b>

6. COMMITMENTS

The Association has a rental agreement for their facility with the Board of Trustees of the Edmonton School District No.7. The agreement requires monthly payments in the amount of \$1,237.50 and expires on July 31, 2009.

PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA

Meeting Expenses (Schedule 1)

Year Ended December 31, 2008

(Unaudited)

	2008	2007
<b>EXPENSES</b>		
General meeting	\$ 49,801	\$ 67,933
Inspirations	-	682
Leadership development	41,786	41,728
	<b>\$ 91,587</b>	<b>\$ 110,343</b>

The accompanying notes are an integral part of these financial statements.



## PROPOSED FEE SCHEDULE, 2010

In this proposal the Basic Annual Fee and the supplementary fee are each increased by approximately 4%.

	2009	Proposal 2010
A. The basic annual fee:	\$3,450	\$3,588
The basic annual fee applies to all boards, except those with enrolments of fewer than 500 pupils -- Section D would apply.		
B. In addition, each member pays a supplementary fee based on enrolment the preceding September 30th. The supplementary fee would be one of the following:		
a. for jurisdictions with an enrolment of 501 to 1,000 pupils:	\$2,583	\$2,686
b. for jurisdictions with an enrolment of 1,001 pupils to 2,500 pupils:	\$4,492	\$4,672
c. for jurisdictions with an enrolment of 2,501 pupils to 4,000 pupils:	\$7,075	\$7,358
d. for jurisdictions with an enrolment of 4,001 pupils to 6,500 pupils:	\$10,220	\$10,629
e. for jurisdictions with an enrolment of 6,501 pupils to 10,000 pupils:	\$16,283	\$16,934
f. for jurisdictions with an enrolment of 10,001 pupil to 14,000 pupils:	\$22,349	\$23,243
g. for jurisdictions with an enrolment of 14,001 to 20,000 pupils:	\$30,321	\$31,534
h. for jurisdictions with an enrolment of 20,001 to 26,000 pupils:	\$37,286	\$38,777
i. for jurisdictions with an enrolment of 26,001 pupils or more:	\$45,822	\$47,655
C. Any "mixed" regional board would only pay the proportion of the basic annual and supplementary fee that corresponds to the proportion of the total enrolment that is not Roman Catholic. (A "mixed" regional board is one that includes one or more of the pre-existing Roman Catholic separate school jurisdictions.)		
D. Any board with an enrolment of fewer than 500 pupils would not pay the basic annual fee, and would pay a fee of \$5.00 per pupil.		

**DRAFT Public School Boards' Association of Alberta  
Operating and Capital Budget, 2010**

	2009 Revenue 34 members	2009 Actual January-June	2010 Projected Revenue 32 members	Note #
<b>OPERATING INCOME</b>				
Membership Fees	541,582	535,014	522,203	1
Other Income/Contract & License Revenue	1,000	1,848	1,000	2
Recovery of Event Related Expenses	10,000		25,000	3
Interest Income	<u>5,000</u>	<u>3,882</u>	<u>5,000</u>	4
<b>TOTAL OPERATING REVENUE</b>	<b>557,582</b>	<b>540,744</b>	<b>553,203</b>	

	2009 Projected Expenses	2009 Actual	2010 Projected Expenses	
<b>OPERATING EXPENSES</b>				
<b>A. Employment</b>				
Full & Part Time Salaries	273,526	137,900	260,000	5
Staff Contract Expenses & GST	50,000	2,588	12,000	6
Executive Director Successor	60,000	530	70,000	7
Non-statutory Employee Benefit	<u>32,000</u>	<u>14,012</u>	<u>24,008</u>	8
Total Employment (VOTE #1)	415,526	155,030	366,008	
<b>B. Office Related Expenses</b>				
1 Rent & Parking & Custodial	18,500	7,425	18,500	9
2 Telecommunication Charges	6,000	2,167	4,500	10
3 Web Site - Content Update	2,500	374	1,500	
4 Liability Insurance	1,200	1,990	2,100	11
5 Miscellaneous Office Expenses/Contract	4,500	2,205	4,000	
6 Computer/Equipment Repair & Service	4,000	2,060	3,000	
7 Memberships & Subscriptions	1,000	312	1,000	
8 Books & Software	1,000	293	1,000	
9 Banking Service Charges	100	11	100	
10 Staff Professional Development	<u>2,500</u>	<u>0</u>	<u>2,000</u>	12
Total Office Related (VOTE #2)	41,300	16,837	37,700	
11 Professional Services				
Accounting	5,000	0	9,000	13
Legal (general & administration)	0	<u>14,141</u>	<u>1,000</u>	
Total Professional Services (VOTE #3)	5,000	14,141	10,000	
12 Staff Travel, Hospitality (VOTE #4)	15,000	1,952	10,000	14

August 7, 2009



**DRAFT Public School Boards' Association of Alberta  
Operating and Capital Budget, 2010**

	2009 Budget	2009 Actual January-June	2010 Projected Expenses	Note #
C. Executive Committee, PSBC & Standing Committees				
1 Executive Committee				15
a. honoraria payment	n/a	n/a	11,000	16
b. per diem -- attendance at meetings	12,000	9,065	13,000	
c. travel & accommodation	12,000	6,084	16,000	
d. directors' liability insurance	2,600	2,295	2,600	17
e. telephone conference calls	200	76	200	
f. miscellaneous appointments	3,600	0	400	18
g. leadership development	n/a	n/a	1,500	19
Total Executive Committee (VOTE #5)	30,400	17,520	44,700	
2 Public School Boards Council				
a. costs of conducting business	18,000	0	20,000	20
b. travel (based on 3 meetings)	33,000	3,200	34,000	21
Total PSBC (VOTE #6)	51,000	3,200	54,000	
3 Standing Committees				
a. Foundation Committee	20,000	7,222	20,000	22
b. other committees (Ex Director Search)	3,000	0	6,000	23
Total Standing Committees (VOTE #7)	23,000	7,222	26,000	
D. Communications Budget				
1 Communications Projects	5,000	1,600	5,000	24
2 Fraternal Relations	1,000	0	1,000	25
3 Development Projects	5,000	229	5,000	26
Total Communications (VOTE #8)	11,000	1,829	11,000	
E. Contingency (VOTE #9)	5,000	0	0	27
F. Capital Reserve (VOTE #10)	7,000	0	7,000	28
TOTAL OPERATING INCOME	557,582	540,744	553,203	
LESS TOTAL EXPENDITURES	604,226	217,731	566,408	
Surplus (Deficit)	-46,644	323,013	-13,205	29
G. "A" Budget Items (proposed addition)				
1 Communications Consortium (net cost to the Association)		n/a	35,000	30
2 PSBC Observers at Executive Committee Mtgs		n/a	6,000	31
Total "A" Budget Items (VOTE #11)			41,000	
TOTAL OPERATING INCOME		n/a	553,203	
LESS TOTAL EXPENDITURES (includes "A" Budget)		n/a	607,408	
Surplus (Deficit)		n/a	-54,205	29

(NOTE: in all cases the deficit would be covered by drawing from the Accumulated Surplus, which currently is \$440,000)

## Notes for the DRAFT Operating & Capital Budget, 2010

1. **Membership Fees** -- We anticipate that the enrollment of pupils with member boards will remain substantially the same as in 2009. The budget is based on a membership base of 32 boards (2 boards less than in 2009), with an increase of 4% in both the supplementary fees and the basic annual fee. The actual fee payable by a member may be affected by an enrolment change that moves the member from one level to another on the fee schedule. The budget does not reflect any change in a board's location on the enrolment grid.
2. **Contract & License Revenue** – The Association will do contract work with public school boards (both members and non-members) as requested and subject to the priorities and resources of the Association.
3. **Recovery of Event Related Expenses** – The Executive Committee has authorized staff to plan events on the basis of cost recovery plus 10% with cost recovery to include staff time and other indirect costs. The intention is to provide a revolving fund for events.
4. **Interest Income** – Interest income depends upon interest rates at financial institutions, and the timeliness with which fees are paid.
5. **Full & Part Time Salaries** – The budget includes a salary increase of 3% for the Executive Director, pursuant to a 3-year contract signed in June, 2007. (That contract is available for viewing by any member.) The budget also includes a salary increase of 2%, for the Director of Learning and Development, Secretary and Administrator positions.  
Full Time – two positions: Executive Director and Director of Learning & Development  
Part Time – two positions – Secretary (.9 fte) and Administrator (.8 fte).  
  
In addition, this line item includes \$40,000 to cover the cost of hiring an additional clerical person, with some I.T. skill and experience, and to provide a contingency for market adjustments for the salary of existing positions.
6. **Staff Contract Expenses & GST** – The budget includes funds for contract work in 2010, primarily in support of intra-governmental political relations.
7. **Executive Director Successor** – The budget includes funds for the employment of a successor to the Executive Director, whose contract expires on June 30, 2010 (with a possible extension to December 31, 2010). It is anticipated that the two positions may briefly overlap. In addition, it may be necessary to adjust the salary of the new Executive Director upward.
8. **Non-Statutory Employee Benefit** – The Association will make a contribution for each employee to an RRSP. The Association makes a contribution of \$7,500 p.a. on behalf on the Executive Director (as per the contract). An increase for the Director of Learning, Secretary and Administrator is \$2,000 p.a. or to a total of 12% of their gross pay, whichever is less. NOTE: No benefits package is currently provided for any salaried staff, and there is no intention to provide any benefit package in 2010, other than the RRSP contribution.
9. **Rent & Parking** – The Association is located in Braemar School and our landlord is the Edmonton Public School District. Cost for rent has increased and includes minimal custodial services.
10. **Telecommunication Charges** – The Association has 4 incoming telephone lines, including one nation-wide WATS line. The Association has a fax machine and high speed Internet including video-conferencing capability.
11. **Liability Insurance** – The Association is required by its landlord to carry \$2,000,000 of public liability and property damage insurance.
12. **Staff Professional Development** – The appointment of new staff and/or related staff changes will necessitate staff professional development.
13. **Professional Services** – This item includes the cost of professional services in support of general and administration activities. Extra-ordinary consultations are not contemplated. The cost for professional accounting services is based on an audit for 2009 FY, conducted by an independent professional accountant. The policy of the Association is to have an audit, rather than a review, once every 5 years, and the last audit was performed in 2004.
14. **Staff Travel, Hospitality & Misc. Expenses** – This item reflects the travel of the Executive Director and office staff (principally, but not exclusively, throughout Alberta), meeting with members and accepting public speaking engagements. The 2010 kilometrage rate will remain at \$0.50/km). This item also includes hospitality expenses.

15. **Executive Committee** – This item is calculated on the basis of 6 meetings per year of the Executive Committee, including two 2-day meetings (the President, and 2 Vice-Presidents).
16. **Honoraria Payment** – It is proposed that the 2010 budget include an honoraria payment for each member of the Executive Committee. The proposed payments would be \$5,000 for the President, and \$3,000 for each of the Vice-Presidents.
17. **Director's Liability Insurance** – The Association provides Directors and Officers Liability Insurance.
18. **Miscellaneous Appointments** – Individual trustees are occasionally asked to represent the Association at meetings of fraternal organizations such as the ASBA Board Meetings, ATA Joint Stakeholder Committee on Children & Poverty, ESL Symposium, etc. This item covers the per diem and expenses associated with their attendance.
19. **Leadership Development** – It is proposed that the 2010 budget include a modest amount for each member of the Executive Committee to attend a conference (or other event) of choice.
20. **Public School Boards Council** – This item covers the meeting venue and refreshments for 3 meetings of the Public School Boards Council. The PSBC has made the decision to have one meeting each year in a different area of the province. There will be additional costs associated with taking one meeting "on the road".
21. **Travel Pool** – The Association pays the partial cost of travel related to the 3 meetings of the PSBC. For budget purposes, payments would be a fixed rate based on the Travel Pool for meetings in Edmonton, Red Deer, and Nisku. The kilometrage rate for 2010 will be \$0.50/km.
22. **Foundation Committee** – The Foundation Committee consists of 5 trustees and 2 jurisdiction executive staff. There are 2 staff liaison. It is anticipated there will be a combination of 4-5 in-person and video conferencing meetings in 2010. In addition, it is expected that the standing committee will buy services (research, printing and publishing, etc.).
23. **Other Committees (Executive Director Search)** – This item includes the costs associated with the interviewing and selection process of the Executive Director Search Committee.
24. **Communications Projects** – This item includes the production of material developed as templates and promotional material to advance local marketing initiatives.
25. **Fraternal Relations** – The Association has undertaken to host PSBAA Caucus Meetings during the ASBOA and CASS annual conferences. This item covers the cost of meeting rooms and refreshments.
26. **Development Projects** – Development of a Public School Trustee Orientation Program to be made available to member boards. This would include materials and facilitation training and orientation.
27. **Contingency** – No major projects are planned for 2010.
28. **Capital Reserve** – The Association usually sets aside funds each year to establish and maintain a capital reserve. This reserve is intended to provide funds for office and computer equipment, as well as leasehold improvements as required.
29. The deficit would be funded from the accumulated surplus of the Association, which stands at \$440,000.
30. **Communications Consortium** – The Association is working on a proposal to establish a voluntary membership consortium of public school boards which would combine resources and provide marketing, advocacy, and "brand" building services and tools for member boards. The intention is that the consortium would have core staff available to develop and undertake province-wide programs, to help with the professional development and coaching of local staff, to provide basic material that could be customized for local use, and to assist members with developing and undertaking local initiatives.
31. **PSBC Observers at Meetings of the Executive Committee** – Two immediate problems arise from the reality of the small Executive Committee. If one member of the Executive Committee is absent (which has happened four times in the past year), it is difficult to assure the variety of input important to good decisions. Given the great diversity of our membership, this remains a problem even when the entire Executive Committee is in attendance. In addition, the work of both the Executive Committee and the PSBC would be improved if the number of people involved could be increased. (The Liaisons would be ex officio members of the Executive Committee, able to participate in the debate, but not able to make motions or vote. This route would not require an amendment to the bylaws.)

**The Public School Boards' Association of Alberta**  
**Proposed Amendments to the Bylaws**  
September, 2009

*The following amendments are proposed to the bylaws of the Public School Boards' Association of Alberta. Comments, in parenthesis, are explanatory: they are not part of any amendment.*

**Management and Operations Committee**

1. The words "Management and Operations Committee" are removed wherever they are found, and are replaced with the words "Executive Committee".

*(This was one of the amendments put forward at the 2008 A.G.M. and adopted by the membership. This amendment was not objected to or rejected by Corporate Registry but it was not filed because it was part of the package that was disallowed in its entirety.)*

**Special Meeting**

2. the words "special general meeting" are deleted wherever they are found, whether capitalized or not, and are replaced by the words "Special Meeting".

*(This amendment has been directed by Corporate Registry.)*

3. Article 16.2 is amended by deleting the words "a general meeting" and replacing them with the words "an Annual General Meeting or Special Meeting".

Article 16.2 would then read, in part:

"Subject to the overriding authority of an Annual General Meeting or Special Meeting of the Association, the Public School Boards Council may..."

*(This amendment has been directed by Corporate Registry.)*

**Board of Directors**

4. A new article 23.3 is added to the bylaws, as follows:

"23.3 For the purposes of the *Societies Act*, the Executive Committee shall be considered the Board of Directors of the Association."

*(Corporate Registry requires that we have "Officers" and "directors" elected by the general membership of the Association and identifiable as such.)*

**Increase the size of Executive Committee**

5. Article 10.2(d) is amended by removing all the words currently following the word "officers", and replacing them with the words "and directors".

Article 10.2 would then read, with respect to 10.(2)(d):

Members may decide the following matters, only at an Annual General Meeting of the Association: (d) the elections of the officers and directors;

6. Article 15.1 is amended by adding, after the words "the two vice-presidents," "two directors".

Article 15.1 would then read, in part:

"There shall be a Public School Boards Council, consisting of the President, the two vice-presidents, two directors, and one Representative..."

7. Article 23.1 is amended by adding the words "two Directors", following the words "the Second Vice-President".

Article 23.1 would then read:

"There shall be an Executive Committee of the Association composed of the President, the First Vice-President and the Second Vice-President, two Directors, and the Executive Director of the Association, *ex officio*."

8. Article 26.1 is amended by deleting the word "each Vice-President" and replacing them with the words "both Vice-Presidents", and by adding the words "and both Directors" after the word "Vice-Presidents".

Article 26.1 would then read, in part:

"The term of office for the President and both Vice-Presidents and both Directors is two years..."

9. A new article 28.2 is added, reading as follows:

"A Director of the Association shall undertake tasks as may be mandated and assigned by resolution of the membership or the Executive Committee and shall assist in promoting the objectives of the Association.

10. Article 31.1 is amended by deleting the words "A general", and replacing them with the word "An" and by deleting the words "Second Vice-President" and replacing them with the words "a Director".

Article 31.1 would then read, in part, as follows:

"An election to elect a President, First Vice-President and a Director shall be conducted..."

*(This amendment, and the one below, would establish a rough balance for electing part of the Executive Committee each year. The President, First Vice-President, and a Director would be elected in odd numbered years; the Second Vice-President and a Director would be elected in even numbered years.*

*If these proposals are adopted, there would be a by-election in 2009 for the election of the Second Vice-President and a Director. The term for these two would expire in 2010 and, at the 2010 A.G.M. an election would be held for these two positions, for a two year term.)*

11. A new article 31.2 is added, reading as follows:

"31.2 An election to elect a Second Vice-President and a Director shall be conducted during the course of the Annual General Meeting held in each even-numbered year."

And the current article 31.2 is renumbered as 31.3.

12. Article 33.1 is amended, by adding the words "or Director" following the words "Second Vice-President".

Article 33.1 would then read, in part, as follows:

"Nominations for the office of President, or First or Second Vice-President or Director shall be made by..."

13. Article 33.3 is amended, by removing the period at the end of the article and adding words, as follows:

"after which the nomination and election for a Director shall be conducted, if an election is required, and the results of the vote, if any, shall be announced."

14. Article 33.4 is amended by adding the words "or Director" following the words "or a Vice-President", and by adding the words "or directors" following the words "one of these officers".

Article 33.4 would then read, in part, as follows:

"No person may be nominated, elected, or appointed to the office of President, or a Vice-President or Director who is a trustee... is already one of these officers or directors for the same or an overlapping term."

15. Article 34.1 is amended by adding the words "and directors" after the words "Voting for the Officers".

**The Public School Boards Council filling vacancies**

16. Articles 35.1 and 35.2 are deleted and the current article 3.53 is renumbered as 35.1.

*(Currently, these provisions may contradict the spirit of the Association's intention that members of the Executive Committee should be elected only at an A.G.M. With a somewhat larger Executive Committee there is no urgent need to fill a single vacancy.)*

*These provisions currently read as follows.*

**35.1** *In the event of a vacancy in the office of President, the Public School Boards Council shall elect one of the Vice-Presidents to assume the duties of, and the title of, the President for the balance of the term, which shall not be considered a full term for the purposes of article 26.1.*

**35.2** *In the event of a vacancy occurring in the office of First Vice-President or Second Vice-President of the Association, or in the event that no candidate presents himself/herself for election to either of these positions, the Public School Boards Council shall:*

- (a) fill the vacancy by appointing a Member Representative to the office for one year or for the balance of the term, whichever is less; or*
- (b) determine that the vacancy shall be filled by conducting a by-election at the next general meeting of the Association.*

**35.3** *The President, in the event that s/he ceases to be a trustee of a member board solely by reason of not being returned as a trustee in local elections, may continue to serve as President of the Association, until the adjournment of the next annual general meeting, but in no case for more than 60 days from the day s/he ceases to hold the office of trustee.*