

DATE: June 9, 2015

TO: Board of Trustees

FROM: Trustee Michelle Draper, Caucus Committee Chair

SUBJECT: Report #13 of the Caucus Committee (From the Meeting Held May 26, 2015)

ORIGINATOR: Dr. Sandra Stoddard, Executive Director Governance and Strategic Support Services

REFERENCE: [Trustees' Handbook](#) – Caucus Committee - Section 5.4
[School Act](#) Section 61
[Board Policy FB.BP - Authority for Human Resources Decisions](#)
[Administrative Regulation FBA.AR - Designation, Appointment and Assignment to Leadership Positions](#)

ISSUE

The Caucus Committee approved the following recommendations at the May 26, 2015 Caucus Committee meeting:

1. That the following designation for the period June 1, 2015 to August 31, 2016, be approved:

Dr. Lorne Parker – Executive Director, Infrastructure

2. That the Edmonton Public School Board further amend Motion 1B/SGM15: Alberta School Boards Association (ASBA) Budget 2015-2016 as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Pages 13-58 - Attachment I) proposing a 10% decrease in membership revenue.
3. That the Edmonton Public School Board support Motion 2A/SGM15 (regarding membership fee payment and to define membership in good standing in the Alberta School Boards Association) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Pages 61-62 - Attachment I).
4. That the Edmonton Public School Board further amend Motion 3A/SGM15 (regarding President and Vice-President Elections) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Page 62 - Attachment I) to read as follows: The candidate receiving a simple majority of votes based on a weighted student population.
5. That the Edmonton Public School Board support Motion 4A/SGM15 (regarding provision of a by-election to fill a vacancy in the office of the Vice-President) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Page 63 - Attachment I).
6. That the Edmonton Public School Board support Motion 5A/SGM15 (regarding clarification of the Alberta School Boards Association's fiscal year) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Page 63 - Attachment I).

7. That the Edmonton Public School Board support Motion 6A/SGM15 (regarding terms for Zone Chair and Zone Vice-Chair) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Page 63 - Attachment I).
8. That the Edmonton Public School Board support Motion 7A/SGM15 (regarding public reporting process) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Pages 64 -65 - Attachment I).
9. That the Edmonton Public School Board further amend Motion 8A/SGM15 (regarding recording of votes) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Page 66 - Attachment I) to read as follows: Each Director's vote shall be recorded for all ~~main~~ motions.
10. That the Edmonton Public School Board support Motion 9A(i) and 9A(ii)/SGM15 (regarding amendments to bylaws) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Pages 67-70 - Attachment I).
11. That the Edmonton Public School Board support Motion 10A/SGM15 (regarding written notice) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Pages 71-72 – Attachment I).
12. That the Edmonton Public School Board support Motion 11A/SGM15 (regarding additional meetings) as outlined in the ASBA Budget and Bylaws Bulletin 2015 (Pages 73-74 - Attachment I).
13. That the Edmonton Public School Board support Motion 12/SGM15 (regarding Special General Meetings) (Attachment II – Addendum).
14. That the Edmonton Public School Board not support Motion 13/SGM15 (regarding maintaining membership in the Canadian School Boards Association) and put forward a motion asking ASBA to withdraw its membership from the Canadian School Board Association (Attachment II – Addendum).

BACKGROUND – Recommendations 2-14

The Alberta School Boards Association (ASBA) Issues and Resolutions Committee (Trustees Janz, Johner and Ip) reviewed the ASBA Budget and Bylaws Bulletin 2015 and Addendum and brought forward recommendations to the Caucus Committee on May 26, 2015 in preparation for ASBA Spring General Meeting business session that took place June 1, 2015.

ATTACHMENTS & APPENDICES

- | | |
|---------------|--|
| ATTACHMENT I | - ASBA Budget and Bylaws Bulletin 2015 |
| ATTACHMENT II | - May 22, 2015 ASBA Budget and Bylaws Bulletin 2015 - Addendum |

SS:mmf

Budget and Bylaws Bulletin 2015

Please bring this bulletin with you to the business session of the Spring General Meeting on June 1, 2015 at the Sheraton Hotel, Red Deer, Alberta. Please review the Rules of Procedure before the meeting.

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Rules of Procedure

In order to expedite the resolutions process at general meetings, it is necessary to approve certain rules of procedure.

Some of these may be specific parliamentary procedures, as in Robert's Rules of Order, while others are less formal and reside with each individual in the interests of courtesy, cooperation, and respect for all concerned as well as for the business at hand.

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 against 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 will 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, Bylaw 12.3 is set out as follows:

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.

Budget

- 13. With respect to the budget, the following excerpt from the Alberta School Boards Association Bylaw 13.3 shall apply:
 - 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.

Elections

- 14. With respect to the election of the president and vice-president, the following excerpts from Bylaw 5.3 shall apply:
 - 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.

Bylaw Amendments

15. With respect to amendment of the Bylaws, the following excerpts from Bylaw 14 shall apply:

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.

Extraordinary and Emergent Resolutions

16. Adoption of extraordinary or emergent resolutions shall be governed by the following excerpts from the ASBA Governance Handbook, Board of Directors' Governance Policy 10 – Association Policy Development Process:

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
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 8.2.7.
However, these outstanding
issues must be included on the
agenda of the next general
meeting.

Other Motion Proceedings

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

Draft Minutes from FGM 2014

FALL GENERAL MEETING

Monday, November 17, 2014
Westin Hotel, Edmonton

MINUTES

ATTENDANCE: As per registration list.

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

PRESIDENT'S ADDRESS: ASBA President Helen Clease provided opening remarks to the assembly.

CHAIR: Vice-President Michael Janz 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 N. Bartlett (Zone 1 Director – Peace River S. Div. #10)
M. Bergstra (Edmonton Catholic)

That Kevin Feehan be appointed Parliamentarian.

CARRIED (95%)

Approval of Rules of Procedure:

MOTION #2 P. Grad (Zone 6 Director – Medicine Hat CSRD #20)
K. Webster (Zone 2/3 Director – Pembina Hills RD #7)

That the Rules of Procedure be adopted.

CARRIED (100%)

Appointment of Balloting Committee:

MOTION #3 P. King (Calgary Board of Education)
J. Boisvert (Elk Island CSRD #41)

That, according to Bylaw No. 12, Section 4, the Balloting Committee shall be chaired by Heather Rogers.

CARRIED (98%)

Acceptance of Emergent Issues:

M. Janz announced that the Policy Development Advisory Committee (PDAC) had received one emergent resolution prior to the submission deadline. This was:

4EM/FGM Funding new school and modular start-up costs

The PDAC determined that the emergent issue had met the criteria to be considered by the assembly.

MOTION #4 D. Macaulay (Zone 4 Director – Red Deer Public Schools)
K. Bater (Zone 5 Director – Canadian Rockies RD #12)

That emergent issue 4EM/FGM14 be accepted for consideration as an emergent issue.

CARRIED (100%)

Adoption of Order Paper:

MOTION #5 S. Hoffman (Edmonton Public)
K. Webster Zone 2/3 Director – Pembina Hills RD #7)

That the Order Paper, as presented, be adopted.

CARRIED (98%)

Approval of 2014 Spring General Meeting Minutes:

MOTION #6 M. Bergstra (Edmonton Catholic)
P. Grad (Zone 6 Director – Medicine Hat CSRD #20)

That the minutes of the 2014 ASBA Spring General Meeting be approved as circulated.

CARRIED (100%)

BUSINESS ARISING

(from 2014 Spring General Meeting)

There was no business arising from the 2014 Spring General Meeting.

Dianne Macaulay assumed the Chair.

POLICY PROPOSED BY ASBA BOARD OF DIRECTORS

(Note: This requires 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 require a simple majority.)

1P/FGM14: Excellence in Education

MOTION #7 K. Bater (Zone 5 Director – Canadian Rockies RD #12)
J. Boisvert (Zone 2/3 Director – Elk Island CSRD #41)

Alberta's locally-elected school boards are entrusted with the responsibility to deliver excellence in public education and to ensure all students receive the best possible education.

As locally-elected governors of the system, responsive to their communities, school boards welcome further dialogue on how excellence can be assured in every classroom and how current barriers to excellence can be addressed proactively and collaboratively.

The guiding principles, or lenses, which guide school board advocacy with respect to transformation of the education system require that recommendations and resulting decisions:

1. Are student-centered and provide enhanced opportunities for student success;
2. Are financially sustainable now and in the future; and,
3. Retain flexibility for school boards, as employers, to shape the delivery of education in order to meet the needs of their local communities.

Where the attainment of excellence requires transformation, school boards require that such transformation meets the test of each lens.

School boards support an education system that is committed to excellence at all levels – teachers, school and system administrators, school boards, and the government.

School boards' voices, which reflect and retain the central focus on what is in the best interest of all students, must be an integral and respected component of any dialogue on education in Alberta.

CARRIED UNANIMOUSLY

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.)

2P/FGM14

Weighting of Provincial Diploma Examinations

MOTION #8 St. Thomas Aquinas RCSR #38
Wild Rose S. Div. #66

The appropriate weighting of Provincial Diploma Examinations is thirty percent (30%) of a student's final mark.

AMENDMENT J. Bowen-Eyre (Calgary Board of Education)
A. Warwick (Prairie Land RD #25)

That the motion be amended to read:

"The appropriate weighting of Provincial Diploma Examinations *be reduced from the current 50% of a student's final mark and be based on current research, post-secondary acceptance practices and public consultation*".

DEFEATED

(For: 28%)

VOTE ON MAIN MOTION #8

The appropriate weighting of Provincial Diploma Examinations is thirty percent (30%) of a student's final mark.

CARRIED

(% of School Boards: 82%

% of Students: 89.03%)

Michael Janz assumed the Chair.

3P/FGM14 Needs-based Funding for Public Rural Schools

MOTION #9 D. Specht (Wetaskiwin RD #11)
Clearview S. Div. #71

Public rural schools should be provided needs-based funding rather than per capita funding to ensure quality education within reason.

AMENDMENT T. Ryley (Medicine Hat SD #76)

That the word "rural" be deleted.

Prior to a seconder being identified, the Chair ruled that the amendment was out of order as the essence of the motion was directed to rural schools.

CHALLENGE T. Riley (Medicine Hat SD #76) moved and R. Fromm (Westwind S. Div. #74) seconded that the ruling of the Chair be challenged.

As a non-debatable issue, the Chair asked the assembly if they would sustain the Chair's decision. A vote was taken with 93% in favour.

AMENDMENT Peace Wapiti S. Div. #76
High Prairie S. Div. #48

That the phrase "*within reason*" be replaced with "*and the provision of educational related services, including transportation and maintenance*".

DEFEATED

(For: 46%)

AMENDMENT Peace Wapiti S. Div. #76
Aspen View Public S. Div. #78

That the phrase “*within reason*” be deleted.

**ACCEPTED
UNANIMOUSLY AS A
FRIENDLY AMENDMENT**

VOTE ON AMENDED MOTION #9

Public rural schools should be provided needs-based funding rather than per capita funding to ensure quality education.

DEFEATED
(% of School Boards: 52%
% of Students: 27.73%)

EMERGENT ISSUES

4EM/FGM14 Funding New School and Modular Start-up Costs
MOTION #10 Calgary Catholic
Edmonton Public

Funding that will completely support all start-up costs incurred when opening new schools and modulars should be provided to school boards.

AMENDMENT Black Gold RD #18
Elk Island CSRD #41

That the motion be amended to read:

That funding be provided that will completely support all start-up costs, including, but not limited to, technology when opening new schools and modulars.

DEFEATED
(% of School Boards: 33%
% of Students: 67%)

AMENDMENT K. Bater (Canadian Rockies RD #12)
Calgary Catholic

That “, *modernizations*” be inserted after the phrase “*opening new schools*”.

**ACCEPTED
UNANIMOUSLY AS A
FRIENDLY AMENDMENT**

VOTE ON MOTION #10 AS AMENDED

Funding that will completely support all start-up costs incurred when opening new schools, modernizations, and modulars should be provided to school boards.

CARRIED

(% of School Boards: 93%

% of Students: 94.7%)

ADJOURNMENT

There being no further business, M. Janz adjourned the meeting at 11:05 a.m.

President

Executive Director

Motion 1B/SGM15: ASBA Budget 2015-2016

BE IT RESOLVED that the Alberta School Boards Association adopt the budget appended hereto for the period September 1, 2015 to August 31, 2016.

Sponsor: ASBA Board of Directors



Proposed Budget 2015-2016

Alberta School Boards Association

Proposed Budget – 2015/2016

The ASBA Board of Directors directs the business and affairs of the ASBA.

Your Board of Directors



Helen Clease
President



Michael Janz
Vice-President



Nan Bartlett
Zone 1



Mary Martin
Calgary Catholic Schools



Jean Boisvert
Zone 2/3



Pamela King
Calgary Board of Education



Lorna Misselbrook
Zone 2/3



Nathan Ip
Edmonton Public Schools



Cathy Peacocke
Zone 4



Marilyn Bergstra
Edmonton Catholic Schools



Doug Gardner
Zone 5



Peter Grad
Zone 6 Director

Alberta School Boards Association

Proposed Budget 2015-2016

Budget Assumptions

Process:

The ASBA Board of Directors is responsible for approving a draft budget for presentation to the membership. One of the first steps in the budget process is to develop budget assumptions. Consideration of budget assumptions provides the Board of Directors time to explore key elements of the upcoming budget and discuss expected revenues and expenditures. The process helps align the expectations of the Board of Directors and Administration, who are responsible for preparing the draft budget. Budget assumptions are approved by the Board of Directors in January or February each year. Approved budget assumptions are then reflected in the draft budget options prepared by Administration and brought to the Board of Directors in March for discussion and decision making. It should be noted, budget assumptions can and do change during the March budget deliberations, but they remain important as the initial building blocks for developing budget options for the board.

Considerations:

The draft budget is developed to address a number of activities, including, but not limited to:

- providing core services to boards (legal, labour, educational and communication services)
- strategic plan priorities identified for 2015-2016
- advocacy plan initiatives
- trustee development
- fixed obligations like lease, insurance, some membership fees
- governance, task force and committee work
- partnerships

Alberta School Boards Association

Proposed Budget 2015-2016

Assumptions:

The following are the budget assumptions for the draft 2015-2016 budget.

1. The budget will be balanced.
2. Past experience and the annual all in consumer price index for Alberta at November 2014 will be used to project expenses (CPI increase November 2013 to November 2014 – 2%). Expenses will be reviewed in detail to identify any potential savings.
3. Costs associated with current lease obligations will be included.
 - Lease term: April 15, 2010 to April 14, 2020
 - Building operating costs (common area maintenance costs/property taxes)-\$17.44/sq ft. This is the current rate of \$16.61 plus a 5% increase.
 - Lease rate is \$22/sq ft.
 - Parking is \$230/stall/month subject to market changes.
4. Interest revenue will be based on current rates (2 to 3%).
5. The current per diem rate will remain at \$166 per day or \$83 per half day.
6. The current honorarium for the President will remain at \$20,700 annually and the Vice-President is \$10,350 annually.
7. The mileage rate the Association pays for travel will remain at .53 per kilometer). The Canada Revenue Agency automobile allowance rate for 2015 is .55 per kilometre (up to 5,000 kilometres).
8. Current partnerships and memberships will be included in the budget but will be reviewed by the Board of Directors with a decision to be made at the March budget meeting.
9. 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.

Alberta School Boards Association

Proposed Budget 2015-2016

10. There will be no direct recovery of travel type expenses from school districts using fee for service.
11. The Board of Directors will meet in person the following months: September, December, January (strategic and advocacy planning), March, May and August (Board/CEO evaluations and leadership). The October/ November (depending on elections) and the June meeting are done through video conference. Teleconferences are arranged on an as needed basis. Changes will be considered at the March budget meeting.
12. Sustain adequate resources to carry out the work of the Association.
13. Staffing at the Association is under review. Staffing levels for 2015-2016 will be determined by the work required to carry out the advocacy and strategic plans plus the successful delivery of core services. Staff compensation is also being reviewed. The Executive Director will use performance evaluations and market survey data to establish fair compensation as per Association bylaw. For your information, the economic adjustment projected for 2015 in Alberta is 2.9 to 3.2%.
14. Reasonable membership fees, fee for service rates and registration fees will be determined based on the assumptions above and identified resources needed to carry out activities in the strategic and advocacy plans plus provide core services to school boards. Options for fee changes will be a part of the March budget discussions.

Alberta School Boards Association

Proposed Budget 2015-2016

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 November 2014 asking them to evaluate existing priorities, identify any additional priorities plus identify three advocacy priorities they would like the Association to focus on in the 2015-2018 strategic plan.

For the 2015-2018 strategic planning work, the Association received 37 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 continued support for the current strategic priorities.

In addition, from the input received, the Board of Director's selected three advocacy priorities to focus on in the coming year: adequate, stable and predictable funding; infrastructure; and school boards as locally autonomous governments.

Work will continue on other important advocacy initiatives already underway, like, but not limited to, First Nation, Métis and Inuit student success; student health and wellness; transportation; wrap around services and English language learning.

Policy positions adopted by the membership continue to guide all advocacy efforts.

Alberta School Boards Association

Proposed Budget 2015-2016

Strategic Priorities

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 and key results from the 2015-2018 Strategic Plan are included below for your information.

Strategic Priority A: ASBA provides leadership through its support of school boards in continuously improving and enhancing learning opportunities for students.

Key Result A1: ASBA will support boards in providing optimal student learning and well-being through strengthened collaborative partnerships.

Key Result A2: Leadership and support are provided to school boards in the sharing and implementation of promising practices and initiatives which address the diversity of learners and learning environments.

Strategic Priority B: ASBA provides leadership and support to school boards in their implementation of effective governance practices.

Key Result B1: School boards and trustees have access to resources and supports that assist them in meeting expectations of legislation, regulation, education policy, and system change.

Key Result B2: School boards have access to resources and supports to enhance community engagement.

Key Result B3: ASBA models effective governance by ensuring Association governance documents and practices are current and relevant.

Strategic Priority C: ASBA provides leadership and support to school boards in promoting excellence in public education.

Key Result C1: Changes to legislation, regulation, and policy impacting school boards and the education profession/occupation will reflect school boards’ interests and needs to manage the system to ensure student success.

Key Result C2: Any transformation initiatives will reflect member boards’ interests.

Key Result C3: ASBA will be the leading voice in key public education issues.

Key Result C4: Relevant education stakeholders, community partners and government will recognize the ASBA as a key partner.

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

Alberta School Boards Association

Proposed Budget 2015-2016

The 2015-2016 Budget - Introduction

At the March board meeting, the Board of Directors reviewed a number of budget options, made decisions on a number of alternatives and approved the following draft budget for presentation 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 Association will operate with \$544 thousand fewer dollars next year – a 9% reduction.

The Board of Directors supported a budget option with a 2% membership fee decrease recognizing school boards will face a challenging year in 2015-2016. The fee to purchase ASBA services is going up by 5%. The new rates are \$210 per hour for labour and communication services, \$225.75 for education services, and \$267.75 for legal services. Also, to help pay for increasing event costs, registration fees for the Fall and Spring conferences will go up \$25 per person. No grant projects are anticipated for 2015-2016. The Association is also not expecting to receive the \$85,000 trustee development grant.

Expenses have been thoroughly reviewed and where possible reduced. The Board of Directors made a decision not to renew the NSBA membership so the membership fee and related travel expenses have been removed from the budget. Recognizing the continued importance of professional development and needing to reduce travel budgets, the board opted to cap conference dollars for individual board members and implement in house professional development. This will allow all board members to benefit from dollars spent on professional development at a lower cost to the Association. Salaries have been reduced by eliminating a half time position and reducing salaries on two vacant positions. The Executive Director's salary and benefits are lower. A temporary vacancy in a staff lawyer position will not be filled. There will be no staff salary increases in 2015-2016. Contracted service costs for producing the legal newsletter (discontinued) and for the provision of IT services have been cut or reduced. In addition, many other cuts have been made and are explained in the budget document.

With fewer dollars, all activities and services will be reviewed in an effort to operate within the reduced budget. The Association will continue to provide legal, educational and communication services. At this time, it is not known what labour

Alberta School Boards Association

Proposed Budget 2015-2016

services will be required, so as information becomes available, services will be determined and resourced within budget parameters. This will include updating the labour database so up to date labour reports are available for use by member school boards. Trustee development continues to be a priority and dollars are included in the 2015-2016 budget for development and networking opportunities. Also, staff will continue work on the insurance and pension programs. Dollars are allocated for various task force and committee work. The various task forces and working groups will be asked to submit or resubmit work plans and budgets to the Board of Directors to ensure together they continue to operate within larger ASBA budget parameters. The Association will continue to ensure the highest priority work is being done and in the most efficient way. Resources will also be used to carry out initiatives identified in the 2015-2018 strategic plan, scheduled to begin in 2015-2016.

ASBA's work over the next year and on will focus on:

- infrastructure
- adequate, stable and predictable funding
- school boards as locally autonomous governments
- First Nations, Métis and Inuit student success and wellbeing
- student health and wellness
- ensuring school boards and trustees have access to resources and supports to assist them in meeting expectations of legislation, regulation, education policy and system change
- ensuring school boards have resources and supports to enhance community engagement
- sharing and implementation of promising practices and initiatives which address the diversity of learners and learning environments
- ensuring member boards' interests and needs are reflected in transformation initiatives

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 promising practices; providing opportunities for showcasing and sharing promising practices; and providing professional development and networking opportunities to support the work of school boards.

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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 optimal student learning , First Nations, Métis and Inuit student success and wellbeing, student health and wellbeing and, generally, in all advocacy work.

Advocacy is always identified as a top priority by school boards and continues to be a top priority in the 2015-2018 strategic plan. ASBA will work with school boards to develop shared advocacy positions on key issues creating a stronger provincial voice. Improving communication with school boards on advocacy efforts will also be important. ASBA will also continue to provide direction and support to ASBA zones in furthering advocacy priorities.

The 2015-2016 budget is \$5.5 million, \$544 thousand (9%) lower than 2014-2015 budget. This is a balanced budget with no transfers from the building reserve.

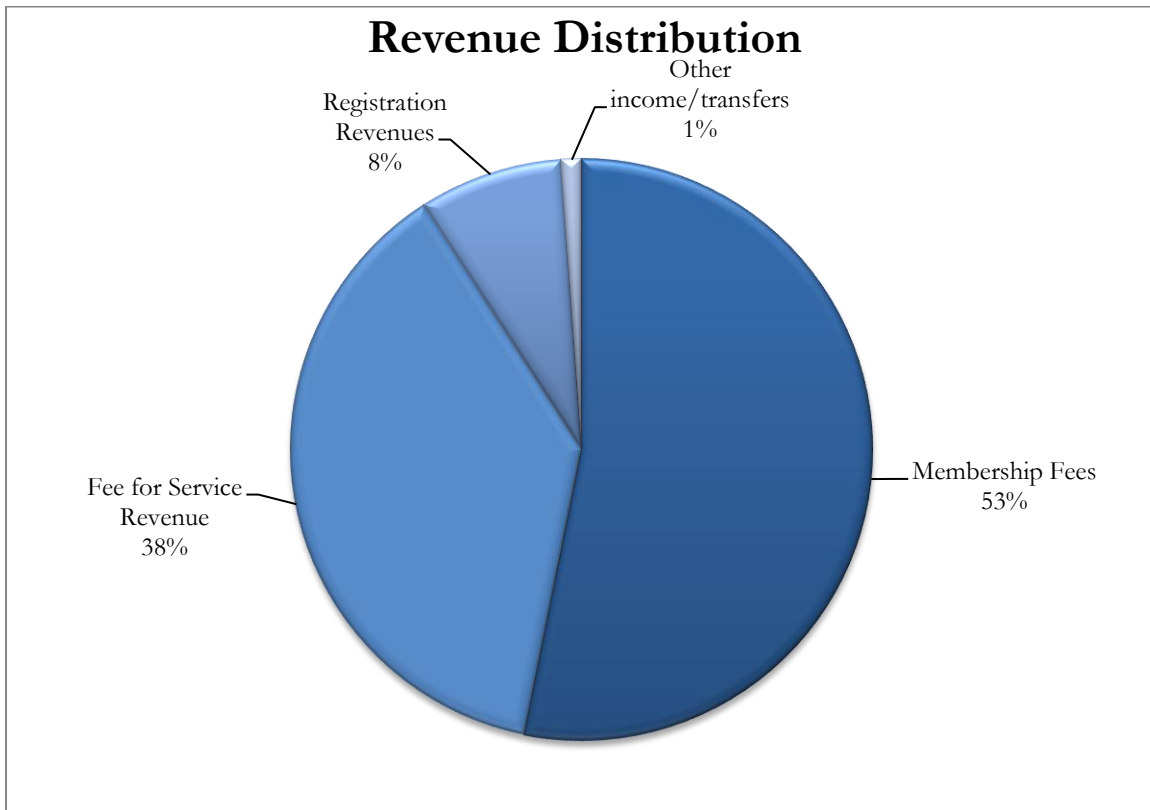
Proposed Budget - 2015/2016

Page #		2015/2016 Budget	2014/2015 Budget	2013/2014 Actual
Revenue				
	Membership Fees	\$ 2,933,436	\$ 2,993,302	\$ 2,993,300
	Service Revenue (FFS, ASEBP)	2,082,239	2,165,270	1,998,580
	Other Revenue (Grant, Interest, Misc)	61,058	267,558	314,046
	Trustee Development - Reg/Grants	441,300	530,300	796,537
	Transfer from Building Reserve	0	105,467	-
26-27	Total Operating Revenue	\$ 5,518,033	\$ 6,061,897	\$ 6,102,463
Expenditures				
28-33	Member Services	\$ 2,714,447	\$ 2,903,650	\$ 2,767,413
34-41	Executive, Corporate & Communication Services	1,447,984	1,756,331	1,769,748
42-46	Governance	398,884	432,880	412,466
47	Rental/Office Costs	569,152	550,531	534,734
48	Trustee Development Costs	312,566	343,505	531,835
	Depreciation	75,000	75,000	52,657
49	Total Operating Expenditures	\$ 5,518,033	\$ 6,061,897	\$ 6,068,853
	Total Budget Surplus (Deficit)	\$ -	\$ -	\$ 33,610

Alberta School Boards Association

Proposed Budget 2015-2016

		2015/2016 Budget	2014/2015 Budget	2013/2014 Actual
Revenue				
1	Membership Fees	\$ 2,933,436	\$ 2,993,302	\$ 2,993,300
2	Fee for Service Revenue	2,044,144	2,127,175	1,960,485
3	Interest Income	55,058	58,058	73,299
4	ASEBP	38,095	38,095	38,095
5	Trustee Development - Reg/Grants	441,300	530,300	711,537
6	Trustee Development Grant	-	85,000	85,000
7	General Grant Revenue	-	107,500	234,734
8	Miscellaneous Revenue	6,000	17,000	6,013
9	Transfer from Reserves	0	105,467	-
Total Revenue		\$ 5,518,033	\$ 6,061,897	\$ 6,102,463



Alberta School Boards Association

Proposed Budget 2015-2016

Line #	Information on Revenues
1	There is a proposed 2% decrease in membership fee revenue (decrease = \$59,866). The last membership fee increase was in 2012-2013. (Note: There will be differences in individual school board membership fees due to student enrollment changes in 2015-2016).
2	Fee for service rates are increasing by 5%. The fee for purchasing legal services will increase from \$255 per hour to \$267.75 per hour, labour and communication services will both increase from \$200 per hour to \$210 per hour and educational services will increase from \$215 per hour to \$225.75 per hour. Fee for service hours are projected at 8,191 down from 8,881 because of a reduction in legal staff. Total decrease in fee for service revenue = \$83,031.
3	Interest income is calculated at 2015 expected rates of return. Decrease = \$3,000.
4	ASEBP – no changes from 2014-2015 budget.
5	There is a proposed increase in registration fees for the fall conference (up \$25 to \$675 per person) and the spring conference (up \$25 to \$650 per person) to pay for higher event costs. There will be a separate fee for attending the business session only. There will also be two legal/labour type conferences in the fall and spring. There is decrease in registration revenue of \$89,000 due to projected attendance for the business meeting only.
6	The trustee development grant will not be received in 2015-2016 reducing revenues by \$85,000.
7	Work on the transformation of Governance Grant will be completed in 2014-2015 and no other grants are expected at this time resulting in a reduction in revenues of \$107,500.
8	Miscellaneous revenue includes amounts for job advertising on the website, sale of dvd's (parliamentary procedures) and other miscellaneous revenue. Miscellaneous revenue has been reduced as the legal newsletter is being discontinued due to budget constraints.
9	The ASBA Board of Directors has approved a budget requiring no transfers from reserves as they believe these dollars will be needed to either build or buy a new building when ASBA's current lease expires in 2020.
10	The rate of interest charged on overdue accounts will be 2% per month.

Alberta School Boards Association

Proposed Budget 2015-2016

		2015/2016 Budget	2014/2015 Budget	2013/2014 Actual
Member Services				
1	Total Salaries	\$ 1,493,180	\$ 1,636,215	\$ 1,374,234
2	Benefits	308,098	332,360	266,697
3	Casual Labour	48,680	51,000	9,157
4	Insurance	28,577	35,794	26,057
5	Contracted Services	565,223	565,597	815,161
6	Travel	109,040	124,298	105,776
7	Meals & Accommodation	63,799	55,329	61,755
8	Conferences	16,500	16,500	13,961
9	Staff Development	1,500	1,500	-
10	Catering	3,000	3,000	2,259
11	Memberships	25,710	25,583	20,384
12	Library & Subscriptions	46,789	53,223	62,906
13	Insurance Partnerships	1,000	1,000	3,823
14	Legal Action Costs	1,000	1,000	478
15	Telecommunications	1,100	-	2,867
16	Miscellaneous	1,250	1,250	1,898
Total Expenditures		\$ 2,714,447	\$ 2,903,650	\$ 2,767,413

Member Services

Services to individual boards include:





➤ Legal Services	➤ Governance frameworks
➤ Labour relations and human resources	➤ Executive searches
Performance assessment and evaluations	Organizational reviews
➤ Board self-evaluations	➤ Administrative procedures
➤ Central office organization and compensation	➤ Central office organization and compensation
➤ CEO evaluations	➤ Demographics and school viability
➤ Senior leadership 360 degree performance assessment	➤ Policy development and review
	➤ Transportation
	➤ Ward boundaries
	➤ Other functional reviews as requested
➤ Workshops (i.e.: Board orientation, team building, Board and Superintendent relationships, strategic planning)	➤ Student Assessment

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Member Services continued

Fee for service revenue generated in 2013-2014: \$1,960,510 (72% of department costs)

-  Legal (FFS = \$1,138,425 – 4554 hrs)
-  Labour (FFS = \$317,100 – 1586 hrs)
-  Educational Services (FFS = \$493,512 – 2306 hrs)
-  Communications (FFS = \$11,400 – 57 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. Canadian Anti-Spam Legislation, 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 and executing an Education Act implementation plan to support school board preparation for the coming into force of the Education Act.
- Developing policy advisories for school boards re: sections of the new school act e.g. Natural Person Powers, Audit Committee, etc.
- Transformation of governance initiatives
- Policy process (PDAC)
- Presenting at conferences, workshops, issue forums and seminars
- Exploring new member services
- Legal education for educators and school trustees
- Trustee development
- Exploration of different collective bargaining models.

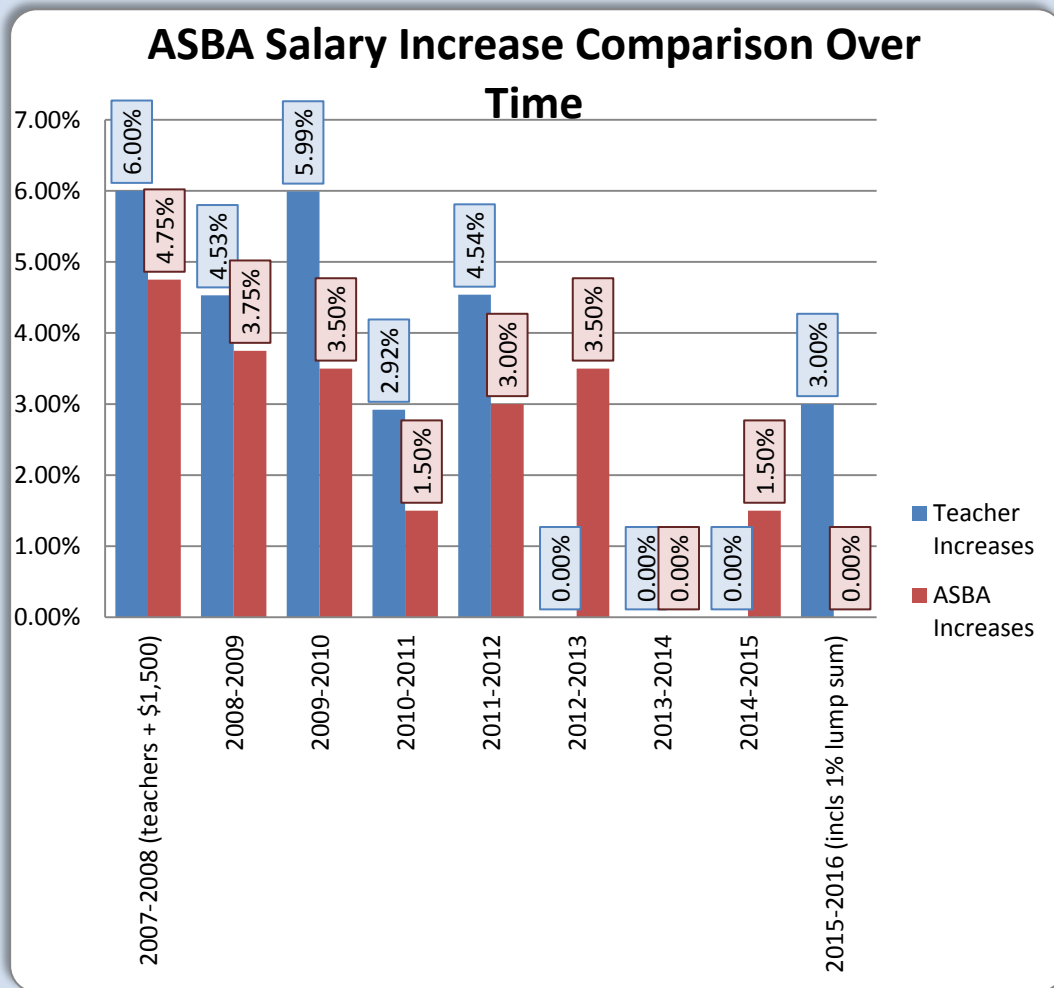
Alberta School Boards Association

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Overall, the 2015-2016 budget for Member Services is \$189,203 (6.5%) lower than 2014-2015.

Line # Information - Member Services

- 1 Salaries and benefits decreased \$167,297 (8.5%) this year over last year's budget. One legal position is currently part-time; another legal position will be vacant until May 15, 2016 and the salaries in two other vacant positions have been reduced. There are no increases for staff salaries in the 2015-2016 budget. A salary grid system is not used at ASBA so there are no increases to salaries for moving up through a grid either. The market rate salary increase for 2015-2016 is 2.9 – 3.2% in the not for profit sector. Staffing and staff compensation are under review.



Alberta School Boards Association

Proposed Budget 2015-2016

Line #	Information - Member Services
	<p><u>Staffing levels - positions included in 2015-2016 budget (13.7 FTE):</u></p> <ul style="list-style-type: none"> ➤ 6 lawyers ➤ 1 Director – Educational Services (contracted services) ➤ 1 Negotiator (contracted services) ➤ 2 Staff Officers (Policy/Governance/Advocacy/Services and Human Resources, Labour-vacant) ➤ 1.7fte legal secretaries ➤ 2 administrative assistant (1 vacant) ➤ ~.5fte labour/educational administrative services (continued on a casual basis) <p>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.</p> <p>There is a decrease in benefit costs of \$24,262 (7%) because ASEBP is projecting a decrease in blended premium rates of 1.5%, due to reduced legal staff, and reduced salaries on staff vacancies. LAPP rates will not increase and are 11.39% up to the YMPE and 15.84% over the YMPE. Maximum annual salary and YMPE have been increased by 3%. For CPP and EI projections, the maximum salary was also increased by 3%. CPP and EI employer rates were not increased.</p> <p>Casual labour costs were reduced by \$2,320. These costs cover casual administrative support for labour and educational services. At this time, services are purchased on an as needed basis.</p> <p>Insurance costs are for the purchase of an employed lawyer's liability policy. Insurance costs are decreasing by \$7,217 (20%) because of a reduced premium on this policy.</p> <p>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:</p> <ul style="list-style-type: none"> ➤ completing strategic planning initiatives ➤ conducting research ➤ completing grant deliverables (i.e.: Education Act regulations, technology governance, collaborative practices in action, regional collaborative service delivery model, transformation of governance) ➤ rural education symposium work ➤ advocacy, committee and task force work.

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Proposed Budget 2015-2016

Line #	Information - Member Services
	<p>Contracted service expenses are expected to stay the same as 2014-2015 budget. Educational services/Governance/Advocacy/Research work- \$395,637/Labour work - \$169,586.</p> <p>Contracted service costs spanning several years are detailed:</p> <p style="padding-left: 40px;">2011-2012 actual = \$680,417 2012-2013 actual = \$917,303 2013-2014 actual = \$815,161 2014-2015 budget = \$565,597 2015-2016 budget = \$565,223</p> <p>Contracted service expenses incurred in the provision of educational and labour services or to complete grant deliverables are covered by fee for service revenue or grant revenue.</p>
6	<p>Travel costs are incurred when providing 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 and grant initiatives. To estimate travel costs, actuals from prior years were used plus inflation. Travel costs have been reduced by \$15,258 (12%) from last year's budget. The mileage rate in 2015-2016 will remain at .53/km. The Association will continue to make use of the video conference capabilities to reduce travel costs wherever possible.</p>
7	<p>Meals and Accommodation costs are incurred for work on governance, committees, task forces, strategic planning, general meetings, conferences, workshops and grant initiatives. For accommodation it is expected that staff and contractors book the best available rate for single occupancy in a standard room. Meals are reimbursed, without receipts, at \$10.00/meal or with receipts. Alcoholic beverages <u>are not</u> reimbursed. To estimate meals and accommodation costs, actuals from prior years were used plus inflation. Based on this, these costs are increasing by \$8,470 (15%) from last year's budget.</p>
8	<p>Conference costs are for staff attendance at work related conferences and for professional development purposes. These may include conferences such as CSBA, legal seminars and Canadian Educational Negotiators conference.</p>
9	<p>Staff development is available for administrative staff to learn or update skills that will help them carry out their duties. There are no changes for 2015-2016.</p>
10	<p>No change to catering costs for 2015-2016. Catering costs are incurred for labour, task force and committee meetings that run over lunch or are held in the evening.</p>

Alberta School Boards Association

Proposed Budget 2015-2016

Line #	Information - Member Services
11	Membership costs in 2015-2016 are projected to increase by \$127. The Association pays for memberships to the Law Society of Alberta (\$18,493), the Canadian Bar Association (\$4,844), North American Association of Educational Negotiators (\$312), CAPSLE (\$275) and COSA (\$1,786).
12	Library and subscription costs were reduced by \$6,434 (12%). Subscriptions continue to be reviewed and a number have been cancelled with the addition of various online licenses for legal resources purchased in 2013-2014. Subscription and library expenses include legal publications such as Quicklaw (\$14,557), Province of Alberta (\$1,237), Worldox (\$975- document management system), Carswell including Labour Spectrum Classic (\$22,316), LexisNexis (\$3,365), Specialty Technical Adviser (\$710). Quicklaw, by contract, increases 5% each year.
13	Insurance partnerships are non-recoverable 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), ALARIE (wind down) and the ASBA home and auto program. Direct costs remain at \$1,000 in the 2015-2016 budget. Costs are largely made up of salaries included elsewhere in the budget or other expenses paid by the programs themselves so this is a small budget for items like additional travel, meeting rooms and catering.
14	Legal Action Costs – a small allocation for legal disbursement type of costs paid by ASBA.
15	Telecommunications – work related cell phone costs for Educational service contractors.
16	Miscellaneous – small allocation for Educational, Legal and Labour services combined. This would contain items like thank you gift cards, business service costs at a hotel and criminal record checks.

Alberta School Boards Association

Proposed Budget 2015-2016

		2015/2016 Budget	2014/2015 Budget	2013/2014 Actual
Executive, Corporate and Communication Services				
1	Total Salaries	\$ 765,382	\$ 905,945	\$ 855,423
2	Benefits	169,747	222,051	313,428
3	Casual Labour	6,248	6,178	3,410
4	Contracted Services	281,700	306,209	349,612
5	Newsletter	-	50,000	25,319
6	Publications Production	150	1,652	148
7	Travel	34,246	43,607	34,386
8	Meals & Accommodation	21,928	35,770	23,500
9	Conferences	6,725	10,500	4,663
10	Memberships	1,866	7,599	5,466
11	Promotional Materials	250	1,250	-
12	Bank & Interest Charges	7,400	5,680	5,103
13	Miscellaneous	8,250	11,632	12,340
14	Printing	500	500	-
15	Postage	5,966	4,700	5,886
16	Courier & Delivery	2,771	3,598	764
17	Telecommunications	48,916	49,157	46,583
18	Staff Development	3,500	3,500	-
19	Equipment Costs	20,795	21,059	16,227
20	Stationery Supplies	30,335	26,279	29,157
21	Subscriptions	8,441	10,743	10,879
22	Meeting Supplies/Catering	8,750	8,250	9,731
23	Election Materials	-	-	-
24	Staff Planning/Functions	10,825	17,410	14,747
25	Insurance	3,294	3,062	2,976
Total Expenditures		\$ 1,447,984	\$ 1,756,331	\$ 1,769,748

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

Alberta School Boards Association

Proposed Budget 2015-2016





Executive, Corporate and Communication Services continued:

- Government relations
- Advocacy (Examples: developing appropriate advocacy responses to Education Regulation and policy proposals, First Nations, Métis and Inuit student success and well-being, communicating the need for predictable, sustained and long term operational and capital funding that addresses the realities of school boards, new teacher bargaining model)
- Tripartite/development of a teacher bargaining model with school boards
- Relationships and partnerships
- The communications function
- The annual report
- 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
- 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

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- 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 2015-2016

The 2015-2016 budget for these services has decreased by \$308,347 (18%).

Line #

Information - Executive, Corporate and Communication Services

1

Salary costs reduced \$140,564 (16%) this year over last year's budget. One .5FTE staff officer position was eliminated due to budget constraints and the Executive Director's salary is reduced. Salaries are being held to 2014-2015 levels and will not increase in 2015-2016. A salary grid system is not used at ASBA so there are no increases to salaries for moving up through a grid. The market rate salary increase for 2015-2016 is 2.9 – 3.2% in the not for profit sector. Staffing and staff compensation are under review.

ASBA Salary Increase Comparison Over Time

Year	Teacher Increases	ASBA Increases
2007-2008 (teachers + \$1,500)	6.00%	4.75%
2008-2009	4.53%	3.75%
2009-2010	5.99%	3.50%
2010-2011	2.92%	1.50%
2011-2012	4.54%	3.00%
2012-2013	0.00%	3.50%
2013-2014	0.00%	0.00%
2014-2015	0.00%	1.50%
2015-2016 (incl 1% lump sum)	3.00%	0.00%

Alberta School Boards Association

Proposed Budget 2015-2016

Line #	Information - Executive, Corporate and Communication Services
	<p>Positions included in the 2015-2016 budget (8 FTE):</p> <ul style="list-style-type: none"> ‣ Executive Director ‣ 2 Directors (Finance and Administrative Services, Communications) ‣ 1 Receptionist and Administrative Assistant ‣ 1 Executive Administrative Assistant ‣ 3 Administrative Assistants <p><u>Executive Director</u></p> <ul style="list-style-type: none"> ‣ Executive Director – 2015-2016 Salary = \$169,000 <p><u>ASBA Compensation Policy – Executive Director</u></p> <p>The Board of Directors believes the Association must 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.</p> <p>Therefore the Board believes the Executive Director must be fairly compensated according to the non-profit sector. Fair compensation will be determined in the following manner:</p> <ol style="list-style-type: none"> 1. 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. 2. There will be a minimum of 10 comparators to be determined by the Board and/or a committee of the Board. 3. 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. 4. 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. <p><i>The Board of Directors recognizes that salary is determined through negotiations but will use this policy as the direction for the negotiations.</i></p>

Alberta School Boards Association

Proposed Budget 2015-2016

Line #	Information - Executive, Corporate and Communication Services
2	There is a decrease in benefit costs of \$52,304 (24%) because: ASEBP is projecting a decrease in blended premium rates of 1.5%; the elimination of a .5FTE staff officer position; a reduction in salary costs; and the Executive Director is not participating in the registered SiPP or SERP. LAPP rates will not increase and are 11.39% up to the YMPE and 15.84% over the YMPE. Maximum annual salary and YMPE have been increased by 3%. For CPP and EI projections, the maximum salary was also increased by 3%. CPP and EI employer rates were not increased.
3	Casual labour costs cover key positions (e.g. receptionist) for vacation/sick time and additional administrative help. There is small change from the 2014-2015 budget.
4	Contracted service costs are \$24,509 (8%) lower than last year's budget. These include services for the staff compensation review (\$20,000), staff planning (\$5,000), staff recruitment (\$20,000), computer services (\$100,000), accounting and audit(ASBA/LAPP) (\$77,000), community engagement, website design and maintenance, research, photographers and communications (\$51,500), misc-legal and strategic advice (\$8,000).
5	The legal newsletter is written specifically for the education community and discusses timely legal news in plain language for educators. The legal newsletter is being discontinued due to budget constraints – a reduction of \$50,000.
6	The budget for publication's production includes external costs for report or brochure production. The budget for this is reduced by \$1,500 (91%). Due to budget constraints, these will be done in house.
7	Travel costs have been reduced by \$9,361 (21%). Travel costs are incurred to travel to zone meetings, member board meetings, general meetings, conferences, events (e.g. We Day), strategic planning, committee and task force meetings outside of the ASBA office and CSBA. There will be no travel to NSBA events in 2015-2016. The mileage rate remains 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 2015-2016 budget expectations.
8	Meal and accommodation costs have been reduced by \$13,842 (39%). Meals and accommodation costs are incurred when travelling to zone meetings, member board meetings, general meetings, conferences, events, strategic planning, committee and task force meetings, outside of the ASBA office and CSBA. Meal and accommodation costs will not be incurred for NSBA events in 2015-2016. For accommodation it is expected that staff and contractors will

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Line #	Information - Executive, Corporate and Communication Services
	book the best available rate for single occupancy in a standard room. Meals are reimbursed, without receipts, at \$10.00/meal or with receipts. Alcoholic beverages <u>are not</u> reimbursed.
9	Conference costs have been reduced by \$3,775 (36%) as the Executive Director will not be attending NSBA events. Other conference costs are for staff attendance at work related conferences and for professional development purposes. For example CSBA, Canadian Public Sector Pensions and Benefits, Rural Education Symposium. The Conference of choice benefit for staff officers has been frozen for an additional year (savings = \$24,000).
10	Memberships have been reviewed, a number have been cancelled and costs have been reduced by \$5,732 (75%). Memberships that will be renewed include Canadian Education Association (\$395), AAMD&C (\$203), CMA (\$1,007).
11	The cost for promotional items has been reduced by \$1,000 (80%). There is a small allocation for the purchase of ASBA pins.
12	Bank and interest charges include bank and payroll fees. These costs are projected to increase by \$1,720 (30%) as the Association moves to online banking.
13	Miscellaneous expense is a combined cost from four departments (Communications, Finance, Executive Office and Corporate Services). These costs have been reduced by \$3,382 (29%). Examples of costs included in miscellaneous expenses are: sponsorships (e.g. CASS-RAP Scholarship Celebration-\$500, Excellence in Teaching Awards Program - \$1000, Ever Active Schools - \$2,500, Safe and Caring Schools - \$1,000,), dish soap, carpet cleaning, replacement of glasses and dishes, small donations, thank you gift cards, small thank you gifts, etc.
14	There is a small allocation for any outside printing required for reports or materials. There is no change from the 2014-2015 budget.
15	Postage includes regular postage, mail outs, annual cost of scale and postage machine. Postage has been increased by \$1,266 (27%) based on 2013-2014 actuals.
16	These are the costs for courier services within Edmonton and Alberta. These costs have been reduced by 23% or \$827.
17	Includes the cost of office phones, mobile phones, fax, long distance, data plans, AXIA (for video conferencing), Shaw (internet connection), Telus (internet connection). Cell phone contracts will continue to be on a sharing plan for 2015-2015. Costs were reduced slightly by \$241.

Alberta School Boards Association

Proposed Budget 2015-2016

Line #	Information - Executive, Corporate and Communication Services
18	Staff development is available for administrative staff to learn or update skills that will help them carry out their duties. There are no changes for 2015-2016.
19	Equipment costs are annual costs for in-house photocopiers, fax machines, printers, phone system repairs, network repairs. These have been projected using actual costs from 2014-2015 and have been decreased slightly by \$263.
20	The budget for stationery supplies covers costs like paper, pens, pencils, paperclips, binders, file folders, etc. These costs are increasing by \$4,056 (15%) based on 2013-2014 actuals
21	Subscription costs include Washington State School Directors' Association (communication materials), Dolphin Media, The Armet Report, Word of Mouth communications, First Reference, Edmonton Journal. Subscriptions were reviewed, some cancelled, reducing costs by \$2,303 (21%).
22	Meeting Supplies and catering costs are increasing by \$500 (6%) based on 2013-2014 actuals. These are meeting type costs for communications, finance, executive office and corporate services.
23	There are no election costs for 2015-2016 as these costs are incurred during election years only.
24	Staff planning and function costs were reduced by \$6,585 (38%). These are expenses for the staff planning session following strategic planning, start of year planning session (September), Christmas get together/celebration (December), March staff appreciation, June reflection day, various senior staff meetings throughout the year and other staff related office costs.
25	Insurance costs increased slightly by \$232 (8%) due to higher property and general liability costs. The insurance for property and general liability insurance coverage is purchased through ASBIE.

Association staff will continue to look for efficiencies to reduce office type costs.

Alberta School Boards Association

Proposed Budget 2015-2016

		2015/2016		2014/2015		2013/2014
		Budget		Budget		Actual
Governance						
1	CPP Costs	\$ 7,144	\$	8,000	\$	6,145
2	Per Diem	86,770		89,655		74,394
3	Honoraria - Vice President	10,350		10,350		10,350
4	Contracted Services	35,900		18,000		28,376
5	Insurance	6,662		6,625		6,777
6	Travel	58,000		73,398		57,781
7	Meals & Accommodation	35,000		37,951		40,272
8	Conferences (Registration costs)	9,200		20,000		12,165
9	In House Board Development	10,000		-		-
10	Equipment Rental	-		2,500		-
11	CSBA Membership	30,023		56,548		55,613
12	Catering	17,891		17,000		15,501
13	Meeting Rooms	-		1,250		-
14	Telecommunications	-		-		58
15	Office Supplies	-		-		42
16	Miscellaneous	750		1,000		711
Total Expenditures		\$ 307,689	\$	342,277	\$	308,185
President						
2	Per Diem	\$ 26,500	\$	25,132	\$	31,540
3	Honoraria	20,700		20,700		20,700
6	Travel	25,000		20,624		28,072
7	Meals & Accommodation	16,500		17,827		18,868
14	Telecommunications	-		20		-
16	Miscellaneous	300		300		608
8	Conferences	2,195		6,000		4,493
Total Expenditures		\$ 91,195	\$	90,603	\$	104,281
Total Expenditures - Governance		\$ 398,884	\$	432,880	\$	412,466

Governance

Governance includes Board of Director's meetings, executive and policy committee meetings, strategic planning 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.

Alberta School Boards Association

Proposed Budget 2015-2016

Governance activities include:

- Strategic planning – leadership in the development and promotion of strategic priorities
- Policy process (PDAC)
- Advocacy – ASBA continually advocates on policy positions passed during general meetings. Other advocacy efforts include, but are not limited to, developing appropriate advocacy responses to education regulations, First Nations, Métis and Inuit student success and well-being, infrastructure, school boards as locally autonomous governments, 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 (transformation of school board governance, strengthening the provincial voice of school boards, the importance of zones, 2nd language learning, budget, policy (PDAC), school board funding task force, infrastructure task force, school boards as local autonomous governments task force, executive director compensation and evaluation, fiscal accountability, ASEBP, school board to school board relationships, First Nations, Métis and Inuit partnership, school board-municipal government relationships and partnerships, education trends, community engagement and student health and wellbeing initiative).
- Board chair/zone meetings/CSBA
- Committee representation (e.g. Curriculum Policy Advisory Committee (CPAC), Field Experience Policy Advisory committee, Council on Alberta Teaching Standards, school bus safety, children and poverty and Society for Safe and Caring Schools and Communities, 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 2015-2016

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 24 months by member boards at a general meeting).

Costs in governance are \$33,996 (8%) lower than in the 2014-2015 budget.

Line #	Information - Governance and President
1	The budget for CPP costs is the employer portion of the CPP contributions deducted from per diems paid to trustees for association work. This has been reduced by \$856 (11%) with the reduction in per diems.
2	The per diem rate will remain at \$166 (daily rate paid to attend ASBA board meetings, task force meetings, some committee meetings, strategic planning and conferences). The Board of Directors meets 7 times per year in person, has 3 video conferences and 2 other teleconferences. The Board of Directors will complete the Executive Director and Board evaluations in August. This budget line also includes payments to any trustee participating in committee or task force work for ASBA. All activities will be reviewed to ensure costs meet budget expectations. NSBA activities have been removed from the 2015-2016 budget. The Board recognized that per diem levels may lag behind other organizations and will eventually need to be increased but they did not want to recommend any increases for this year. Total per diems are \$1,517 lower than last year's budget. The last increase to the per diem rate was in September 2012.
3	<p>Honorariums:</p> <ul style="list-style-type: none"> ➤ President - \$20,700 (no change) – last increase was 2009-2010 ➤ Vice President - \$10,350 (no change) – last increase was 2009-2010 <p>A survey was conducted in 2014 and the honorariums paid to the President and Vice President remain competitive.</p>
4	Contracted service costs are increasing by \$17,900. Contracted service costs are incurred for strategic planning (\$5,000), Executive Director and Board evaluation (\$7,500) and task force and committee support (\$23,400).

Alberta School Boards Association

Proposed Budget 2015-2016

Line #	Information - Governance and President
	Insurance costs include a directors and officers liability policy and a group accident insurance policy for board of director members working on association business. Insurance costs remain stable. The slight increase (\$36) is from the group accident insurance policy.
	Travel costs were reduced by \$11,000 (12%). Travel type costs are incurred for transportation to/from board meetings, zone meetings, task force and committee meetings, strategic planning, conferences and other association events. The mileage rate will remain at \$0.53/km (recommended rate published by the Canada Revenue Agency in January 2012). The board will meet in person 7 times next year and otherwise will meet via video conference or teleconference. The strategic planning session in January 2016 will be held at the ASBA office reducing travel costs for directors living in or near Edmonton. All travel activities related to NSBA have been removed from the budget. Activities that generate travel costs will be reviewed on a continual basis in an effort to meet 2015-2016 budget expectations.
	Meals and accommodation costs were reduced by \$4,300 (8%). Meal and accommodation expenses are incurred when attending board meetings, zone meetings, task force and committee meetings, conferences and other association events. For accommodation it is expected that board of director members and trustees will book the best available rate for single occupancy in a standard room. Meals are reimbursed, without receipts, at \$10.00/meal or with receipts (currently under review). Alcoholic beverages are not reimbursed. The strategic planning session in January 2016 will be held at the ASBA office reducing accommodation costs for directors living in or near Edmonton. Accommodation costs related to NSBA have been removed from the budget.
	Conference costs are dollars set aside for half the board of director members (they alternate years) to attend either CSBA or another conference related to their work. Included in this line item is the conference fee. Per diems and travel costs associated with conference attendance are contained under per diems and travel. The total amount set aside to attend a conference including the conference fee, per diems and travel has been capped at \$2,000 per person. The budget for conferences was reduced by \$14,605 (56%) however \$10,000 of this was moved to in house board development. Costs related to NSBA have been removed from the budget. The president and vice president will both attend CSBA. The president also attends various other conferences like the AUMA Summit and the Rural Education Symposium.

Alberta School Boards Association

Proposed Budget 2015-2016

Line #	Information - Governance and President
9	In an effort to have all of the Board of Directors members benefit from dollars spent on professional development and to reduce travel type costs, \$10,000 has been set aside for in house board development which will be included at in person board meetings.
10	Equipment rental costs are for board meeting equipment requirements outside of the ASBA office. This item was removed from the budget as all meetings of the board will be held at the ASBA office.
11	<p>CSBA membership fee = \$30,023</p> <p>The Canadian School Boards Association strongly supports the public school system and the value of local school boards/districts across Canada. CSBA is committed to providing tools, leadership, professional development and communication opportunities to trustees across Canada as well as advocating for them on shared, national issues. In the upcoming year they will advocate for three strategic priorities: Aboriginal Education, Twenty First Century Learning Skills and Student Health and Wellness.</p> <p>The mission of CSBA is:</p> <ul style="list-style-type: none"> ➤ To support the members school board associations ➤ To advocate the collective interests of the provincial/territorial public school boards ➤ To promote the value of democratically elected school boards.
12	Catering costs increased by \$891 (5%) due to the addition of 1 in person board meeting. Catering dollars are allocated for meals during Board of Director's meetings, strategic planning (in house) and ASBA task force and committee meetings (only if they run through lunch and/or supper).
13	Meeting room costs include charges for renting meeting space at hotels. Meetings will be held at the ASBA office so no additional funds are required.
14	There is no allocation for long distance/telephone fees as these costs are included in mobile phone packages.
15	No allocation in the 2014-2015 budget.
16	Miscellaneous is a small allocation of dollars for thank you gifts, thank you cards, flowers, donations.

Alberta School Boards Association

Proposed Budget 2015-2016

		2015/2016		2014/2015		2013/2014
		Budget		Budget		Actual
Rental/Office Costs						
1	Office Rent	\$ 686,118	\$	662,641	\$	599,808
2	Rental Recovery	(116,965)		(112,110)		(65,074)
Total Expenditures		\$ 569,152	\$	550,531	\$	534,734

Line #	Information – Rental/Office Costs
1	<p>The building budget is \$23,477 higher than 2014-2015. The projected rate for operating and property taxes in 2015-2016 is \$17.44 per square foot (increased 5% from 2014 actuals). The monthly lease rate increases April 2015 to \$22 per square foot.</p> <p><u>Lease Details:</u></p> <ul style="list-style-type: none"> ➤ Square footage leased - 15,759 ➤ Per square foot rental rate (rates are at the lower end of market rates for Edmonton and area): <ul style="list-style-type: none"> ➤ From April 2015 to April 2020 - \$22 per square foot ➤ Estimated operating costs/property taxes per square foot - \$17.44 per square foot (up 5.0%) ➤ Storage - \$156.25 per month
2	<p>The rental recovery represents space leased to our educational partners at cost allowing us to recover a portion of our annual lease costs.</p>

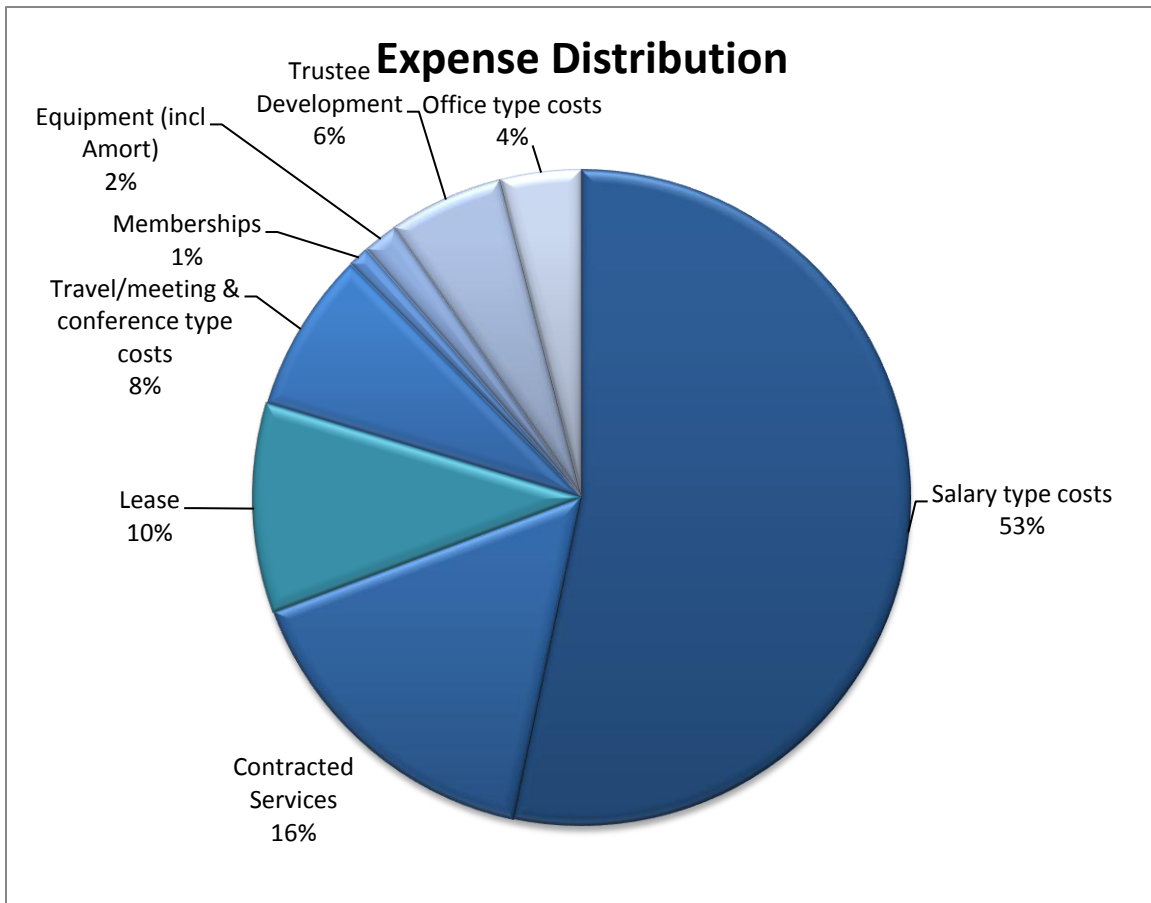
Alberta School Boards Association

Proposed Budget 2015-2016

		2015/2016		2014/2015		2013/2014
		Budget		Budget		Actual
General Meeting and Function Costs						
1	Fall General Meeting	\$ 180,479	\$	195,585	\$	201,892
1	Spring General Meeting	100,188		116,020		108,602
1	Trustee Development	31,900		31,900		221,341
Total Expenditures		\$ 312,566	\$	343,505	\$	531,835

Line #	Information – General Meeting and Function Costs
1	<p>Expenses are reduced in the 2015-2016 budget (\$30,939) because variable costs have been reduced where possible to accommodate for attendance at the business session only. The cost to register for the Fall/Spring conferences will go up \$25/per person. Functions included in the budget are FGM, SGM and two workshops.</p> <p>The budget for general meeting and function costs includes:</p> <ul style="list-style-type: none"> ➤ 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
Note	<p>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).</p>

Alberta School Boards Association Proposed Budget 2015-2016



Alberta School Boards Association

Proposed Membership Fees

September 1, 2015 to August 31, 2016

Zone	Jurisdiction	Total Students*	Proposed Membership Fees
23	Aspen View Regional Division #19	2,961	\$25,936
4	Battle River Regional Division #31	6,269	\$43,098
23	Black Gold Regional Division #18	9,605	\$58,682
23	Buffalo Trail PS Regional Division #28	4,266	\$33,732
5	Calgary RCSSD #1	50,968	\$151,151
5	Calgary Board of Education	110,163	\$234,148
5	Canadian Rockies R.D. #12	2,180	\$21,008
4	Chinook's Edge School Division #73	10,768	\$64,122
5	Christ the Redeemer Catholic S.R.D. #3	9,877	\$59,958
4	Clearview School Division #71	2,447	\$22,690
23	East Central Alberta CSSRD #16	2,341	\$22,024
23	East Central Francophone Ed. Region #3	696	\$11,607
23	Edmonton Catholic Separate School District #7	37,298	\$123,081
23	Edmonton School District #7	86,958	\$201,612
23	Elk Island Catholic Separate RD #41	5,908	\$41,408
23	Elk Island Public Schools R.D. #14	16,594	\$79,538
23	Evergreen CSRD #2	3,708	\$30,647
5	Foothills School Division #38	7,739	\$49,961
23	Fort McMurray RCSSD #32	5,481	\$39,410
23	Fort McMurray Public School District #2833	5,492	\$39,466
1	Fort Vermilion School Division #52	3,294	\$28,039
5	Golden Hills School Division #75	6,458	\$43,981
1	Grande Prairie RCSSD #28	4,326	\$34,012
1	Grande Prairie Public School District #2357	7,834	\$50,410
23	Grande Yellowhead Public School Division #77	4,864	\$36,529
6	Grasslands Regional Division #6	3,635	\$30,192
23	Greater N. Central Francophone Ed. Region #2	2,881	\$25,431
23	Greater St. Albert RCSSD #734	5,996	\$41,822
1	High Prairie School Division #48	3,098	\$26,799
1	Holy Family Catholic Regional Division #37	2,166	\$20,917
6	Holy Spirit RCSRD #4	4,697	\$35,751
6	Horizon School Division #67	3,588	\$29,890
23	Lakeland RCSSD #150	2,089	\$20,433
6	Lethbridge School District #51	9,288	\$57,203
23	Living Waters CRD #42	1,856	\$18,961

Alberta School Boards Association

Proposed Membership Fees

September 1, 2015 to August 31, 2016

Zone	Jurisdiction	Total Students*	Proposed Membership Fees
6	Livingstone Range School Division #68	3,589	\$29,897
23	Lloydminster Public S.D. #99	2,675	\$24,135
23	Lloydminster RCSSD #89	1,999	\$19,865
6	Medicine Hat CSRD #20	2,548	\$23,328
6	Medicine Hat School District #76	7,050	\$46,743
23	Northern Gateway Regional Division #10	4,984	\$37,090
23	Northern Lights School Division #69	6,037	\$42,011
1	Northland School Division #61	2,703	\$24,310
1	Northwest Francophone Ed. Region #1	473	\$10,043
6	Palliser Regional Division #26	7,073	\$46,849
23	Parkland School Division #70	10,102	\$61,010
1	Peace River School Division #10	3,078	\$26,672
1	Peace Wapiti School Division #76	5,624	\$40,083
23	Pembina Hills Regional Division #7	6,813	\$45,636
5	Prairie Land Regional Division #25	1,429	\$16,269
6	Prairie Rose School Division #8	3,435	\$28,930
4	Red Deer Catholic Regional Division #39	8,452	\$53,298
4	Red Deer Public Schools	10,337	\$62,103
5	Rocky View School Division #41	19,392	\$85,420
5	Southern Francophone Education Region # 4	2,750	\$24,604
23	St. Albert Public School District #5565	7,202	\$47,451
23	St. Paul Education Regional Division #1	4,121	\$33,059
23	St. Thomas Aquinas RCSR #38	3,389	\$28,635
23	Sturgeon School Division #24	4,848	\$36,452
6	Westwind School Division #74	4,363	\$34,188
4	Wetaskiwin Regional Division #11	3,923	\$32,007
4	Wild Rose School Division #66	5,106	\$37,658
4	Wolf Creek School Division #72	7,241	\$47,634
23	Yellowknife Education District #1	1,809	\$18,666
23	Yellowknife Catholic Schools	1,344	\$15,736
	Totals	601,678	\$2,933,436

*Note: Student totals were compiled from a report on Student Population for the 2014-2015 school year provided by Alberta Education. Student registration information is as of September 2014 (as reported at March 23, 2015). These will be updated in 2015-2016 with the most current available information as per bylaw #13.

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, Education Act regulations, community engagement, transportation, First Nations, Métis and Inuit partnership, second language learning, early learning, Safe and Caring Schools, student health and wellness, education trends, municipal government partnerships, infrastructure, school boards as locally autonomous governments, communicating the need for predictable, sustained and long term operational and capital funding)

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/about-asba/governance/legislation/> and policy positions are 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 decision 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

- ♦ trustee development for the year
 - ♦ 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 was the outcome of the membership fee formula review?

Answer: The task force recommended no amendment to the current membership fee formula or cap. The task force concluded the current formula, to the best degree possible, has elements of fairness that balance vast differences in student enrollments and is consistent for the majority of boards when looking at membership fees as a percentage of school board revenues and, in general, models the same pattern for per student funding received from the province.

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/departments/stats/students.aspx>. In the membership fee calculation, student enrolments are the most current report.

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.

2014-2015 fee for service rates:

- Communications \$200/hr
- Education Services \$215/hr
- Labour Services \$200/hr
- Legal Services \$255/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.

ASBA Budget: Frequently Asked Questions

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 deficit 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 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, regularly we rely 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 \$16.61 per square foot.

What about the financial health of the Association?

On December 12th, **Douglas Kroetsch**, a partner with Collins Barrow Edmonton LLP, presented the ASBA's 2013-2014 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 \$33,611. This is made up of an operating surplus of \$38,883 (operating revenues totaled \$5.383 million and operating expenditures totaled \$5.344 million); a deficit from self-supporting functions of \$25,914 and a surplus from other revenue and expenses of \$20,642. The association's assets, liabilities and fund balances totaled \$5 million. The ASBA audited financial statements are available at www.asba.ab.ca.

SGM 2015 – June 1-2

Sheraton Red Deer

Student Voices: SGM 2015

Be inspired by *Free the Children's* **Craig Kielburger** and author **Adam Fletcher's** commitment to the power and potential of engaging students. Hear students from 9 school boards share their journeys to leadership. Meet the new deputy minister of education **Lorna Rosen**; get the political lay of the land from **Paul McLoughlin**; find out the latest about the incoming regulations and learn to work with the media from former trustee and CBC executive producer Neill Fitzpatrick!

Vote on the ASBA budget.

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 and 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 Bylaw 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/resources/policy-advice/>

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/programs/insurance/>

ASBA Budget:

Frequently Asked Questions

Question: Does ASBA have a reserve policy?

Answer: Yes the board of directors passed a reserve policy in 2014 which is as follows:

Operating Fund – the Association will keep a reasonable and adequate operating reserve to fund the monthly business operations of the Association. The operating reserve will be made up of 3 months operating expenditures.

Sustainability Fund – any balances over the 3 months operating expenditures will be moved to a sustainability fund to help cover some of the potential wind up costs of the ASBA, to use for special initiatives and for research and development of new business opportunities that will help and support school board work. The sustainability fund can be funded up to a maximum of \$500 thousand.

Any funds over the maximum approved funding of the operating and sustainability fund will be transferred to the building fund to subsidize costs to members in the annual budget.

Building Fund – can be used at the Board of Director's discretion, to subsidize the cost of annual rental payments, to a maximum of \$100 thousand per year until the fund is depleted to \$300 thousand which it will then be maintained to provide part of a down payment in the event the Board of Directors decides to purchase or build at the expiry of the current lease.

Capital Asset Reserve – the reserve will be used to replace existing capital assets like computer equipment, photocopiers, phone systems, furniture and fixtures and leasehold improvements. Each year an amount will be transferred to the capital asset reserve equal to the annual amortization of existing capital assets which will ensure the dollars are available to replace those assets at the end of their useful life.

How are member school boards using ASBA services?

Direct Services to Boards:

- Communication services:
19 boards
- Educational services:
49 boards
- Labour services:
45 boards
- Legal services:
55 boards

Insurance and Pension Programs:

- SiPP:
49 boards participating
- ASEBP:
58 boards covered
- ASBIE:
48 boards covered

Trustee Development and Networking:

- New trustee info sessions:
53 boards
- New trustee conference:
45 boards
- Community engagement:
34 boards
- Spring General Meeting:
61 boards
- Fall General Meeting:
62 boards
- Legal conference:
28 boards

ASBA Budget: Frequently Asked Questions

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 \$73,299 in interest.

Reserves at August 31, 2014 totaled \$3,616,639.

This is comprised of 2 reserve funds set up by the Board of Directors:

- ♦ the building reserve fund (\$808,706). 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. \$105,466 is being used to balance the 2014-2015 budget. The current board does not wish to deplete this fund but would like to leave a fund for future boards so when the current lease expires build/buy options remain available at that time.
- ♦ the capital asset replacement reserve fund (\$690,783). This reserve is replenished each 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.

and, the capital fund (\$117,149) and operating and sustainability fund (\$2,000,000). The operating fund is 3 months of operating expenses. The capital fund is the net book value of our capital assets.

Ready for the new Education Act and regulations?

The new Education Act is scheduled for proclamation September 1, 2015. Alberta school boards have less than a year to align their local policies, administrative procedures and governance practices with the new legislation. ASBA is developing resources to help school boards make this shift into Alberta's new legislative framework.

Resources for school boards

School boards will receive services focused on the school board's responsibilities; community engagement and policy development.

Resources to guide school boards as they develop their local policies

To assist school boards as they develop local policies, the ASBA is developing these policy advisories:

Board procedures

Board responsibility – Trustee code of conduct

Board responsibility – Welcoming, caring, respectful and safe learning environment (this includes the student code of conduct)

School closures

School fees

Student transportation

Petitions and public notices

School-level dispute resolution

Establishment and structure of wards

A Toolkit for explaining the legislative changes

School boards may use these resources to explain the coming legislative changes and the effect they will have on public education and schools to parents, staff and communities.

- School council
- School fees
- Student transportation
- Student records
- Entrance age for ECS
- Access to education
- Student records

Proposed Bylaw Amendments

Proposed Bylaw Amendments

Sponsored by the ASBA Board of Directors

Background

The following background is applicable to motions:

2A/SGM15
3A/SGM15
4A/SGM15
5A/SGM15
6A/SGM15

In May 2014, the ASBA Board of Directors determined to undertake a review of Bylaw provisions relative to:

- the threshold of support required in ASBA Executive elections; and
- membership fee payment

and to advance any proposed amendments for consideration by the membership at the 2015 Spring General Meeting.

Over the course of the review, the following matters were additionally identified for consideration:

- provision for by-election to fill a vacancy in the office of Vice-President;
- clarification of the Association's fiscal year; and
- allowance for either a one or two-year term for Zone Chairs and Vice-Chairs.

At the March 2015 meeting, the Board of Directors determined that the proposed bylaw amendments reflected in motions 2A/SGM15 through 6A/SGM15 would be advanced for consideration by the membership at the 2015 Spring General Meeting.

A summary of all proposed bylaw amendments appears in Appendix A.

Motion 2A / SGM15

BE IT RESOLVED that the following ASBA bylaws be amended as noted on pages 61 to 62 of the 2015 *ASBA Budget and Bylaws Bulletin* to provide greater specificity with respect to membership fee payment and to define membership in good standing in the Alberta School Boards Association:

- Bylaws 1.1.2 and 1.1.7 – Definitions and Interpretation
 - Bylaw 2.3 – Entitlement of Full and Associate Members
 - Bylaw 5.1.1 – Board of Directors Members – Eligibility
 - Bylaw 5.3.6 – President and Vice President Elections
 - Bylaw A6.2(a) – Zone Executive
-

(All proposed amendments are shown in underlined or ~~striketrough~~ text).

Bylaw 1

1. Definitions and Interpretation

1.1 In these Bylaws, unless the context otherwise requires:

...

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~~ or

1.1.2.2 Métis boards of education that operate school buildings in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.

...

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 in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.

Bylaw 2

2. Entitlement of Full and Associate Members

...

2.3 In the case of either Full Members or Associate Members, if within ninety (90) days of the membership fee invoice date, neither of the following has been received by the Association:

(a) Payment of the membership fee; nor

(b) Evidence of intention to pay satisfactory to the Board of Directors the member ceases to be a Full Member in good standing or Associate Member in good standing, and shall not be entitled to any entitlement of a Full Member or Associate Member noted in these Bylaws until the member has been brought into good standing and reinstated by the Board of Directors.

Bylaw 5

5. Board of Directors Members

5.1 Eligibility

5.1.1 Every candidate for or occupant of the office of President, Vice-President, Director or Alternate Director shall be a Trustee of a Full Member Board.

...

5.3 President and Vice-President Elections

...

5.3.6 Notwithstanding Bylaw 5.1.1 and 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.

Schedule A

Bylaw A6 – Zone Executive

A6.1 A member of the Zone Executive shall be a trustee of a Full M~~member~~ B~~board~~ of the Zone.

Motion 3A / SGM15

BE IT RESOLVED that Bylaw 5.3.4 be amended as noted below to ensure the successful candidates for President and Vice-President receive a simple majority of votes based on the current voting structure (i.e. secret ballot, one vote per board, unweighted).

5.3 President and Vice President Elections

...

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

Motion 4 A / S G M 1 5

BE IT RESOLVED that Bylaw 5.6.2 be amended as noted below to add provision for a by-election to fill a vacancy in the office of the Vice-President.

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:

[5.6.2.1](#) fill the vacancy from among its members; or

[5.6.2.2](#) arrange for a by-election at a General Meeting.

Motion 5 A / S G M 1 5

BE IT RESOLVED that Bylaw 13.1 be amended as noted below to clarify the Alberta School Boards Association's fiscal year with exact dates.

13. Association Budget and Membership Fees

13.1 The fiscal year of the Association shall be September [1](#) to August [31](#).

Motion 6 A / S G M 1 5

BE IT RESOLVED that Bylaw A6.2(a) be amended as noted below to provide for either one or two year terms for Zone Chair and Zone Vice-Chair:

Bylaw A6 – Zone Executive

...

A6.2 The Zone Executive shall consist of:

- a. A Chair and Vice-Chair to be elected at large at ~~the~~ [an](#) annual meeting, either annually or biennially.
-

Proposed Bylaw Amendments

Submitted by Edmonton Public Schools

Background

The Edmonton Public Schools *Issues and Resolutions Committee* (Nathan Ip, Michael Janz, Cheryl Johner) met on March 4 and 10, 2015 and recommended the following amendments to the ASBA bylaws, which were subsequently approved for submission to ASBA by the Edmonton Public School Board.

Motion 7A / SGM15

BE IT RESOLVED that a bylaw be added that would require a public reporting process to take effect September 1, 2015 for the ASBA President, Vice-President, Board of Directors, Executive Director, Contractors and applicable ASBA staff that aligns with the Government of Alberta's Directive on Public Disclosure of Travel and Expenses (for costs related to business travel – including transportation, accommodation, meals and related incidentals; or hospitality and working sessions).

Rationale provided by submitting board

The ASBA currently does not publicly disclose expenses.

In September 2012, the Provincial Government introduced a [Public Disclosure of Travel and Expense Policy](#) in order to improve accountability and transparency through disclosure of expense information. Following this provincial directive, the Minister of Education sent a letter to all board chairs encouraging school boards to follow the lead of Government and adopt an expense disclosure policy that mirrors the provincial policy.

Edmonton Public School Board subsequently approved the following motion at the December 4, 2012 public board meeting: *That the Administration develop a public reporting process applicable to Trustees, the Superintendent, Executives and Managing Directors that aligns with the Government of Alberta's Directive on Public Disclosure of Travel and Expenses to take effect by the next fiscal year.* The implementation of a public reporting process for travel and expenses beginning June 1, 2014 was approved by the Edmonton Public School Board at the June 10, 2014 board meeting.

As noted in their February 17, 2015 board report, it is anticipated that the ASBA membership cost to the Edmonton Public School Board for 2014-2015 will be approximately \$215,000 (the projected membership fee by ASBA as indicated in the ASBA's Budget 2014-2015 document (Page 54) is \$206,860 based on the 2013-2014 student count of 86,945 students – the District's actual September 30, 2014 student count is 89,660). In an effort to reduce costs, the Edmonton Public School Board approved the following motion: *That in order to benefit Alberta students and maximize dollars in the classroom, the Edmonton Public School Board provide feedback to the Edmonton Public Director on the Alberta School Boards Association (ASBA) Board of Directors to reduce membership fees by 10 per cent by advocating to the ASBA Board of Directors and at ASBA Zone 2/3 measures including: (a) That the ASBA give notice to leave the National School Boards Association (NSBA) and (b) That the ASBA give notice to leave the Canadian School Boards Association (CSBA).*

The Board is fiscally accountable for its use of funds and, therefore, the Edmonton Public Schools Issues and Resolutions Committee is recommending a public reporting process to provide transparency of how funds are being spent by the Association.

Additional commentary

Recommendations for amendment to Governance Policy* 7 Appendix B – ASBA Travel and Expense Policy, which contemplated similar subject matter (i.e. public disclosure of expenses) were considered by the ASBA Board of Directors in March 2015, with final recommendations slated to come before the Board of Directors in May 2015 for decision.

**Governance Policies are established by the Board of Directors in accordance with the authority delegated by the membership to the Board of Directors in Bylaw, especially Bylaw 8.*

Motion 8A / SGM15

BE IT RESOLVED that Bylaw 6.1.5 be amended as follows:

- 6.1.5 Each Director's vote shall be recorded for all main motions. ~~when a recorded vote is requested by any Director prior to the vote being taken~~
-

Rationale provided by submitting board

That a bylaw be added that would require all substantive votes at the Board of Directors meetings to be recorded indicating who voted in favour and who voted in opposition to motions.

The minutes of the ASBA Board of Directors meetings currently reflect the disposition of a motion but do not indicate who voted in favour and who voted in opposition to a motion.

Edmonton Public Schools *Issues and Resolutions Committee* is recommending that votes be recorded indicating who voted in favour and who voted against motions to improve transparency, accountability and further engage member boards in the Board of Directors.

Additional commentary

Current ASBA Bylaw 6 states **(emphasis added)**:

6. Representation and Voting at Board of Directors Meetings and at Executive Committee Meetings
- 6.1 At Board of Directors meetings:
- ...
- 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.**

Motion 9 A (i) and 9 A (ii) / SGM15

Motion 9A(i)

BE IT RESOLVED that Bylaw 14.1 and 14.2 be amended as follows:

- 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.

Motion 9A(ii)

Given that Governance Policy 10 establishes provision for both emergent and extraordinary policy positions to be considered at either the Spring or Fall General Meeting, that the membership give clear direction to the Board of Directors by responding to the following question:

Does your Board wish to amend the regular policy process to allow for consideration of regular policy positions at either the Spring or Fall General Meeting?

Rationale provided by submitting board

That the discussion of bylaws and policy be permitted at both the ASBA Spring General Meeting and ASBA Fall General Meeting.

Currently, bylaws are discussed at the ASBA Spring General Meeting and policy is discussed at the ASBA Fall General Meeting.

The Issues and Resolutions Committee is recommending that discussion of both bylaws and policy be allowed at either the Spring or Fall General Meeting in order to be more nimble and responsive to addressing bylaw and policy issues.

Additional commentary

Bylaw amendments – Current ASBA Bylaw 14 states:

- 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.

Policy consideration – The membership has not, through Bylaw, retained determination of the Association policy process, but rather provided both a general (8.1) and specific (8.2.7) delegation to the Board of Directors in Bylaw 8 as follows:

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:

...

8.2.7 May adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting;

Under the authority granted in Bylaw, especially Bylaw 8, the Board of Directors has established Governance Policy 10 – Association Policy Development Process, which follows. Provisions which relate specifically to this proposal are **bolded**, and reference timely communication and action, provide a regular policy process (s.2) (which will normally be considered at a Fall General Meeting) an extraordinary policy process (s.3) (which may be considered at either Spring or Fall) and an emergent policy process (s.4) (which may be considered at either Spring or Fall).

Governance Policy 10 – Association Policy Development Process

Desired outcomes of the Association's policy process:

- ♦ **Provides timely communication and action** which serve the interests and perceived needs of members;
- ♦ Unifies the members around collective action;
- ♦ Elegant in its simplicity (takes into consideration all complexity surrounding the process, with a result that is understandable; not simplistic);
- ♦ Issues focused rather than process/parliamentary procedures focused.

1. Development Principles

The following principles shall guide the development, adoption, and attendant actions on Association policy positions placed before the General Meeting.

- 1.1 Positions are to clearly define the belief, need, or concern to be addressed by the General Meeting.
- 1.2 Positions are to be consistent with the vision, mission, mandate and guiding principles and the needs of the Association, thereby making the Association's positions both sound and consistent.

Where the substance of a position would alter or contradict an Association position in effect, amendment to or deletion of the policy is to be an integral part of the Association policy position.

- 1.3 Association policy positions are defined as “guidelines for future discretionary action.” These statements serve to guide:
- 1.3.1 The ASBA President, when making representations to the Minister and other organizations;
 - 1.3.2 The Board of Directors in identifying and selecting alternative modes of action within the parameters given;
 - 1.3.3 Those who represent the Association on external committees; and
 - 1.3.4 Trustees when addressing a current issue, whether at a forum, task force, or other structure.
- Association policy positions allow the membership to steer the Association in desired directions.
- 1.4 Association policy positions are to be reviewed a minimum of every five (5) years to either reaffirm, amend or delete existing policy in order to give maximum emphasis to the needs and/or concerns of the membership.
- 1.5 Association policy positions can also seek to delete existing policy.
- 1.6 Updates on Association policy work undertaken by the Board of Directors are to be given at all Zone meetings. As well, opportunities for input are to be provided.

2. Regular Policy Positions

- 2.1 Notwithstanding Bylaw 8.2.7, **regular policy positions will normally be considered at the Fall General Meeting.**
- 2.2 The Policy Development Advisory Committee shall request all member boards to identify proposed Association policy positions affecting education in their jurisdictions. The call for proposed Association policy positions will be made annually to develop policy positions for consideration at the Fall General Meeting.
- 2.3 Member boards shall submit their proposed Association policy positions, together with appropriate background research information, to their respective geographical zones.
- 2.4 Geographical zones may forward up to three proposed Association policy positions sponsored by a Board or the Zone to the Association. Suggested amendments to existing policy will be in addition to the above limits. (Zone 2/3 – maximum of six.)
- 2.5 The Board of Directors, or the Policy Development Advisory Committee, shall:
- 2.5.1 Review the proposals from the Zones;
 - 2.5.2 Request additional background or clarification when warranted;
 - 2.5.3 Ensure consistent format;
 - 2.5.4 Amalgamate overlapping proposals;
 - 2.5.5 Determine reclassification as a directive for action or issue, if warranted.
- The proposed policies (additions, deletions, amendments, reaffirmations) will be reviewed by the Board of Directors or the Policy Development Advisory Committee and then circulated to Boards and Zones for review and response.
- 2.6 Zone responses to the draft positions shall be sent to the Board of Directors, or the Policy Development Advisory Committee, to be reviewed to ensure the draft positions reflect the intent of the Zones.

- 2.7 The Board of Directors, or the Policy Development Advisory Committee, shall review responses from the Zones and is responsible for the final wording of policy positions to be presented for consideration to the Fall General Meeting. The Board of Directors shall place these statements before the membership at the Fall General Meeting.
- 2.8 In accordance with item 2.2, a timeline outlining the annual process will be provided with the call for proposed Association policy positions.

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.

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.

5. Disposition of Outstanding Policy Positions

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 liberty to take in accordance with Bylaw 8.2.7. However, these outstanding issues must be included on the agenda of the next General Meeting.

Motion 10A / SGM15

BE IT RESOLVED that Bylaw 10.4 be amended as follows:

10.4 At least ~~thirty~~ ~~twenty-one~~ days Written Notice of any General Meeting shall be provided to each Full Member and Associate Member.

Rationale for motion provided by submitting board

That Bylaw 10.4 be amended to read: At least twenty-one business days Written Notice of any General Meeting shall be provided to each Full Member and Associate Member and the definition of business day be defined.

The ASBA Policies Bulletin, which contains the proposed policies that will be presented to the membership for a vote at the ASBA Fall General Meeting business session, accompanies the written notice. Receiving the Bulletin twenty-one “calendar” days prior to the ASBA Fall General Meeting business session does not provide sufficient time for the proposed resolutions (particularly if there are substantial number of proposed resolutions) to be reviewed by the Administration and the Edmonton Public Schools Issues and Resolutions Committee and for the Issues and Resolutions Committee to bring forward a recommendation report to public board regarding whether the Board should support or not support the proposed resolutions without a significant impact on the Administration and the Issues and Resolutions Committee to meet the timeline.

This year, it is anticipated that the Policies Bulletin will be received by October 26, 2015 in accordance with the Bylaw which would provide fourteen “business” days for any proposed resolutions to be reviewed by the Administration and the Issues and Resolutions Committee and for the Committee to prepare a recommendation report and for that report to be brought to public board – a special board meeting would also be required since the Board meets the first and third Tuesdays of each month.

If Bylaw 10.4 was revised and Policies Bulletin was provided twenty-one “business” days in advance of the ASBA Fall General Meeting, it would be received by the District on October 15, 2015 which would provide twenty-five “business” days which would provide sufficient time for review of proposed resolutions and for the Issues and Resolutions Committee to meet and bring forward a recommendation report to be brought to public board prior to the Fall General Meeting business session on November 16, 2015.

Additional commentary

With respect to notice, the membership in bylaw has defined and required the following **(emphasis added)**:

Bylaw 1 – Definitions and Interpretations

...

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.

Bylaw 9 – Board of Directors Meetings

...

- 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.

Bylaw 10 – General Meetings

...

- 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 – Special General Meetings

...

- 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 13 – Association Budget and Membership Fees

...

- 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.

Bylaw 14 – Amendments to the Bylaws

...

- 14.3 At least sixty days **Written Notice** of any Bylaw amendment shall be provided to each Full Member.

The proposed motion accounts for:

- the varied use of the term Written Notice in the bylaws;
- that in all uses the context currently indicates calendar days;
- statutory holidays which may fall in the period which precedes a General Meeting; and
- that the intent of the proposed amendment seems to request at least 30 calendar days' notice (the equivalent of 21 "business days" notice noted in the rationale provided by the sponsoring board, which referenced receiving the Policies Bulletin by October 15, 2015).

If passed, this amendment will impact emergent submission and other deadlines.

Proposed Bylaw Amendment

Submitted by Golden Hills School Division

Motion 11A / SGM15

BE IT RESOLVED that school boards support the purpose, definitions and additional provisions as outlined on page 73 of the *Budget and Bylaws Bulletin*, and that development of Bylaw amendments and other required processes to reflect the purpose, definitions and additional provisions noted be referred to Administration, with a proposal to come to the 2015 Fall General Meeting for decision by the membership.

Submission of sponsoring board

Purpose

To add two scheduled meetings a year for Chairs or Designates of Full Member Boards to meet, discuss and decide on issues or potential issues of significance to Members. This discussion and these decisions will support public positions to be taken by ASBA on behalf of its Members.

Definitions

- Board Chair means the Trustee selected as the Chair of the Member's Board.
- Board Chair Alternate means the Trustee selected to represent the Member Board for the Board Chairs Meeting in the event that the Board Chair is unable to attend the Board Chairs Meeting.
- Board Chairs Meeting, means a meeting of the Association attended by Full Member Board's Chairs or their Board's Designates, and The Executive Committee of the Alberta School Boards Association.

Additional Provisions

- Such meetings to be held during the third full week of February and the third full week of September of each year.
- Attendance of the meetings may be in person, or electronically.
- Each Member shall have the opportunity to submit issues which will be discussed and decided upon at the Board Chairs Meeting. Such issues must be submitted to the President not less than 21 days prior to the Board Chairs Meeting. The President will insure all issues will be circulated as submitted, to all Members.
- The Agenda for each Board Chairs Meeting will be developed by the President, incorporating all of the issues identified by Members.
- Written notice of the Board Chairs Meeting including its Agenda will be circulated to the Members by the President at least 14 days prior to the Board Chairs Meeting.
- Voting will follow bylaws 12.3.2.1, 12.3.2.2, 12.3.3.

Additional commentary

The ASBA Strengthening the Provincial Voice Task Force presented final recommendations to the ASBA Board of Directors in early November 2014. At that time, the Board of Directors passed the following motion:

That the ASBA Board of Directors offer the principles identified by the Strengthening the Provincial Voice of School Boards task force, and noted in the briefing note, at the ASBA 2014 Fall General Meeting for member boards to endorse at a later date; and

That the ASBA Board of Directors determine any subsequent action informed by the will of school boards.

At the 2014 Fall General Meeting, a number of core principles were offered for consideration, and it was noted that a survey on the core principles would be circulated to all school boards. A survey titled *Support for Core Principles Identified by ASBA Strengthening the Provincial Voice of School Boards Task Force* was circulated to all school boards on March 4, 2015, with responses requested by April 27, 2015 so the Board of Directors may consider the feedback provided at the May 2015 Board of Directors meeting.

Appendix A: Summary of Proposed Bylaw Amendments

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~~ or

1.1.2.2 Métis boards of education that operate school buildings in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.

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 in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.

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.

2.3 In the case of either Full Members or Associate Members, if within ninety (90) days of the membership fee invoice date, neither of the following has been received by the Association:

(a) Payment of the membership fee; nor

(b) Evidence of intention to pay satisfactory to the Board of Directors the member ceases to be a Full Member in good standing or Associate Member in good standing, and shall not be entitled to any entitlement of a Full Member or Associate Member noted in these Bylaws until the member has been brought into good standing and reinstated by the Board of Directors.

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 or occupant of the 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~~ a simple majority 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 [5.1.1](#) and [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:
 - [5.6.2.1](#) fill the vacancy from among its members; [or](#)
 - [5.6.2.2](#) [arrange for a by-election at a General Meeting.](#)
 - 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 [for all main motions.](#) ~~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 ~~thirty~~ 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 [1](#) to August [31](#).
- 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
- Fort McMurray Public School District No. 2833

- Fort McMurray Roman Catholic Separate School District No. 32
- 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
- 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
- Wetaskiwin Regional Division No. 11
- Wild Rose School Division No. 66
- Wolf Creek School Division No. 72

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
- Prairie Land Regional Division No. 25
- Rocky View School Division No. 41
- Southern Francophone Education Region No. 4

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 ~~Full 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~~ an annual meeting, either annually or biennially;
 - 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/her 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 B: Current Membership Fees and Student Enrollment

September 1, 2014 to August 31, 2015

Zone	Jurisdiction	Total Students*	Membership Fees
23	Aspen View Public School Division No. 78	2,961	\$26,397
4	Battle River Regional Division #31	6,269	\$43,970
23	Black Gold Regional Division #18	9,605	\$59,928
23	Buffalo Trail PS Regional Division #28	4,266	\$34,380
5	Calgary RCSSD #1	50,968	\$154,614
5	Calgary Board of Education	110,163	\$239,602
5	Canadian Rockies R. D. #12	2,180	\$21,350
4	Chinook's Edge School Division #73	10,768	\$65,499
5	Christ the Redeemer Catholic S.R.D. #3	9,877	\$61,235
4	Clearview School Division #71	2,447	\$23,073
23	East Central Alberta CSSRD #16	2,341	\$22,391
23	E. Central Francophone Ed. Region #3	696	\$11,724
23	Edmonton Catholic Separate School District #7	37,298	\$125,871
23	Edmonton School District #7	86,958	\$206,286
23	Elk Island Catholic Separate RD #41	5,908	\$42,240
23	Elk Island Public Schools R. D. #14	16,594	\$81,285
23	Evergreen CSRD #2	3,708	\$31,221
5	Foothills School Division #38	7,739	\$50,998
23	Fort McMurray RCSSD #32	5,481	\$40,194
23	Fort McMurray Public School District #2833	5,492	\$40,252
1	Fort Vermilion School Division #52	3,294	\$28,551
5	Golden Hills School Division #75	6,458	\$44,875
1	Grande Prairie RCSSD #28	4,326	\$34,667
1	Grande Prairie Public School District #2357	7,834	\$51,458
23	Grande Yellowhead Public School Division #77	4,864	\$37,244
6	Grasslands Regional Division #6	3,635	\$30,754
23	Greater N. Central Francophone Ed. Region #2	2,881	\$25,880
23	Greater St. Albert RCSSD	5,996	\$42,664
1	High Prairie School Division #48	3,098	\$27,280
1	Holy Family Catholic Regional Division #37	2,166	\$21,257
6	Holy Spirit RCSRD #4	4,697	\$36,447
6	Horizon School Division #67	3,588	\$30,446
23	Lakeland RCSSD #150	2,089	\$20,762
6	Lethbridge School District #51	9,288	\$58,414
23	Living Waters CRD #42	1,856	\$19,254

Appendix B: Current Membership Fees and Student Enrollment

September 1, 2013 to August 31, 2015

Zone	Jurisdiction	Total Students*	Membership Fees
6	Livingstone Range School Div. #68	3,589	\$30,453
23	Lloydminster Public S. D. #99	2,675	\$24,552
23	Lloydminster RCSSD #89	1,999	\$20,180
6	Medicine Hat CSRD #20	2,548	\$23,726
6	Medicine Hat School District #76	7,050	\$47,703
23	Northern Gateway Regional Division #10	4,984	\$37,818
23	Northern Lights School Division #69	6,037	\$42,858
1	Northland School Division #61	2,703	\$24,731
1	Northwest Francophone Ed. Region #1	473	\$10,123
6	Palliser Regional Division #26	7,073	\$47,811
23	Parkland School Division #70	10,102	\$62,312
1	Peace River School Division #10	3,078	\$27,151
1	Peace Wapiti School Division #76	5,624	\$40,883
23	Pembina Hills Regional Division #7	6,813	\$46,569
5	Prairie Land Regional Division #25	1,429	\$16,498
6	Prairie Rose School Division #8	3,435	\$29,462
4	Red Deer Catholic Regional Division #39	8,452	\$54,415
4	Red Deer Public Schools	10,337	\$63,431
5	Rocky View School Division #41	19,392	\$87,308
5	Southern Francophone Education Region No. 4	2,750	\$25,033
23	St. Albert Public School District	7,202	\$48,428
23	St. Paul Education Regional Division #1	4,121	\$33,690
23	St. Thomas Aquinas RCSRD #38	3,389	\$29,161
23	Sturgeon School Division #24	4,848	\$37,165
6	Westwind School Division #74	4,363	\$34,846
4	Wetaskiwin Regional Division #11	3,923	\$32,614
4	Wild Rose School Division #66	5,106	\$38,400
4	Wolf Creek School Division #72	7,241	\$48,615
23	Yellowknife Education District #1	1,809	\$18,953
23	Yellowknife Catholic Schools	1,344	\$15,952
	Totals	601,678	\$2,993,302

*Note: Student totals were compiled from a report on Student Population for the 2014-2015 school year provided by Alberta Education. Student registration information is as of September 2014 (as reported at March 23, 2015). These are updated with the most current available information as per bylaw #13.

Appendix C: 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 enrolment (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 enrolment (AGWE).

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

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 C: 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 D: Audited Financial Statements

Financial Statements of
ALBERTA SCHOOL BOARDS ASSOCIATION
August 31, 2014

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 statement of financial position as at August 31, 2014 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 accounting standards for not-for-profit organizations, 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

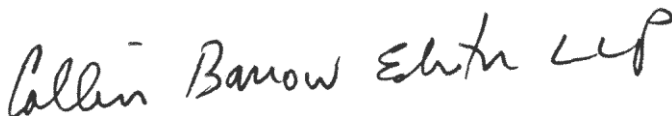
Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable 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 auditors' 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 entity'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, 2014 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.



Edmonton, Alberta
December 11, 2014

Chartered Accountants



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INTERNATIONAL

ALBERTA SCHOOL BOARDS ASSOCIATION

Statement of Financial Position

August 31, 2014

	Operating Fund	Capital Fund	Reserve Fund	2014 Total	2013 Total
ASSETS					
Current Assets					
Cash and cash equivalents (Note 3)					
Unrestricted	\$ 2,497,704	\$ ---	\$ 690,784	\$ 3,188,488	\$ 2,974,663
Restricted	<u>52,482</u>	<u>---</u>	<u>---</u>	<u>52,482</u>	<u>---</u>
	2,550,186	---	690,784	3,240,970	2,974,663
Accounts receivable	434,983	---	---	434,983	650,899
Goods and Services Tax receivable	2,114	---	---	2,114	11,681
Prepaid expenses	150,719	---	---	150,719	133,225
Investments (Note 3)	<u>265,334</u>	<u>---</u>	<u>52,948</u>	<u>318,282</u>	<u>555,572</u>
	3,403,336	---	743,732	4,147,068	4,326,040
Investments (Note 3)	---	---	755,758	755,758	487,027
Membership	250	---	---	250	250
Capital assets (Note 6)	<u>---</u>	<u>117,149</u>	<u>---</u>	<u>117,149</u>	<u>159,587</u>
	<u>\$ 3,403,586</u>	<u>\$ 117,149</u>	<u>\$ 1,499,490</u>	<u>\$ 5,020,225</u>	<u>\$ 4,972,904</u>
LIABILITIES AND FUND BALANCES					
Current Liabilities					
Accounts payable and accrued liabilities	\$ 618,544	\$ ---	\$ ---	\$ 618,544	\$ 684,411
Due to Zone 2/3	52,482	---	---	52,482	---
Deferred revenue (Note 5)	<u>140,060</u>	<u>---</u>	<u>---</u>	<u>140,060</u>	<u>249,365</u>
	811,086	---	---	811,086	933,776
Pension obligation (Note 7)	<u>592,500</u>	<u>---</u>	<u>---</u>	<u>592,500</u>	<u>456,100</u>
	1,403,586	---	---	1,403,586	1,389,876
Fund balances	<u>2,000,000</u>	<u>117,149</u>	<u>1,499,490</u>	<u>3,616,639</u>	<u>3,583,028</u>
	<u>\$ 3,403,586</u>	<u>\$ 117,149</u>	<u>\$ 1,499,490</u>	<u>\$ 5,020,225</u>	<u>\$ 4,972,904</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, 2014

	Operating Fund	Capital Fund	Reserve Fund	2014 Total	2013 Total
Operating Revenue (Schedule A)	<u>\$ 5,382,702</u>	<u>\$ ---</u>	<u>\$ ---</u>	<u>\$ 5,382,702</u>	<u>\$ 5,501,424</u>
Expenditures					
Operating (Schedule B)	4,931,344	---	---	4,931,344	4,796,859
Governance and task force	<u>412,475</u>	<u>---</u>	<u>---</u>	<u>412,475</u>	<u>445,590</u>
	<u>5,343,819</u>	<u>---</u>	<u>---</u>	<u>5,343,819</u>	<u>5,242,449</u>
Excess of operating revenues over operating expenditures	38,883	---	---	38,883	258,975
Self-Supporting Functions					
General meetings and Seminars:					
Revenue	711,537	---	---	711,537	788,308
Direct expenses	(499,725)	---	---	(499,725)	(593,120)
Salary and benefit allocation (Note 9)	<u>(237,726)</u>	<u>---</u>	<u>---</u>	<u>(237,726)</u>	<u>(256,968)</u>
	(25,914)	---	---	(25,914)	(61,780)
Other Revenue (Expense)					
Investment income (Note 3)	73,299	---	---	73,299	57,025
Amortization of capital assets	---	(51,730)	---	(51,730)	(56,557)
Loss on disposal of assets	<u>---</u>	<u>(927)</u>	<u>---</u>	<u>(927)</u>	<u>---</u>
	<u>73,299</u>	<u>(52,657)</u>	<u>---</u>	<u>20,642</u>	<u>468</u>
Excess of revenues over expenditures (expenditures over revenues)	86,268	(52,657)	---	33,611	197,663
Fund balances, beginning of year	2,175,096	159,587	1,248,345	3,583,028	3,385,365
Fund transfers to (from):					
Operating Fund	(209,634)	---	209,634	---	---
Capital Fund	---	10,219	(10,219)	---	---
Reserve Fund	<u>(51,730)</u>	<u>---</u>	<u>51,730</u>	<u>---</u>	<u>---</u>
	<u>(349,734)</u>	<u>10,219</u>	<u>251,145</u>	<u>---</u>	<u>---</u>
Fund balances, end of year	<u>\$ 2,000,000</u>	<u>\$ 117,149</u>	<u>\$ 1,499,490</u>	<u>\$ 3,616,639</u>	<u>\$ 3,583,028</u>

See accompanying notes to the financial statements

ALBERTA SCHOOL BOARDS ASSOCIATION

Statement of Cash Flows

August 31, 2014

	2014	2013
Cash Provided by (Used in):		
Operations		
Excess of revenues over expenditures	\$ 33,611	\$ 197,663
Items not involving cash:		
Amortization of capital assets	51,730	56,557
Decrease (increase) in fair market value of investments (Note 3)	(12,793)	(369)
Increase in pension obligation	136,400	89,450
Loss on sale of assets	927	—
Change in non-cash operating working capital:		
Decrease (increase) in accounts receivable	215,916	30,369
Increase in Goods and Services Tax receivable	9,567	(2,489)
Increase in prepaid expenses	(17,494)	(8,627)
Increase in accounts payable and accrued liabilities	(65,867)	1,246
Increase (decrease) in deferred revenue	(109,305)	(21,559)
Decrease (increase) in advance to PICA Electrical Aggregation program	—	54,594
	<u>242,692</u>	<u>396,835</u>
Investments		
Purchase of investments	(18,648)	(75,611)
Purchase of capital assets	(14,613)	(68,359)
Proceed from sale of assets	4,394	—
	<u>(28,867)</u>	<u>(143,970)</u>
Increase in unrestricted cash	213,825	252,865
Unrestricted cash and cash equivalents, beginning of year	<u>2,974,663</u>	<u>2,721,798</u>
Unrestricted cash and cash equivalents, end of year	<u>\$ 3,188,488</u>	<u>\$ 2,974,663</u>

See accompanying notes to the financial statements

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2014

1. Purpose of the Organization

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.

2. Significant Accounting Policies

Basis of Presentation

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada.

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 at the date of acquisition.

Financial Instruments

Measurement of Financial Instruments

The Association initially measures its financial assets and financial liabilities at fair value, except for certain non-arm's length transactions.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market and financial instruments designated to be measured at fair value, which are measured at fair value. Changes in fair value are recognized in the statement of revenues, expenditures and fund balances. Investments are measured at fair value.

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2014

2. Significant Accounting Policies (Continued)

Financial Instruments (Continued)

Measurement of Financial Instruments (Continued)

Financial assets measured at amortized cost include cash and cash equivalents and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and due to Zone 2/3.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of revenues, expenditures and fund balances. A previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in the statement of revenues, expenditures and fund balances.

Allocation of Expenses

The Association provides for certain allocation of general operating costs. The percentage allocated is based on an estimate of time incurred by the department's areas. See note 9 for specific details of allocation of expenses.

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.

The Association recognizes rental revenue when earned as specified in the rental agreements on a straight-line basis over the term of the related agreement. Recoveries from tenants for taxes, insurance and other operating expense are recognized as revenues in the period the costs are incurred.

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2014

2. Significant Accounting Policies (Continued)

Revenue Recognition (Continued)

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

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 accounting standards for not-for-profit organizations 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 and useful lives for the amortization of capital assets.

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2014

2. Significant Accounting Policies (Continued)

Future Accounting Pronouncements

In December of 2013, the Accounting Standards Board ("AcSB") issued section 3462 – Employee Future Benefits - in Part III of the CPA Handbook. The section establishes the standard for employee future benefits in not-for-profit organizations which were previously accounted for under section 3561 of Part II of the CPA Handbook for private enterprises. Under the standard not-for-profit organizations will be required to follow section 3462 in Part II of the CPA Handbook except for the recognition and presentation of re-measurements in defined benefit plans. The standard is applicable for annual periods beginning January 1, 2014 with early adoption available. The Association is currently in the process of assessing the impact of adoption on their financial statements.

3. Cash, Cash Equivalents and Investments

	<u>2014</u>	<u>2013</u>
Operating account	\$ 346,065	\$ 179,633
Investment account	1,720	37
Consolidated Cash Investment Trust Fund	<u>2,840,703</u>	<u>2,794,993</u>
	<u>\$ 3,188,488</u>	<u>\$ 2,974,663</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.

Cash includes restricted amounts designated for use in projects of the following organizations and accordingly, are not available for operating purposes (Note 12).

	<u>2014</u>	<u>2013</u>
Restricted cash:		
Funds held in trust for Zone 2/3	<u>\$ 52,482</u>	<u>\$ ---</u>
	<u>2014</u>	<u>2013</u>
Guaranteed Investment Certificates bearing Interest of 1.000% to 2.910%, maturing September 2015 to October 2018	\$ 1,074,040	\$ 1,042,599
Less: current portion	<u>(318,282)</u>	<u>(555,572)</u>
	<u>\$ 755,758</u>	<u>\$ 487,027</u>

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2014

3. Cash, Cash Equivalents and Investments (Continued)

Investment income is comprised of the following:

	2014	2013
Increase (decrease) of fair market value of investments	\$ 12,793	\$ 369
Interest	60,506	56,656
	<u>\$ 73,299</u>	<u>\$ 57,025</u>

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

4. 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 1.0% and is unsecured. As at August 31, 2014 no amounts have been drawn against the available operating loan (2013 - \$nil).

5. Deferred Revenue

	2014	2013
Education Support Grant	\$ 140,060	\$ 234,592
Fee for service	---	14,773
	<u>\$ 140,060</u>	<u>\$ 249,365</u>

6. Capital Assets

	2014			2013
	Cost	Accumulated Amortization	Net	Net
Furniture	\$ 314,120	\$ 281,304	\$ 32,816	\$ 45,843
Office equipment	518,544	434,727	83,817	112,481
Leasehold improvements	<u>365,138</u>	<u>364,622</u>	<u>516</u>	<u>1,263</u>
	<u>\$ 1,197,802</u>	<u>\$ 1,080,653</u>	<u>\$ 117,149</u>	<u>\$ 159,587</u>

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2014

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 \$273,942 for the year ended August 31, 2014 (August 31, 2013 - \$222,141). At December 31, 2013, LAPP reported a deficit of \$4,861,516 (December 31, 2013 - \$4,977,303).

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 \$6,864 for the year ended August 31, 2014 (August 31, 2013 - \$6,700).

- (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:

	<u>2014</u>	<u>2013</u>
Accrued benefit obligation:		
Balance, beginning of year	\$ 456,100	\$ 366,650
Current service cost	25,400	26,400
Interest cost	21,700	18,800
Net actuarial loss on accrued benefit obligation	<u>89,300</u>	<u>44,250</u>
	<u>\$ 592,500</u>	<u>\$ 456,100</u>

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>2014</u>	<u>2013</u>
Pension obligation	\$ 592,500	\$ 459,700
Plan deficit	(592,500)	(459,700)
Experience losses	---	3,600
Accrued benefit obligation	<u>\$ 592,500</u>	<u>\$ 456,100</u>

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2014

7. Employee Future Benefits (Continued)

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

	<u>2014</u>	<u>2013</u>
Accrued benefit obligation as of August 31:		
Discount rate	3.70%	4.60%
Rate of compensation increase	3.50%	3.50%

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 financial statements of the Association. A financial summary of ASBIE for the periods ended August 31 is as follows:

	<u>2014</u> (Unaudited)	<u>2013</u> (Unaudited)
Assets	\$ 8,846,110	\$ 7,405,962
Liabilities	<u>(7,142,514)</u>	<u>(4,424,679)</u>
Net assets	<u>\$ 1,703,596</u>	<u>\$ 2,981,283</u>
	<u>2014</u> (Unaudited)	<u>2013</u> (Unaudited)
Revenue	\$ 1,295,669	\$ 3,068,627
Expenditures	<u>(2,544,100)</u>	<u>(2,089,665)</u>
Excess (deficiency) of revenue over expenses	<u>\$ (1,248,431)</u>	<u>\$ 978,962</u>

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2014

9. Allocation of Expenses

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	4.6%
Finance	8.5%
Communications	56.7%
Executive Office	2.3%
Association Affairs	13.3%
Member Services	2.3%

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 financial statements of the Association. A financial summary of SiPP for the periods ended August 31 is as follows:

	<u>2014</u> (Unaudited)	<u>2013</u> (Unaudited)
Assets	\$ 6,123,857	\$ 4,747,540
Liabilities	<u>(5,113,010)</u>	<u>(4,387,721)</u>
Net assets	<u>\$ 1,010,847</u>	<u>\$ 359,819</u>
Revenue	\$ 146,630	\$ 136,378
Expenditures	<u>(146,630)</u>	<u>(136,378)</u>
Net income	<u>\$ ---</u>	<u>\$ ---</u>

ALBERTA SCHOOL BOARDS ASSOCIATION

Notes to the Financial Statements

August 31, 2014

11. Commitment

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

2015	315,180
2016	346,698
2017	346,698
2018	346,698
2019 and subsequent	<u>563,384</u>
	\$ <u><u>1,918,658</u></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. Fund Held on Behalf of Others

The Association holds the funds on behalf of the Zone 213 group of school boards participating in the Association. These funds are reported in the Association's financial statements and have been included in cash and cash equivalents with a corresponding amount present as due to Zone 2/3.

ALBERTA SCHOOL BOARDS ASSOCIATION
Schedule A – Operating Fund Revenues
Years Ended August 31, 2014 and August 31, 2013

	<u>2014</u>	<u>2013</u>
Memberships	\$ 2,993,301	\$ 2,993,300
Fee for service	1,960,485	2,087,882
Regional Collaborative Service Delivery Model	92,855	47,145
Trustee development grant	85,000	85,000
Collaborative Practices in Action	72,015	142,985
Rental income	65,074	63,840
Transformation of Governance	49,864	---
Alberta School Employee Benefit Plan service fee	38,095	38,095
Technology Governance	20,000	15,000
Sponsorships	3,300	7,500
Newsletter	1,600	19,130
Miscellaneous	1,113	1,547
	<u>\$ 5,382,702</u>	<u>\$ 5,501,424</u>

Schedule B – Operating Fund Expenditures
Years Ended and August 31, 2014 and August 31, 2013

	<u>2014</u>	<u>2013</u>
Member services	\$ 2,405,619	\$ 2,279,445
Educational services	934,106	953,613
Executive office	605,164	638,907
Finance and administration	562,985	503,131
Corporate services	218,176	215,252
Communications	205,294	206,511
	<u>\$ 4,931,344</u>	<u>\$ 4,796,859</u>

See accompanying notes to the financial statements

Appendix E: Disposition of Motions



ALBERTA SCHOOL BOARDS ASSOCIATION 2015 SPRING GENERAL MEETING

JUNE 1, 2015

DISPOSITION OF MOTIONS

MOTION	Page	Carried (✓)	Defeated (✓)	Other: Amended, Postponed Referred, Withdrawn, etc.
PROPOSED BUDGET AND BYLAW AMENDMENTS				
1B/SGM15 ASBA Budget 2015-2016	13			
2A/SGM15	61			
3A/SGM15	62			
4A/SGM15	63			
5A/SGM15	63			
6A/SGM15	63			
7A/SGM15	64			
8A/SGM15	66			
9A(i)/SGM15	67			
9A(ii)/SGM15	67			
10A/SGM15	71			
11A/SGM15	73			
2015 PROPOSED EMERGENT ISSUES				
12EM/SGM15				
13EM/SGM15				

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:

Budget and Bylaws Bulletin 2015

Addendum

Please bring this Addendum, along with the Budget and Bylaws Bulletin to the business session of the Spring General Meeting on June 1, 2015 at the Sheraton Hotel, Red Deer, Alberta.

Motion 12/SGM 15

Sponsored by the ASBA Board of Directors

BE IT RESOLVED ... that to allow for timely, considered school board response on high priority or emergent issues, that Bylaw 11 be amended as follows:

Bylaw 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:

11.1.1 following an affirmative vote of seven voting members of the Board of Directors at a duly constituted meeting of the Board of Directors; or

11.1.2 at the call of the President.

11.2 At least ~~three~~ ~~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.

Background

The ASBA Strengthening the Provincial Voice Task Force was established to consider opportunities for enhancing the provincial voice of school boards. In doing so, the task force embarked on a consultation process with school boards to inform recommendations to the ASBA Board of Directors.

At the 2014 Spring General Meeting, the task force presented to the plenary group and a straw vote was held on four questions. The (unweighted) results of the poll at SGM follow:

- Do you believe the ASBA needs a stronger voice with regard to political advocacy on provincial issues? (support: 97%)
- Do you think that ASBA needs a better process for determining which issues are “provincial” and which issues are “local”? (support: 83%)
- Do you believe the ASBA needs a more efficient process for taking a position on provincial political resolutions? (support: 83%)
- Does your board support Theme #4 of the ASBA Governance Task Force (School board chairs are leaders and should be given a mandate to represent your board)? (support: 90%)

In early Fall 2014, the task force made presentations at Zone meetings where some core principles were articulated and trustee feedback was received.

Consistent with the advisory nature of the task force, the Strengthening the Provincial Voice Task Force presented final recommendations to the Board of Directors in early November 2014. At that time, the Board of Directors passed the following motions:

That the ASBA Board of Directors offer the principles identified by the Strengthening the Provincial Voice of School Boards task force, and noted in the briefing note, at the ASBA 2014 Fall General Meeting for member boards to endorse at a later date; and
That the ASBA Board of Directors determine any subsequent action informed by the will of school boards.

Further to this direction, in a plenary session at the 2014 Fall General Meeting, the Board of Directors presented a number of core principles for consideration. It was also noted a survey on the core principles would be circulated to all school boards. This survey, titled Support for Core Principles Identified by ASBA Strengthening the Provincial Voice of School Boards Task Force, was provided to all school boards on March 4, 2015.

Responses to the survey were requested by April 27, 2015 so the Board of Directors could consider the feedback provided at the May 2015 Board of Directors meeting. Thirty (30) school boards provided input by the response deadline, which was considered by the Board of Directors at the May 2015 meeting.

As noted in the draft minutes of the May 2015 meeting, informed by the work of the task force, its report and feedback provided by school boards, the Board of Directors passed the following motions:

That the ASBA Board of Directors receive the report of the “Strengthening the Provincial Voice of School Boards Task Force” as information and the work of the task force be considered as concluded.
That the ASBA Board of Directors advance, for consideration by the membership at the Spring General Meeting 2015, amendments to Bylaw 11 that would permit the President to call a special general meeting of school boards with at least three days’ written notice.
That ASBA administration explore a means to support convening special general meetings in person or electronically with consideration for voting implications.

A note: the term “Written Notice” is a defined term in the ASBA Bylaws, as follows:

Bylaw 1 – Definitions and Interpretation

1.1 In these Bylaws, unless the context otherwise requires:

...

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.

Motion 13/SGM 15

Sponsored by the ASBA Board of Directors

BE IT RESOLVED ... that the Alberta School Boards Association should maintain membership in the Canadian School Boards Association.

Background

In establishing the draft Association budget, the Board of Directors reviews memberships the Association holds in various organizations. This year, in establishing the draft 2015/16 Association budget to be presented to the membership, the Board of Directors determined the following regarding the Canadian School Boards Association.

As the notice period for withdrawal from CSBA would permit ASBA to withdraw beginning in 2016/17, this membership is included in the draft ASBA 2015/16 budget.

The Board of Directors also determined to survey the membership about ASBA's continued participation in the Canadian School Boards Association, and to provide information on the benefits and costs of membership in CSBA to school boards.

Canadian School Boards Association (CSBA)



Membership benefits	Professional development, relationships and information sharing <ul style="list-style-type: none">○ Annual congress○ Board of directors' meetings CSBA board of directors <ul style="list-style-type: none">○ ASBA president sits on CSBA board (with voting rights) and contributes to the governance of the national association Joint, federal advocacy <ul style="list-style-type: none">○ Aboriginal education○ Student health and wellness○ 21st century learning○ Canadian copyright reform○ Support of locally elected school boards CSBA is exploring opportunities for enhanced relationship with the Council of Ministers of Education, Canada (CMEC) and other national education stakeholders
Membership fee	\$30,000 CAD

Supplemental Information to Proposed 2015/16 ASBA Budget

Background

In early Spring 2015, the National School Boards Association (NSBA) significantly revised its International Partner program (ASBA's current category of membership) effective beginning in 2015/16.

In March 2015, while establishing the proposed 2015/16 ASBA budget, the Board of Directors received a verbal summary of the proposed revisions to the International Partner program, though it was noted that the information was embargoed as the revised program was in the process of receiving final approval by NSBA.

On April 23, 2015, NSBA confirmed that the details of the revised International Partner program could be shared publicly by ASBA with member school boards. This occurred following the presentation of the proposed 2015/16 ASBA budget to some Zones while some presentations were still to occur.

In an effort to ensure all school boards have access to the same information when considering the proposed 2015/16 ASBA budget, it was determined this supplemental information would be provided.

As the notice period for withdrawal from NSBA would permit ASBA to withdraw in advance of 2015/16, this membership is not included in the draft ASBA 2015/16 budget.

ASBA's 2014/15 membership fee in NSBA was \$25,000 USD. The revised program identifies three tiers of membership, of which the \$13,000 USD tier roughly equates to ASBA's current membership status.

A summary of the revised International Partner program follows.

National School Boards Association (NSBA)



Redesigned International Partner Program Tiers of Participation (USD)	\$5,000	\$10,000	\$13,000
Resources			
Discounted registration fee for school board members for all NSBA-related events such as Annual Conference, Council of Urban Boards of Education	√	√	√
Complimentary participation in NSBA webinars, except those that are fee-based (e.g. COSA)	√	√	√
Access to National Connection program resources such as the Center for Public Education Briefing Room, the Resource Center, Public Engagement Toolkit	√	√	√
Discount on most NSBA publications (25%)	√	√	√
Participation in the NSBA program and operation review service at a fee of \$5,000 plus team member expenses	√	√	Expenses only
Educational Programming/Professional Development			
Executive Director receives complimentary registration to NSBA Annual Conference	√	√	√
One additional staff member receives complimentary registration to NSBA Annual Conference	x	√	√
Participation of Executive Director in the Executive Directors' Summer Institute at International Partner rate	√	√	√
Participation of President and designated officers in the Summer Leadership Seminar at an International Partner rate (tiered based on level of participation)	\$1,000	\$750	\$500
Staff participation in all NSBA work-alike groups online	√		
Full participation in all NSBA work-alike groups including online discussions, in person meetings, and yearly meetings of work-alike groups such as Trainers, Communicators and Policy Service	x	√	√
Consultation Services			
One-on-one consultation with NSBA staff experts on school governance, board leadership, legal and public advocacy at a fee	√	√	
Unlimited access to NSBA staff experts on educational; school governance; legal, legislative and public advocacy, and association management issues	x	x	√