



Edmonton School District No. 7
One Kingsway
Edmonton, Alberta

McCauley Chambers
Tuesday, March 17, 2015
2:00 p.m.

Board Meeting #11

AGENDA


**BOARD OF
TRUSTEES**

Michael Janz
Board Chair

Michelle Draper
Board Vice-Chair

Sherry Adams
Orville Chubb
Ken Gibson
Sarah Hoffman
Nathan Ip
Cheryl Johner
Ray Martin

Johannah Ko
Student Trustee

- A. O Canada 
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Minutes
 - 1. DRAFT – Board Meeting – March 3, 2015
- G. Recognition
 - 2. Edwin Parr Teacher Award
(Information – 20 minutes has been set aside for this item)
- H. Comments from the Public and Staff Group Representatives
(NOTE: Pre-registration with the Board Office [780-429-8021] is required by 4:30 p.m. –Monday, March 16, 2015 to speak under this item.)
- I. Reports:
 - 3. Report #8 of the Caucus Committee (From the Meeting Held March 3, 2015)
(Recommendation)
 - 4. Motion re Traffic Safety Initiatives Around Schools and School Zones
(Recommendation)
 - 5. Process and Timeline for the 2015-2016 Budget and for the Fall Review of the 2014-2015 Results and the Plans for 2015-2016
(Recommendation)
 - 6. Optimal Enrolment Measure
(Recommendation)
 - 7. Alberta School Boards Association (ASBA) Bylaws
(Recommendation)

8. Update on Numeracy and Mathematics
(Information)
9. District Partnership Activities with the Edmonton Public Library
(Information – Response to Request for Information #058)
(There will be a 10-minute presentation for this item.)

J. Comments from the Public and Staff Group Representatives – 5:00 p.m.
(NOTE: Pre-registration with the Board Office [780-429-8021] is required by 4:30 p.m. –Monday, March 16, 2015 to speak under this item.)

K. Other Committee, Board Representative and Trustee Reports

10. Student Trustee Update
(Information – Verbal Report) **NO ENCLOSURE**

L. Trustee and Board Requests for Information

M. Notices of Motion

N. Meeting Dates

O. Adjournment

MINUTE BOOK

Board Meeting #10

Minutes of the Board Meeting of the Trustees of the Edmonton School District No. 7 of the Province of Alberta held in McCauley Chambers in the Centre for Education on Tuesday, March 3, 2015 at 2:00 p.m.

Present:

Trustees

Sherry Adams
Orville Chubb
Michelle Draper

Ken Gibson
Sarah Hoffman
Nathan Ip

Cheryl Johner
Ray Martin

Student Trustee

Johannah Ko

Officials

Angela Anderson
Lisa Austin
Candace Cole

Jim Davies
Ron MacNeil
Mary Michailides

Lorne Parker
Darrel Robertson
Sandra Stoddard

Acting Board Chair: Michelle Draper

Recording Secretary: Manon Fraser

A. O Canada 

Staff Group Representatives

Edmonton Public Teachers – Nels Olsen, President
CUPE Local 3550 – Carol Chapman, President
CUPE Local 474 – Barry Benoit, President

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

The Superintendent advised that Trustee Janz was absent. All other Trustees including Student Trustee Ko were present.

MINUTE BOOK

C. Approval of the Agenda

MOVED BY Trustee Draper:

“That the agenda for the March 3, 2015 board meeting be approved as printed.” (UNANIMOUSLY CARRIED)

D. Communications from the Board Chair

The Acting Board Chair advised that the Edmonton Public Schools’ 51st Annual Night of Music will be held at the Jubilee Auditorium Wednesday, March 4, 2015. The purpose of this event is to promote the importance of music education and recognize the musical accomplishments of district students. This year’s theme is *Together in Harmony*.

The Acting Board Chair advised that March 8, 2015 is the 104th Anniversary of International Women’s Day. The 2015 theme is *Make it Happen*. The day was created as an opportunity to recognize women around the world for their political, economic, and social achievements. She congratulated all of the women working in the District, who make vital contributions to student learning, the work of public education and the success of Edmonton Public Schools.

The Acting Board Chair advised that the Alberta Teachers’ Association Provincial Executive Council has proclaimed March 9 to 13, 2015 as Substitute Teachers’ Appreciation Week for the 2014-2015 school year. The role of the substitute teacher carries the same daily responsibilities of instruction, marking, discipline and supervision as that of regular classroom teachers. Substitute teachers play an essential role in maintaining the continuity and excellence of the learning process. She expressed appreciation, on behalf of the Board, for the value substitute teachers bring to the classroom during this time and throughout the year.

E. Communications from the Superintendent of Schools

The Superintendent reported that Mr. Rob Speers, Harry Ainlay School’s band teacher, received the John Philip Sousa Foundation Legion of Honor Award. This award recognizes band directors who have maintained school concert band programs of excellent music quality for a period of at least twenty years. He congratulated Mr. Speers, the Harry Ainlay Music Parents Association, and the Administration who have supported this program over the years.

MINUTE BOOK

The Superintendent congratulated Ms Colleen Fraser, a teacher at Londonderry School, and her Grade 9 class for their second place finish in the National Citizenship Challenge. The Citizenship Challenge is presented by Historica Canada through funding from Citizenship and Immigration Canada. Students study for and write a mock citizenship exam in this challenge.

The Superintendent advised that he had the opportunity to join the Human Resources Department in welcoming student teachers to the District. The session provided an overview of Edmonton Public Schools and the application process for aspiring educators. He noted the District is conducting a pilot this year that will have a committee of district principals observe student teachers in action this semester; helping HR Teacher Recruitment staff to identify and attract the best and brightest to a career with Edmonton Public Schools.

F. Minutes

1. Board Meeting #9 – February 17, 2015

MOVED BY Trustee Hoffman:

“That the minutes of Board Meeting #9 held February 17, 2015 be approved as printed.” (UNANIMOUSLY CARRIED)

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

H. Reports

2. Caucus Committee

The Acting Board Chair noted this report was brought to the February 17, 2015 Board meeting. Trustee Hoffman proposed an amendment to Section 5.4 of the Trustees' Handbook at the meeting. The proposed amendment and report were subsequently referred to the Administration for suggested wording for a proposed revision to Section 5.4 of the Trustees' Handbook regarding a requirement for unanimous approval to delegate decision-making authority to the Caucus Committee.

MOVED BY Trustee Draper:

“That a resolution be approved directing that Section 5.4 of the Trustees' Handbook as outlined in Attachment I be revised in order to give the Caucus Committee final decision-making power on certain types of matters, and yet constrain that power so it is used only when absolutely necessary.”

MINUTE BOOK

Trustee Hoffman requested permission to withdraw the amendment she put forward at the February 17, 2015 board meeting.

There were no objections and the motion was withdrawn.

MOVED BY Trustee Hoffman:

“That the proposed revision to Section 5.4 of the Trustees' Handbook as outlined in Attachment I be amended to read as follows:

- 4. The delegation of decision-making authority to the Caucus Committee is subject to the following limitations:**
 - a. it shall be used only for matters that must be kept confidential or are time-sensitive; ~~and~~**
 - b. it shall not be used unless a motion is unanimously approved in Caucus Committee approving the making of a decision on a particular matter; and**
 - c. decisions made by the Caucus Committee shall be reported to the Board in a public meeting.”**

The Acting Board Chair called the question on the Amendment.

The Amendment was UNANIMOUSLY CARRIED.

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

The Motion was UNANIMOUSLY CARRIED.

- 3. Selection of Board Representative on the Alberta School Boards Association (ASBA) Board of Directors**

MOVED BY Trustee Draper:

“That the Board select a Trustee to serve as the Board’s representative on the Alberta School Boards Association (ASBA) Board of Director for the remainder of the 2014-2015 school year until the September 2015 Organizational Board meeting.” (UNANIMOUSLY CARRIED)

MINUTE BOOK

The Acting Board Chair called for nominations for a Trustee representative to serve on the ASBA Board of Directors for the remainder of the 2014-2015 school year until the September 2015 Organizational Board meeting.

Trustee Johner nominated Trustee Ip.

The Board Chair, seeing that there were no further nominations, declared Trustee Ip as the Board's representative on the ASBA Board of Directors for the remainder of the 2014-2015 school year until the September 2015 Organizational Board meeting.

4. One Year Extension of Principal Banker

MOVED BY Trustee Gibson:

- "1. That the requirement for re-tendering the principal banker every five years be extended to six years as a one-time exception, and**
- 2. That the Bank of Nova Scotia be appointed as the principal banker of the Edmonton School District No. 7 for the fiscal year September 1, 2015 to August 31, 2016."**

The Acting Board Chair called the question.

The Motion was UNANIMOUSLY CARRIED.

5. Bereavement

The Acting Board Chair reported on the passing of Mrs. Barbara "Barb" Thomson.

I. Other Committee, Board Representative and Trustee Reports

Trustee Chubb thanked the Board for approving the motion he brought forward with respect to sending a letter to the Minister of Education recommending including the topic of consent in the curriculum connected to Human Sexuality. He noted the proposal has received broad-based support.

MINUTE BOOK

Trustee Ip, the Board's alternate representative on Alberta School Boards Association (ASBA) Zone 23, reported the following from the ASBA Zone 23 general meeting he attended Friday, February 27, 2015:

- He brought forward a letter with respect to the motion approved by the Board on February 17, 2015 regarding the ASBA's membership in the National School Boards Association (NSBA) and Canadian School Boards Association (CSBA). The letter requests Zone 23 Board representatives and Board Chairs to take the information under consideration and discuss the issue of the memberships with their respective boards in preparation for the ASBA budget. The Chair of ASBA Zone 23 has committed to sending out the letter to all Zone 23 Board representatives and Board Chairs on this issue since it will be an agenda item at the March 20, 2015 ASBA Zone 23 General Meeting.
- The ASBA President and Executive Director reported that they are working on a broad advocacy strategy that will come to Zone 23 at a later time.
- The Spring MLA networking event has been postponed until the Fall.

Trustee Adams, the Board's representative on the Edmonton Public Schools Foundation Board of Governors, reported that the 5th Annual *Ready to Shine* fashion show fundraiser will take place at Kingsway Garden Mall on April 23, 2015. She also noted that the 6th Annual *Ready for Life* fundraising breakfast will take place at W.P. Wagner School (7:30 a.m. to 8:30 a.m.) on May 14, 2015. The W.P. Wagner students have committed to their own fundraising activity for the Foundation called the Wag-a-thon that will run from 8:00 p.m. to 8:00 a.m. on Friday, April 24, 2015. Their goal is to raise \$30,000. She noted volunteers are required for the event.

Trustee Martin advised he recently visited Mount Royal School which provides Arts Core Programming. He noted the school had artists from the community engaging students in various art forms.

Trustee Hoffman reported that, last week, she participated on a Greater Edmonton Teachers' Convention Association (GETCA) panel. She was pleased to see so many teachers taking part in the professional development opportunities at the Convention.

MINUTE BOOK

Trustee Draper reported that she attended Fraser School's Kikosewin Family Dinner. She thanked the District's First Nations, Métis and Inuit (FNMI) colleagues who helped organize it. There were excellent performances and she particularly enjoyed the Inuit throat singer. She also attended Braemar School's First Nations, Métis and Inuit Family Night noting there was representation from post-secondary institutions at the event as well as performers and that the food provided included stew and bannock.

Trustee Draper congratulated Londonderry School teacher Colleen Fraser and her 902 class for achieving the second highest class average across Canada on the Canadian Citizenship Challenge Test and the highest class average across Alberta. She also congratulated the Grade 9 students at Dr. Donald Massey School for their fund-raising activities and excellent work in the community – the school will be celebrating the students' accomplishments tomorrow evening.

Trustee Draper advised that she brought greetings on behalf of the Board at the Lunar New Year Celebration Banquet on February 25th at the Dynasty Palace Restaurant. She noted that Trustee Ip attended as well as representatives from all levels of government. She also attended the City Centre Chinese New Year Celebration. Trustees Ip, Martin and Chubb were also in attendance. She also noted she attended a Chinese New Year Celebration at Kildare School.

Trustee Chubb noted that both he and Trustee Adams attended the Greater Hardisty Community Meeting on February 24, 2015. He noted that approximately three hundred community members attended the event as well as City Councillors Esslinger, Henderson and Walters. There was an excellent discussion about how schools and other City facilities play into mature neighbourhoods and their long-term health and vitality.

Trustee Ip thanked Meyonohk school for hosting CBC Radio on February 19, 2015 for a Lunar New Year celebration. He had the opportunity to share his own family celebration traditions for the radio feature.

J. Trustee and Board Requests for Information

Trustee Hoffman requested that information be provided regarding what the anticipated financial implications of Alberta Health Care Premiums would be for the District.

Trustee Gibson requested that information be provided on the status of the District's thinking around interim reading assessments; he noted, for example, that there were Highest Level of Achievement Tests (HLATs) at one time and asked whether they were still current.

MINUTE BOOK

Trustee Gibson requested that information be provided regarding the status and next steps with respect to Career Pathways.

Trustee Gibson requested that information be provided regarding whether standardized school designs that incorporate flexible, multi-purpose space are available within the context of approved Provincial designs.

L. Notices of Motion

Trustee Draper served notice of the following motion on behalf of Trustee Janz:

That the Edmonton Public School Board write a letter to the Mayor and City Council advocating for a portion of the revenue collected from Photo Radar be directed to traffic safety initiatives around schools and school zones.

M. Next Board Meeting Date: Tuesday, March 17, 2015 at 2:00 p.m.

N. Adjournment (2:45 p.m.)

The Acting Board Chair adjourned the meeting.

Michelle Draper, Acting Board Chair

Dr. Sandra Stoddard, Executive Director
Governance and Strategic Support
Services/Corporate Secretary

DATE: March 17, 2015
TO: Board of Trustees
FROM: Darrel Robertson, Superintendent of Schools
SUBJECT: Edwin Parr Teacher Award
ORIGINATOR: Angela Anderson, Managing Director, Human Resources
**RESOURCE
STAFF:** Trish Kolotyluk, Bonnie Zack

ISSUE

Each year, principals are invited to nominate first year teachers for the Edwin Parr Teacher Award which is sponsored by the Alberta School Boards Association (ASBA). One nominee is selected to represent the District at the zone level.

BACKGROUND

Nine first year teachers were nominated by their principals for the 2015 ASBA Edwin Parr Teacher Award.

A committee of district leadership staff met on Friday, February 13, 2015, to review and assess the nominations relative to the selection criteria established by ASBA. Results from the committee's assessment, as well as points awarded based on scholastic achievement and student teaching evaluations were compiled. Based on the selection criteria, six semi-finalists were selected and invited to a luncheon with the District Support Team.

CURRENT SITUATION

Each of the following nominee finalists will be introduced:

Nominee	Principal
Cassandra Backs	Darren Fox, Eastglen School
Karly Hildebrandt	Lisa Wright, Michael Strembitsky School
Kristen Kicia	David Kun, Sifton School
Alexandria Reeson	Patti Christensen, Windsor Park School
Kathleen Richey	Cory MacTaggart, Westglen School
Jason Wass	Jillian Marino, John D. Bracco School

The district nominee for the Zone 2/3 2015 Edwin Parr Teacher Award will be announced by the Superintendent of Schools and will be presented with an engraved plaque.

BZ:bjs

DATE: March 17, 2015

TO: Board of Trustees

FROM: Trustee Michelle Draper, Caucus Committee Chair

SUBJECT: Report #8 of the Caucus Committee (From the Meeting Held March 3, 2015)

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

REFERENCE: [Trustees' Handbook](#) – Caucus Committee - Section 5.4
[School Act](#) Section 61

RECOMMENDATION

- 1. That Report #8 of the Caucus Committee from the meeting held March 3, 2015 be received and considered.**
- 2. That the use of up to \$1,800,000 of Capital Reserve funds be used to facilitate the necessary building modifications at Avonmore School to accommodate the relocation of Metro Continuing Education, be approved.**

BACKGROUND

Metro Continuing Education (Metro) is currently located in the Vimy Ridge Academy (Vimy Ridge) building. During the 2014 school year, capital funding was approved for the modernization of Vimy Ridge. The approved modernization will see a net reduction in the size of the building and therefore will require the relocation of Metro.

Avonmore School has been identified as the optimal potential site for Metro as it has adequate space to accommodate the consolidation of the Idylwyld and Vimy Ridge Metro sites. There will be no programming implications for Avonmore School as there is enough space to accommodate all current programming within the school with the addition of Metro.

NEXT STEPS

Pending, approval of the recommendation, Facilities Services will be required to begin the tender process in order to have the appropriate time to complete modifications to Avonmore School to accommodate a September start up.

SS:mmf

DATE: March 17, 2015

TO: Board of Trustees

FROM: Trustee Michael Janz

SUBJECT: Motion re Traffic Safety Initiatives Around Schools and School Zones

REFERENCE: [Trustees' Handbook – Section 5.2.2 – Notices of Motion](#)

ISSUE

Notice of motion was served at the March 3, 2015 board meeting.

RECOMMENDATION

That the Edmonton Public School Board write a letter to the Mayor and City Council advocating for a portion of the revenue collected from Photo Radar be directed to traffic safety initiatives around schools and school zones.

BACKGROUND

A February 2, 2015 article in the *Edmonton Sun* reported that speeding in school zones continues to be a major issue. There were 1,065 drivers caught speeding in thirteen different school zones on January 26, 2015 alone – the highest number recorded in one day since enforcement began on school zone limits of 30 km/h in November 2014. There were 3,515 violations recorded through all of November.

The implementation of school zones and traffic demand management strategies in our communities have been an area of great concern for the Edmonton Public School Board and numerous community partners. We were pleased to see school zones implemented.

Safe opportunities to get to and from school and supporting active transportation initiatives such as [SHAPE](#) (Safe and Healthy Active People Everywhere) have been supported by the District in the past. Ensuring that the roadways around our schools are safe and that active transportation can be promoted in our community is an area of collaboration for the City and Edmonton Public Schools.

As the City continues to move forward in traffic enforcement and targeting initiatives, support for school safety would be a sensible and advantageous investment.

NEXT STEPS

Pending approval of the recommendation, a letter will be prepared for the Board Chair's signature to the Mayor and City Council.

ATTACHMENTS & APPENDICES

- ATTACHMENT I - [City of Edmonton Transportation Committee February 25, 2015 Reports \(Item 6.4 – Traffic Safety and Automated Enforcement Reserve Fund Uses\)](#)
- ATTACHMENT II - [Edmonton Speaks as One](#)

MJ:mmf

Auto Enforcement

Attachment 1**Traffic Safety and Automated Enforcement Reserve Budget Analysis 2015 - 2018**

In Thousands (\$000)

	2015	2016	2017	2018
	Budget (Note 1)	Forecast (Note 2)	Forecast (Note 2)	Forecast (Note 2)
Automated Enforcement Revenue transferred to Reserve	\$ 41.0	\$ 41.0	\$ 41.0	\$ 41.0
Transfers from the Reserve				
Office of Traffic Safety	14.9	14.9	14.9	14.9
Edmonton Police Service	15.7	15.7	15.7	15.7
Corporate traffic safety initiatives	4.4	4.4	4.4	4.4
Community Facility Partner Capital Grant Program	2.9	2.9	2.9	2.9
Total Allocated	\$ 37.9	\$ 37.9	\$ 37.9	\$ 37.9
Unallocated Balance (on going)	\$ 3.1	\$ 3.1	\$ 3.1	\$ 3.1

Projected Budget:

Opening	\$ 18.6	\$ 21.7	\$ 24.8	\$ 27.9
Transfers to Reserve (Revenue)	41.0	41.0	41.0	41.0
Transfers from Reserve (Program Allocations)	(37.9)	(37.9)	(37.9)	(37.9)
Closing balance	\$ 21.7	\$ 24.8	\$ 27.9	\$ 31.0

Comprised of:

Minimum balance required	\$ 2.1
Available for allocation	
one time	16.5
on-going	3.1
	<u>\$ 21.7</u>

Notes

- 1.) The 2015 Budget reflects the approved allocation of the funding after the operating budget amendments.
- 2.) The 2016-2018 Budget reflects a forecast based on the continuation of the program as approved in 2015.

Traffic Safety and Automated Enforcement Reserve Fund Uses

Recommendation:

That February 25, 2015, Financial Services and Utilities report CR_1968, be received for information.

Report Summary

This report outlines the allocation to specific project or programs allowed under the Traffic Safety and Automated Enforcement Reserve Policy including a discussion of potential uses of the 2015 unallocated funds available in the reserve.

Previous Council/Committee Action

At the November 26, 2014, City Council Budget meeting, the following motions were passed:

- That Administration provide a report to Committee outlining the allocation to specific projects or programs allowed under the Traffic Safety and Automated Enforcement Reserve Fund Policy including the potential uses of the 2015 unallocated funds available in the Reserve.
- 1. That a Traffic Safety and Automated Enforcement Reserve to accumulate surpluses and fund shortfalls that arise from the variability of photo enforcement revenue, as outlined in Attachment 1 of the November 26, 2014, Financial Services and Utilities report CR_1873, be approved.
- 2. That Policy C579, as set out in Attachment 1 of the November 26, 2014, Financial Services Utilities report CR_1873, be approved.
- That the Community Services, Community Facility Partner Capital Grant Program Branch, 2015 Operating Budget increase by \$2.9 million, to fund the Community Facility Partner Capital Grant Program, on an ongoing basis, with funding from the Photo Enforcement Reserve.
- That Administration provide a report a report on options for funding Capital Profile Traffic Signals - Pedestrian Vehicle Safety CM-66-2520, including the potential to fund it from a photo enforcement reserve, if such a reserve is established.

Report

Background

City Council approved the Traffic Safety and Automated Enforcement Reserve and City Policy C579 during the 2015 operating budget deliberations. The reserve is a specific purpose reserve established to address revenue variability unique to the Traffic Safety and Automated Enforcement Program and to allow for the accumulation of annual surplus funds within the reserve or when necessary, account for a program deficit.

Reporting

With the approval of the Traffic Safety and Automated Enforcement Reserve, Traffic Safety and Automated Enforcement Revenue will be budgeted in the annual operating budget for Corporate Programs and allocated to the reserve. Funding allocations will be made from the reserve to eligible programs and projects.

Allocations from the reserve will be made to the operational areas to offset actual approved capital and operating expenditures up to a maximum amount authorized by City Council through budget approval. Any excess budget will remain in the reserve. If funding requirements are greater than those approved through the annual budget process, further approval is required from City Council for use of reserve funds, if any, to offset those additional expenditures. Unused funds that are committed to future expenditures require City Council approval for continued funding from the reserve. This will be done annually through the annual preliminary year-end operating financial performance report.

Eligibility

With the approval of policy C579, included as attachment 2 to this report, funding allocations from the reserve can be made to the following:

- a) The Office of Traffic Safety
- b) Edmonton Police Services
- c) Other traffic safety programs as approved by City Council in the capital or operating budget.
- d) Community infrastructure programs such as, but not limited to, the Community Facility Partner Capital Grant Program and the Community League Infrastructure Grant Program.

To clarify the programs and projects eligible for funding from the reserve the following more detailed information is provided on each of the above items identified.

Office of Traffic Safety

The Office of Traffic Safety supports the goal of a safe transportation system in the City

of Edmonton through education, engineering, enforcement and evaluation. The Office of Traffic Safety evaluates traffic data to manage local traffic, reduce speed, deter risky driver behaviour and reduce collisions and traffic related injury. The Office of Traffic Safety installs and manages intersection safety cameras and photo radar enforcement. To administer programs, the Office of Traffic Safety works with a number of organizations in the community including the Edmonton Police Service, the Edmonton Federation of Community Leagues and various schools. Programs under the mandate of the Office of Traffic Safety are eligible for funding from the reserve.

Edmonton Police Services

Each year a portion of the Edmonton Police Services budget is funded from a portion of the automated enforcement revenue generated by the Traffic Safety and Automated Enforcement Program in Transportation Operations. With the establishment of the Traffic Safety and Automated Enforcement Reserve, the Edmonton Police Services budget will be adjusted to include a transfer from the reserve. The Edmonton Police Services budget is eligible for funding from the reserve.

Traffic Safety Programs as Approved by City Council in the Capital or Operating Budget

There are a number of other traffic safety initiatives throughout the City of Edmonton that do not fall within the mandate of the Office of Traffic Safety. Traffic safety initiatives undertaken through other program areas are eligible for funding from the reserve. Traffic safety initiatives can include educational programs in the community, the design, construction and maintenance of safe roadways, traffic operations such as signals and street lighting that contribute to traffic safety and any other programs or initiatives that support improved traffic safety. In addition to the funding approved for the Office of Traffic Safety, the 2015 approved budget includes an allocation to traffic safety initiatives within the Transportation Department.

Community Infrastructure Programs

The reserve policy allows for the funding of community infrastructure programs. While the policy specifically identified the Community Facility Partner Capital Grant Program and the Community League Infrastructure Program as programs eligible for funding from the reserve, funding is not restricted to these programs. Reserve transfers can be used to fund any community infrastructure programs including neighbourhood park development or any other programs contributing to community infrastructure.

Program/Project Funding Currently Identified

Through the budget deliberations a motion was passed requesting a report outlining funding options for Capital Profile Traffic Signals - Pedestrian Vehicle #CM-66-2520 including potential funding from the Traffic Safety and Automated Enforcement Reserve. On February 25, 2015, Pedestrian Safety – Traffic Signal Funding Options Transportation Services report CR_1981 will be presented to Transportation Committee

in response to this request. If this project is approved for funding from the Traffic Safety and Automated Enforcement Reserve \$2.9 million will be allocated from the reserve on an annual basis from 2015 - 2018 to fund the \$11.6 million identified in the profile.

Administration will be presenting a Road Safety Strategy for City Council approval and the funding for the components of the strategy will be outlined in Capital Profile and proposed for future operating budgets. The program's focus on traffic safety would make the program eligible for funding from the reserve.

The policy allows for excess funds to be held in the reserve until programs or projects are identified. A number of other traffic safety or community infrastructure initiatives will be identified over the coming years allowing an opportunity for funding allocations to be made on the basis of emerging issues.

Budget/Financial Implications

Attachment 1 provides a summary of the approved 2015 budget for the Automated Enforcement Program along with the forecast budget for 2016-2018 assuming the continuation of the Automated Enforcement Program in the format approved for 2015. The attachment provides the projected reserve balance by year based on allocations currently approved by City Council and the unallocated balance after ensuring the required minimum balance is maintained.

With the establishment of the Traffic Safety and Automated Enforcement Reserve, the excess of the 2014 automated enforcement revenue over expenditures will be transferred to the reserve. Projected to be \$9.9 million in the September 30, 2014 report on Projected Year End Financial Results, at the date of writing the amount is projected to be \$18.6 million. The program surplus was generated by \$15.4 million in greater than budgeted revenues, \$2.8 million in unspent capital transfers and \$400,000 in other favourable expense variances. It is important to note that the program surplus balance is unaudited and subject to change. After allowing for the minimum balance of the reserve as required by the policy, a total of \$16.5 million is projected to be available to fund eligible programs or projects on a one-time basis. This projection will be updated on March 3, 2015, with the December 31, 2014, Preliminary Year-End Financial Results – Operating and finalized with the approval of the December 31, 2014, Consolidated Financial Statements of the City of Edmonton in April 2015.

Automated Enforcement Revenue is budgeted at \$41 million. A total of \$14.9 million in reserve transfers has been budgeted for programming in the Office of Traffic Safety and \$4.4 million has been budgeted for base traffic safety expenditures in Transportation Operations.

The Edmonton Police Services budget is partially funded by a \$15.7 million transfer from the Traffic Safety and Automated Enforcement Reserve. On December 9, 2014, as part of the budget deliberations, City Council voted to increase the 2015 Operating Budget by \$2.9 million to fund the Community Facility Partner Capital Grant Program on

Traffic Safety and Automated Enforcement Reserve Fund Uses

an ongoing basis with funding from the Traffic Safety and Automated Enforcement Reserve.

Based on the current approved budget a total of \$3.1 million in annual funding is unallocated and available to fund eligible projects or programs on an on-going basis. Funding the proposed Capital Profile Traffic Signals - Pedestrian Vehicle Safety CM-66-2520 would reduce the on-going funding available from the reserve to \$200,000 on an annual basis.

Attachments

1. Traffic Safety and Automated Enforcement Reserve Budget Analysis 2015-2018
2. City Policy C579 Traffic Safety and Automated Enforcement Reserve



CITY POLICY

POLICY NUMBER: C579

REFERENCE:

ADOPTED BY:

City Council
November 26, 2014

SUPERSEDES:

New

PREPARED BY: Financial Services and Utilities

DATE: November 26, 2014

TITLE: **Traffic Safety and Automated Enforcement Reserve**

Page: 1 of 1

Policy Statement:

1. In compliance with this policy and the *Municipal Government Act*, the establishment of all Reserve accounts and the transfers to and from these accounts require City Council approval.
 2. The Traffic Safety and Automated Enforcement Reserve will be funded from the Automated Enforcement Revenue and is to have a minimum balance of 5% of actual Automated Enforcement Revenue. In the event the reserve balance falls below the minimum level, a strategy will be adopted to achieve the minimum level over a period not to exceed three years.
 3. The Traffic Safety and Automated Enforcement Reserve is established to address the revenue variability associated with automated traffic enforcement and to allow for the accumulation of Annual Traffic Safety Program Surplus funds within the reserve or fund an Annual Traffic Safety Program Deficit when necessary. Annual budgeted automated enforcement revenue is intended to fund on-going traffic safety initiatives and other programs approved by City Council through the budget process. The minimum reserve balance represents the stabilization portion of the Traffic Safety and Automated Enforcement Reserve and is intended to manage unforeseen impacts to revenue in the current year. Any sustained impact to program revenues (i.e. change in legislation, automated enforcement technologies) must be managed in the following budget year.
 4. The reserve account balance will be reviewed, a minimum of every three years, with recommendations made to City Council.
-

This policy is subject to any specific provisions of the *Municipal Government Act* or other relevant legislation or Union Agreement.



CITY PROCEDURE

POLICY NUMBER: C579

AUTHORITY: City Manager

EFFECTIVE DATE: November 26,
2014

TITLE: Traffic Safety and Automated Enforcement Reserve

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1. DEFINITIONS

- 1.01 Reserve Accounts represent amounts appropriated from accumulated surplus for designated requirements.
- 1.02 Traffic Safety and Automated Enforcement Reserve represents the amount appropriated from Automated Enforcement Revenue and the Annual Traffic Safety and Automated Enforcement Surplus/Deficit to be used for revenue stabilization, traffic safety and City Council approved projects such as, but not limited to, community infrastructure programs.
- 1.03 Automated Enforcement Revenue is the revenue generated from automated traffic enforcement activities excluding Traffic Safety Act revenues within the activities of the Edmonton Police Service.
- 1.04 Annual Traffic Safety and Automated Enforcement Surplus is the actual Automated Enforcement Revenue in excess of actual expenditures at fiscal year-end for the programs approved by City Council to be funded from the reserve.
- 1.05 Annual Traffic Safety and Automated Enforcement Deficit is the actual expenditures for the programs approved by City Council to be funded from the reserve in excess of actual Automated Enforcement Revenue at fiscal year-end.



CITY PROCEDURE

POLICY NUMBER: C579

AUTHORITY: City Manager

EFFECTIVE DATE: November 26,
2014

TITLE: Traffic Safety and Automated Enforcement Reserve

PAGE: Page 2 of 3

2. PROCEDURES

2.01 City Manager to:

- a) Recommend to the Executive Committee of City Council approval of this Policy and amendments thereto.
- b) Recommend to City Council approval of the establishment of and changes to the Traffic Safety and Automated Enforcement Reserve.
- c) Recommend transfers to or from the reserve through the budget.
- d) Recommend to City Council a strategy to replenish the Traffic Safety and Automated Enforcement Reserve if the reserve balance falls below the minimum balance.

2.02 Reserve transfers will be recommended and approved through the budget.

2.03 The Chief Financial Officer will undertake a detailed review of the Traffic Safety and Automated Enforcement Reserve requirements every three years as a part of the City of Edmonton's reserve review process.

2.04 Interest earnings will be applied to the Traffic Safety and Automated Enforcement Reserve balance in excess of the minimum reserve balance. The minimum reserve balance is set to manage the risk associated with the volatility of automated enforcement revenue. Balances in excess of the revenue stabilization requirement are primarily maintained for future capital and other program expenditures, therefore are in line with the City's policy for applying interest. Interest will be applied at the City's short-term investment earnings rate.

2.05 The Traffic Safety and Automated Enforcement Reserve shall have a minimum balance of 5% of actual Automated Enforcement Revenue.



CITY PROCEDURE

POLICY NUMBER: C579

AUTHORITY: City Manager

EFFECTIVE DATE: November 26, 2014

TITLE: Traffic Safety and Automated Enforcement Reserve

PAGE: Page 3 of 3

- 2.06 Revenue from automated enforcement will be budgeted in the Corporate Programs operating budget annually and allocated to the reserve. Funding allocations will be made from the reserve to individual programs for budgeted expenditures in the operational areas responsible for the provision of traffic safety and other programs, as follows:
- a) Office of Traffic Safety
 - b) Edmonton Police Services
 - c) Other traffic safety programs as approved by City Council in the capital or operating budget.
 - d) Community infrastructure programs such as, but not restricted to, the Community Facility Partner Capital Grant Program and the Community League Infrastructure Grant Program.
- 2.07 Corporate Programs will transfer the Automated Enforcement Revenue to the Traffic Safety and Automated Enforcement Reserve.
- 2.08 Allocations from the Traffic Safety and Automated Enforcement Reserve will be made to the operational areas to offset actual approved program expenditures up to a maximum amount authorized by City Council through budget approval. Program surpluses and deficits will accrue back to the Traffic Safety and Automated Enforcement Reserve.
- 2.09 Transfers to and from the Automated Enforcement Reserve will be reported to City Council as a part of the regular financial performance reporting process.

Edmonton Speaks as One

Posted December 1st, 2014 in [2013-2017 Term](#), [A city with better housing & transportation choices](#), [A fiscally responsible city](#), [A profitable and prosperous city](#), [Crime](#), [Economy](#), [Education & Innovation](#), [Taxation](#)

On November 10, I hosted the inaugural Mayor's City-Building Summit here at City Hall. The Summit gathered leaders from the health, K-12 education, post-secondary, business and community safety sectors to speak – as one – about Edmonton's priorities in the coming years. A key deliverable from this Summit is the following letter summarizing this discussion for Premier Prentice and the Government of Alberta in advance of their budget deliberations.

December 1, 2014

Dear Premier Prentice:

Alberta's capital city is facing unprecedented population growth pressures. We are Canada's fastest-growing city in Canada's fastest-growing province — an economic engine that is now powering our country. In 2013, 40 per cent of all new jobs in Canada were created in the Edmonton region. Our city is a magnet, more than ever a destination for those seeking a better life for their families — growing by more than 60,000 people in just two years.

Building this city requires the effort and partnership of many. On November 10, at the inaugural Mayor's City-Building Summit, an unprecedented gathering of leaders from the fields of education, business, health and community safety met to identify their collective 2015-16 priorities. Every leader, and every organization present, spoke about the desire to work with the Province in pursuing their goals and the importance of ensuring Edmonton — a hub and service centre for Northern Alberta — is prosperous and competitive, resilient and adaptive, healthy and inclusive — overall, uplifting.

From K-12 and post-secondary education to policing, from infrastructure and transportation to social support development, we heard several recurring themes:

- Alberta's two largest cities account for the majority of the province's population growth and generate the majority of its economic output; the Alberta government must be a committed partner in unlocking our big cities' promise and prosperity
- It is in our best interest to build on Edmonton's already considerable strengths in select disciplines and enhance the city's competitive edge as a city of learning and an unrivalled hub for health and care
- Adequate, stable and predictable funding is the optimal approach to plan for and to sustain growth in areas of provincial jurisdiction
- A clear desire exists to enhance partnerships between those who gathered at the table and the Alberta government.

With these themes in mind and, on behalf of my peers at the City-Building Summit, please consider the following as Edmonton's submission to the Government of Alberta's 2015-16 budget deliberations.

Health & Care

We must recognize and invest in Edmonton's role as a health centre for Western and Northern Canada. Our city also requires an investment in prevention through early childhood development programming, and efforts to head off mid-life chronic illnesses associated with smoking, obesity, inactivity and injuries. While my Task Force to Eliminate Poverty is taking a close look at preventing and eliminating the cycle of poverty versus simply continuing to manage it, we will not and cannot succeed without a solid partnership with the Province. Indeed, the Task Force's work is aligned with the poverty work of your government, and I recognize Human Services Minister Heather Klimchuk for her spirited participation as a valued Task Force member.

In front of us is an opportunity to create a true centre of excellence for health and care in Edmonton by investing in treatment best practices, expanding the role of medical and public health schools, and building on existing strengths in transplants, cardiac care and obstetrics. As a start, we should open up available health data for broader use in order to create a baseline for understanding our current health, defining pathways for change, and unlocking innovation and clinical possibilities. These steps could lead to better performance measures and enhanced accountability while maximizing the University of Alberta's capacity in this respect. Our city's business community, in its presentations, also carried this message and spoke about Edmonton's preeminence in health and the need to build on this strength by investing in health care research, new product and process innovation laboratories, and a new health data analytics centre that improves health outcomes.

As Edmonton grows, and with it the larger family of northern communities it serves, there is no doubt that new and replacement hospitals will be needed very soon in our city, including a new children's hospital that allows us to enhance our leadership in children's health care.

Education

Board chairs of Edmonton Public Schools, Edmonton Catholic Schools and Greater North Central Francophone School Board emphasized funding targeted programs in early education, intervention strategies and supports. This means recognizing continued acute and growing needs for new schools in addition to funding required to modernize existing ones. We appreciate the Province's announcements of new schools and modernization projects in Edmonton and we are doing our part to assemble sites and facilitate the necessary permits and applications; however, we must build on these in order to match the capital needs of our fast-growing city.

An essential component of our province's lifelong learning is its public libraries. We heard from Linda Cook, Chief Executive Officer of Edmonton Public Library — Canada's third-most popular library system, based on circulation, and Edmonton's second-most visited destination. The library needs provincial per-capita funding that keeps pace with our province's rapid rate of growth, particularly to support digital literacy. Named library of the year by the prestigious *Library Journal* in 2014, Edmonton Public Library is seeking a partnership with the provincial government that ensures capital and operational funding assistance can keep up with a library network that has maintained its relevance to citizens now more than ever.

Post-Secondary Education

Provosts representing the University of Alberta, MacEwan University, Northern Alberta Institute of Technology, Concordia University College of Alberta, The King's University and NorQuest College came together with a shared vision for the role of post-secondary learning in Edmonton. As Alberta's premier university town, Edmonton universities employ in excess of 22,000 people with an annual \$1.5 billion payroll. Post-secondary leaders told us about the need to develop stronger pathways into productive careers for Aboriginal, immigrant and underemployed learners, the help required to apply to and navigate the process for newcomers' permanent residency in Alberta, the assistance needed with settling families and accessing health care, and the help single parents need in order to obtain a post-secondary education. Post-secondary institutions require stable, multi-year program funding, and new operating and capital funding to manage enrollment growth and support skills training in one of the country's most vital economies.

Business

This vision for both our K-12 and post-secondary education systems was also expressed in a joint presentation by the leaders of Edmonton Economic Development, TEC Edmonton and Edmonton Chamber of Commerce Board — describing the need for a long-term sustainable funding model for education that builds on Edmonton's leadership as a learning city and magnet for research and teaching talent. They described the need to enhance Canada's manufacturing and energy supply and services hub by servicing the Edmonton Energy Technology Park, accelerating interchange infrastructure and freeing up remaining land at the Edmonton Research Park to attract companies and innovators — and stand ready to demonstrate the business case for each vital investment.

Community Safety

Edmonton Police Commission Chair Shami Sandu spoke of the need for increased upfront investment in police officer recruitment to face growth pressures. In law enforcement terms, Edmonton is one of Canada's most complex cities and is facing increasingly sophisticated and resource-intensive criminal activity. At the same time, the Edmonton Police Service has become the social agency of first response for Edmonton and the homeless, addicted and mentally ill who come from across Northern Alberta. Investing in preventing these problems could, over time, actually decrease the need for expensive police funding.

Municipal Priorities

We can help your government successfully achieve its social policy framework goals of ending homelessness and ending child poverty, along with supporting your mental health and addictions work. These are the kind of prevention strategies Edmonton needs, too. At the municipal level, my City Council colleagues and I are seeking a true partnership with your government that will result in better health and education outcomes for our citizens, and the long-term sustainability of our city. **We believe the most effective way forward is through the continued development of a big city charter that supports a shared vision developed between Alberta's two big cities and the province.**

In that vein, over the medium term, we are seeking a commitment to fully fund the Municipal Sustainability Initiative (MSI) to the level that was originally intended; an increase to the Family and Community Support Services (FCSS) grant that matches the needs of a hub and service centre like Edmonton; and finally, a renewed GreenTRIP program that provides a line of sight to a full build-out of our LRT system — essential transportation infrastructure to keep our economy moving. Let us also work together to advocate for federal investment in much-needed transportation upgrades that will open up key economic trade corridors in the Edmonton region. Building on your recent meeting with Premiers Clark and Wall, I would be pleased to discuss this opportunity with you in the near future.

As a practical first short-term step, the City of Edmonton is seeking an **immediate provincial investment in community safety** in the form of funding for an increased number of police officers on our streets. Response times are trending up while our city's geographical footprint continues to increase. Edmonton also has one of the highest number of inmate spaces per capita in the country. Bottom line: while crime is declining in other parts of Canada, it is not declining in Edmonton. Provincial funding and partnerships, while valued and instrumental in the delivery of a fundamental service, have not kept pace with inflation nor have they kept pace with increasing mental health-related social disorder.

Finally, a thoughtful, productive and timely review of the Municipal Government Act is paramount to our mutual success and the success of all the City-Building Summit partners who work in health care, education, innovation and research, business and community safety. This process is well underway, and I remain committed to lending Edmonton's voice to these discussions as we move along.

In the context of your recent 2014-15 second-quarter financial update, we understand the need for fiscal diligence in your budgetary planning process. To that end, it is our expectation that this submission will assist in prioritizing areas of investment for Edmonton.

On behalf of my City Council colleagues and partners in our community, thank you for considering these priorities – and we look forward to discussing them with you and your government as you formulate the Province's 2015-16 budget.

Yours truly,

Mayor Don Iveson

DATE: March 17, 2015

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Process and Timeline for the 2015-2016 Budget and for the Fall Review of the 2014-2015 Results and the Plans for 2015-2016

ORIGINATOR: Todd Burnstad, Manager, Budget Services

RESOURCE STAFF: n/a

REFERENCE: [*Province of Alberta School Act*](#)

ISSUE

School boards are required to prepare and submit to the Minister a budget for the fiscal year beginning on the following September 1 of a given year. The spring proposed budget is based on projected enrolment and is due to the Province usually by May 31. The revised budget is updated in the fall based on the actual September 30 enrolment and is due to the Province by November 30.

In conjunction with the annual budget process, the Board is required to meet government policy and requirements for school board planning and results reporting no later than November 30.

RECOMMENDATION

- 1. That the process and timeline for the 2015-2016 budget and the 2015-2016 fall revised budget, as outlined in Attachment I, be approved.**
- 2. That the process and timeline for review of the 2014-2015 results and the 2015-2016 plans, as outlined in Attachment I, be approved.**

BACKGROUND

The 2015-2016 Provincial budget is being released on March 26, 2015. This is approximately three weeks later than in prior years. If the May 30 deadline for submission to Alberta Education is maintained, we will need to request an extension with the goal to submit the budget report on June 26 to accommodate the proposed site-based budgeting process timeline. In addition, the draft spring proposed calendar includes a two-step process in the event an election is called after the initial budget has been announced. Given these assumptions, the attached process and timeline for the approval of the 2015-2016 budget has been developed.

In addition, each school year, the Board of Trustees (Board) approves the process and timeline for review of the previous year's results as well as the review of the plans established for the current school year. Through discussions Trustees have an opportunity to learn about the results achieved by schools and central decision units and the implications those results have on their 2015-2016 plans. Trustees will also gain an understanding of how schools and central departments will address their plans in support of the district priorities.

Schools and central decision units will report on the results achieved from the SMART (Specific, Measurable, Attainable, Relevant, Time-framed) goals that were established for 2014-2015 as well as identify the biggest challenges and improvement opportunities that will impact their 2015-2016 plans. The Plans document (Attachment IV) details priority, high impact SMART goals for the upcoming school year. Both the results review and plans documents are aligned to the District's priorities.

RELATED FACTS

The proposed budget is based on projected enrolment, proposed revenue and funding assumptions to schools and decision units and the basis of allocation, which are developed in tandem.

The proposed budget is then updated in the fall based on September 30 enrolment. The process and timeline outlines key dates and specific information requirements necessary to meet the target date for the approval of both the spring proposed and the fall revised budget which in tandem represent the 2015-2016 Budget. In order to allow sufficient time for planning, the Distribution of Funds report will be presented at a special Caucus meeting on April 21, 2015 prior to public board on April 28, 2015. Trustees will then have an opportunity to review the proposed budget at public board on June 9, 2015, prior to seeking approval at public board on June 23, 2015.

As part of the fall budget process, Trustees will review approximately one half of the schools in their ward in subcommittee meetings each year with all schools being reviewed twice over a four-year term. These meetings have been arranged so that Trustees have the option to participate in additional reviews in other wards. School Trustee subcommittee meetings will be held at schools; central Trustee subcommittee meetings will be held at the Centre for Education. All subcommittee meetings will take place between November 18 and 23, 2015 and will be for a maximum of 2½ hours each. School subcommittee meetings will have groupings of up to five schools. Assistant superintendents, in addition to attending the subcommittee meetings, will review all their schools as part of one-on-one or in catchment meetings prior to November 30, 2015.

The recommended timeline for review of the 2014-2015 results and the 2015-2016 plans is outlined in Attachment I.

Central subcommittee meetings have been scheduled to take place November 25, 2015. There will be five central subcommittee meetings scheduled for a maximum of 2½ hours per session. The Superintendent will present his decision unit results review and plans at public board on November 24, 2015.

During the school subcommittee meetings Trustees, in collaboration with assistant superintendents, will facilitate a group dialogue. Proposed agendas for both school and central meetings are provided in Attachment V. Attachment VI identifies the proposed groupings (based on Trustee ward) for Trustee subcommittee reviews.

As in previous years the school decision units with first and second year principals will be reviewed by assistant superintendents. These meetings will be scheduled by the assistant superintendents prior to November 30, 2015.

OPTIONS

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

1. Approve the process and timeline for the 2015-2016 spring budget, the revised 2015-2016 fall budget, the process and timeline for review of the 2014-2015 results and the 2015-2016 plans.
2. Approve Option 1 with modifications.

CONSIDERATIONS & ANALYSIS

Option 1 is being proposed as it complies with Government and Board requirements.

NEXT STEPS

- If approved by the Board, the 2015-2016 budget process and timeline will be communicated to principals and central decision unit leaders on March 18, 2015.
- Trustees will review the proposed budget at public board on June 9, 2015.
- The proposed budget will be recommended to Trustees at public board on June 23, 2015.
- If approved, the 2015-2016 Budget Report will be submitted to Alberta Education on June 26, 2015.

ATTACHMENTS & APPENDICES

ATTACHMENT I	Process and Timeline for the 2015-2016 Budget (Calendar)
ATTACHMENT II	Process and Timeline for 2015-2016 Budget (Detail)
ATTACHMENT III	2014-2015 Results Review - document template
ATTACHMENT IV	2015-2016 Plans - document template
ATTACHMENT V	Proposed Agendas
ATTACHMENT VI	School and Central Groups for review of 2014-2015 results and 2015-2016 plans – Trustees Subcommittee Review

TB:kr

Spring Proposed 2015-2016 Budget Timeline – ***DRAFT***

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
MAR	1	2	3 BOARD 2:00pm	4	5	6	7
	8	9 Budget Process and Timeline to DST	10	11	12	13	14
	15	16	17 BOARD 2:00pm Process & Timeline to Board (MARS 13765)	18 Process & Timeline distributed to Schools & Central	19 High Level Projected Enrolment from Planning	20 District PD Day (no classes)	21
	22	23	24	25	26 PROVINCIAL BUDGET ANNOUNCED	27	28
	29 Spring Recess Mar 30-Apr 2 incl.	30	31	1	2	3 Good Friday	4
APR	5	6 Easter Monday	7 BOARD 2:00pm Board to approve adjusted Timeline if required?	8	9	10	11
	12	13 Target Date to have Actual Projected Enrolment from Planning	14	15 Distribution of Funds Report for Executive Team	16 SPECIAL MST Feedback - Distribution of Funds	17	18
	19	20	21 SPECIAL CAUCUS? Distribution of Funds (Walk In Report) BOARD 2:00pm	22 NO CHANGES CAN BE MADE AFTER THIS DATE	23	24	25
	26	27	28 SPECIAL BOARD Distribution of Funds	29	30	1 Projected Allocations to Schools & Central Planning Manual	2
	3	4	5 BOARD 2:00pm	6	7	8	9
MAY	10	11	12 SPECIAL CAUCUS? Required if Election triggers revised Budget – Revised Distribution of Funds to Caucus?	13	14 School & Central Proposed Budgets Due	15 District Day in Lieu (no classes)	16
	17	18 Victoria Day	19 BOARD 2:00pm Required if Election triggers revised Budget – Revised Distribution of Funds to Board?	20	21 Revised Allocations to Schools & Central (Required if Election triggers revised Budget)	22	23
	24	25	26 SPECIAL CAUCUS? Approval of Draft Budget? (Only if NO Election impact)	27	28 School & Central Proposed Budgets Due	29 DRAFT – Budget due to Alberta Ed. (Only if NO Election Impact)	30

Spring Proposed 2015-2016 Budget Timeline – *DRAFT*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
JUN	31	1 ASBA	2 ASBA	3	4	5	6
	7	8	9 BOARD 2:00pm Introduction & Review of 2014-2015 Budget (MARS)	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23 BOARD 2:00pm Approve 2014-2015 Budget to Board (MARS)	24	25	26 FINAL BUDGET TO ALBERTA ED. Last Instructional Day	27
	28	29 Last Operational Day	30				

Fall Revised 2015-2016 Budget Timeline - *DRAFT*

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
SEP	6	7 Labour Day	8 First Instructional Day	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30 September 30 th Enrolment Count	1	2 BPS Results/Planning Modules Open	3
OCT	4	5	6 Enrolment Files Due to Budget Services	7	8	9	10
	11	12 Thanksgiving	13	14	15	16 Results Review & Planning Doc's Due Revised Budget Open - Allocations to Schools & Central	17
	18	19	20	21	22	23	24
	25	26	27	28 Revised Budget Due	29	30	31
NOV	1	2	3 Caucus Board	4	5	6	7
	8	9	10 Target Date to Distribute Results Review + Plans to Trustee's & Assistant Superintendents.	11 Remembrance Day	12	13 Fall Revised Budget Presented to Board at Audit Committee Meeting. (Feedback Report)	14
	15	16 ASBA	17 ASBA	18 Fall Update package to Trustees Trustee School Meetings	19 Trustee School Meetings	20 Trustee School Meetings	21
	22	23 Trustee School Meetings	24 Fall Budget Update presented Board	25 Trustee Central Meetings	26	27	28
DEC	29	30 Fall Budget Update Due to the Province	1 Caucus Board	2	3	4	5
	6	7	8 Results, plans & Revised Budget on District Website	9	10	11	12

**PROCESS AND TIMELINE FOR THE 2015-2016 SPRING PROPOSED
BUDGET (DETAIL) - DRAFT**

Spring/Planning Timeline	Process
March 17, 2015	<ul style="list-style-type: none"> • Process and Timeline for 2015-2016 Spring Proposed Budget is recommended to Board
March 18, 2015	<ul style="list-style-type: none"> • Process and Timeline for 2015-2016 Spring Proposed Budget is communicated to schools and central decision units
April 15, 2015	<ul style="list-style-type: none"> • Distribution of Funds report to the District Support Team
April 21, 2015	<ul style="list-style-type: none"> • Distribution of Funds report is presented to Caucus
April 28, 2015	<ul style="list-style-type: none"> • Distribution of Funds is recommended to Board
May 1, 2015	<ul style="list-style-type: none"> • Schools and central departments receive projected allocations and requirements
May 14, 2015	<ul style="list-style-type: none"> • Schools and Central departments proposed budgets due and uploaded in BPS
TBD	<ul style="list-style-type: none"> • If an Election is called, and subsequently results in a change to District's budget, a revised Distribution of Funds will need to be recommended by the Board, and the budgets may need to be re-opened with a due date of May 28, 2015.
June 9, 2015	<ul style="list-style-type: none"> • Introduction and review of the 2015-2016 Spring Proposed Budget to Board
June 23, 2015	<ul style="list-style-type: none"> • The Board approves the 2015-2016 Spring Proposed Budget
June 26, 2015	<ul style="list-style-type: none"> • The District's 2015-2016 Budget Report is submitted to Alberta Education

**PROCESS AND TIMELINE FOR THE 2015-2016 FALL REVISED
BUDGET (DETAIL) - DRAFT**

Timeline	Process
October 2015	<ul style="list-style-type: none"> Schools to invite the chairperson of the school council and other parents to attend the subcommittee review School council members will be invited to the review of central department results
October 2, 2015	<ul style="list-style-type: none"> 2014-2015 Results Review document and the 2015-2016 Plan document distributed
October 16, 2015	<ul style="list-style-type: none"> The 2014-2015 Results Review document is due The 2015-2016 Plans document is due
October 16, 2015	<ul style="list-style-type: none"> Schools receive 2015-2016 allocations based on September 30 enrolment Central decision units receive 2015-2016 allocations
October 28, 2015	<ul style="list-style-type: none"> 2015-2016 Fall Revised Budget is due
November 10, 2015	<ul style="list-style-type: none"> Copies of 2014-2015 results review documentation will be made for all Trustees Copies of 2015-2016 planning documentation and revised budgets will be made for all Trustees
November 18 to 23, 2015	<ul style="list-style-type: none"> School Trustee Subcommittees Each group of principals presents their results at a public meeting to designated Trustees
November 24 & 25, 2015	<ul style="list-style-type: none"> Central Trustee Subcommittees Superintendent of Schools DU to be presented at Board on November 24, 2015 Each central department presents their results at a public meeting to designated Trustees on November 25, 2015
November 24, 2015	<ul style="list-style-type: none"> Trustees will have an opportunity to comment on school subcommittee review meetings attended at a public Board meeting
Prior to November 30, 2015	<ul style="list-style-type: none"> Assistant Superintendent Subcommittees First and second year principals present their results to designated Assistant Superintendents Review of remaining schools from Assistant Superintendents' catchment areas
November 30, 2015	<ul style="list-style-type: none"> 2015-2016 Fall Budget Update submitted to the Province
December 8, 2015	<ul style="list-style-type: none"> Results review documentation, plans and revised budgets will be posted on the district website

2014/15 Results Review**School Name – DU #****District Priorities 2014-2018**

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

Based on the three SMART goals that were established for 2014-2015, report on the results you achieved (with evidence, including referencing the School's Accountability Pillar results, if applicable) and describe how achievement of the goal supports the above District's Priorities (reference the priority number in your response).

SMART Goal #1: *goal will be imported from the 2014-2015 Budget*

Results Achieved:

SMART Goal #2: *goal will be imported from the 2014-2015 Budget*

Results Achieved:

SMART Goal #3: *goal will be imported from the 2014-2015 Budget*

Results Achieved:



Challenges:

What were the biggest challenges encountered in 2014/2015?

Improvement Opportunities:

What are the implications from 2014/2015 that will impact your plan for 2015/2016?



EDMONTON PUBLIC SCHOOLS

2015-2016 Plans**School/Central Name: DU #****District Priorities 2014-2018**

1. Foster growth and success for every student by supporting their journey from early learning through high school completion and beyond.
2. Provide welcoming, high quality learning and working environments.
3. Enhance public education through communication, engagement and partnerships.

The following SMART (Specific, Measureable, Attainable, Relevant, Time-framed) goals have been established for the 2015-2016 school year (referencing the District's Priority number that the goal supports). Schools are to set one goal for each priority. Central DU's can set their goals around one or more priorities.

SMART Goal #1:**SMART Goal #2:****SMART Goal #3:**

Proposed Agendas

School Trustee Subcommittee Meetings – November 2015

School Reviews

- Welcome, introductions, and overview of the process by the Trustee. (5 min.)
- Each principal will introduce themselves and any staff, students, parents or community members in attendance. (5 min)
- Trustees and assistant superintendents will then facilitate a group discussion by posing a number of general questions. (20 min)
- Each principal will have an opportunity to highlight results from 2014-2015 as well as key initiatives in their 2015-2016 plan. Principals will respond to individual questions from Trustees. (25 minutes per school)
- Break after the first school presentation. (15 min)
- The Trustee will make final remarks and close the meeting. (5 min.)

Lunch

- There will be a 1 ½ hour break between the a.m. and p.m. sessions to allow time for lunch and travel time to the host school for the afternoon session
- There is no expectation that schools provide lunch for Trustees or assistant superintendents

Central Trustee Subcommittee Meetings

- Welcome, introductions, and overview of the process by the Chairperson. (5 min.)
- The superintendent, executive director or assistant superintendent will introduce themselves and any staff in attendance. (5 min)
- Trustees will then facilitate a group discussion by posing a number of general questions. (20 min)
- The superintendent, executive director or assistant superintendent will have an opportunity to highlight results as well as key initiatives in their 2015-2016 plan. DU staff members will respond to individual questions from Trustees. (1½ hours for the presentation and questions plus a 15 minute break)
- The Chairperson will make final remarks and close the meeting. (5 min.)

**School and Central Groups for Review of 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - *DRAFT***

Wednesday, November 18, 2015

Ward A	Ward B	Ward E
9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:
Trustee Johner Assistant Superintendents Kathy Muhlethaler and TBD	Trustee Draper Assistant Superintendent Ron MacNeil	Trustee Gibson Assistant Superintendent Diana Bolan
Elizabeth Finch Lago Lindo Lorelei Mary Butterworth	Dr. Donald Massey Kildare Londonderry M.E. LaZerte	Elmwood Hillcrest LaPerle S. Bruce Smith

Ward A	Ward B	Ward E
1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:
Trustee Johner Assistant Superintendent Kathy Muhlethaler	Trustee Draper Assistant Superintendent TBD	Trustee Gibson Assistant Superintendent Diana Bolan
Killarney Mee-Yah-Noh Queen Elizabeth Rosslyn	Bannerman Fraser John D. Bracco Kirkness	Bessie Nichols Michael A. Kostek Patricia Heights Rio Terrace

**School and Central Groups for Review of 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - *DRAFT***

Thursday, November 19, 2015

Ward C	Ward D	Ward I
9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:
Trustee Chubb Assistant Superintendent Diana Bolan	Trustee Martin Assistant Superintendent TBD	Trustee Adams Assistant Superintendent Ron MacNeil
Jasper Place Laurier Heights Westlawn Winterburn	Eastglen Highlands Rundle Virginia Park	Greenview Kameyosek Malcolm Tweddle Meyonohk

Ward C	Ward D	Ward I
1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:
Trustee Chubb Assistant Superintendent TBD	Trustee Martin Assistant Superintendent Kathy Muhlethaler	Trustee Adams Assistant Superintendent Ron MacNeil
Edm. Christian East Edm. Christian NE Edm. Christian High Westminster	Norwood Spruce Avenue Victoria	Dan Knott Menisa Meyokumin Sakaw

**School and Central Groups for Review of 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - *DRAFT***

Friday, November 20, 2015

Ward G	Ward F	Ward D
9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:	9:00 to 11:30 am Host School:
Trustee Hoffman Assistant Superintendent Diana Bolan	Trustee Janz Assistant Superintendents Ron MacNeil and Kathy Muhlethaler	Trustee Martin Assistant Superintendent TBD
Argyll Centre Hardisty McNally Ottewell	Alberta School for the Deaf/Tevie Miller Allendale Belgravia Oliver	Abbott Beacon Heights Mount Royal R.J. Scott

Ward G	Ward F	Ward I
1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:	1:00 to 3:30 pm Host School:
Trustee Hoffman Assistant Superintendent Diana Bolan	Trustee Janz Assistant Superintendent Kathy Muhlethaler	Trustee Adams Assistant Superintendent TBD
A. Blair McPherson Jackson Heights Julia Kiniski Velma E. Baker	Avalon Brookside George H. Luck Lansdowne Riverbend	Bisset Kate Chegwin Minchau Pollard Meadows

**School and Central Groups for Review of 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - *DRAFT***

Monday, November 23, 2015

Ward A		Ward H	
9:00 to 11:30 am		9:00 to 11:30 am	
Host School:		Host School:	
Trustee Johner		Trustee Ip	
Assistant		Assistant	
Superintendents		Superintendent Ron	
Kathy Muhlethaler		MacNeil	
and TBD			
Kensington		D.S. MacKenzie	
McArthur		Duggan	
Northmount		Harry Ainlay	
Scott Robertson		Richard Secord	

Ward G		Ward H	
1:00 to 3:30 pm		1:00 to 3:30 pm	
Host School:		Host School:	
Trustee Hoffman		Trustee Ip	
Assistant		Assistant	
Superintendent Diana		Superintendents	
Bolan		Kathy Muhlethaer	
		and Ron MacNeil	
Avonmore		Lillian Osborne	
Holyrood		Steinhauer	
Vimy Ridge		Sweet Grass	
Waverley		Vernon Barford	

**School and Central Groups for Review of 2014-2015 Results and 2015-2016 Plans
Trustee Subcommittee Review - DRAFT**

****Superintendent of Schools DU to be reviewed at Board, November 24, 2015**

Wednesday, November 25, 2015

9:00 am to 11:30 am

Trustee TBD
Trustee TBD
Conference Room
<i>Lorne Parker, Acting Executive Director</i>
District Technology Facilities Services Planning & Student Transportation

Trustee TBD
Trustee TBD
Conference Room
<i>Darrel Robertson, Superintendent</i>
Communications Financial Services General Counsel Human Resources

Trustee TBD
Trustee TBD
Trustee TBD
Conference Room
<i>Mary Michailides, Assistant Superintendent</i>
Curriculum and Resource Support Inclusive Learning Research and Innovation for Student Learning

Wednesday, November 25, 2015

1:00 to 3:30 pm

Trustee TBD
Trustee TBD
Conference Room
<i>Sandra Stoddard, Executive Director</i>
District Information Security District Records & FOIP Management District Support Services

Note: The Board Chair has the option to attend any of the central Trustee subcommittee meetings.

DATE: March 17, 2015

TO: Board of Trustees

FROM: Trustee Orville Chubb, Infrastructure Committee
Trustee Nathan Ip, Infrastructure Committee
Trustee Ray Martin, Infrastructure Committee Chair

SUBJECT: Optimal Enrolment Measure

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

RESOURCE STAFF: Roland Labbe, Lorne Parker, Christopher Wright

REFERENCE: [May 7, 2013 Board Report – Motion re Optimal Enrolment Measure Alberta Education Instructional Area Capacity Measure Calculation Form](#)

ISSUE

A motion was approved at the May 7, 2013 board meeting for the District to adopt a measure of optimal enrolment for all elementary and junior high schools based on the Alberta Commission on Learning (ACOL) calculation of building capacity using recommended class sizes. The Infrastructure Committee is recommending that the motion be rescinded.

RECOMMENDATION

That the following motion approved at the May 7, 2013 board meeting be rescinded:

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

BACKGROUND

The motion in question was passed by the previous Board of Trustees prior to approval of the Infrastructure Planning Principles, and the Provincial adoption of new school capacity measure. At the time, the Provincial Area, Capacity and Utilization (ACU) formula was in place and deemed to be an unrealistic capacity measure. A district-derived capacity measure based on classroom counts and Alberta Education class-size guidelines resulting from the ACOL initiative was created to support consultations regarding excess school capacity in some sectors of the District. Class-size guidelines were not intended to define school building capacities.

The District is now working with the Province to evaluate school and district capacity based on a new Provincial capacity and utilization measure referred to as the Instructional Area Model (IAM).

RELATED FACTS

- Enrolment limits are typically applied to schools that are full or near capacity, to help ensure over-capacity issues that are difficult for schools and the District to manage, are avoided.
- Enrolment limits are reviewed annually prior to the pre-enrolment process for the coming school year, and adjusted as required.
- The motion was intended to provide a district measure of capacity other than the existing ACU capacity measure in place at the time.
- The Province will only recognize their measure of school and district capacity and utilization, and will not recognize any other measure.
- District resources are best directed to confirming school and district capacity and utilization based on the new IAM formula.
- Both the ACU and the IAM capacity measures recognize space which is occupied by not-for-profit tenant/partners agencies as utilized.
- Students that meet Provincial criteria as severe special needs students continue to be recognized as requiring space on a 3 to 1 ratio basis, within provincial adjusted enrolment calculations.

OPTIONS CONSIDERED

The following options have been considered as they are deemed the most admissible:

1. Adopt the new capacity and utilization measure based on ACOL capacity.
2. Do not adopt the new capacity and utilization measure based on ACOL capacity.

CONSIDERATIONS & ANALYSIS

Administration is focused on confirming district capacity and utilization for the current and future school years based on the IAM measure. School and sector capacity and utilization rates will provide a basis for all future capital planning initiatives, including the District Infrastructure Strategy, as well as future Ten-Year Facilities and Three-Year Capital plans. The efficacy and value of applying a measure different than the new IAM measure at this time is no longer applicable.

NEXT STEPS

If the recommendation is approved, the Administration will continue to focus solely on confirming district capacity and utilization for the current and future school years based on the IAM measure.

ATTACHMENTS & APPENDICES

ATTACHMENT I *Alberta Education Instructional Area Capacity Measure Summary*

SS/RL:mmf

Instructional Area Model for Calculating Capacity

This model focuses on the "instructional" area of a school as defined below. Like the current formula there are exceptions and exemptions, but at its root, total capacity is determined by dividing the total instructional area by a factor representing a standard average instructional area per student. That factor differs depending on grade configuration, representing an average of the area allocated for schools of all size under the grade configurations.

In the case of the instructional area model, the exceptions include:

- The CTS area within the school is removed from the school's instructional area and the rated capacity of CTS labs is added to the final capacity. Each CTS lab is rated to accommodate 20 students.
- The area of gymnasiums, physical activity space and libraries is also removed from the instructional area and rated capacity of those spaces is added to the final capacity. Gymnasiums and physical activity rooms are rated at either 0 or 25 students per teaching station while libraries are rated at either 0 or 25 students in total.
- Space is also subtracted or exempted for closed schools, leases to non-profit groups, or space used for administrative purposes.

In summary, the process for determining Net Capacity of a school using the instructional area approach is:

1. Total area of all instructional spaces = Instructional Area
2. Instructional Area / x¹ = Base Capacity
3. Number of CTS spaces * 20 = CTS Capacity
4. Number of libraries * 25 = Library Capacity²
5. Number of gymnasium teaching stations * 25 = Gymnasium Capacity²
6. Number of physical activity rooms * 20 = Physical Activity Room Capacity
7. Base Capacity + CTS Capacity + Library Capacity + Gymnasium Capacity + Physical Activity Room Capacity = Net Capacity

¹ Where x = predefined area per student depending on grade configuration

² For schools with no grades K-6

Instructional Area Definitions

Instructional Area is defined as any room or enclosed area within a school primarily used as a designated learning area, where by classes are taught or supervised. This can include areas that have a variety of uses during the day but does not include areas or rooms that are used sporadically as teaching stations or for lectures.

Non-Instructional Area Definitions

Non-Instructional Space is space that is required for the daily operations within a school but is not used for teaching. These areas are NOT counted in a school's instructional area and will not be included.

Rated Areas

Rated areas are instructional spaces that, because of their size and unique use, are not included in the calculation of a school's instructional area, but their capacity is added to the overall school capacity.

Career and Technology Studies (CTS)

CTS spaces have a rated capacity of 20 students per enclosed CTS area.

Gymnasiums, Physical Activity Rooms, and Libraries

Gymnasiums have the capability of accommodating more than one group of students at a time depending on their size and the ability to curtain off or temporarily divide the space. Capacities for gymnasiums for schools without any grades six and below will be based on the following ranges:

Area (m ²)	Capacity
0-640	25
641-800	50
800 +	75

- All physical activity rooms are based on a rated capacity of 20 students
- All libraries are based on a rated capacity of 25 students for schools with no grades K-6.
- Schools with grades K to 6 have no rated capacity for gymnasiums or libraries.

DATE: March 17, 2015

TO: Board of Trustees

FROM: Trustee Nathan Ip, ASBA Issues and Resolutions Committee
Trustee Michael Janz, ASBA Issues and Resolution Committee
Trustee Cheryl Johner, ASBA Issues and Resolution Committee, Chair

SUBJECT: Alberta School Boards Association (ASBA) Bylaws

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

REFERENCE: [Alberta School Boards Association \(ASBA\) Bylaws](#)
[Alberta Government – Public Disclosure of Travel and Expense Policy](#)
[June 10, 2014 – Board Report re Public Reporting Process for Travel and Expenses](#)
[Alberta School Boards Association \(ASBA\) Budget 2014-2015](#)
[February 17, 2015 – Board Report re Alberta School Boards Association](#)

ISSUE

Each year, the Alberta School Boards Association (ASBA) provides the opportunity for member school boards to submit proposed amendments to ASBA bylaws (Attachment II). The deadline for the submission of proposed bylaw amendments to the ASBA is March 27, 2015 (Attachment I).

RECOMMENDATION

That the Edmonton Public School Board approve the submission of the following proposed amendments to Alberta School Boards Association (ASBA) bylaws:

- 1. That a bylaw be added that would require a public reporting process 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).**
- 2. That a bylaw be added that would require all votes at the Board of Directors meetings to be recorded indicating who voted in favour and who voted in opposition to motions.**
- 3. That the discussion of bylaws and policy be permitted at both the ASBA Spring General Meeting and ASBA Fall General Meeting.**
- 4. 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.***

BACKGROUND

The ASBA bylaws were reviewed in their entirety in 2013 by the ASBA Bylaws Review committee, comprised of members of the Policy Development Advisory Committee (PDAC) as well as representatives appointed at large. Presentation, discussion, and receipt of input on the proposed bylaw amendments occurred at each Zone meeting in March 2013, and were approved by the membership at the 2013 Spring General Meeting.

The ASBA Issues and Resolutions Committee met on March 4 and 10, 2015 and are recommending the proposed bylaw amendments above. The rationale for the proposed amendments is provided as follows:

1. Recommendation 1 - Rationale

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.

The 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 Board at the [June 10, 2014 board meeting](#).

As noted in the [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 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 ASBA Issues and Resolutions Committee is recommending a public reporting process to provide transparency of how funds are being spent by the Association.

2. Recommendation 2 - Rationale

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.

The ASBA 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.

3. Recommendation 3 – Rationale

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

The ASBA 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.

4. Recommendation 4 – Rationale

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 ASBA Issues and Resolutions Committee and for the ASBA 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 ASBA 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 ASBA 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 (page 14) 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 ASBA 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.

NEXT STEPS

- If the Board approves the proposed bylaw amendments, they will be submitted to the ASBA by March 27, 2015.
- The ASBA has advised that any proposed amendments to the bylaws, along with the proposed ASBA budget for 2015-2016, will be included in the Budget & Bylaws Bulletin, which will be emailed to boards on or before April 1, 2015.
- The ASBA Issues and Resolutions Committee Chair will send a letter to all member Board Chairs following receipt of the Budget & Bylaws Bulletin on or before April 1, 2015 providing a copy of the rationale and background for the proposed amendments.
- The ASBA Issues and Resolutions Committee will prepare a recommendation report with respect to the proposed Bylaws that are received from the ASBA.

ATTACHMENTS & APPENDICES

ATTACHMENT I - ASBA Budget and Bylaws Processes - 2015

ATTACHMENT II – Alberta School Boards Association (ASBA) Bylaws

CJ:mmf

ASBA Budget and Bylaws Processes - 2015

SPRING GENERAL MEETING (Budget and Bylaws)	
January 2015	ASBA call for bylaw amendments letter sent to all Board Chairs, Zone Chairs
<u>March 27, 2015</u>	Deadline for Boards to submit proposed bylaw amendments to ASBA <i>Please submit via e-mail to: htkachuk@asba.ab.ca</i>
April 1, 2015	Budget and Bylaws Bulletin sent to all member boards <i>As per bylaw requirement of 60 days prior to SGM</i>
April-May 2015	ASBA budget presented to zones
<u>May 1, 2015</u>	Deadline for Boards to submit any proposed emergent policies to ASBA for SGM <i>Please submit via e-mail to: htkachuk@asba.ab.ca</i>
June 1, 2015	Call to order SGM: ASBA business session

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ASBA Bylaws

Bylaw 1

1. Definitions and Interpretation

1.1 In these Bylaws, unless the context otherwise requires:

- 1.1.1 “Alternate Director” means a representative of a Zone or Metro Board who shall fill the position of Director in the event of the Director’s absence or inability to act.
- 1.1.2 “Associate Member” of the Association means:
 - 1.1.2.1 Elected First Nations boards of education under the auspices of band councils; and
 - 1.1.2.2 Métis boards of education that operate school buildings.
- 1.1.3 “Association” or “The Association” means the Alberta School Boards Association.
- 1.1.4 “Board” means the board of trustees of a school district, school division, or regional division, the regional authority of a Francophone education region, or an official trustee as defined in the School Act.
- 1.1.5 “Board of Directors” means the Board of Directors of the Association, established pursuant to the provisions of these Bylaws.
- 1.1.6 “Director” means a member of the Association’s Board of Directors who represents a Zone or Metro Board.
- 1.1.7 “Full Member” of the Association means:
 - 1.1.7.1 A board of trustees of a school district, school division, or regional division, or the regional authority of a Francophone education region that has publicly elected members according to the Local Authorities Election Act or in the case of Lloydminster the Local Government Election Act, and that is an operating board as defined in the Alberta School Boards Association Act; or
 - 1.1.7.2 A board of trustees of a publicly supported school system in the City of Yellowknife, Northwest Territories.
- 1.1.8 “General Election” means an election held for all Boards in accordance with the Local Authorities Election Act.
- 1.1.9 “General Meeting” means one of the Association’s biannual meetings; either the Spring General Meeting or the Fall General Meeting.
- 1.1.10 “Metro Board” means any one of the four public or separate school boards in the cities of Calgary or Edmonton with Full Member status.
- 1.1.11 “Minister of Education” means the Minister of Education for the Province of Alberta.
- 1.1.12 “President” means President of the Association and Chair of the Board of Directors.

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

Bylaw 2

2. Entitlement of Full and Associate Members

- 2.1 Full Members are entitled to:
 - 2.1.1 Association communications materials except those designated as confidential to specific audiences;
 - 2.1.2 Direct services from Association personnel at fees established annually by the Association;
 - 2.1.3 Access to Association conferences and workshops at a conference rate established by the Association; and
 - 2.1.4 Unrestricted participation in the business affairs of the Association.
- 2.2 Associate Members are entitled to:
 - 2.2.1 Association communication materials except those designated as confidential to specific audiences;
 - 2.2.2 Direct services from Association personnel on a cost-recovery basis at fees established annually by the Association plus expenses for travel, meals, and accommodation;
 - 2.2.3 Access to Association conferences and workshops at 125 percent of the rate established for Full Members by the Association; and

- 2.2.4 Attendance as guests at General Meetings at 125 percent of the General Meeting rate established for Full Members.

Bylaw 3

3. Board of Directors and Executive Committee Composition

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

Bylaw 4

4. Honourary President

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

Bylaw 5

5. Board of Directors Members

- 5.1 Eligibility
 - 5.1.1 Every candidate for office of President, Vice-President, Director or Alternate Director shall be a Trustee of a Full Member Board.
 - 5.1.2 Any member of the Board of Directors ceasing to be a Trustee shall vacate his/her office, which shall be filled in accordance with provisions in these Bylaws.
 - 5.1.3 An individual in receipt of the nomination for a publicly elected provincial or federal office, or who currently occupies a publicly elected provincial or federal office shall not be eligible to concurrently hold the position of President, Vice-President, Director or Alternate Director.

5.1.4 An individual occupying any of the following positions shall not be eligible to concurrently hold the position of President, Vice-President, Director, or Alternate Director:

- Zone Chair/Vice-Chair;
- Appointed representatives of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9) who attend Board of Directors meetings as observers; or
- The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).

5.2 Term

5.2.1 The President, Vice-President, and Directors shall be elected for a two year term and shall be eligible for re-election for one successive term of two years. The President, Vice-President, and Directors may be elected to a previously held position for more than two terms provided such re-election occurs at least one term following conclusion of the first two terms.

5.2.2 Director terms shall commence every November of even-numbered years for one Director and one Alternate Director for:

- Calgary RCSSD No. 1;
- Edmonton School District No. 7;
- Zone 2/3;
- Zone 4; and
- Zone 6.

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

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

5.3 President and Vice President Elections

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

- 5.3.2 Nominations shall be made from the floor and shall require a seconder.
- 5.3.3 Voting shall be by secret ballot on the basis of one vote per Full Member Board in attendance.
- 5.3.4 The candidate receiving the greatest number of votes will be the successful candidate. Announcement of results shall be limited to identifying the successful candidate.
- 5.3.5 The President and Vice-President shall take office at the conclusion of the General Meeting at which they are elected.
- 5.3.6 Notwithstanding Bylaw 5.1.2, in the year of a General Election, if the President does not run for the office of trustee or is defeated in the General Election, the President may complete his/her term of office through to the election of the new President at the General Meeting.
- 5.4 Director Elections
 - 5.4.1 Election of the Directors shall be completed and confirmed in writing to the Executive Director of the Association before the opening of the General Meeting specified in these Bylaws. Members so elected shall take office at the conclusion of the General Meeting.
 - 5.4.2 If a member of the Board of Directors is subsequently elected President or Vice-President, then his/her office as a member of the Board of Directors shall be filled by the Alternate Director, until such time as a new Director is elected.
- 5.5 Leaves of Absence
 - 5.5.1 Any member of the Board of Directors seeking a publicly elected provincial or federal office, including the nomination for, shall take a leave of absence from the Board of Directors.
 - 5.5.2 The Board of Directors shall have the authority to grant leaves of absence to its members, including determination of conditions and length, subject to provisions contained in these Bylaws.
- 5.6 Vacancy
 - 5.6.1 If a vacancy occurs in the office of President, it shall be filled automatically by the Vice-President.
 - 5.6.2 If a vacancy occurs in the office of Vice-President, notwithstanding any provisions in these Bylaws governing the election of a Vice-President, the Board of Directors may fill the vacancy from among its members.
 - 5.6.3 If a vacancy occurs in the office of Directors, the Metro Board or Zone shall arrange to fill the vacancy.
 - 5.6.4 If a Metro Board or Zone fails to appoint a Director to the Board of Directors in accordance with the requirements of these Bylaws, then the Board of Directors may arrange to fill the vacancy.
 - 5.6.5 In the event a Director fails to attend three consecutive meetings without giving due and timely notice as to the cause of non-attendance, the Board of Directors may declare the seat vacant and may arrange to fill the vacancy.

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

Bylaw 6

6. Representation and Voting at Board of Directors Meetings and at Executive Committee Meetings
- 6.1 At Board of Directors meetings:
- 6.1.1 The President, Vice-President, and all Directors each carry one vote.
- 6.1.2 Quorum is seven voting members of the Board of Directors.
- 6.1.3 A majority vote of the members present, including the Chair, shall decide all questions unless otherwise required by these Bylaws.
- 6.1.4 In the event of a tie vote, the question is lost.
- 6.1.5 Each Director's vote shall be recorded when a recorded vote is requested by any Director prior to the vote being taken.
- 6.2 An Alternate Director who attends a Board of Directors meeting in the place of a Director shall be entitled to vote.
- 6.3 In the event that both the Director and the Alternate Director are unable to attend a meeting of the Board of Directors, the chair of the Zone or Metro Board that the Director represents may attend that meeting of the Board of Directors and shall be entitled to vote.
- 6.4 At Executive Committee meetings where consensus is not possible, the President shall determine the course of action to be taken.

Bylaw 7

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

Bylaw 8

8. Board of Directors Powers and Duties

- 8.1 The business and affairs of the Association shall be under the direction and control of the Board of Directors, which may exercise all the powers of the Association which are not required by the Alberta School Boards Association Act, or by these Bylaws, to be exercised by the Association in a General Meeting.
- 8.2 Without limiting the generality of the foregoing, the Board of Directors:
 - 8.2.1 Shall appoint an Executive Director as Chief Executive Officer of the Association, establish terms of employment and salary, prescribe duties, and monitor and evaluate performance;
 - 8.2.2 May delegate any or all of its powers to the Executive Director, the Executive Committee established pursuant to these Bylaws, or a committee appointed by it;
 - 8.2.3 May appoint either from its own members or others such special committees as it may from time to time deem advisable and prescribe their duties and functions;
 - 8.2.4 Shall pay the reasonable expenses of its members and others;
 - 8.2.5 Shall pay a per diem allowance, as determined by the Association's budget, to its members and others;
 - 8.2.6 Shall make provision for the payment of honoraria, as determined by the Association's budget, to Board of Directors members;
 - 8.2.7 May adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting;
 - 8.2.8 Shall designate a newly-created board to belong to a Zone, on an interim basis. Final designation to which Zone such Board shall belong shall occur at the next General Meeting following the date of creation of such Board;
 - 8.2.9 Shall engage in strategic planning activities which establish and review short- and long-range plans to guide the Association's business and affairs;
 - 8.2.10 Shall communicate and support the Association's position on issues, policies, and practices to appropriate internal and external publics;
 - 8.2.11 Shall have the authority to grant honorary life memberships in the Association, which shall not entail the payment of fees by the recipient;
 - 8.2.12 Shall delegate to the Executive Director responsibility for the establishment of fair salaries and reasonable working conditions for Association staff and contractors.

Bylaw 9

9. Board of Directors Meetings

- 9.1 Regular meetings of the Board of Directors shall be held at such time and place as may be set by resolution of the Board of Directors.
- 9.2 Special meetings of the Board of Directors may be called by providing a written statement to the Executive Director detailing the business in respect of which the meeting is desired by:
 - 9.2.1 The Executive Committee; or
 - 9.2.2 A majority of voting members of the Board of Directors.
- 9.3 Upon request for a special meeting of the Board of Directors, the Executive Director shall call such meeting by providing:
 - 9.3.1 Eight days Written Notice to each voting member of the Board of Directors; or
 - 9.3.2 Oral or fewer than eight days Written Notice following receipt of written consent or waiver from each voting member of the Board of Directors.
- 9.4 Meetings of the Board of Directors are open to Full Members of the Association unless a majority of voting members of the Board of Directors elect to hold part of the meeting in camera.

Bylaw 10

10. General Meetings

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

Bylaw 11

11. Special General Meetings

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

Bylaw 12

12. Representation and Voting at General Meetings

12.1 The Executive Director shall, subject to direction from the Board of Directors, make all necessary arrangements for registration of delegates and for voting as may be necessary.

12.2 Attendance

12.2.1 Any Trustee, upon completion of registration, shall be entitled to attend a General Meeting.

12.2.2 It is the duty of all delegates, including members of the Board of Directors, to register prior to attending a General Meeting.

12.3 Voting

12.3.1 The Chair of each Full Member Board has the power to cast the vote to which each Full Member is entitled, unless another Trustee for that Board is designated, in writing, to the Executive Director, prior to the General Meeting, or in an emergency situation, by the Full Member Board at the General Meeting.

12.3.2 Unless otherwise required by these Bylaws or the approved rules of procedure governing disposal of resolutions, all Substantive Motions will be determined under the double majority voting method, as follows:

12.3.2.1 Sixty percent or more of Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, based upon one vote per Full Member Board; and

12.3.2.2 Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, represent 60 percent or more of the Students registered for the most recently reported period with Full Member Boards who voted in the affirmative.

12.3.3 For the purposes of Section 12.3.2.2, the percentage of Students enrolled in a Full Member Board shall be determined by:

12.3.3.1 Utilizing the total student enrollment figures for the most recent reporting period, as published by Alberta Education; and

12.3.3.2 Dividing the number of students enrolled in each Full Member Board by the total number of students enrolled in all Full Member Boards in attendance, who cast a vote, resulting in a percentage (rounded to the nearest 0.1 percent).

12.3.4 Results of the voting on Substantive Motions shall indicate how each Board cast its ballot.

12.3.5 Parliamentary motions and amendments to motions will be determined on the basis of one vote per Full Member Board and by a majority of the votes cast, unless otherwise required by Robert's Rules of Order or the approved rules of procedure governing disposal of resolutions.

12.4 A balloting committee shall be appointed at the opening of every General Meeting.

It is the duty of the balloting committee to conduct the ballot voting.

Bylaw 13

13. Association Budget and Membership Fees

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

Bylaw 14

14. Amendments to the Bylaws

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

Bylaw 15

15. Zones of the Association

- 15.1 All Full Member Boards shall belong to a Zone of the Association.
- 15.2 Subject to the provisions of these Bylaws, for the purpose of the formation of geographic Zones of the Association, the Province shall be divided as follows and each geographic Zone shall consist of designated Boards as follows.
 - 15.2.1 Zone 1
 - Fort Vermilion School Division No. 52
 - Grande Prairie Roman Catholic Separate School District No. 28
 - Grande Prairie School District No. 2357

- High Prairie School Division No. 48
- Holy Family Catholic Regional Division No. 37
- Northland School Division No. 61
- Peace River School Division No. 10
- Peace Wapiti School Division No. 76
- Northwest Francophone Education Region No. 1

15.2.2 Zone 2/3

- Aspen View Public School Division No. 78
- Black Gold Regional Division No. 18
- Buffalo Trail Public Schools Regional Division No. 28
- East Central Alberta Catholic Separate Schools Regional Division No. 16
- East Central Francophone Education Region No. 3
- Edmonton Catholic Separate School District No. 7
- Edmonton School District No. 7
- Elk Island Catholic Separate Regional Division No. 41
- Elk Island Public Schools Regional Division No. 14
- Evergreen Catholic Separate Regional Division No. 2
- 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 member board of the Zone.
- A6.2 The Zone Executive shall consist of:
 - a. A Chair and Vice-Chair to be elected at large at the annual meeting;
 - b. One board representative to Zone to be elected annually by each board in the Zone; and
 - c. The Zone Director(s) or Alternate(s) representing the Zone.
- A6.3 The position of Zone Chair or Vice-Chair shall not be held by:
 - a. The ASBA President, Vice-President, Zone or Metro Director, or alternate;
 - or
 - b. The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).
- A6.4 A majority of the members of the Zone Executive shall constitute a quorum.
- A6.5 Any Zone Director ceasing to be a trustee shall vacate his/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.

DATE: March 17, 2015

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: Update on Numeracy and Mathematics

ORIGINATOR: Ron MacNeil, Assistant Superintendent of Schools
Mary Michailides, Assistant Superintendent, Support for Schools

**RESOURCE
STAFF:** Janice Aubry, Amanda Forster, Valerie Leclair, Greg McNulty

REFERENCE: District Strategic Plan
[Ministerial Order on Student Learning \(#001/2013\)](#)
[January 20, 2015 Response to Request for Information #069](#)

ISSUE

This report provides an update to the Board of Trustees regarding District work supporting mathematics and numeracy.

BACKGROUND

Mathematics and numeracy teaching and learning are fundamental to student success. Mathematics in Alberta programs of study encourage learning through problem-solving, incorporating the mathematical processes to achieve an understanding of the nature of mathematics through the development of specific knowledge, skills and attitudes. Numeracy is the confidence and habits of mind to engage with, critically assess, reflect upon, and apply quantitative and spatial information when making judgments and decisions or taking actions in all aspects of daily living. Much of the explicit teaching of numeracy skills occurs in the mathematics class. Numeracy is the application of these skills across all subject areas and in daily life.

In District Priority 1, Goal Two: Success for Every Student, an identified outcome is to ensure that “more students demonstrate growth and achieve student learning outcomes with a specific focus on literacy and numeracy.” An outcome identified in the Ministerial Order on Student Learning (#001/2013) is “to enable all students [to] employ literacy and numeracy to construct and communicate meaning.”

For the past two years the percentage of District students meeting the acceptable standard in mathematics on Provincial Achievement Tests (PATs) and Diploma Examinations has been approximately:

- seventy-seven per cent for Grades 3 and 6 mathematics;
- seventy-one per cent for Grade 9 mathematics and mathematics 30-2; and
- seventy-five per cent for mathematics 30-1.

The percentage of District students meeting the acceptable standard in mathematics on Provincial Achievement Tests has been higher than the percentage of students meeting the acceptable standard in mathematics for the province in mathematics 3, 6, and 9 for the past four years.

Key District projects and activities have been initiated through the spring of 2014 and in 2015 to support mathematics and numeracy teaching and learning:

- In August 2014, a development team comprised of school and central staff produced the initial Edmonton Public Schools (EPSB) Math Intervention/Programming Instrument (MIPI) for Grades 2 to 9. This instrument was based on the outcomes identified in the provincial Mathematics Kindergarten to Grade 9 Program of Studies. The goals of the development of the MIPI are to:
 - provide information that would identify students who may require mathematics intervention;
 - continue the conversation about best practices in mathematics at schools and in catchments; and
 - may inform mathematics programming, including potential interventions, in classrooms across the District, when used in conjunction with other sources of data.
- The MIPI was divided into two sections per grade. Section 1 of the MIPI was designed to assess basic knowledge and application of the learner outcomes in the mathematics curriculum from the previous year. Section 2 was designed to support more advanced students around higher levels of mathematical vocabulary and problem solving. Section 1 of the MIPI was successfully administered in all District schools Grades 2 to 9. Section 2 was provided to schools in October for optional implementation. After the completion of Section 1 of the MIPI, a survey was provided to all schools with the goal of identifying areas for improvement. A meeting was held in January 2015 with the MIPI development team and three other Alberta school jurisdictions to discuss the MIPI initiative, incorporate changes to Section 1 based on the survey feedback, and to contribute to the overall improvement of the MIPI.
- The provincial pilot of the Student Learning Assessments (SLAs) for numeracy was implemented in October 2014. Information about this pilot was provided at the January 20, 2015 Board Meeting.
- EPSB implemented the provincial Kindergarten to Grade 3 Curriculum Development Prototyping Project, which included:
 - the development of student learning outcomes for mathematics;
 - the identification of teaching and learning resources;
 - the identification and development of draft classroom assessments; and
 - the development of a Kindergarten to Grade 12 Mathematics Scope and Sequence.
- External stakeholders with specific interests and expertise in mathematics provided feedback during the development process. The Westbrook School Kindergarten to Grade 3 staff field tested the mathematics draft student learning outcomes, draft classroom assessments and teaching and learning resources with their students.
- A District Data afternoon was held on January 28, 2015, for school representatives and central staff. Participants were provided context around key data sources gathered in the District, including prior level of achievement data, five year PATS roll-up data and five-year High School Diploma roll-up data. District and school level data was examined.
- The First Nation, Métis and Inuit Edukits were reviewed to further integrate numeracy concepts. Each kit now includes one to two numeracy classroom assessment tasks.

CURRENT SITUATION

Key activities and initiatives are in progress to support mathematics and numeracy:

- A meeting is scheduled for the MIPI development team in March to create vertical alignment for Grades 2 to 9 of the Section 1 instrument. A Grade 10 MIPI will be developed for September 2015. Catchment work has been initiated related to the MIPI, including work supported through the Equity Fund.
- A working group of school and central leadership staff has been established to develop a guiding document and a four-year action plan to support mathematics and numeracy teaching and learning. The action plan will guide the identification, development and implementation of a range of supports to strengthen mathematics and numeracy teaching and learning.
- Professional learning supports are currently provided through catchment groups and to individual schools. Central departments such as Curriculum and Resource Support and external professional learning providers such as the Edmonton Regional Learning Consortium also provide professional learning supports to District staff. Curriculum and Resource Support has established a support team for mathematics and numeracy. A mathematics/numeracy curriculum consultant has been hired and provides professional learning support to leadership groups, catchments and schools. Parent information sessions have also been provided.
- Teachers continue to be eligible to receive financial support for learning related to numeracy and mathematics teaching and learning through the Human Resources Teacher Development Program, Clause 23 Professional Improvement Program and through the Alberta Teachers Association Staff Development funds.
- Exploration of new mathematics interventions used in other Alberta school districts is in progress.
- Websites continue to be developed to support staff in the areas of mathematics and numeracy teaching and learning.
- A Topics of Interest section on the epsb.ca website is under development to provide information to parents and the public. This site will include District and Alberta Education information and resources.

KEY POINTS

- The MIPI initiative was successful in providing valuable information to teachers and principals to strengthen mathematics programming and interventions.
- A numeracy guiding document and a four-year action plan are under development.
- Professional development supports are in place for District staff.
- Parent information is available.

ATTACHMENTS & APPENDICES

N/A

JA/jaa

DATE: March 17, 2015

TO: Board of Trustees

FROM: Darrel Robertson, Superintendent of Schools

SUBJECT: District Partnership with the Edmonton Public Library
(Response to Request for Information #058)

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

**RESOURCE
STAFF:** Aaron Muller, Nancy Petersen

REFERENCE: October 21, 2014 Board Meeting (Trustee Janz)

ISSUE

The following information was requested: Provide a brief summary of the District's partnership activities with the Edmonton Public Library.

BACKGROUND

There is a natural synergy and a shared commitment to literacy between schools and community libraries. This has resulted in many collaborative initiatives and opportunities between District schools and their community library over the years. The initiatives and opportunities have evolved to reflect today's technologies, a community based focus on library programming and schools working strategically with other service providers within the community to support student growth. Both organizations have a strategic plan that reflects their mutual valuing of high school completion, a focus on literacy and responsibility for developing people's capacity for quality of life.

In 2006 this natural working relationship was formalized with a signed agreement between the District and Edmonton Public Library. This agreement was foundational to a working relationship between the two organizations at a high leadership level. For the next several years senior leaders from both organizations met on a regular basis to engage in dialogue, share outcomes and explore ways of working together. Through a series of staff changes and budget constraints the active working relationship, as defined in the signed agreement between the two organizations, lapsed.

In recent years the District has committed a staff member to sit at the Edmonton Public Library Partnership Management Team table. This table reflects representation from all Edmonton school districts and staff from the library. The library uses this table to share opportunities and seek feedback from school districts around the various school focused programs and services the library offers. The district continues to have a staff member sit at this table.

CURRENT SITUATION

The following initiatives reflect some of the opportunities and programs currently happening across our District as a result of the working relationship between the two organizations:

- EPL library card initiative: a program that enables district students to obtain a public library card through their school. Last year over 1500 new library cards were obtained by EPSB students through this initiative.
- How to Be An Information Ninja: a program targeted to grade 8 students with a focus on providing students with the skills and knowledge to critically evaluate and navigate websites and online resources.
- Reading Rockstars: an after school program that promotes literacy skills development.
- Shared professional development between library and district staff around the technical support and managing of a library collection.
- Student field trips to the library to participate in such programs as Makerspace Robotics or Lego at the Library.
- Community library field trips into schools where the library brings its programming expertise directly into district classrooms.

This fall the two organizations reached out to each other to reestablish a positive working relationship at the leadership level. District and Edmonton Public Library leaders met on January 12, 2015 to reaffirm this shared commitment to explore effective, efficient and creative ways of collaborating around a shared responsibility for instilling a life-long love of literacy and learning. Work is being done through a collaborative approach to support the development of a new Memorandum of Understanding (MOU) between the District and the Edmonton Public Library.

NP:np