

# public agenda

## Regular Board Meeting

February 2, 2016  
12:00 p.m.

Multipurpose Room,  
Education Centre  
1221 8 Street SW,  
Calgary, AB

### R-1: Mission |

Each student, in keeping with his or her individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

**Conflict of Interest reminder: Trustees must disclose any potential pecuniary interest in any matter before the Board of Trustees, as set forth in the agenda as well as any pecuniary interest in any contract before the Board requiring the Board's approval and/or ratification.**

Time	Topic	Who	Policy Ref	Attachment
12:00 p.m.	<b>1   Call to Order, National Anthem and Welcome</b>			
	<b>2   Consideration/Approval of Agenda</b>		GC-2	
	<b>3   Awards and Recognitions</b>			
10 mins	3.1 Lighthouse Award	J. Everett	GC-3	
	<b>4   Public Comment [ PDF ]</b>		GC-3.2	
Max 20 mins	Requirements as outlined in Board Meeting Procedures			
	<b>5   Results Focus</b>			
30 mins	5.1 Results 5: Character – Annual Monitoring	D. Stevenson		Page 5-1
	<b>6   Operational Expectations</b>			
10 mins	6.1 OE-12: Facilities – Annual Monitoring	D. Breton	OE-8, 12	Page 6-1
45 mins	6.2 Quarterly Report on Public Engagement	D. Stevenson	OE-3; 8	Page 6-17
	<b>7   Matters Reserved for Board Action</b>	Board	GC-3	



Time	Topic	Who	Policy Ref	Attachment
	<b>8   Consent Agenda</b>	Board	GC-2.6	
	8.1 Approval of Minutes			
	<ul style="list-style-type: none"> <li>▪ Regular Meeting held January 12, 2016</li> <li>▪ Regular Meeting held January 19, 2016</li> <li>▪ Regular Meeting held January 26, 2016</li> </ul> (THAT the Board approves the minutes of the Regular Meetings held January 12, 19 and 26, 2016, as submitted.)			Page 8-63 Page 8-73 Page 8-69
	8.2 Items Provided for Board Information			OE-8
	8.2.1 Correspondence			Page 8-1
	8.2.2 ASBA Zone 5 – Liaison Report			Page 8-40
	8.2.3 ASBA Board of Directors – Liaison Report			Page 8-5
	<b>9   In-Camera Session</b>			
3:00 p.m.	<b>10   Adjournment</b>			
	<b>Debrief</b>			Trustees

**Notice |**

This public Board meeting will be recorded & posted online.  
 Media may also attend these meetings.  
 You may appear in media coverage.

Archives will be available for a period of two years.  
 Information is collected under the authority of the School Act and the  
 Freedom of Information and Protection of Privacy Act section 33(c)  
 for the purpose of informing the public.

For questions or concerns, please contact:  
 Office of the Corporate Secretary at [corpsec@cbe.ab.ca](mailto:corpsec@cbe.ab.ca).

results  
monitoring  
report

Results 5: Character

Monitoring report for the  
school year 2014-2015

Report date:  
February 2, 2016

**CHIEF SUPERINTENDENT CERTIFICATION**

With respect to Results 5: Character, the Chief Superintendent certifies that the following information is accurate and complete, and that the organization is:

- Making reasonable progress toward achieving the desired results
- Making reasonable progress with exception
- Not making reasonable progress

Signed: D. Stevenson  
David Stevenson, Chief Superintendent

Date: Jan. 8/15

**BOARD OF TRUSTEES ACTION**

With respect to Results 5: Character, the Board of Trustees:

- Finds the organization to be making reasonable progress
- Finds the organization to be making reasonable progress with exception
- Finds the organization not to be making reasonable progress

Summary statement/motion of the Board of Trustees:

Signed: \_\_\_\_\_  
Chair, Board of Trustee

Date: \_\_\_\_\_

Results 5: Each student will demonstrate good character.

## Introduction |

Results 5: Character establishes the Board of Trustees' values and expectations for the Calgary Board of Education's work in helping students develop the attributes and standards of behavior that contribute to positive and healthy relationships, personal fulfillment and the common good.

The Chief Superintendent's Reasonable Interpretation for Results 5: Character was approved on March 19, 2013 with modifications to indicators involving kindergarten data approved on January 20, 2015. The Board of Trustees last monitored Results 5: Character on June 9, 2015.

The report presented today represents organizational data available since the last monitoring report, representing the 2014-15 school year. This report provides the Board of Trustees with two types of information.

1. It provides the most recent data for the indicators of the Chief Superintendent's Reasonable Interpretation as approved by the Board of Trustees. This information is presented as part of trend data and in relation to organizational targets previously presented to the Board of Trustees.
2. It identifies organizational performance targets for 2015-2016.

Performance targets are based on a number of factors, including the extent of data available, the emerging trends and level of stability within that data, and the level of results already attained. Performance targets are set individually for each indicator with a view to progress in student success within the Results policy as a whole.

In addition to this system monitoring data the Board of Trustees will be provided with additional information from students describing ways in which they and their peers have successfully developed and demonstrated strong character. This information is expected to be provided to the Board in April 2016.



## Monitoring Information |

### Executive Summary |

Monitoring information within this report informs the Board of Trustees of the success of Calgary Board of Education students in acting in ways that are ethical and responsible and contribute to a positive learning environment for all.

Data from the 2014-15 school year shows strong levels of organizational performance in relation to the approved indicators and policy provisions of Results 5: Character. A number of indicators are being sustained and improving at levels above 90% and 95%.

Reasonable progress in the area of Character is represented by sustained or improved results in seven of nine indicators and the accomplishment of seven of nine targets for 2015. The success of students and the organization is noted across the sub-sections of Results 5: Character.

The following summary of each sub-section of Results 5: Character provides an overview of the monitoring targets met or not met. More specific information for each sub-section of the Results policy and each indicator are included within the section of this report labeled “Evidence of Reasonable Progress” (see pages 4-14).

- 5.1 Possess the strength of character to do what is right.
  - Indicator 1: Target met
  - Indicator 2: Target not met
  - Indicator 3: Target met
  
- 5.2 Students will act morally with wisdom.
  - Indicator 1: Target met
  - Indicator 2: Target met
  - Indicator 3: Target met
  
- 5.3 Students will balance individual concerns with the rights and needs of others.
  - Indicator 1: Target met
  - Indicator 2: Target not met
  - Indicator 3: Target met

## Evidence of Reasonable Progress |

### Students will:

5.1 Possess the strength of character to do what is right.

### Board-approved Interpretation |

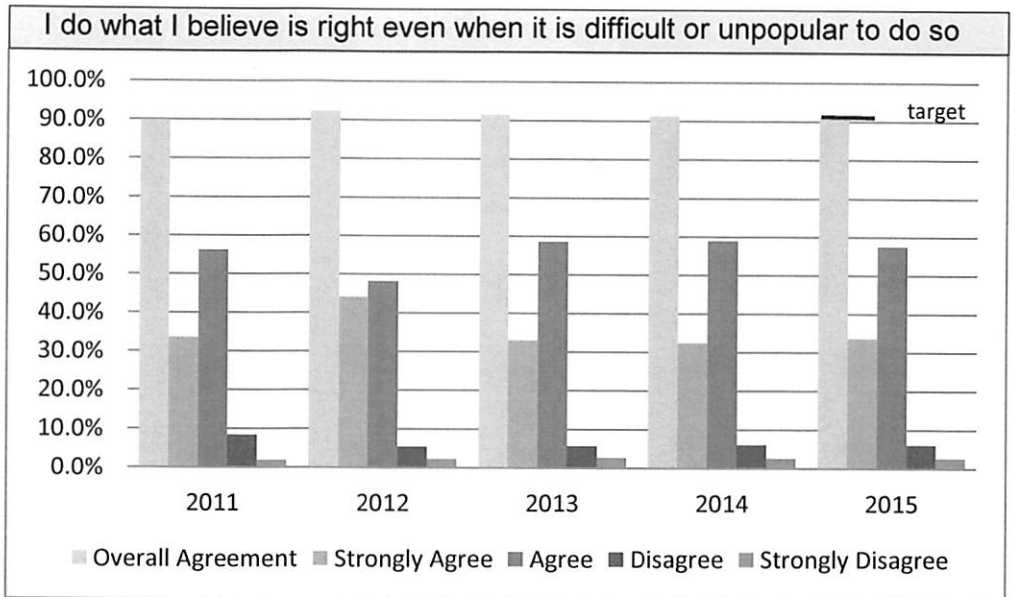
The Chief Superintendent interprets the Board of Trustees' values in this statement to mean that students conduct themselves in ways that are consistent with their understanding of the ethical action required of them.

The Chief Superintendent interprets *to do what is right* to mean that students act beyond their self-interest on behalf of what is good for the learning community and that their actions reflect both their values and community standards.

### Board-approved Indicators and 2014-2015 results |

1. Percentage of grade 12 students who report they do what they believe is right even when it is difficult or unpopular to do so; as measured by student surveys.

I do what I believe is right even when it is difficult or unpopular to do so					
Student Survey	2011	2012	2013	2014	2015
Strongly Agree	33.6%	44.1%	33.0%	32.4%	33.7%
Agree	56.2%	48.2%	58.6%	58.9%	57.5%
Disagree	8.3%	5.4%	5.7%	6.1%	6.1%
Strongly Disagree	1.9%	2.3%	2.7%	2.6%	2.7%
Overall Agreement	89.8%	92.3%	91.6%	91.3%	91.2%



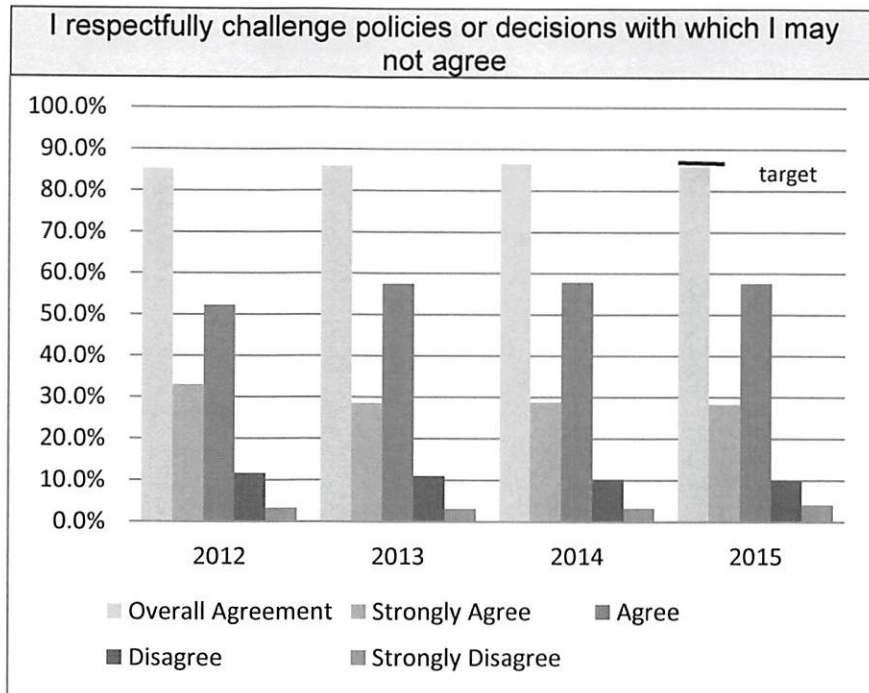
Target for 2015: Continued results at or above 91%

This target was met.

Target for 2016: Continued results at or above 91%

- Percentage of grade 12 students who report they respectfully challenge policies or decisions with which they may not agree; as measured by student surveys.

I respectfully challenge policies or decisions with which I may not agree				
Student Survey	2012	2013	2014	2015
Strongly Agree	33.0%	28.5%	28.7%	28.3%
Agree	52.2%	57.4%	57.8%	57.6%
Disagree	11.6%	11.0%	10.2%	10.0%
Strongly Disagree	3.2%	3.1%	3.2%	4.1%
Overall Agreement	85.2%	85.9%	86.5%	85.9%

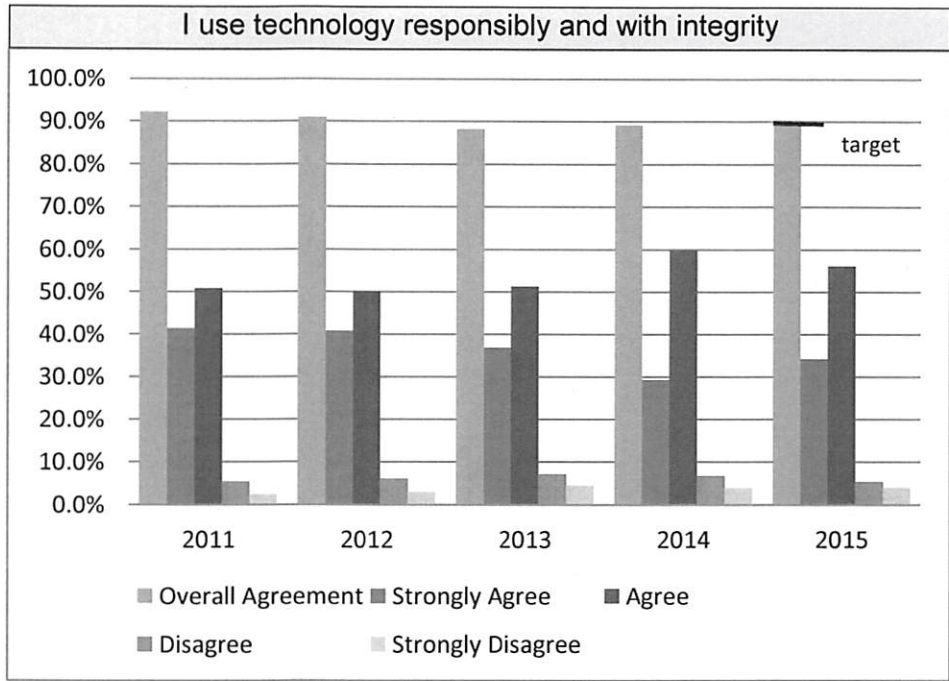


Target for 2015: 87%  
 This target was not met.  
 Target for 2016: 87%

- Percentage of grade 12 students who report they use technology responsibly and with integrity; as measured by student surveys.

I use technology responsibly and with integrity					
Student Survey	2011	2012	2013	2014	2015
Strongly Agree	41.4%	40.8%	36.9%	29.3%	34.2%
Agree	50.8%	50.1%	51.3%	59.9%	56.2%
Disagree	5.4%	6.1%	7.2%	6.8%	5.4%
Strongly Disagree	2.5%	3.0%	4.6%	4.0%	4.1%
Overall Agreement	92.2%	90.9%	88.2%	89.2%	90.4%





Target for 2015: 90%

This target was met.

Target for 2016: Continued results at or above 90%

## 5.2 Act morally with wisdom.

### Board-approved Interpretation |

The Chief Superintendent interprets the Board of Trustees' values in this statement to mean that student actions will reflect a foundation of good judgment and ethical decision-making.

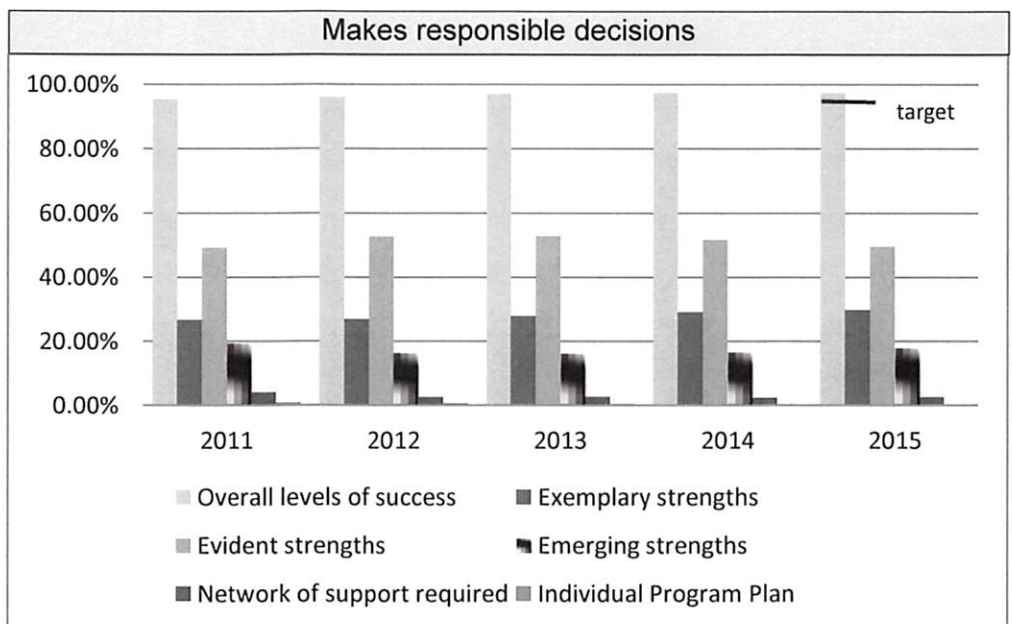
The Chief Superintendent interprets *act morally with wisdom* to mean that in and through their learning programs students judge what is required within different situations and act responsibly for the good of themselves, others and the community.



Board-approved Indicators and 2014-2015 results |

- Percentage of students in kindergarten-grade 9 reported to make responsible decisions; as measured by student report cards.<sup>1</sup>

Makes responsible decisions					
	2011	2012	2013	2014	2015
Exemplary strengths	26.6%	26.8%	27.8%	29.0%	29.7%
Evident strengths	49.3%	52.8%	53.0%	51.8%	49.7%
Emerging strengths	19.4%	16.4%	16.2%	16.6%	17.9%
Network of support required	4.0%	2.5%	2.6%	2.3%	2.5%
Individual Program Plan	0.8%	0.6%	0.4%	0.3%	0.3%
Overall levels of success	95.3%	96.0%	97.0%	97.4%	97.3%



Target for 2015: Continued results above 95%

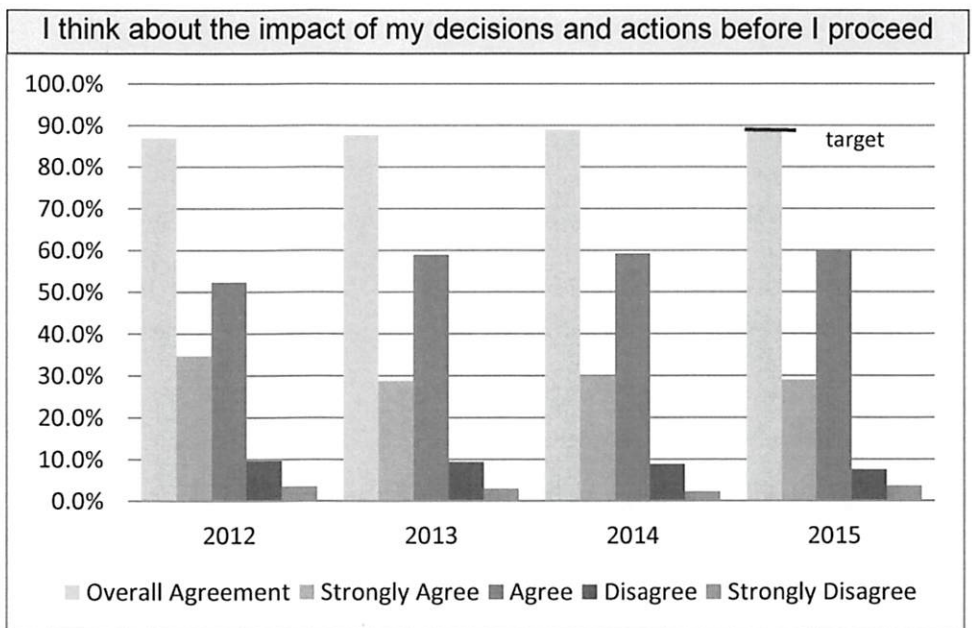
This target was met.

Target for 2016: Continued results above 96%

<sup>1</sup> Indicators for this report card measure are: identifies possible choices in decision-making processes and evaluates them in light of the needs of self and others; makes decisions that reflect high regard for self and others; reflects on and takes responsibility for the impact of actions and decisions; and shows courage and conviction in raising issues and making difficult decisions.

2. Percentage of grade 12 students who report they think about the impact of their decisions and actions before they proceed; as measured by student surveys.

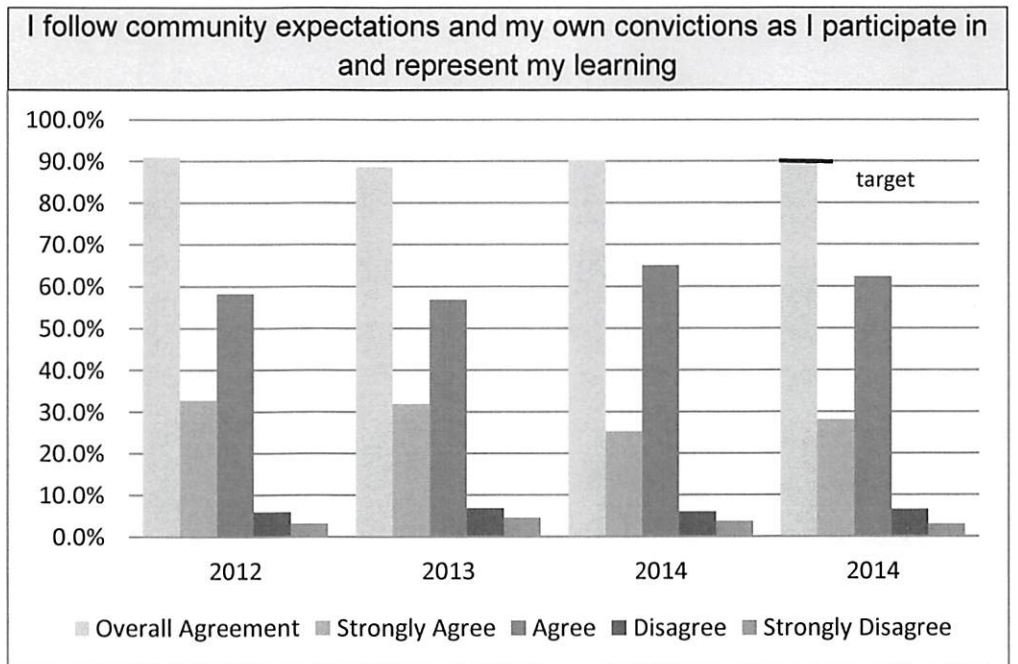
I think about the impact of my decisions and actions before I proceed				
Student Survey	2012	2013	2014	2015
Strongly Agree	34.7%	28.8%	29.8%	29.0%
Agree	52.3%	58.9%	59.2%	60.0%
Disagree	9.6%	9.4%	8.8%	7.5%
Strongly Disagree	3.4%	2.9%	2.2%	3.6%
Overall Agreement	87.0%	87.7%	89.0%	89.0%



Target for 2015: Continued results at or above 89%  
 This target was met.  
 Target for 2016: 90%

3. Percentage of grade 12 students who report they follow community expectations and their own convictions as they participate in and represent their learning; as measured by student surveys.

I follow community expectations and my own convictions as I participate in and represent my learning				
Student Survey	2012	2013	2014	2015
Strongly Agree	32.8%	31.9%	25.3%	28.2%
Agree	58.2%	56.8%	65.0%	62.3%
Disagree	5.9%	6.8%	6.0%	6.5%
Strongly Disagree	3.1%	4.5%	3.7%	3.0%
Overall Agreement	91.0%	88.7%	90.3%	90.5%



Target for 2015: Continued results at or above 90%

This target was met.

Target for 2016: Continued results at or above 90%

5.3 Balance individual concerns with the rights and needs of others.

Board-approved Interpretation |

The Chief Superintendent interprets the Board of Trustees' values in this statement to mean that students will demonstrate a sense of responsibility for the well-being of other people and the larger community.

The Chief Superintendent interprets *balance individual concerns with the rights and needs of others* to mean that students build relationships and contribute to a positive learning environment through respect, awareness and compassion.

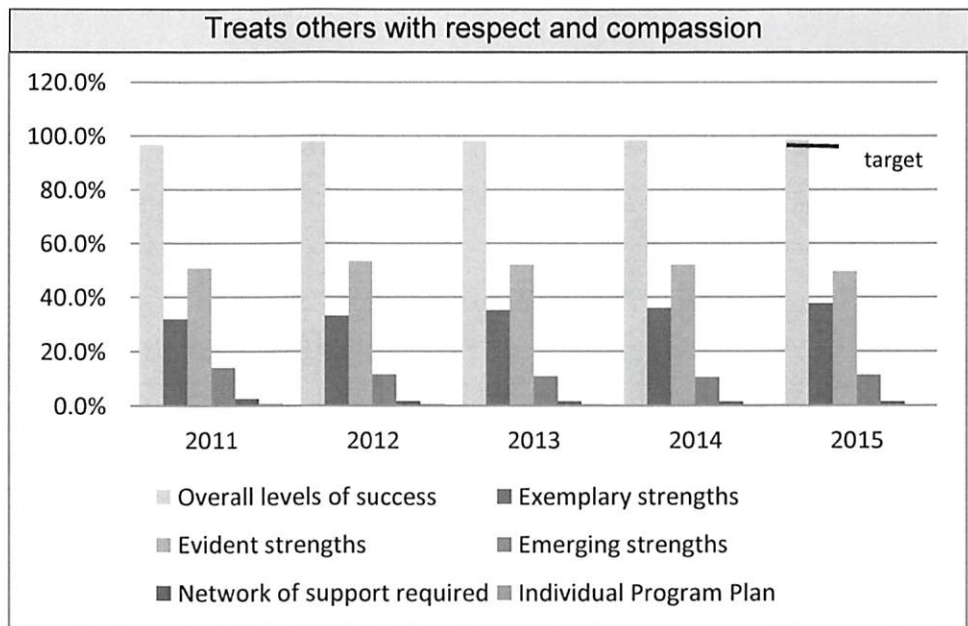
Board-approved Indicators and 2014-2015 results |

1. Percentage of students in kindergarten-grade 9 students reported to treat others with respect and compassion; as measured by student report cards.<sup>2</sup>

Treats others with respect and compassion					
	2011	2012	2013	2014	2015
Exemplary strengths	32.0%	33.1%	35.2%	36.0%	37.6%
Evident strengths	50.7%	53.3%	52.1%	52.0%	49.6%
Emerging strengths	14.0%	11.5%	10.8%	10.4%	11.2%
Network of support required	2.5%	1.6%	1.5%	1.4%	1.4%
Individual Program Plan	0.7%	0.5%	0.4%	0.2%	0.2%
Overall levels of success	96.7%	97.9%	98.1%	98.4%	98.4%

<sup>2</sup> Indicators for this report card measure are: shows respect for the contributions and achievements of others; and responds and is sensitive to the needs and welfare of others.





Target for 2015: Continued results at or above 97%

This target was met.

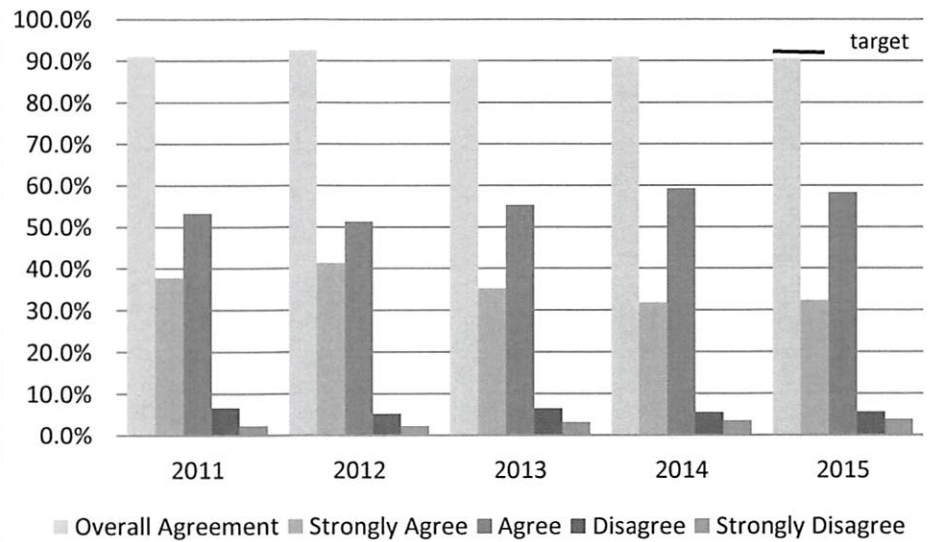
Target for 2016: Continued results at or above 97%

- Percentage of grade 12 students who report they think about their own needs and the needs of others when making decisions; as measured by student surveys.

I think about my needs and the needs of others when making decisions					
Student Survey	2011	2012	2013	2014	2015
Strongly Agree	37.8%	41.3%	35.2%	31.8%	32.3%
Agree	53.3%	51.3%	55.3%	59.2%	58.3%
Disagree	6.6%	5.2%	6.4%	5.5%	5.6%
Strongly Disagree	2.3%	2.2%	3.1%	3.5%	3.8%
Overall Agreement	91.1%	92.6%	90.5%	91.0%	90.6%



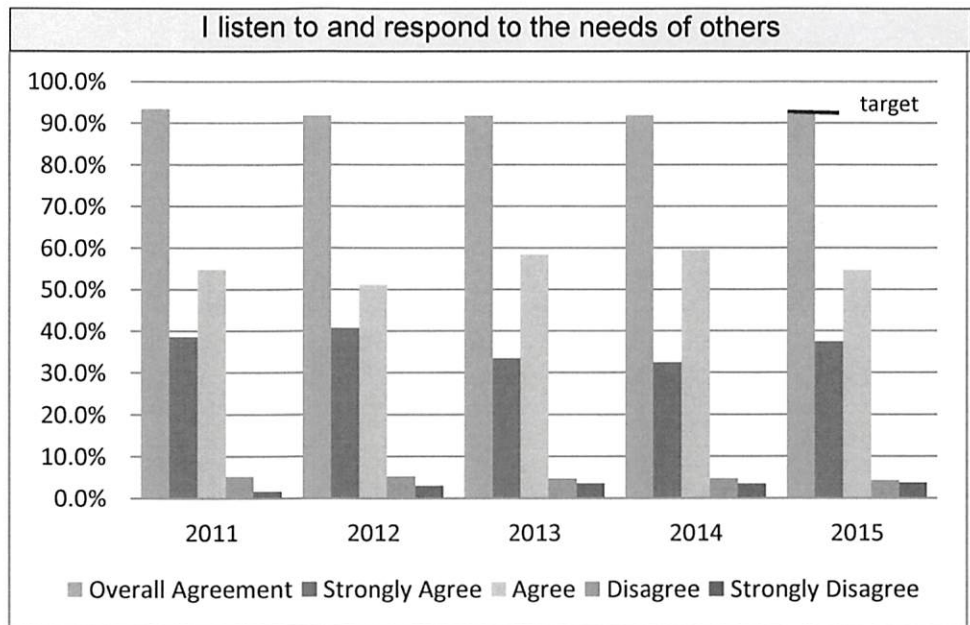
**I think about my needs and the needs of others when making decisions**



Target for 2015: 92%  
 This target was not met.  
 Target for 2016: 92%

- Percentage of grade 12 students who report they listen to and respond to the needs of others; as measured by student surveys.

I listen to and respond to the needs of others					
Student Survey	2011	2012	2013	2014	2015
Strongly Agree	38.6%	40.7%	33.4%	32.4%	37.4%
Agree	54.8%	51.1%	58.4%	59.5%	54.7%
Disagree	5.1%	5.2%	4.7%	4.7%	4.2%
Strongly Disagree	1.6%	3.0%	3.5%	3.4%	3.7%
Overall Agreement	93.4%	91.8%	91.8%	91.9%	92.1%



Target for 2015: 92%

This target was met.

Target for 2016: 92%

**GLOSSARY – Developed by the Board of Trustees**

Board: Board of Trustees

Monitoring Report: The Board wants to know that its values have driven organizational performance. The Chief Superintendent will present to the Board, for its evaluation, a report that summarized how either compliance has been achieved on Operational Expectations or how reasonable progress has been made in Results. Each monitoring report requires: a re-statement of the full policy, by section; a reasonable interpretation of each section; data sufficient to prove compliance or reasonable progress; and a signed certification from the Chief Superintendent of the status.

Reasonable Interpretation: Once the Board has stated its values in policy, the Chief Superintendent is required to “interpret” policy values, saying back to the Board, “here is what the Board’s value means to me.” The Board then judges whether this interpretation is reasonable. In other words, does the Chief Superintendent “get it?” This reasonable interpretation is the first step required in monitoring compliance on Operational Expectations and monitoring reasonable progress on Results.

Results: These are our statements of outcomes for each student in our district. The Results policies become the Chief Superintendent’s and the organization’s performance targets and form the basis for judging organization and Chief Superintendent Performance.

operational expectations monitoring report

OE-12: Facilities

Monitoring report for the school year 2014-2015

Report date: February 2, 2016

CHIEF SUPERINTENDENT CERTIFICATION

With respect to Operational Expectations 12: Facilities, the Chief Superintendent certifies that the proceeding information is accurate and complete, and is:

- [x] In Compliance
[ ] In Compliance with exceptions as noted in the evidence
[ ] Not in Compliance

Signed: [Signature] David Stevenson, Chief Superintendent

Date: Jan 21/16

BOARD OF TRUSTEES ACTION

With respect to Operational Expectations 12: Facilities, the Board of Trustees:

- [ ] Finds the evidence to be compliant
[ ] Finds the evidence to be compliant with noted exceptions
[ ] Finds evidence to be not compliant

Summary statement/motion of the Board of Trustees:

Signed: \_\_\_\_\_ Chair, Board of Trustees

Date: \_\_\_\_\_

## OE-12: Facilities

### Executive Summary

The Chief Superintendent shall ensure that physical facilities support the accomplishment of the Board's Results policies.

Operational Expectation 12: Facilities establishes the values and expectations of the Board of Trustees for the Calgary Board of Education to provide physical learning and working environments which are conducive to student learning in support of the achievement of the Board's Results.

The Chief Superintendent's reasonable interpretations for OE 12: Facilities were approved on April 3, 2012. The Board of Trustees last monitored OE 12: Facilities on February 3, 2015.

12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that is based upon the needs of the entire organization	Compliant
---	-----------

- Indicator 1: compliant
- Indicator 2: compliant

12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that is based upon the needs of the entire organization and that: a. assigns highest priority to the correction of unsafe conditions	Compliant
---	-----------

- Indicator 1: compliant
- Indicator 2: compliant

12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that is based upon the needs of the entire organization and that:	Compliant
---	-----------



**OE-12: Facilities**

<p>b. includes preventive maintenance and system replacement cost estimates as necessary to enable facilities to reach their intended life cycles</p>	
---	--

- Indicator 1: not compliant
- Indicator 2: compliant
- Indicator 3: compliant
- Indicator 4: compliant

<p>12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that is based upon the needs of the entire organization and that:</p> <p>c. discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the organization</p>	<p>Compliant</p>
--	------------------

- Indicator 1: compliant

<p>12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that is based upon the needs of the entire organization and that:</p> <p>d. ensures that facility planning and design decisions appropriately consider environmental impacts, including eco-efficiency and sustainability</p>	<p>Compliant</p>
--	------------------

- Indicator 1: compliant
- Indicator 2: compliant
- Indicator 3: compliant
- Indicator 4: compliant

<p>12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that is based upon the needs of the entire organization and that:</p> <p>e. ensures the effective and efficient use of capital funding that demonstrates responsible stewardship of</p>	<p>Compliant</p>
--	------------------





**OE-12: Facilities**

resources.	
------------	--

- Indicator 1: compliant
- Indicator 2: compliant

12.2 Ensure that facilities are safe, clean and properly maintained	Compliant
---	-----------

- Indicator 1: compliant
- Indicator 2: compliant
- Indicator 3: compliant
- Indicator 4: compliant
- Indicator 5: compliant
- Indicator 6: not compliant

12.3 Build or renovate buildings.	Compliant
-----------------------------------	-----------

- Indicator 1: compliant
- Indicator 2: compliant

12.4 Unreasonably deny the public's use of facilities as long as student safety, student functions, and the instructional program are not compromised.	Compliant
--	-----------

- Indicator 1: compliant
- Indicator 2: compliant

## OE-12: Facilities

The Chief Superintendent shall ensure that physical facilities support the accomplishment of the Board's Results policies.

### Board-approved Interpretation |

The Chief Superintendent interprets the intent of OE-12: Facilities to be the assurance that existing and planned school facilities provide physical learning and working environments which are conducive to student learning and ultimately the achievement of the Board's Results.

The facility requirements of the Calgary Board of Education encompass the need to provide new schools, to modernize existing schools, to improve functionality to meet new curriculum and school program requirements, and to renovate existing schools to address essential asset lifecycle maintenance.

The Chief Superintendent interprets *ensure* to mean that facilities and the components within are operationally sound and that the Calgary Board of Education is in compliance with all facility related regulations and legislation.

The Chief Superintendent interprets *support* to mean that learning environments are kept operational and that the physical facilities offer no long term hindrances to student learning.

The Chief Superintendent interprets *physical facilities* to mean all land and buildings owned or occupied by the Calgary Board of Education. This covers schools, administrative centres, operation depots, compounds, playgrounds, parking lots and sport fields.

The Chief Superintendent interprets *accomplishment* to mean that, in general and consistent terms; physical facilities enhance the opportunity for students to learn and to complete high school.

The Chief Superintendent interprets the *Board's Results Policies* to mean in accordance with the Three-Year Education Plan, which is the strategy designed to accomplish the Board's Results and Operational Expectation goals.

**The Chief Superintendent will:**

<p>12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that is based upon the needs of the entire organization and that:</p> <ul style="list-style-type: none"><li>a. assigns highest priority to the correction of unsafe conditions;</li><li>b. includes preventive maintenance and system replacement cost estimates as necessary to enable facilities to reach their intended life cycles;</li><li>c. discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the organization;</li><li>d. ensures that facility planning and design decisions appropriately consider environmental impacts, including eco-efficiency and sustainability; and</li><li>e. ensures the effective and efficient use of capital funding that demonstrates responsible stewardship of resources.</li></ul>	<p>Compliant</p>
--	------------------

**12.1 Develop a plan that establishes priorities for construction, renovation and maintenance projects that is based upon the needs of the entire organization.**

**Board-approved Interpretation |**

The Chief Superintendent interprets this provision to mean the development of a series of long-range capital plans which outline the rankings for new school construction, replacement school construction and school preservation/major modernization projects. This is achieved through an annually prepared Ten-Year System Student Accommodation and Facilities Strategy, a Three-Year School Capital Plan, Three-Year Student Accommodation Plan, Three-Year Modular Plan and Three-Year Infrastructure, Maintenance and Renewal (IMR) Plan.

The *needs of the entire organization* are interpreted as the facility requirements to deliver required education programs identified by schools and departments in the Calgary Board of Education.

**Board-approved Indicators and Evidence of Compliance |**

1. Provision, each year, of a Ten-Year System Student Accommodation and Facilities Strategy and a Three-Year Student Accommodation Plan to the Board of Trustees for information.

*The organization is compliant with this indicator.*



*Ten-Year System Student Accommodation and Facilities Strategy was submitted to the Board of Trustees for information on June 16, 2015.*

*Three-Year Student Accommodation Plan was submitted to the Board of Trustees for information on June 16, 2015.*

2. Submission, within the provincial time frames each year, of a Three-Year School Capital Plan and a Three Year Modular Plan to the Board of Trustees for approval and submission to Alberta Education.

*The organization is compliant with this indicator.*

*Three-Year School Capital Plan received approval from the Board of Trustees on March 17, 2015 and was forwarded to the Provincial Government within the 2015 submission deadline.*

*Three-Year Modular Plan received approval from the Board of Trustees on October 14, 2014 and was forwarded to the Provincial Government prior to the November 1 deadline.*

#### **12.1 a. assigns highest priority to the correction of unsafe conditions;**

##### **Board-approved Interpretation |**

The Chief Superintendent interprets this provision to mean that the plan will recognize that any remediation project, required to mitigate any identified health and safety issue, will be given a status above all other projects in the plan. *Unsafe conditions* are interpreted to mean any condition of a physical facility that presents a potential of harm to occupants, whether that condition is known, anticipated or of an emergent nature.

##### **Board-approved Indicators and Evidence of Compliance |**

1. 100 percent of all appropriation of Infrastructure Maintenance and Renewal funding for emergent and planned safety related maintenance work conforms to the provincial guidelines, which stipulate Priority 1 - Health and Safety.

*The organization is compliant with this indicator.*

*100% of safety related maintenance work supported with Infrastructure, Maintenance and Renewal (IMR) funding conformed to the provincial guidelines. 128 planned, urgent and emergent safety related projects (out of a total of 415 projects) valued at \$9.6 million were acted upon during the reporting period.*

2. 90 percent of all formally advanced safety related concerns (i.e., Indoor Environmental Quality (IEQ) Concern Registration and Unsafe Condition Report) are addressed within the established timelines. (At present 3 days for IEQ and 5 days for Unsafe Condition).

*The organization is compliant with this indicator.*

*97% of all formally advanced safety related concerns were addressed within the established timelines. The CBE Indoor Environment team and Safety Advisory Services attended to 125 emerging issues during this period.*

**12.1 b. includes preventive maintenance and system replacement cost estimates as necessary to enable facilities to reach their intended life cycles;**

**Board-approved Interpretation |**

The Chief Superintendent interprets this provision to mean:

- a. that a facility condition assessment summary, which details cost estimates of required facility component replacements and a total deferred maintenance cost, will be prepared annually,
- b. that the Three Year Infrastructure Maintenance and Renewal (IMR) Plan will outline the projects that are planned to be implemented within the approved provincial funding for this purpose, and
- c. that a preventive maintenance (PM) plan, which details both required and standard facility and equipment preventive maintenance, will be prepared annually.

The Chief Superintendent also interprets this provision to mean that the replacement of physical facility system components (e.g. heating plants, windows, floor coverings, lockers) is integral to the achievement of the facility design life. Component replacement activities must be planned, aligned with system-wide needs and delivered in order of the highest identified needs. Priorities are to be based on cyclical schedules, existing conditions and component lifecycle considerations.

**Board-approved Indicators and Evidence of Compliance |**

1. 95 percent of active CBE school facilities, constructed more than ten years ago, have a condition assessment undertaken within the last five years. These assessments will include reasonably accurate cost estimates of all facility components due for replacement.

*The organization is not compliant with this indicator.*

*86% of active schools more than 10 years old were audited within the last 5 years. This was due to the cancellation by Alberta Infrastructure of all assessments in 2014-2015 school year as they transitioned from ReCAPP to VFA. Alberta Infrastructure has now resumed assessments, but given that they only assess 20% of CBE schools per year, CBE will be non-compliant with this indicator for the next 5 years.*

2. 100 percent of all planned facility component renewal projects in the Three-Year IMR Plan incorporate reasonably accurate cost estimates and are compliant with provincial requirements.



*The organization is compliant with this indicator.*

*100% of all planned facility component replacement projects included a reasonably accurate cost estimate and were compliant with provincial requirements. All planned projects in the Three-Year IMR Plan have cost estimates based on actual costs for similar or identical work. All projects complied with the provincial requirements as evidenced by complete acceptance of CBE's final cost submissions.*

3. 100 percent of required preventive maintenance routines (e.g. fire alarm testing, boiler inspections, elevator inspections and emergency light testing) are incorporated into the annual plan.

*The organization is compliant with this indicator.*

*100% of all required preventive maintenance routines were included in the schedule for the 2014-15 CBE plan. All 1,342 mandated inspections were scheduled to satisfy the authorities having jurisdiction. The inspected equipment complied with associated legislation/regulation. Delivery was tracked monthly and records show all inspections were completed as scheduled.*

4. 80 percent of standard preventive maintenance routines (e.g. play structure inspections, heat exchanger inspections, boiler water treatment, moving machinery lubrication and air filter changes) are included in the budgeted preventive maintenance plan.

*The organization is compliant with this indicator.*

*85% of 26 standard preventive maintenance routines, as suggested by industry standards, were budgeted and performed. Proactive, preventive maintenance routines, which may not be mandated by legislation, were completed as needed. This included work by water treatment specialists, certified playground inspectors, and by qualified tradesmen for the inspection and maintenance of facility components such as heat exchangers, science fume hoods, supply and exhaust fans, and circulating pumps. Central Facility Services maintenance staff undertook over 3,500 site visits this year for this activity.*

**12.1 c. discloses assumptions on which the plan is based, including growth patterns and the financial and human impact individual projects will have on other parts of the organization;**

**Board-approved Interpretation |**

The Chief Superintendent interprets *discloses assumptions* on which the plan is based to mean that a Three-Year System Student Accommodation Plan will be developed that includes the rationale which are used for student accommodation decisions.

The Chief Superintendent interprets *growth patterns* to be data related to enrolment trends in schools, as determined from pre-school census and community development.

The Chief Superintendent interprets *financial and human impact individual projects will have on other parts of the organization* to mean, besides the estimated costs of individual projects, that impacts on students, parents and communities, and the changes to staffing, would also be included in the Plan.

#### Board-approved Indicator and *Evidence of Compliance* |

1. Provision, each year, of a Three-Year System Student Accommodation Plan, which includes individual project costs, staffing changes and the impacts on students, parents and communities, to the Board of Trustees for information.

*The organization is compliant with this indicator.*

*Three-Year System Student Accommodation Plan was submitted to the Board of Trustees for information on June 16, 2015. Attachment III of the report provided information on project costs and impacts on students.*

#### **12.1 d. ensures that facility planning and design decisions appropriately consider environmental impacts, including eco-efficiency and sustainability;**

#### Board-approved Interpretation |

The Chief Superintendent interprets *environmental impacts* as those aspects which include siting, water use, energy use, local materials and resources, environmental quality and innovation, which ensure that facilities and infrastructure are constructed, managed and operated in an ecologically responsible and sustainable manner.

Facility and building efficiency and ventilation and lighting systems are to be improved continuously in a way that positively impacts student health. These impacts may be accomplished through better design, construction, operation and maintenance.

*Eco-efficiency and sustainability* is interpreted as the CBE's ongoing commitment to an environmentally friendly building design for new schools, as outlined in the Leadership in Energy and Environmental Design (LEED) Silver environmental standard, or equivalent standard.

#### Board-approved Indicators and *Evidence of Compliance* |

1. 100 percent of all new schools, constructed by the Calgary Board of Education, are completed to the LEED Silver standard.

*The organization is compliant with this indicator.*



*All new schools are completed to the LEED Silver standard and achieve at least LEED Silver rating. During this reporting period, Cranston K-4 school achieved a LEED Gold rating.*

2. 90 percent of modernization projects incorporate the most affordable, innovative and energy efficient solutions to optimize the life cycle cost and return on investment.

*The organization is compliant with this indicator.*

*100% of modernization projects balanced innovation and energy efficient solutions with project budgets to optimize the life cycle of components and systems to obtain best value for money.*

3. 80 percent of maintenance projects replacing fixtures and equipment utilize energy efficient and sustainable products.

*The organization is compliant with this indicator.*

*More than 90% of maintenance projects that included the replacement of fixtures and equipment incorporated energy efficient and/or sustainable products. 82 maintenance projects, valued at \$16.1 million, replaced existing fixtures (e.g. steam-traps, emergency lights) or equipment (e.g. boilers, fire alarms, roof-top heating units, furnaces, hot water tanks) with the highest energy efficient equipment economically supportable.*

4. 100 percent of all approved requests for school site naturalizations and school gardens are completed.

*The organization is compliant with this indicator.*

*100% of the school-based naturalization or garden development requests were completed. In the reporting year, thirteen schools made requests and completed the approval process. Eight sites established their naturalization area or food garden, with some requiring finalization efforts in 2016. Five sites received approvals for their projects, and will begin construction in 2016.*

**12.1 e. ensures the effective and efficient use of capital funding that demonstrates responsible stewardship of resources.**

**Board-approved Interpretation |**

The Chief Superintendent interprets *effective and efficient use*, as demonstrated by the priority allocation and use of resources, and the ranking of projects with the minimum wastage and unnecessary effort by consultants and employees.

*Capital funding*, is interpreted as funding provided by the Provincial Government, subject to the provisions of the Provincial School Capital Manual, and/or funding identified by the Capital Budget Council.

*Responsible stewardship* is interpreted as to how the funding is prioritized, allocated, administered and monitored, including how the expenditures are regularly reported back to the Provincial Government and to the Board.

**Board-approved Indicators and Evidence of Compliance |**

1. 100 percent of provincially funded capital projects, undertaken by the CBE, are completed within approved budgets and on schedule.

*The organization is compliant with this indicator.*

*All provincially funded capital projects were completed within approved budgets and on schedule.*

2. 100 percent of CBE funded capital projects are completed within approved budgets and on schedule.

*The organization is compliant with this indicator.*

*All provincially funded capital projects were completed within approved budgets and on schedule.*

Evidence demonstrates that three of the four indicators in sub-section 12.1 are in compliance; the exception is indicator 12.1.b.1.

12.2 Ensure that facilities are safe, clean and properly maintained	Compliant
---	-----------

**Board-approved Interpretation |**

The Chief Superintendent interprets *safe* to mean that the physical learning environment is free from potential harm to students, and that the work environment is compliant with all legal requirements.

The Chief Superintendent interprets *clean* to mean that CBE schools and facilities are cleaned to a standard which supports occupant health and wellness.

The Chief Superintendent interprets *properly maintained* to mean that CBE schools and facilities are maintained to support the functionality of the learning and work environment.

**Board-approved Indicators and Evidence of Compliance |**

1. 100 percent of formally advanced safety related concerns (i.e., Indoor Environmental Quality Concern Registration and Unsafe Condition Report) are addressed, as evidenced by the completed corrective measures taken.



*The organization is compliant with this indicator.*

*100% of the formally advanced safety related concerns were addressed. All 99 Indoor Environment concerns were addressed with corrective measures, with 4 instances of ongoing remedial action beyond the reporting year. 26 Unsafe Condition Reports were filed in the reporting year. All were addressed with completed corrective measures and 1 case involved remedial actions ongoing beyond the end of this reporting year.*

2. Not more than 80 Unsafe Condition Reports are received and investigated each year.

*The organization is compliant with this indicator.*

*26 Unsafe Condition Reports (renamed Hazard Reports) were received and investigated by Safety Advisory Services in the reporting year.*

3. 90 percent of maintenance work orders, requiring adherence to a provincial code, are inspected for conformance with the applicable technical provincial codes.

*The organization is compliant with this indicator.*

*100% of work orders requiring permits adhered to provincial code.*

4. 98 percent of CBE schools and facilities are assessed annually at least at the Level 2 "Ordinary Tidiness" standard of caretaking and cleanliness.

*The organization is compliant with this indicator.*

*98.7% of schools achieved Level 2 "Ordinary Tidiness" standard of caretaking and cleanliness.*

5. 100 percent of emergency maintenance and repair work requests are responded to within 24 hours.

*The organization is compliant with this indicator.*

*100% of the 6,134 emergency work requests were responded to within 24 hours.*

6. 80 percent of regular maintenance and repair work requests are corrected within two months of registration.

*The organization is not compliant with this indicator.*

*69% of regular maintenance and repair work requests were corrected within two months of registration. 15,929 work requests were submitted during the 2014/2015 reporting period. Of these, 10,654 were completed within two months and 5275 were completed outside of the two month target. Non-*

*compliance was primarily due to delayed data entry of completed work requests (the work request was completed but not entered into the system (ARCHIBUS)). Additional delays were due to scheduling of work during times that minimize disruptions to the learning environment, parts and equipment on back-order, and workforce capacity.*

*Mobile computer technology introduced in 2015/2016 will empower the Area Trades Team to report in an accurate and timely fashion.*

Evidence demonstrates five of the six indicators in sub-section 12.2 are in compliance; the exception is indicator 12.2.6.

**The Chief Superintendent shall not:**

12.3 Build or renovate buildings.	Compliant
-----------------------------------	-----------

**Board-approved Interpretation |**

The Chief Superintendent interprets *build or renovate buildings* to mean all new schools and major school building modernization projects, costing more than \$2.5 million, not approved by the Board and authorized by the Government of Alberta, and which are prescribed by the policies, procedures and guidelines of the School Capital Manual.

**Board-approved Indicators and Evidence of Compliance |**

1. 100 percent of new school construction and major infrastructure projects, greater than \$2.5 million are approved by the Board.

*The organization is compliant with this indicator.*

*All new school construction and major infrastructure projects, greater than \$2.5 million were approved by the Board.*

2. Nine Construction Status Reports, to inform on progress of approved new school construction and major infrastructure projects, greater than \$2.5 million, are provided to the Board each year.

*The organization is compliant with this indicator.*

*Nine Construction Status Reports were provided to the Board for the 2014-2015 year.*

Evidence demonstrates all indicators in sub-section 12.3 are in compliance.

12.4 Unreasonably deny the public's use of facilities as long as student safety, student functions, and the instructional program are not compromised.	Compliant
--	-----------

### Board-approved Interpretation |

The Chief Superintendent interprets unreasonably *deny the public's use of facilities* to mean that schools are made available, where possible, for community and other third party use, through either lease agreements or rental contracts.

The Chief Superintendent interprets as long as *student safety, student functions, and the instructional program are not compromised* to mean that appropriate guidelines and processes are in place, that ensure student safety and learning is not impacted by the public's access to schools.

School principals are consulted 100% of the time, prior to the signing of a lease agreement.

100 percent of school principals shall have the ability to retain school space and time required for the instructional program and for student functions, prior to the release of space to the public.

### Board-approved Indicators and *Evidence of Compliance* |

1. Not less than 90 percent of lease requests for the use of vacant spaces within schools are approved.

*The organization is compliant with this indicator.*

*100% of lease requests were approved in school facilities where there was vacant and available space for a lease. It is noted that with system utilization at 87%, vacant spaces were at an all-time low.*

2. Not less than 80 percent of schools are made available for public use rental.

*The organization is compliant with this indicator.*

*97% of schools (203) were available for public use rental.*

Evidence demonstrates that all indicators in sub-section 12.4 are in compliance.

#### GLOSSARY – Developed by the Board of Trustees

Board: The Board of Trustees

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Monitoring Report: The Board wants to know that its values have driven organizational performance. The Chief Superintendent will present to the Board, for its evaluation, a report that summarized how either compliance has been achieved on Operational Expectations or how reasonable progress has been made in Results. Each monitoring report requires: a re-statement of the full policy, by section; a reasonable interpretation of each section; data sufficient to prove compliance or reasonable progress; and a signed certification from the Chief Superintendent of the status.

Reasonable Interpretation: Once the Board has stated its values in policy, the Chief Superintendent is required to "interpret" policy values, saying back to the Board, "here is what the Board's value means to me." The Board then judges whether this interpretation is reasonable. In other words, does the Chief Superintendent "get it?" This reasonable interpretation is the first step required in monitoring compliance on Operational Expectations and monitoring reasonable progress on Results.

Compliance: Evidence or data that allow the Board to judge whether the Chief Superintendent has met the standard set in the Operational Expectations values.



Non-compliance: In gathering evidence and data to prove to the Board that its Operational Expectations values have been adhered to, there may be areas where the standards were not met. The policy or subsection of the policy would be found to be "non-compliant." The Chief Superintendent would identify the capacity-building needed to come into compliance and the Board would schedule this section of policy for re-monitoring.





**report to  
Board of Trustees**

**Quarterly Report on Public Engagement.**

Date	February 2, 2016
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	David Stevenson, Chief Superintendent of Schools
Purpose	Information
Originator	David Stevenson. Chief Superintendent
Governance Policy Reference	Board/Chief Superintendent Relationship B/CSR-2: Single Point of Connection  Operational Expectations OE-8: Communication With and Support for the Board OE-3: Treatment of Owners
Resource Person(s)	Cathy Betz, Communications Manager Carrie Edwards, Director Planning & Transportation Karen Drummond, Communications Advisor Kelly-Ann Fenney, Assistant General Counsel

**1 | Recommendation**

---

It is recommended:

- That the Board of Trustees receives the following report for information.
- That the Chief Superintendent continues to provide quarterly updates regarding progress towards creating and implementing a public engagement framework.

## 2 | Issue

---

At the Oct. 13, 2015 regular meeting, the Board of Trustees directed the Chief Superintendent to provide regular quarterly updates on progress towards creating and implementing a public engagement framework.

In addition, the Board of Trustees directed the Chief Superintendent to provide further information regarding administrative plans for public engagement regarding transportation service levels and transportation fees by Jan. 30, 2016. Subsequently, the Board of Trustees agreed to receive the information at the Feb. 2, 2016 public board meeting.

## 3 | Background

---

The CBE is committed to developing a coherent public engagement framework to ensure stakeholders are reasonably included in decisions that affect them. System resources have been dedicated to support the development of the framework and current engagement at the school, system and board level.

For many years, the CBE has consulted with stakeholders on specific initiatives such as new school development, program changes, budget, fees, transportation and other initiatives using the IAP2 (International Association of Public Participation) model. IAP2 defines the different levels of engagement (inform, consult, involve, collaborate, empower) and describes activities that support public participation. For most large-scale system initiatives, public engagement work has primarily resided with the Planning and Transportation department in the Facilities and Environmental Services service unit.

Public engagements and consultations also occur at the school, Area and service unit level. On an ongoing basis, principals engage parents, teachers, school council members and other stakeholders on decisions that directly affect their school community.

Engaging our Public is one of the four pillars of the CBE's Three-Year Education Plan. This plan guides our work and connects each employee to the CBE mission, values and desired outcomes of student success. The 2015-18 Three-Year Education Plan, which was approved by Trustees on Dec. 1, 2015, highlights the creation and implementation of a comprehensive public engagement framework as a priority this year.

The impending Education Act also directs school boards to consult, inform, and collaborate with parents, students and community stakeholders including government and non-governmental organizations. In spring 2015, the CBE established a Public Engagement Working Group to review the Education Act and make recommendations to support compliance with the new legislation. The working group's main recommendation was to create a system-wide public engagement framework. On May 21, 2015, Superintendents' Team approved this recommendation. Communication Services was identified to lead this work. This work began in July 2015.

The events in September 2015 related to changes in transportation service levels for the 2015-16 school year further highlighted the value of having a coherent, system-wide approach to public engagement. Subsequently, the CBE committed to a transportation engagement to inform decisions for the 2016-17 school year and beyond.

A changing regulatory environment and changing stakeholder expectations have highlighted the need to develop a coherent, system-wide framework for public engagement as well. The goal is to have a consistent and effective framework that is well understood, that will strengthen relationships with our many stakeholders and will ultimately lead to better-informed decisions that benefit students.

## 4 | Analysis

---

### **Public engagement framework**

A public engagement framework will help guide the process of public engagement and help ensure public engagement practices are applied consistently and effectively across the system. By having a solid framework, stakeholders will have a clear understanding of how and when their contributions influence decisions that directly impact them.

This initiative involves close collaboration between Communication Services, Planning and Transportation and Legal Services with input from principals and area directors. The Public Engagement Framework Committee is also playing a key role. The committee is comprised of representatives from service units and school-based leaders. Through their advice and participation, we will ensure the framework reflects the needs and perspectives across our system. Trustees and superintendents are also involved and will play a key role in shaping the guiding principles that should apply to this work.

It is anticipated the framework will provide a common system-based understanding of public engagement by:

- creating shared language and processes,
- developing guiding principles
- defining roles and responsibilities

System resources have been dedicated to support the development of the framework and current engagement at the school, system and board level. One full-time staff member has been dedicated as project manager, and up to \$500,000 has been committed to supporting this work.

While developing the framework is an important first step to building a culture of engagement, we also need to create the conditions for public engagement to thrive over the long term at the CBE. Change takes time, and the implementation of a successful framework will require persistence, patience, planning and appropriate supports. It is a process that will require continual adjustment over time as engagements are carried out, evaluated and as the CBE and societal needs for engagement shift.

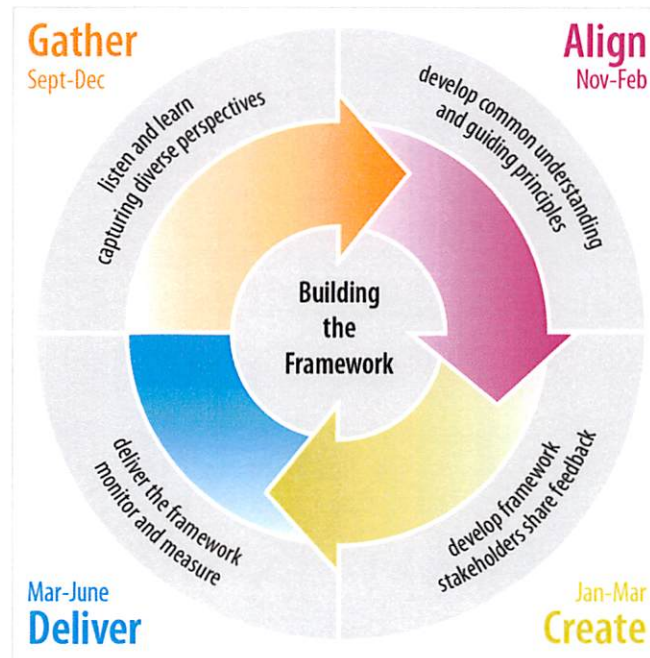
### **Progress**

In September 2015, a detailed project plan was approved by Superintendents' Team. The plan identified the steps required for the development and implementation of a public engagement framework. In addition, a core working group was formed that includes representation from Legal Services, Planning and Transportation and Communication Services. This team is responsible for the planning, development and delivery of the engagement framework.



There are four key stages for this initiative as follows:

Gather	Listen and learn; capture diverse perspective	Sept - Dec
Align	Develop common understanding and guiding principles	Nov - Feb
Create	Draft a framework; stakeholders share feedback	Jan - Mar
Deliver	Deliver the framework, monitor and measure	Mar – June



Between September and December, the following was achieved:

- A public engagement framework committee (PEFC), composed of representatives from schools and service units, was formed. The committee is an advisory group that provides guidance in developing a system-wide public engagement framework for the CBE. The committee will help ensure the framework reflects the diverse needs and perspectives across our system.
- A dedicated web presence was established on the CBE public website to provide updates and information to key stakeholders about the public engagement framework, and other opportunities to participate in public engagement. It can be found at [cbe.ab.ca/dialogue](http://cbe.ab.ca/dialogue).
- IAP2 training was provided to seven staff members in Communication Services, Legal and Planning and Transportation. Additional staff members are scheduled to complete the training in the next few months.
- An IAP2 session for trustees, superintendents, PEFC members and others was held to build a common understanding of the decision maker's role in public engagement.
- A current consultant, Stormy Lake Consulting, was engaged to design and execute consultation with employees, students, parents and the public about engagement at the CBE.
- Nineteen in-person sessions for more than 300 employees, trustees, parents, school councils, community members, students and the public were held.
- Conversations were hosted with members of the following groups: Calgary Association of Parents and School Councils, Support Our Students and Alberta School Councils' Association.



- Two online surveys collected perspectives from 2,596 employees and close to 4,000 parents, students and other members of the public.
- 42 individual interviews were conducted by Stormy Lake Consulting and PFEC.
- 14 school councils submitted the results of their own discussions.
- An RFP process was initiated and concluded with the hiring of consultants to help the CBE develop and deliver the public engagement framework and to support identified large-scale engagements.

## Looking Forward

### January

- A summary report and supporting documents analyzing the perspectives shared in the gather phase were posted on the CBE's internal website on Jan. 28, and posted on the public-facing website on Jan. 29, 2016. These results will help inform the development of the framework.

### February

- Superintendents and trustees will develop the guiding principles for the framework.
- The draft public engagement framework will be developed in consultation with Superintendents' Team, the Board of Trustees, and the public engagement framework committee.

### March

- Draft framework to be shared publicly.
- Feedback sessions for parents, employees, students and members of the public on draft framework.

### April – June

- Develop implementation plan.
- Final framework released with implementation plan.
- Training provided for employees facilitating current and future engagements in 2016 and beyond.

While we expect the engagement framework to be in place by the end of the 2015-16 school year, we know it will take time to build understanding, consistency and internal capacity in engagement practices across the system. We expect to learn from each engagement and commit to adjusting the process to meet changing expectations and to ensure continual improvement.

## Transportation and new schools engagements

### Progress

In tandem with the work on the engagement framework, the CBE is moving forward with plans for public engagement regarding transportation service levels and fees, as well as the opening of new schools. A vacancy was recently filled in Planning and Transportation to support the coordination of ongoing engagement work, and Communications Services will play a role in guiding this work to ensure consistency across all engagements.

In January, an RFP process was successfully concluded with the hiring of two firms, Delaney and Associates Inc. and Stantec. Delaney and Associates Inc. will be supporting the CBE in developing the public engagement framework as well as supporting the transportation engagement.

Stantec will support the CBE in carrying out engagement and communication regarding new and impacted schools in the 2016-17 and 2017-18 school years. The unprecedented building, opening and modernization of new schools across the CBE will mean changes for parents and staff, which will in turn require communication and engagement.

Initial meetings have been held with both firms to confirm the scope of these projects and work is already underway to plan meaningful engagements on both initiatives.

In December, a firm called School Bus Consultants was hired to help us review all aspects of transportation within the CBE including our service models and transportation processes. The goal is to work together to develop sustainable, fiscally responsible transportation services for our students. This review should be completed by early February and the results of the review will inform our public engagements with stakeholder groups in the coming months.

Through these engagements on transportation services, parents, staff and other stakeholders will have opportunities to share their views and opinions. Authentic engagement requires time. As a result, there will be consultations in the next few months regarding possible changes to transportation for the 2016-2017 school year; other opportunities to engage on longer term decisions and changes may be required into the spring and beyond.

Given the short timelines related to the consultations on transportation and new and impacted schools, we cannot wait until a framework is finalized before talking to our stakeholders. It is however an expectation that the work on the framework will inform the planning and execution of both the transportation and new schools engagements. At the same time, our experience with ongoing engagement will continue to shape the development of the framework.

The provincial government has also committed to reviewing fees charged by school boards for services across Alberta. It is unknown at this time what impact this might have on our current model of delivery for transportation or other services for students, but it could play an important role in determining what options are available.

## **Other engagements**

### **International travel**

While all of this work is underway, we continue with ongoing efforts to gather the perspectives of stakeholders on decisions that affect them. In late November, significant engagement was done with parents, students and staff about international travel for students. After the concerning events in Paris and Belgium, we pressed “pause” on planning for international trips so that we could consult on whether we would allow students to travel internationally.

Parents trusted the CBE to make a decision that first and foremost took into account the safety of their children. This decision involved 1,028 students in 19 schools from Grades 8 to 12 traveling to various international destinations in the United States, Europe, and Asia.

We gathered perspectives from more than 1,000 parents, students, teachers and principals who attended in-person meetings at their schools, and 400 responses to an online survey. We

also consulted current travel advisories, and reviewed decisions from other school districts locally, provincially, nationally and internationally.

This consultation informed the final decision to allow planning to resume for all international travel, except France. Feedback from principals and media coverage was positive.

Ongoing engagement and consultation continues to occur at the school, Area and service unit level on decisions that directly affect the school community. We will continue to learn from each engagement to help us plan future engagements on other decisions that impact our students, families, staff and communities.

## 5 | Conclusion

---

Significant progress has been made in developing a coherent, system-wide approach to public engagement. Planning for the transportation and new and impacted schools engagements is also well underway. The CBE is committed to this work, and to doing a better job of listening to and understanding peoples' perspectives on decisions that affect them. We will continue to update the Board of Trustees as this work progresses.



DAVID STEVENSON  
CHIEF SUPERINTENDENT OF SCHOOLS

### GLOSSARY – Developed by the Board of Trustees

Board: Board of Trustees

Governance Culture: The Board defined its own work and how it will be carried out. These policies clearly state the expectations the Board has for individual and collective behaviour.

Board/Chief Superintendent Relationship: The Board defined in policy how authority is delegated to its only point of connection – the Chief Superintendent – and how the Chief Superintendent's performance will be evaluated.

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Results: These are our statements of outcomes for each student in our district. The Results policies become the Chief Superintendent's and the organization's performance targets and form the basis for judging organization and Chief Superintendent performance.



## report to Board of Trustees

### Correspondence

Date	February 2, 2016
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Janice R. Barkway Office of the Corporate Secretary
Purpose	Information
Governance Policy Reference	Operational Expectations OE-8: Communication With and Support for the Board

#### 1 | Recommendation

---

The following correspondence is being provided to the Board for information:

- Letter received January 15, 2016 from the Honourable D. Eggen, Minister of Education, to Chair Bowen-Eyre relaying his decision to not approve a charter school application from ReThink Academy.
- Letter received January 15, 2016 from the Honourable D. Eggen, Minister of Education, to Chair Bowen-Eyre relaying his decision to not approve a charter school application from West Calgary Spanish Science School.
- Letter received January 26, 2016 from the Honourable D. Eggen, Minister of Education, to Chair Bowen-Eyre, giving his approval to the exchange of land for the Seton High School development.

Attachments: Relevant Correspondence







Office of the Minister



AR91521

JAN 11 2016

Ms. Joy Bowen-Eyre  
Board Chair  
Calgary Board of Education  
1221 - 8 Street SW  
Calgary AB T2R 0L4

Dear Ms. Bowen-Eyre:

Following your board's April 2014 rejection of ReThink Academy's proposal to establish an alternative program for students identified with learning disabilities, the applicant, Gloria Zakariasen, applied to former Minister Jeff Johnson to establish a charter school.

After his review of the preliminary application, Minister Johnson informed Ms. Zakariasen that he conditionally approved her application to operate a charter school in Calgary, if a number of terms and conditions were met by November 1, 2015.

ReThink School Society recently submitted a final application to me. Subsequent to my review of the submission, I have informed ReThink School Society that I will not be approving its application to operate a charter school in Calgary.

I appreciate your administration contributing to this process by drafting an initial response to Ms. Zakariasen indicating the rejection of the alternative program proposal and providing rationale for that decision.

Sincerely,

David Eggen  
Minister



*Office of the Minister*



AR91504

**JAN 11 2016**

Ms. Joy Bowen-Eyre  
Board Chair  
Calgary Board of Education  
1221 - 8 Street SW  
Calgary AB T2R 0L4

Dear Ms. Bowen-Eyre:

I am writing to inform you that West Calgary Spanish Science School Society has submitted its final application to me to establish a charter school in west Calgary focused on a combined Spanish language/Science, Technology, Engineering and Mathematics program. Subsequent to my review of the submission, I have informed the society that I will not be approving its application to operate a charter school in Calgary.

I appreciate your administration contributing to this process by drafting an initial response to Carolyn Chin indicating the rejection of the alternative program proposal and providing rationale for that decision.

Sincerely,

David Eggen  
Minister



ALBERTA  
EDUCATION

Office of the Minister



AR92100

JAN 21 2016

Ms. Joy Bowen-Eyre  
Board Chair  
Calgary Board of Education  
1221 - 8 Street SW  
Calgary AB T2R 0L4

Dear Ms. Bowen-Eyre:

Thank you for your December 16, 2015 letter requesting approval to exchange 3.06 acres with the City of Calgary as part of the Seton High School development.

Based on the information received and in accordance with Section 200(2) of the *School Act*, I hereby approve the disposition of the 3.06 acres portion of Calgary Board of Education's reserve land, legally described as Plan 141113, Block 13, Lot 1MSR, in exchange for a 3.06 acre portion of Plan 141113, Block 13, Lot 2, as agreed under the Seton Joint Use Site Plan.

In disposing of this property, your school board must comply with the *Disposition of Property Regulation AR 181/2010*. Your board is responsible for ensuring the final agreements indemnify both the province and the school board from any liabilities arising from this transfer.

I would like to commend the collaborative work between the Calgary Board of Education and the City of Calgary in support of Calgary communities. Should you have any questions, please contact Dr. Avi Habinski, Director, Capital Planning South, at [avi.habinski@gov.ab.ca](mailto:avi.habinski@gov.ab.ca) or 780-427-2272 (toll-free by first dialing 310-0000).

Best wishes for the successful conclusion of this transaction.

Sincerely,

David Eggen  
Minister



## report to Board of Trustees

### Trustee Liaison Report – ASBA Zone 5

Date	February 2, 2016
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Julie Hrdlicka Trustee Liaison, ASBA Zone 5
Purpose	Information
Governance Policy Reference	Governance Culture GC-3 Board Job Description

#### 1 | Recommendation

---

THAT the ASBA Zone 5 Liaison Report containing the following ASBA Zone 5 meeting minutes be received for information:

April 10, 2015  
 May 22, 2015  
 September 4, 2015  
 October 2, 2015  
 November 6, 2015

#### 2 | Background

---

The attached minutes are prepared, approved and publicly posted by ASBA Zone 5 on their website. As the Board of Trustees' representative to ASBA Zone 5, I am providing this report for your information.

Attachments: Printed copies of minutes provided only to Trustees.

Others interested in reading this information can access them at the ASBA Zone 5 link:  
<http://asbazone5.org/meeting-minutes/minutes-2015-16/>

**Alberta School Boards Association – Zone 5  
MINUTES  
Friday, April 10, 2015**

**In Attendance:**

Amber Stewart	Calgary Board of Education
Doug Gardner	Foothills School Division
Scott McCormack	ASBA
Arlene Rheume	Canadian Rockies
Holli Smith	Prairie Land
Larry Tucker	Golden Hills School Division
Anne-Marie Boucher (Chair)	FrancoSud
Pamela King	Calgary Board of Education
Jeannine Tucker	Foothills School Division
Fiona Gilbert	Rocky View Schools
Mary Martin	Calgary Catholic
Linda Wellman	Calgary Catholic
Helen Cleese	ASBA
Cheryl Low (Vice Chair)	Calgary Catholic
Edith Misurko	Recording Secretary

**Regrets:**

Tim Stensland	Alberta Education
Ron Taylor	Alberta Education
Pam Halverson	Alberta Education

**Call to Order:**

Chair Anne-Marie Boucher called the meeting to order at 9:35 a.m.

**Introductions:**

Chair Anne-Marie Boucher conducted introductions with the meeting attendees.

**Approval of Agenda:**

Arlene Rheume motioned that the Agenda for the April 10<sup>th</sup>, 2015 meeting be approved as submitted.

Carried

**Approval of the Minutes:**

Jeannine Tucker motioned the minutes of March 6, 2015 be approved as submitted.

Carried

**Business Arising from the Minutes:**

No new business arising from the minutes.

**Correspondence:**

The Budget was the only correspondence and has been emailed to all.

### **Chair Report:**

- Anne-Marie to send a letter to Alberta Education regarding their decision not to send a representative to Zone meetings until after the election.
- A reminder again that the deadline for all boards to submit any proposed emergent policies to ASBA for the SGM is May 1<sup>st</sup>, 2015.
- The Executive meeting will follow after the regular meeting on May 22, 2015.

### **Vice-Chair Report:**

- Work plan is being cleaned up and will be available on the Website shortly.
- Guiding Principles will be discussed at the next meeting.

## **REPORTS**

### **ASBA Zone Director's Report - Doug Gardner**

- at this time No Report Available

### **ASBA Executive or Staff – Helen Clease & Scott McCormack**

- Re: Budget – Where is the Stability
- The New Budget has limited our flexibility
- We need feedback from our parents, students
- We need support from all Boards
- The message has to get out
- There is only a short window until the election
- Where are cuts going to be made
- A closer look at the budget is needed
- Board of Directors have made some decisions
- Please pay attention to the Budget and Bylaw bulletin as it has very detailed information
- A couple of surveys will be coming out:
  - A Budget Survey
  - Strengthening the Voice Survey
- Education Minister still wants to go forward with the Excellence in Teaching to update teaching standards.
- Alberta Education would like boards to donate student artwork to fill their hallways

### ***Discussion and questions:***

- We need to let the public aware of what is happening with the budget
- Education IS Professional Development
- Where are the cuts going to be made
- The Government needs to be more supportive of Education
- How can we work with less money and less flexibility
- ASBA budget:
  - Why do we have to wait so long for a Budget Presentation – it conflicts with the Edwin Parr Awards
  - Can we move Edwin Parr a week earlier?
  - It will be looked into at the next Executive Meeting



### **Alberta Education Report**

- Directors Report was sent out and copies were handed out at the meeting. Also attached to these minutes.

### **Second Language Caucus** – Joanne Van Donzel (in absentia)

- Request that all Boards bring feedback to her using the 12 Best Practices as a guide

### **Edwin Parr** – Anne-Marie Boucher (advisor), Pamela King, Jeannine Tucker, Angie Warwick, Arlene Rheaume

- 6 out of 9 nominations have been received this year.
- Interviews to be held Friday, April 17, 2015 starting at 2:15 p.m.
- Invitations to be mailed out May 7, 2015 and follow-up call on May 8, 2015
- Final guest list to be sent in May 15, 2015
- Will meet after the meeting to discuss more with recording secretary

### **Field Experiences Policy Advisory** – No report at this time

### **Labour Relations** – No report at this time

### **Regional Consortium** – No report at this time

### **Health Promoting School Collaborative** – Cheryl Low

- There will be a meeting at the end of April 2015 with all involved to discuss the following:
  - What can we do as trustees to help with the Mental Health Issues
  - How can we help to fund programs to benefit the students
  - How can the RVSD program in place benefit other boards and schools

### **Break – 10:58**

### **No In-Camera**

### **Networking Group** - Doug Gardner, Jeannine Tucker

- 3 questions will be put on each table at the Edwin Parr dinner, sort of a “Who’s coming to dinner”. This is to promote conversation at each table.
- Approval to have 2 networking events, one in May (Edwin Parr) and the other in the fall (a more political event to try to inform/influence the next provincial budget).
- We will want feedback from the Boards
- Zone 2/3 discussed transportation for students, new numbers of students for future and what the workplace will look like.
- What the election will do to education at student levels and at zone levels

### *Discussion and questions:*

- The budget doesn’t recognize the diversity of the boards in our provinces.
- Budget will not fund new students; this will be problematic to boards experiencing growth.
- Must talk to all Boards to get feedback on how they are handling new growth
- Need to get information out to all Boards
- CEU’s to Block Funding will impact High Schools negatively

- What will this look like at the Zone Level
- We will need ALL members on the Board to make things happen
- Must focus on submitting information at a Board Level to ASBA (a representative from each Board to do this)
- By going to the Media, MLA's, community, etc. we can focus on 1 or 2 items that need to be changed.
- Everything impacts our students

**Lunch – 11:55 – 12:30**

**Proposed Policy Positions for FGM 2015**

- Zones can submit up to 3 Policy Positions
- Deadline is May 22, 2015 to ASBA

*Discussion and questions:*

- Does our Zone have any Policies to bring Forward? Reserve Funds.
- Send all Policy Directives to Anne-Marie Boucher
- Have we ever affirmed a Policy? Helen Cleese to check.
- ASFF (Alberta School Foundation Fund) – How will it be funded now?
- Who will be impacted hardest because of the cuts?
- What will be impacted in the classroom?
- Gather data now to let Government know

**Directives for Action**

- Nothing to report at this time

**Zone Financials** – Anne-Marie Boucher

- All dues have been paid
- In the red for Edwin Parr; which was planned that way given the sufficient reserves and the will to keep the cost down.

**Alberta Education Policy/Regulations**

- Continuing to push for information on the regulations which will probably not occur until after the election.

**Other** – Anne-Marie Boucher

Lynne Shemko resigning as Recording Secretary due to time restraints.

**Future Meeting Dates**

May 22, 2015, September 4, 2015

**Adjournment**

Meeting Adjourned at 1:20 p.m

**Alberta School Boards Association – Zone 5  
MINUTES  
Friday, May 22, 2015**

**In Attendance:**

Joanne VanDonzel	Christ the Redeemer
Amber Stewart	Calgary Board of Education
Cathie Williams	CSSD
Jen Smith	CRPS
Arlene Rheaume	CRPS
Anne-Marie Boucher (Chair)	Franco Sud
Heather Tkachuk	ASBA
Scott McCormack	ASBA
Helen Clease	ASBA
Jeannine Tucker	Foothills
Doug Gardner	Foothills
Judy Hehr	Calgary Board of Education
Larry Tucker	Golden Hills School Division
Ron Taylor	Alberta Education
Mary Martin	CSSD
Bev LaPeare	Rocky View Schools
Joy Bowen-Eyre	Calgary Board of Education
Angie Warwick	PLRD
Linda Wellman	CSSD
Colleen Munro	Rocky View Schools
Cheryl Low (Vice Chair)	Calgary Catholic

**Call to Order:**

Chair Anne-Marie Boucher called the meeting to order at 9:30 a.m.

**Introductions:**

Chair Anne-Marie Boucher conducted introductions with the meeting attendees.  
Lisa Wine was introduced as the new secretary to help Edith Misurko with meetings.

**Approval of Agenda:**

Bev LaPeare motioned that the Agenda for the May 22nd, 2015 meeting be approved as submitted.

Carried

**Approval of the Minutes:**

Arlene Rheaume motioned the minutes of April 10, 2015 be approved as submitted.

Carried

**Business Arising from the Minutes:**

No new business arising from the minutes.



### **Correspondence:**

Letter to Deputy Minister of Education and the reply.

### **Chair Report:**

- Zone Chairs had their meeting May 6, 2015
- Zone 3 & 5 to send new documents out for new members to outline what ASBA does, these will be posted on the web.
- Zone 2/3 had students come to their meeting
- Zone 4 – Strong Advocacy focus, presentation on Curriculum design
- Zone 6 – Working on bylaws – waiting to see if Zone 5 has any changes. Focus on the reserves – need to put a more positive twist on that.
- Zone 2, 3 & 6 have all reviewed their bylaws.
- Zone 1 – Planning to change their interview format for Edwin Parr awards.

### **REPORTS**

#### **ASBA Zone Director's Report** - Doug Gardner & Scott McCormack

- ASBA Plans to reach out to incoming Government and MLA's
- Board of Directors sees school boards' direction re: membership in the Canadian School Boards Association.
- Recommending changes for calling special general meetings to allow for quicker decisions
- Complete report can be viewed on the Zone 5 website at:
  - [https://asbazone5.files.wordpress.com/2015/04/directorsreport\\_april2015.pdf](https://asbazone5.files.wordpress.com/2015/04/directorsreport_april2015.pdf)

#### **ASBA Executive or Staff** – Helen Clease & Scott McCormack

- Planning to meet with all New MLA's
- 3 Advocacy Task Force: Preliminary; Infrastructure; Value of locally elected School Boards
- \$30, 000 per year for membership, Registration fees, travel, hotel expenses, may all change in the 2016 Budget.
- Need to give New Government some transition time.
- Safe and Caring Schools in a difficult position and looking for ways to become more financially stable.
- FGM Gala will be kept as an annual event but is looking at revamping the event.
- October 7-9 – First Nations Student Conference

#### **Alberta Education Report** – Ron Taylor

- Will be working with the New Government to make the transition as smooth as possible.
- Interim supply bill by June 15, 2015 to be implemented before the final budget goes out.

#### **Second Language Caucus** – Joanne Van Donzel

- Collecting Best Practices from all zones so it can be shared with all the Boards

#### **Networking** – Jeannine Tucker, Doug Gardner, Amber Stewart

- Hard to with the new MLA's as they are on a hiatus. Will try again in the fall.
- September may be too late for the new budget, may try to meet again in July.

- MLA's may be in Calgary for Stampede, so will try to meet at some of the events.

**Edwin Parr** – Anne-Marie Boucher (advisor), Pamela King, Jeannine Tucker, Angie Warwick, Arlene Rheaume

- Anne-Marie Boucher thanked all for all their hard work in making the evening such a success.
- Wondering if next year the dinner should be cut, or is the banquet the best way to have the celebration.
- Should more be charged for the dinner? (as is \$45.00, or change to \$55.00)
- If there was no dinner, more monies could be given to the recipient's for PD, etc.
- Looking into guidelines for introductions and the recipients speeches.
- More to be discussed at the Executive Meeting.

**Field Experiences Policy Advisory** – Joanne Van Donzel

- Looking to implement a Bridges Program in Zones.

**Labour Relations** – Scott McCormack

- Will have to wait for new government.
- Benefit Program – now an actual Element of the Program.
- This Program will support people when returning to the work place.
- ASBA, ATA and ASEBP will all be working together

**Regional Consortium** – Jeannine Tucker

- The Elementary/Math Program activities cancelled due to Grant funding cuts.
- Leaders learning dates set for next year.
- Will be a new GSA Handbook for guidance counsellors.
- Ideas Conference for May 2016.
- Parents as Partners Conference – October 3<sup>rd</sup>, 2015 at Mt. Royal University. They are still looking for presenters.

**Health Promoting School Collaborative** – Cheryl Low

- Advocacy, vaccinations – do Boards have policies on vaccinations?
- Ever After Schools – great attendance and will be held again next year.

**Break – 11:10 – 11:20**

**ASBA Budget Presentation**

- This is a proposed Budget for 2015-2016
- Board identifies 3 priorities on 2015-2018 strategic plan:
  - 1: **Strategic Priority A:** ASBA provides leadership through its support of school boards in continuously improving and enhancing learning opportunities for students.
  - 2: **Strategic Priority B:** ASBA provides leadership and support to school boards in their implementation of effective governance practices.
  - 2: **Strategic Priority C:** ASBA provides leadership and support to school boards in promoting excellence in public education.
- The complete proposed budget can be viewed on the Zone 5 website at:
  - <https://asbazone5.files.wordpress.com/2015/05/draft-budget-2015-2016-portfolio-for-zones.pdf>

**No In-Camera**

**Adoption of Proposed Policy and Positions for FGM 2015 – Anne-Marie Boucher**

- Funding Framework should be discussed and RVS's policy positions, FGM or Directives for Action.
- The Zone supports it.
- 

**Adjournment**

- Meeting Adjourned at 1:20 p.m

**Lunch – 1:20 – 1:50**

**Future Meeting Dates**

September 4, 2015, October 2, 2015, November 6, 2015, December 4, 2015, January 8, 2016, February 5, 2016, March 4, 2016, April 8, 2016, May 6, 2016(?), June 3, 2016(if needed)

**Alberta School Boards Association – Zone 5  
MINUTES  
Friday, September 4, 2015**

**In Attendance:**

Joanne VanDonzel	Christ the Redeemer
Amber Stewart	Calgary Board of Education
Cathie Williams	CSSD
Arlene Rheaume	CRPS
Anne-Marie Boucher (Chair)	Franco Sud
Scott McCormack	ASBA
Helen Clease	ASBA
Doug Gardner	Foothills
Larry Tucker	Golden Hills School Division
Ron Taylor	Alberta Education
Mary Martin	ASBA/CSSD
Bev LaPeare	Rocky View Schools
Colleen Munro	Rocky View Schools
Julie Hrdlicka	Calgary Board of Education
Leta Youck-McGowan	Alberta Education
Joyce Bazant	Golden Hills School Division
Pam Halverson	Alberta Education
Tim Stensland	Alberta Education
Pamela King	Calgary Board of Education
Lisa Wine	Recording Secretary

**Call to Order:**

Chair Anne-Marie Boucher called the meeting to order at 9:36 a.m.

**Introductions:**

Chair Anne-Marie Boucher conducted introductions with the meeting attendees. Anne-Marie advised that Vice Chair Cheryl Low was not in attendance and has had to resign from the Vice Chair position as she was elected Chair of Calgary Catholic School District.

**Approval of Agenda:**

Arlene Rheaume motioned that the Agenda for the September 4, 2015 meeting be approved as submitted.

Carried

**Approval of the Minutes:**

Anne-Marie Boucher noted the date was incorrect and is to be amended to read May 22, 2015. Bev LaPeare motioned the minutes of May 22, 2015 be approved with changes.

Carried

**Business Arising from the Minutes:**



No new business arising from the minutes.

**Correspondence:**

No Correspondence.

**Chair Report:**

- Zone Chairs had their meeting September 1, 2015.
  - Discussions were had around best practices and being on the same page province wide.
  - They will be including the Vice Chair in future meetings to help build capacity and involvement for ease of possible transition to Chair.
  - There is a need to increase the profile of each Zone
  - Advocacy was discussed
  - Anne Marie to get a copy of the Zone 2/3 power point presentation for new reps so it can be adapted to Zone 5
  - Professional Development: Safe and Caring Schools resources are still available, Students Voice needs Alberta Education to help, Regional Collaborative Services. They are updating the workplan, please email Anne-Marie any ideas to add.
- AGM on October 2, all positions and director is open. Joanne Von Donzel to accept nominations prior to AGM. Need to establish a Handbook Review Committee.

**REPORTS**

**ASBA Zone Director's Report** - Doug Gardner Scott McCormack

- FGM theme is Building Connections
- They held a conference call with facilitators to review the Executive Director's evaluation as well as the Board's self-evaluation. These will be discussed at their September meeting.
- 
- Strategic Plan 2015-2018, on website. The one page "At A Glance" is coming soon; it will be a snapshot of needs and priorities.

**ASBA Executive or Staff** – Helen Clease & Scott McCormack

- Mary Martin is the new Vice President
- Helen and Scott meeting each board chair regarding concerns and issues.
- Bargaining consultations
  - 1<sup>st</sup> one is on September 14, to be facilitated by Alberta Education.
  - ASBA being asked to consult, slightly different capacity than the boards' participation.
- The August 19<sup>th</sup> teleconference of board of chairs with Minister was cancelled by the Minister. Questions were sent to Alberta Education Deputy Minister for response.
- September 30; Day for Advocacy. There will be workshops during the day followed by a meet and greet reception in the evening. All MLA's are being encouraged to attend. Would like this event to be a "must attend" in the future to keep education on the forefront of our MLA's minds.
- Advocacy Plan
  - Three priorities: Funding, Infrastructure and Locally elected boards.
  - The 3 Board of Directors' committees intend to be making presentations at the FGM.

- Following these presentations, overall advocacy timelines will be established as well as roles will be defined for BOD, Zone Chairs, Board Chairs & Trustees.
- Media Inquiries regarding NDP promises and the Bargaining Consultations.
- Willing to sit down and meet with Edmonton Public before their September 8<sup>th</sup> meeting to have conversation about their intention to leave and find out their concerns.
- The process for Parliamentarian being appointed or voted in is being looked at.
- Call for interest of Provincial High School Athletics committee (ASAA – Alberta Schools Athletic Association)
- ASBA President’s check in with Boards is going well; reached out to 45 boards and talked with 25 chairs.
- SGM Survey resulted in approximately 100 responses.
- Teaching Leadership Advisory Committee meeting October 2, 2016.
- Staffing; Suzanne is on secondment, Heather Tkachuk is now in a director role, 1 lawyer is on maternity leave and they are reaching out to law firm for overflow. Workload is heavy but staff is willing and eager.
- Medicine Hat Superintendent; Grant Henderson passed away in June.
- Trustee Deanna Spack’s son passed away.
- PETA is looking at disclosing expenses.

**Break – 10:48-11:05**

**Alberta Education Report** – Ron Taylor and Pam Halverson

- Director’s Report was sent out and copies were available at the meeting. Also attached to these minutes.
- Anne-Marie asked for clarification of Diploma exam weight of 30% and as we have not heard of any changes this should stand starting with the November writing.
- Pam to follow up on the Student Voice toolkit.
- Ron to advise if ADLC has the material appropriate for Challenge Exams of language proficiency

**Second Language Caucus** – Joanne Van Donzel

- Their focus continues to be ELL
- An update will be coming at the next meeting

**Networking** – Doug Gardner, Amber Stewart

- Had planned Sept 18, 2015 meet and greet at the CBE building. Finger Foods, approximately 40 people in attendance, invitation to MLA’s, approx. \$1000 budget. Was cancelled as invitations were not sent out in time for RSVP. Agreed that at the October meeting a decision will be made on a future date; possibly late November or December.

**Edwin Parr** – Anne-Marie Boucher (advisor),

- Tabled until the October meeting when we will make decisions on the date and any possible changes.

**Field Experiences Policy Advisory** – Joanne Van Donzel

- At their last meeting, Joanne asked about having the Bridges Program in Calgary. It's a program to teach journeymen to teach.

**Labour Relations** – Colleen Munro

No formal report

**Regional Consortium**

No report as Jeanine Tucker was absent.

**Health Promoting School Collaborative** – Anne-Marie Boucher

- Need a new rep as Cheryl Low has resigned from this position. Tentatively Arlene Rheume will be present for the September meeting. A Permanent rep will be decided at the October meeting.

**Board Sharing:**

- Conseil FrancoSud – Superintendent, Jacqueline Lessard, is back; new chair is Louis Arsenault and is a trustee from Cochrane
- Christ the Redeemer – 7% increase in enrollment. ELL enrollment tapered off however late registration could result in 2 additional classrooms. Thank you CBE for the high school ELL resources.
- Foothills School Division – As the City of Okotoks was not able to provide any land for a new JH School, the Board made a motion to acquire some land in Aldersyde. Government approved reallocation of funds although it is for a new High school in Aldersyde and modernization of existing Senior High in Okotoks to become a JH school. In the last couple of weeks, Okotoks has proposed 48 acres of land. The Board will have to look at the situation again.
- Rocky View Schools – similar to Foothills they are in need of school sites for Cochrane, Chestermere and Airdrie. Happy for 1 new school in Cochrane and 2 in Airdrie to be opening up.
- CBE – Joy Bowen-Eyre is still the Board Chair and Amber Stewart is the new Vice Chair. They are dealing with bussing issues due to new congregated bus stops and issues from no longer offering transit rebates. Both were implemented as a cost savings measure. They are busy with the new schools and training of staff for the 2016/17 school year.
- RCSSD – Informal meeting of board only. Successful BBQ, Faith Day, Minister meeting. At their organizational meeting in June, Cheryl Lowe was elected as the new Chair and Marge Belcourt the Vice Chair. 3 upcoming sod turnings.
- Golden Hills – Dave Price is still the Chair. Construction of East Wheatland School. K-9 in Strathmore is on its 3<sup>rd</sup> possible piece of land and they are waiting on re zoning approval as it was donated by a developer.
- Canadian Rockies – Staff BBQ only, no organizational meeting yet. Kim Bater has moved; therefore, there will be a by-election in October, nomination day is September 8<sup>th</sup>.

**No In-Camera**

**No Directives for Action**

**Adjournment**

- Meeting Adjourned at 12:05 p.m

**Lunch – 12:05-1:05**

**Future Meeting Dates**

October 2, 2015, November 6, 2015, December 4, 2015, January 8, 2016, February 5, 2016, March 4, 2016, April 8, 2016, May 6, or 20, 2016, June 3, 2016(if needed)



**Alberta School Boards Association – Zone 5  
MINUTES  
Friday, October 2, 2015**

**In Attendance:**

Joanne VanDonzel	Christ the Redeemer
Amber Stewart	Calgary Board of Education
Cathie Williams	CSSD
Arlene Rheaume	CRPS
Anne-Marie Boucher (Chair)	Franco Sud
Mary Martin	ASBA/CSSD
Colleen Munro	Rocky View Schools
Julie Hrdlicka	Calgary Board of Education
Joyce Bazant	Golden Hills School Division
Pamela King	Calgary Board of Education/ASBA Metro
Tim Stensland	Alberta Education
Mary Stengler	Christ the Redeemer
Norma Lang	Rocky View Schools
Laurie Copland	Foothills
Jeanine Tucker	Foothills
Heather Tkachuk	ASBA
Sherri Nielsen	Golden Hills School Division
Julie Hrdlicka	Calgary Board of Education
Lisa Wine	Recording Secretary

**Absent:**

Holli Smith	Prairie Land
-------------	--------------

**Call to Order:**

Chair Anne-Marie Boucher called the meeting to order at 9:35 a.m.

**Introductions:**

Chair Anne-Marie Boucher conducted introductions with the meeting attendees.

**Approval of Agenda:**

Cathie Williams motioned that the Agenda for the October 2, 2015 meeting be approved as submitted.

Carried

**Approval of the Minutes:**

Julie Hrdlicka motioned the minutes of the September 4, 2015 meeting be approved.

Carried

**Business Arising from the Minutes:**

No new business arising from the minutes.

**Correspondence:**

No correspondence.

**Chair Report:**

- Powerpoint presentation on Roles and Responsibilities of the Board Rep was emailed out.
- Zone Chairs will have another meeting October 6, 2015 via videoconference.
  - The increase number of zone chairs meetings has encouraged more sharing from zone chairs in between meetings.
  - Martha Ratcliffe from Zone 6 has asked questions regarding Edwin Parr as they are looking at updating their process for this event. This is to encourage discussions with other zones regarding this event. This will be shared with Zone 5 Edwin Parr committee, once formed.
- Notice that Zone Secretary Lisa Wine is requesting RSVP for the board meetings to help with planning of the food and photocopying. After Lisa started working for the Zone in May, her email address was documented incorrectly, this has been rectified.

**REPORTS**

**ASBA Zone Director's Report - Mary Stengler**

- Highlights ASBA Board of Directors Meeting September 10-11, 2015
  - The Board of directors established a plan which guides the strategic work of the board
  - The Board of Directors received a presentation from Alberta Education staff on the process they will be using for consultations with school boards.
  - Mr. Edward Latka, Assistant Superintendent –Business Services, Grande Yellowhead Public School Division was appointed as a director on the Alberta School Boards Insurance Exchange (ASBIE)
  - ASBA Day for Advocacy-September 30 at the Royal Glenora Club
  - ASBA Fall General Meeting November 15-17

**ASBA Executive or Staff – Mary Martin**

- Helen is very busy, in Edmonton for Leadership and then to Newfoundland for CSBA.
- September 30; Day for Advocacy. This was their inaugural event, it was outstanding! 43-44 MLA's signed up and fewer than 5 did not attend and were replaced by others. Approximately 100 trustees attended.
- Bargaining consultations; as of yesterday 55 boards had participated in these meetings. There is one more meeting to come.
- President Cleese has been unable to secure a meeting with Minister Eggen however, the minister is interested; it appears to be a timing issue.
- Advocacy plan; ASBA Board of Directors are refining the plan. They will roll out plans and tools developed for Advocacy in general at the FGM.

- PDAC has advised that the process for appointing a parliamentarian has been reviewed. By referring to Roberts Rules of Order following the FGM, they determined that the appointment should be made ahead of the FGM as the person appointed needs time to familiarize himself/herself with the association. Kevin Feehan has been appointed Parliamentarian for this FGM. In the next few months, a process will be established; criteria will be chosen to appoint the next parliamentarians.
- Scott received endorsement from Board of Directors to sit down with Edmonton Public before responding so he can hear the concerns. Scott and Helen requested a meeting before summer but it did not happen, the second request was made however Edmonton Public wanted to do it on ASBA Day of Advocacy. Still need to schedule a date
- Scott and Helen had hoped to check in with boards by the end of September however it has not happened, they are hoping to have it complete by the end of October.

#### **Alberta Education Report** – Tim Stensland

- Director's Report was sent out and copies were available at the meeting. Also attached to these minutes. Tim outlined the following points: My Pass, Guide to Education is updated and Deadline for Mental Health Review is October 23, 2015.
- There are changes in the upcoming meetings between the Minister, Board Chairs and Superintendents. Boards have been notified.
- Student Engagement: students, trustees, superintendents.

#### **Second Language Caucus** – Joanne Van Donzel

- Nothing to report.

#### **Networking** – Amber Stewart and Jeannine Tucker

- The group would still like to have an event for the MLAs before the new year. They have to wait to see what the schedule will be like for the MLAs and then try to organize this event.

#### **Edwin Parr** – Jeannine Tucker, Amber Stewart, Pamela King, Arlene Rheaume

- Nothing to report. At the November meeting new committee will need to decide on event date and Zone 5 meeting date as well as decide if a new format is required.

#### **Field Experiences Policy Advisory** – Joanne Van Donzel

- Nothing to report.

#### **Labour Relations** – Colleen Munro

- The last of the consultations will be next Wednesday October 7, 2015, notes to be shared. Minister may or may not present to cabinet. Message was that there will be a decision fairly quickly, around mid month.

#### **Regional Consortium**

- It was full meeting. With the new government there are new ways of doing things for things like the grant process and budget. May have staff changes. Priorities have changed.
- Presentation was well put together:
  - Winning Strategies for struggling students

- BBC Report on technology. Should be a tool for occasional use and not relied on so heavily.
- ASBOA Funding workshop today. December 3 – Health and Safety.
- FNMI symposium October 7-9, hosted by CASS and ASBA
- Indigenous task force @ university.
- May 5-6 conference regarding innovative thinking. Undergrad association conference did not happen this year so students organized symposium.
- Some of the new priorities for the consortium are:
  - FNMI education
  - Mathematics
  - Student learning and assessment

#### **Health Promoting School Collaborative** – Arlene Rheaume

- Meeting was by video conference.
- Presentation summary of 104 projects.
- Government looking at wellness in schools. 50% of schools are involved in active living or wellness program.
- 87% of money is given to teachers and learners for in service training.
- Health and Wellness in strategic plan, not just a “one of” item.
- Teachers are priority; there needs to be health and wellness in every piece of curriculum, not just as a subject.
- Funding available again, however do not know when or how much available through grant process due to people movement at this time. Approximately \$60,000 for projects with long lasting sustainability.

#### **Board Sharing:**

- Conseil FrancoSud – Enrollment: There is some growth. With the superintendant back after 2 years and a new board Chair, the concept of “First Team” mentioned earlier will be important. Following a consultation on High School programs last year, the board will look at how to establish successful programs, especially where there are small high school programs. How to manage numbers, infrastructure, transportation and the quality of education.
- Christ the Redeemer – Enrollment: Over 10,000 students! To deal with the growth, they have an on-going construction project and they will add portables in other areas of Okotoks and High River. 3 year education plan focusing on literacy and numeracy. Preparing policies to align with new School Act.
- Foothills School Division – Enrollment: Overall there is growth with Okotoks being the biggest area. They are working on 2 sites to build on; one in Aldersyde and one in town of which the land was recently purchased by the City of Okotoks. They are dealing with the challenges of building.
- Rocky View Schools – Enrollment: Just fewer than 1000 new students enrolled. They are growing at a rate of 2 schools per year and feel they are the fastest growing division; specifically Airdrie, Chestermere and Cochrane. They have funding concerns and would like the funding formula re-examined as more than 50% of students are in portables. They too are looking at 1<sup>st</sup> Team approach and reducing their 127 polices to 24.
- CBE – Enrollment: Up 2500 new students for a total of \$117,000 students! Transportation issues are still challenging however they are moving forward. Looking at Engagement process



for future issues and growth; the lack of funding and parent expectations. They have 17 capital projects to be completed by 2017 however there are some delays and they are working on communication around this. The commissioning costs are approximately \$1,000,000 per school. They are sensitively working through this with the government and their board as to where the money will come from, aware of the impact to the province.

- RCSSD – Enrollment: No administrative report until next week however numbers are up. They are working on a change in governance process as the current model is not supportive of current concept of 1<sup>st</sup> Team Approach. They are getting great help from ASBA with this.
- Golden Hills – Enrollment: As of September 22 the overall numbers are up. They are building one central school that is not in town and closing 4 schools. This will be a K-12 for Hussar, Gleichen, Rockyford and Standard. They are looking at a portable system that can adapt with changes. Working through bussing and boundary issues.
- Canadian Rockies – Enrollment: no final numbers until next week. They are still steady on their international student population. They are having a bi-election Monday with 2 candidates running. They will have the shovel in the ground in November for the Banff Elementary school. Phase 1 of 2.

#### **No Directives for Action**

**Break – 11:01-11:15**

**In-Camera – 11:15-11:42**

#### **PD Opportunities**

- 1<sup>st</sup> Team Concept for November or December
- Speak out – Student talk
- Funding Framework regarding infrastructure. Perhaps after budget and then have ministers speak.

#### **Adjournment**

- Meeting Adjourned at 11:48 p.m followed by AGM

**Lunch – 12:42**

#### **Future Meeting Dates**

November 6, 2015, December 4, 2015, January 8, 2016, February 5, 2016, March 4, 2016, April 8, 2016, May 6, or 20, 2016, June 3, 2016(if needed)

**Alberta School Boards Association – Zone 5  
MINUTES  
Friday, November 6, 2015**

**In Attendance:**

Amber Stewart	Calgary Board of Education
Arlene Rheume	CRPS
Anne-Marie Boucher (Chair)	Franco Sud
Mary Martin	ASBA/CSSD
Colleen Munro	Rocky View Schools
Julie Hrdlicka	Calgary Board of Education
Sherri Nielsen	Golden Hills School Division
Pamela King	Calgary Board of Education/ASBA Director
Leta Youck-McGowan	Alberta Education
Ron Taylor	Alberta Education
Mary Stengler	Christ The Redeemer
Norma Lang	Rocky View Schools
Bev LaPeare	Rocky View Schools
Jeanine Tucker	Foothills
Doug Gardner	Foothills
Heather Tkachuk	ASBA
Dave Price	Golden Hills School Division
Helen Clease	ASBA
Jada Hill	Prairie Land Regional
Lisa Wine	Recording Secretary

**Absent:**

Cathie Williams	CSSD
Joanne Van Donzel	Christ The Redeemer

**Call to Order:**

Chair Amber Stewart called the meeting to order at 9:32 a.m.

**Introductions:**

Chair Amber Stewart conducted introductions with the meeting attendees.

**Approval of Agenda:**

Anne-Marie Boucher motioned that the Agenda for the November 6, 2015 meeting be approved as submitted.

Carried

**Approval of the Minutes:**

Julie Hrdlicka motioned the minutes of the October 2, 2015 meeting be approved.

Carried

### **Business Arising from the Minutes:**

Housekeeping around the distribution list for the Board Meeting Agenda. Secretary Lisa will email all interested parties the board meeting agenda and request for RSVP.

### **Correspondence:**

Letter from Northern Lights re: Appointment of Parliamentarian. Letter was emailed to all board reps prior to the meeting. No discussion required.

### **Chair Report: Jeannine Tucker**

- Chair Amber and Vice Chair Jeannine met with Anne-Marie and Cheryl to help with the transition into their new positions.
- Zone Chairs meeting was October 6, 2015 via teleconference.
  - Zones to forward meeting schedule to ASBA for the website
  - FGM Presentation about what's unique in the zone
  - Discussed challenges each Zone is working through
  - Talked about Edwin Parr and the differences of how each Zone hosts this event
  - Talked about Fees structures and how they differ from each Zone
  - Meeting schedules and variances
  - Future orientation will be held for the newbies

## **REPORTS**

### **ASBA Zone Director's Report - Doug Gardner**

- Doug has enjoyed his time as Zone Director and is sure Anne-Marie will be a great asset!
- Highlights of ASBA Board of Director's Meeting in October 2016
  - Voting process will change for the elections at the FGM
  - ASBA extended term for insurance board appointed positions to help with continuity and assist with the learning curve associated with this type of expertise
  - PIDAC policies 1-8 presented to Board of Directors. They were approved and carried.
  - Maurice Richard has been appointed to the Alberta Schools' Athletic Association
  - All ASBA expenses will be posted online as of January 1, 2016
  - There will be no extra charge should you wish to attend the business portion only of the FGM however this is only to vote. No breakfast etc.
  - Conference call yesterday; ASBA Advocacy Plan will be distributed at the FGM and then to the zones
  - FGM November 15, 2015 – November 17, 2015. Specifics are on the website

### **ASBA Executive or Staff – Helen Clease and Heather Tkachuk**

- President Clease provided a verbal report of ongoing work within ASBA including Advocacy, Bargaining Consultations, Meetings and Announcements. With elections coming up at the FGM she wanted to be sure to thank everyone at the table.

**Alberta Education Report** – Ron Taylor

- Pamela is having scheduling conflicts with CASS and ASBA board meetings.
- November Director's Report was sent out and copies were available at the meeting. Also attached to these minutes. Tim outlined the following points: Standards of Practice for Educators, Language Bursary for Teaching First Nations, Metis and Inuit Languages Great Kids Award, International Education Opportunities, Grade 3 SLA and Bullying Awareness.
- The Cyberbullying Webcast is on November 18, 2015 from 10:00-10:30.

**Second Language Caucus** – Joanne Van Donzel

- Joanne was not in attendance.
- Chair Amber read an email from Cheryl Dumond, Chair Zone 2/3 requesting sponsorship and per diem from the Zone.
- Proposed total would be \$500 per year.
- Pamela provided some insight from the ASBA Second Language Task Force.
- At this time we will not be moving forward with sponsorship and or per diem.

**Networking** – Jeannine Tucker, Doug Gardner, Colleen Munro

- Vice Chair Jeannine will be looking into social media forms of networking with various groups.
- Vice Chair Jeannine, Doug and Colleen will collaborate on an event in the spring; perhaps going back to the Stampede idea.

**Edwin Parr** – Mark Chung, Pamela King, Jeannine Tucker, Cathie Williams (alternate)

- Nothing to report.

**Field Experiences Policy Advisory** – Joanne Van Donzel

- Not In Attendance. No report submitted.

**Labour Relations** – Joy Bowen-Eyre

- Not in Attendance. No report submitted.

**Regional Consortium** - Judy Hehr

- Not in Attendance. No report submitted.

**Health Promoting School Collaborative:** – Arlene Rheaume

- Nothing to report.
- Next meeting is November 18, 2015

**Handbook Review Committee:** - Anne-Marie Boucher, Norma Lang, Cathie Williams, Sherri Nielsen

- Group will be meeting after the FGM

**Break – 11:15-11:30**

**In-Camera (not required)**



## **No Directives for Action**

### **PD Opportunities:**

Chair Amber and Vice Chair Jeannine asked the group to help identify topic based ideas for what they would like to see as PD opportunities and Board sharing. The following were identified by various attendees and agreed upon:

- FNMI
- Bus Driver Recruitment
- Nutrition Programs
- Reduction in School Fees
- Mental Health and Student Anxiety
- Local Municipality Involvement and Interaction
- Bullying policies
- Funding Framework
- Accountability Pillars Review
- Community and Parent Involvement
- ASBA Advocacy Linking of Boards
- Student Voice
- Fiduciary Responsibility
- Natural Persons Powers

The group suggested and agreed to have presentations or speakers before lunch to generate conversation focus.

### **Adjournment and Lunch**

- Meeting Adjourned at 12:00 p.m.

### **Future Meeting Dates**

December 4, 2015, January 8, 2016, February 5, 2016, March 4, 2016, April 8, 2016, May 6, or 20, 2016, June 3, 2016(if needed)

**report to  
Board of Trustees**

**Trustee Liaison Report - Alberta School Boards Association  
(ASBA) Board of Directors**

Date	February 2, 2016
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Trustee Pamela King
Purpose	Information
Governance Policy Reference	Governance Culture GC-3 Board Job Description

**1 | Recommendation**

---

The Alberta School Boards Association (ASBA) liaison report containing the ASBA Board of Directors' Meeting Minutes dated June 11, August 20, September 10-11, October 7, 15, and November 5, 2015 provided for Board information.

**2 | Background**

---

The attached are reports provided by the Alberta School Boards Association (ASBA) with respect to their work. As the Board of Trustees' representative on the ASBA Board of Directors, I am providing this report for your information.

Attachments: Printed copies of minutes provided only to Trustees.

Others interested in reading this information can access them at the ASBA Board of Directors link:  
<http://www.asba.ab.ca/about-asba/people/board-of-directors/2013-board-agenda-and-minutes/>





## Minutes of Board of Directors Video/Teleconference Meeting

June 11, 2015

### ATTENDANCE

<b>Board Members</b>	Mrs. Helen Clease, President	ASBA
	Mr. Nathan Ip, Edmonton Public	ASBA
	Ms. Marilyn Bergstra, Edmonton Catholic	ASBA
	Ms. Pamela King, Calgary Board of Education	VC
	Mrs. Mary Martin, Calgary Catholic	VC
	Mrs. Nan Bartlett, Zone 1	VC
	Mr. Jean Boisvert, Zone 2/3	TC
	Ms. Lorna Misselbrook, Zone 2/3	ASBA
	Ms. Cathy Peacocke, Zone 4	VC
	Mr. Doug Gardner, Zone 5	VC
	Mr. Peter Grad, Zone 6	ASBA
<b>Observers</b>	Mrs. Adriana LaGrange, ACSTA	VC
	Ms. Karen Doucet, FCSFA	ASBA
	Ms. Arlene Hrynyk, PSBAA	ASBA
<b>Guests</b>	Mr. Rick Massini, 1 <sup>st</sup> Vice-President, PSBAA (D.3)	ASBA
	Ms. Kathy Cooper, 2 <sup>nd</sup> Vice-President, PSBAA (D.3)	ASBA
	Ms. Kathleen Linder, Director, PSBAA (D.3)	ASBA
<b>Staff/Consultants</b>	Mr. Scott McCormack, Executive Director	ASBA
	Ms. Suzanne Lundrigan, Director, Communications	ASBA
	Ms. Heather Tkachuk, Policy and Research Analyst	ASBA
	Ms. Bobbie Garner, Administrative Assistant	ASBA
	Ms. Marian Johnson, Administrative Assistant	ASBA

**Note:** Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

### A. PROCEDURAL ITEMS

**A.1 Call to Order** President Clease called the meeting to order at 1:30 p.m.

**A.2 Agenda**

- A.2.1 Additions/Changes**
- Changes:**  
**A.4** (In-Camera Session) would occur at the end of the meeting  
**D.3** (Discussion re PSBAA Correspondence) would be the first item discussed following the approval of the agenda.
- Additions:**  
**A.4.3** (Update on Human Resources)  
**D.4.3.5** (Consent Agenda - Letter from Edmonton Public) was added to the regular agenda for discussion.
- Deletions:**  
**A.4.2** (Expense Review) was deleted as it was covered under D.2 (Executive Director's Expenses)
- A.2.2 Approval**
- MOTION #1**  
L. Misselbrook
- That the agenda be approved as amended. **CARRIED**
- A.3. Previous Meeting Minutes: May 7-8, 2015**
- A.3.1 Errors/Omissions** No errors or omissions were noted.
- A.3.2 Approval**
- MOTION #2**  
L. Misselbrook
- That the May 7-8, 2015 Board of Directors minutes be approved as presented. **CARRIED**
- A.3.3 Business Arising** There was no business arising from the May meetings.
- A.4. In-Camera Session**
- Note: The in-camera session was held at the end of the meeting.*
- MOTION #3**  
N. Ip
- That the meeting move *in-camera* with the voting Directors and Executive Director present. **CARRIED**
- MOTION #4**  
M. Bergstra
- That the meeting move out of *camera*. **CARRIED**
- A.4.1 Facilitator for Board Self Evaluation and Executive Director Evaluation Sessions**
- MOTION #5**  
P. King
- That the ASBA utilize the services of HOPE Learning Systems to facilitate the Board self-evaluation and Executive Director evaluation sessions. **CARRIED**
- A.4.2 Expense Review** This item was discussed under agenda item D.2.
- B. GENERATIVE ROLE**

- B.1. Spring General Meeting 2015 - Debrief** Directors provided feedback on what they had heard regarding the Spring General Meeting. All comments were very positive and centered on the student presence at and contribution to the SGM, and the organization of the business meeting and professional development sessions.

**C. STRATEGIC ROLE**

**C.1. ASBA Advocacy Priorities and Plan**

- C.1.1 Status Reports by Advocacy Committees** *Value of Locally Elected School Boards Task Force:* M. Martin advised that the task force was currently costing out priorities for the goals they had identified. The next meeting was scheduled for August 18.

*Predictable and Sustainable Funding Task Force:* P. King advised that the task force would finalize their recommendations at their June 17<sup>th</sup> meeting.

*Infrastructure:* M. Bergstra reported that the task force was focussing on three areas: wrap around services, new schools, and aging infrastructure. Their next meeting would be held during the third week of June.

- C.2 Directives for Action** No new directives for action were presented to the Board.

- C.3. Directors' Requests for Information or Action (RIA)** There were no requests for information or action.

- C.4. Notices of Motion/Future Meeting Agenda Items** **Future Agenda Items (to be scheduled):**  
1. Discussion re building reserve fund  
2. Rules re In-camera Discussions  
3. Appropriate Lines of Communications - Protocol

**D. FIDUCIARY ROLE**

- D.1. Filling a Vacancy in the Office of Vice-President** S. McCormack explained the proposed process to elect a Vice-President as outlined in the briefing note for the Board's approval. He advised that Mary Martin had declared her interest in the position.

**MOTION #6**  
P. Grad  
That the ASBA Board of Directors approve the process proposed in Attachment 1 to fill the current vacancy in the office of Vice-President.

**CARRIED**

S. McCormack made a final call for nominations. N. Ip nominated Marilyn Bergstra who accepted the nomination.

**MOTION #7**  
L. Misselbrook  
That nominations cease.

**CARRIED**



After each candidate gave a short speech, an electronic ballot was sent to each Director. At the close of voting, Mary Martin was named as Vice-President of the ASBA.

**MOTION #8**  
P. King

That the ballots be destroyed.

**CARRIED**

Mary Martin then took the oath of office for Vice-President.

**D.2. Executive Director's Expenses**

S. McCormack advised the Board that the former Vice-President had raised two concerns regarding expense claims. To date, these claims have not been approved. The Board confirmed previous discussion on this matter and directed that the claims be approved.

Directors discussed the need to determine an approval process to handle extraordinary travel circumstances, but agreed that the new Vice-President should continue to approve the Executive Director's regular expenses.

**MOTION #9**  
D. Gardner

That the PDAC be directed to review the policy for the Board of Directors and Executive Director's expense claims to cover expense guidelines, disclosure of expenses, process of approving expenses, and the process of pre-authorization of extraordinary expenses and bring recommendations to the Board of Directors in the Fall of 2015.

**CARRIED**

**D.3. PSBAA Correspondence (April 14, 2015)**

It was clarified that the correspondence to be discussed was the letter dated April 14, 2015 (not May 19, 2015). H. Cleese reiterated the importance of positive relationships with all partners and stakeholders and sought direction from the Board of Directors on moving forward.

A. Hrynyk explained that PSBAA's intent of requesting the meetings with ASBA, ACSTA and FCSFA was to find ways to come together to strengthen the associations, discover issues of commonality, share information and stand united.

**MOTION #10**  
M. Bergstra

That the ASBA pursue a collaborative partnership with PSBAA that may also include ACSTA and FSCFA to seek efficiencies, identify common initiatives and seek methods to advance and support educational opportunities on behalf of Alberta students and families.

**DEFEATED**

**MOTION #11**  
N. Bartlett

That the ASBA Board of Directors endorse and direct the ASBA Executive to issue an invitation to jointly support a facilitated conversation to ACSTA, FSCFA, and PSBAA that will, in part, contemplate the role of the observers from Zones 7, 8, and 9 in the fall of 2015.

**CARRIED**

**D.4.3.5 Letter from Edmonton  
Public dated June 3, 2015  
re ASEBP participation**

S. McCormack reported that this matter was under review.

**D.4. Consent Agenda**

**D.4.1 Reports**  
*Internal Committees and Task Forces*

D.4.1.1 ASBA Advocacy and Task Force Reports

*External Committees*

D.4.1.2 Truth and Reconciliation Commission of Canada Report

D.4.1.3 ASEBP Trustees' Report (May 14, 2015)

D.4.1.4 Rural Education Symposium Planning Committee (January 19 & February 11, 2015)

**D.4.2 Board Member Reports**

D.4.2.1 Board of Directors Positive Path Forward Report

D.4.2.2 **President's Report**

H. Clease provided a verbal report that she had recently met with the Minister, Gene Williams and other Alberta Education staff.

In addition, she and S. McCormack would be meeting with the Minister on June 18<sup>th</sup> along with their counterparts from CASS, ASBOA, ASCA and ATA.

D.4.2.3 **Executive Director's  
Report**

S. McCormack advised the Board that he had met with the Minister's Advisory Council (Students Voice) who expressed their desire to work with ASBA and school boards.

D.4.2.4 **Metro Director, Zone  
Director and Observer  
Reports**

Zone 2/3 provided a written report.

**D.4.3 Correspondence**

D.4.3.1 Letter from Deputy Minister dated May 7, 2015 re health levy

D.4.3.2 Letter from Deputy Minister dated May 19, 2015 re implications of Budget 2015

D.4.3.3 Copy of letter from Grasslands Public Schools dated May 26, 2015 re issues of concern

D.4.3.4 Letter from Mark Smith, MLA, dated May 29, 2015 re Wildrose Education portfolio

**D.4.4 Information Items**

D.4.4.1 ASBA Strategic Plan 2014—2017: At a Glance

- D.4.4.2 ASBA Strategic Plan 2015—2018: At a Glance
- D.4.4.3 Disposition of Motions – SGM 2015

**ADJOURNMENT**

**MOTION #12**  
M. Bergstra

That the meeting adjourn.

**CARRIED**

The meeting adjourned at 4:37 p.m.

---

President

---

Executive Director



**Minutes of Board of Directors Meeting  
ASBA Boardroom**

**August 20, 2015**

**ATTENDANCE**

**Board Members**

Mrs. Helen Clease, President  
Mrs. Mary Martin, Vice President  
Mr. Nathan Ip, Edmonton Public  
Ms. Marilyn Bergstra, Edmonton Catholic  
Ms. Pamela King, Calgary Public  
Mrs. Marge Belcourt, Calgary Catholic (alternate)  
Mrs. Nan Bartlett, Zone 1  
Mr. Jean Boisvert, Zone 2/3  
Mrs. Lorna Misselbrook, Zone 2/3  
Mrs. Cathy Peacocke, Zone 4  
Mr. Doug Gardner, Zone 5  
Mr. Peter Grad, Zone 6

**Staff/Consultants**

Mr. Scott McCormack, Executive Director  
Ms. Heather Tkachuk, Director, Governance & Corporate Services  
Ms. Marian Johnson, Administrative Assistant

**Note:** Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

**A. PROCEDURAL ITEMS**

**A.1 Call to Order** President Clease called the meeting to order at 2:11 p.m.

**National Anthem** L. Misselbrook led in the singing of O Canada.

**Oath of Office** Mrs. Marge Belcourt was officially sworn in as the Calgary Catholic Alternate on the Board.

**A.2 Agenda**

**A.2.1 Additions/Changes**

**Additions:**

**C.3.1 ASBA Finance and Audit Committee**

**C.3.2 Process to Monitor Directives for Action**

**A.2.2 Approval**

**MOTION #1**  
P. King

That the agenda be approved as amended.

**CARRIED**

**A.3 Approval of Minutes – June 11, 2015**

**A.3.1 Errors/Omissions** No errors or omissions were reported.

**A.3.2 Approval**

**MOTION #2**  
M. Bergstra That the minutes of the June 11, 2015 ASBA Board of Directors meeting be approved as presented.  
**CARRIED**

**A.3.3 Business Arising** There was no business arising from the June 11, 2015 minutes.

**A.4 In-Camera Session**

**MOTION #3**  
L. Misselbrook That the meeting move *in-camera*.  
**CARRIED**

**MOTION #4**  
P. King That the meeting move out of *camera*.  
**CARRIED**

**A.4.1 Executive Director Evaluation** (August 1, 2014 – July 31, 2015) This item was tabled to the September board meeting when final documentation would be available.

**A.4.2 ASBA Board Self-Evaluation** (July 2014 – June 2015) This item was tabled to the September board meeting when final documentation would be available.

**B. GENERATIVE ROLE**

**B.1 ASBA Fall General Meeting 2015 – Director’s Input** Directors were polled to provide suggestions for the 2015 Fall General Meeting. Comments included:

- Activities for Sunday evening
- Input from boards and zones
- Plenary sessions to discuss major issues that affect the majority of boards
- Format of MLA Breakfast to avoid crowding and/or invite MLAs to “Day for Advocacy” to meet trustees
- Use of time during lunch to allow for networking
- “Down time” for delegates
- Consider global experts to speak on “cutting edge” research and new trends, if necessary by video-conference
- Sessions related to the advocacy plan, i.e. infrastructure (new designs for schools)
- Sponsorship

Directors were encouraged to continue offering their input via email. It was decided that the main theme for the FGM would be “Building Connections”.

**C. STRATEGIC ROLE**



**C.1 ASBA Advocacy Priorities and Plan** The Board of Directors determined to include time prior to the September board meeting for generative conversation regarding the advocacy plan.

**C.1.1 Status Reports by Advocacy Committees** **Value of Locally Elected School Boards:** M. Martin reported that the task force had met the previous day to refine their template and develop a list of potential deliverables such as profiling Zone Chairs at the FGM and discussing the current situation in Quebec.

**Predictable, Sustainable Funding:** J. Boisvert advised that the task force was summarizing their work to date and would soon be seeking the Board's approval to move forward.

**Infrastructure:** N. Ip listed the key issues the task force had identified:

1. Long term funding to include 2% upkeep and maintenance of schools
2. New school builds that incorporate wrap around services
3. Recognition that one size does not fit all

In addition to the three key issues, N. Ip advised that the task force was researching implications of these issues on the *Municipal Government Act*.

S. McCormack advised that the next steps for the advocacy committees would be to complete their recommendations for input into the overarching advocacy plan.

*N. Bartlett left the meeting at 3:36 p.m.*

**C.2 Directives for Action** No Directives for Action were brought to the Board's attention.

**C.3 Directors' Requests for Information or Action**

**C.3.1 ASBA Finance and Audit Committee**

**MOTION #5**  
C. Peacocke

Based on Board discussion, that the Board consider establishing a Finance and/or Audit Committee and that the Executive Director provide recommendations on developing such a committee.

**CARRIED**

**C.3.2 Process to Monitor Board Directions**

**MOTION #6**  
L. Misselbrook

That the Executive Director provide recommendations to support a process to monitor, track, and report the progress of motions passed by the Board of Directors.

**CARRIED**

**C.4 Notices of Motion/Future Meeting Agenda Items** No new items were added and no notices of motion were given.

**D. FIDUCIARY ROLE**

- D.1 Policy Development Advisory Committee Report** M. Martin advised that the next Policy Development Advisory Committee meeting was scheduled for August 31<sup>st</sup>.
- D.2 Appointment of External Auditor for the 2014-2015 Fiscal Year** The Board was provided with a summary of the submissions received in response to the Request for Proposal for an external auditor.
- MOTION #7**  
D. Gardner That Collins Barrow be reappointed as the auditors for the year ending August 31, 2015.
- CARRIED**
- D.3 Request to Present – ASBA Student Health and Wellness Task Force** M. Bergstra requested that the Board entertain a presentation by Dr. Gita Sharma on her research involving nutrition for First Nation, Metis and Inuit students as well as immigrant students. The Board felt that a broader audience would benefit from this presentation and suggested that it be considered as a session at the Fall General Meeting.
- D.4 Consent Agenda** There were no requests to separate any of the items listed in the Consent Agenda, but there were updates to some of the reports.
- D.4.1 Reports**  
*Internal Committees and Task Forces*
- D.4.1.1 ASBA Committee and Task Force Reports**  
*External Committees*
- D.4.1.2 ASEBP Trustees' Report (June 19, 2015)**
- D.4.2 Board Member Reports**
- D.4.2.1 Board of Directors' Positive Path Forward Report**
- D.4.2.2 President's Report** H. Cleave added the following to her written report:
- She and Scott McCormack would be contacting Board Chairs for a "check-in".
  - She, Scott McCormack and Jim Gibbons would be the ASBA representatives on the newly established *Teaching and Leadership Excellence Advisory Committee* which replaces several Alberta Education committees and councils. The first meeting is scheduled for October 2<sup>nd</sup>.
- D.4.2.3 Vice-President's Report**
- D.4.2.4 Executive Director's Report** S. McCormack advised that recruitment was underway for two ASBA positions: Interim Director of Communications and Policy Research Analyst. As well, he informed the Board that the Minister's teleconference meeting, originally planned for August 19, was being rescheduled, but that a new date had not been announced as yet.

The following update information was also provided relating to the letters listed under "Correspondence":

**ASEBP Deed of Trust Request to Review:** An update regarding the request to review the ASEBP Deed of Trust would be provided at the September Board meeting.

**Parliamentarian:** Direction by the Board was sought on how to proceed.

**MOTION #8**  
J. Boisvert

That the ASBA Board of Directors refer consideration of the process to appoint a Parliamentarian to the Policy Development Advisory Committee.

**CARRIED**

**Quebec Situation:** S. McCormack advised that he had received an invitation from the QESBA to attend a rally on September 9 in Quebec City. The Board agreed that ASBA send a message of support and invite Board Chairs to individually do so as well.

**D.4.3 Correspondence**

- D.4.3.1 Letter to Edmonton Public dated June 11, 2015 in response to their request re ASEBP Deed of Trust plus responses from ASEBP and ATA
- D.4.3.2 Letter to Northern Lights S. Div. #69 dated August 11, 2015 in response to their request re ASEBP Deed of Trust plus response from ATA
- D.4.3.3 Letter to Northern Lights S. Div. #69 dated August 11, 2015 in response to their question regarding the appointment of a parliamentarian plus a response from Wetaskiwin Regional Public Schools
- D.4.3.4 Copy of letter from Foothills S. Div. #38 to Edmonton Public dated July 9, 2015 re Edmonton Public's Notice of Motion to consider withdrawal from ASBA
- D.4.3.5 Letter from Deputy Minister dated July 14, 2015 re SGM extraordinary resolutions
- D.4.3.6 Letter to Ministers of Education and Health dated July 17, 2015 re Wellness Funding

**D.4.4 Information Items**

- D.4.4.1 ASBA Strategic Plan 2014-2017: At a glance
- D.4.4.2 ASBA Strategic Plan 2015-2018: At a glance
- D.4.4.3 Draft Minutes – 2015 Spring General Meeting
- D.4.4.4 ASBA Board of Directors List – Update
- D.4.4.5 ASBA Board of Directors and Alternates List – Update

**G. ADJOURNMENT**

**MOTION #9**  
P. King

That the meeting adjourn to the call of the Chair.

**CARRIED**

The meeting adjourned at 5:15 p.m.

---

President

---

Executive Director



## Minutes of Board of Directors Meeting

September 10-11, 2015

### ATTENDANCE

#### Board Members

Mrs. Helen Clease, President  
Mrs. Mary Martin, Vice-President  
Mr. Nathan Ip, Edmonton Public  
Ms. Marilyn Bergstra, Edmonton Catholic  
Ms. Pamela King, Calgary Board of Education  
Mrs. Marge Belcourt, Calgary Catholic (*alternate*)  
Mrs. Nan Bartlett, Zone 1  
Mr. Jean Boisvert, Zone 2/3  
Ms. Lorna Misselbrook, Zone 2/3  
Ms. Cathy Peacocke, Zone 4  
Mr. Doug Gardner, Zone 5  
Mr. Peter Grad, Zone 6

#### Observers

Mr. Michael Ouellette, ACSTA (*alternate*) - Thursday  
Ms. Karen Doucet, FCSFA

#### Guests

Mr. Gene Williams, Assistant Deputy Minister, System Excellence, Alberta Education (B.1)  
Ms. Pamela Johnson, Manager, Teacher Relations Branch, Alberta Education (B.1)  
Mr. David Fraser, Consultant, Teacher Relations Branch, Alberta Education (B.1)

#### Staff/Consultants

Mr. Scott McCormack, Executive Director  
Ms. Heather Tkachuk, Director, Governance and Corporate Services  
Mr. Mac McDonald, Consultant, Labour Relations (B.1)  
Ms. Bobbie Garner, Administrative Assistant  
Ms. Marian Johnson, Administrative Assistant

**Note:** Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

### A. PROCEDURAL ITEMS

- A.1. Call to Order** President Clease called the meeting to order at 2:10 p.m.
- A.2. National Anthem** Lorna Misselbrook led in the singing of O'Canada.
- Oath of Office** Mr. Michael Ouellette took the oath of office as the alternate ACSTA observer.





**A.5.2 ASBA Board Self Evaluation Report**

**MOTION #7**  
P. Grad

That the ASBA Board of Directors approve the Board of Directors' self-evaluation summary report as an accurate reflection of the self-evaluation process and, further, that the President be authorized to make any required technical edits and to sign the report on the Board's behalf.

**CARRIED**

**A.5.3 Session Power Point**

Directors were provided with a copy of the PowerPoint presentation given during the professional development portion of their August evaluation session.

**A.5.4 ASEBP Deed of Trust**

**MOTION #8**  
N. Bartlett

That the ASBA Executive be directed to engage in discussion with the Edmonton Public School Board regarding clarification of their interest in having the ASEBP Deed of Trust opened for amendment.

**CARRIED**

Later in the meeting the following motion was made:

**MOTION #9**  
J. Boisvert

That the Executive Director provide the Board of Directors with copies of the current (1994) and the original ASEBP Deed of Trust.

**CARRIED**

**A.5.5 Executive Director Compensation Review Process**

**MOTION #10**  
M. Martin

That the ASBA Board of Directors direct that comparators for the Executive Director be sought as part of the upcoming staff compensation review, and that such be reported back to the Board of Directors when available.

**CARRIED**

**B. GENERATIVE ROLE**

**B.1. Teacher Bargaining Consultations**

Prior to the presentation on Friday at 1:00 p.m., S. McCormack provided background information on the recent history of teacher bargaining issues.

Mr. Gene Williams, Mr. David Fraser, and Ms. Pam Johnson presented on the current context and intended outcomes of the Minister's teacher bargaining consultation. They also presented an overview of the planned consultations with school boards, which included questions relative to provincial two-tier bargaining, Employer Bargaining Association, level of government involvement and dispute resolution.

Once the consultations were complete, Alberta Education would compile comments and provide a report to the Minister.

To prepare school boards for the consultations, ASBA will provide them in advance with an electronic copy of the PowerPoint package provided by Alberta Education as well as key background information. In addition, ASBA will request boards to forward a copy of their confirmed responses.

**MOTION #11**  
D. Gardner

That the Board of Directors direct the Executive Director to:

- Arrange an audio recording to be made available to trustees providing a historical overview of previous bargaining consultations and an update on the Minister's current bargaining consultation process.
- Facilitate a process for enabling the ASBA Board of Directors to provide input into the consultation process.

**CARRIED**

## **C. STRATEGIC ROLE**

- C.1. ASBA Advocacy Priorities and Plan** The work of the Advocacy task forces was reviewed during the planning session held Thursday morning prior to the Board meeting.
- C.1.1 Status Reports by Advocacy Committees** No additional updates to the planning session discussions were provided during the Board meeting.
- C.2. Directives for Action** No Directives for Action were advanced.
- C.3 Directors' Requests for Information or Action (RIA)** No Requests for Information or Action were brought to the Board's attention.
- C.4. Notices of Motion/Future Meeting Agenda Items** **Agenda Items:**  
Discussion regarding Description of Roles

## **D. FIDUCIARY ROLE**

- D.1. Policy Development Advisory Committee (PDAC) Report** A replacement page 3 was provided to each Director as the one in the briefing note was incomplete. M. Martin spoke to the summary contained in the briefing note of proposed resolutions to be considered at the Fall General Meeting and the appointment process for a parliamentarian.

**Resolutions to be advanced to FGM:**

1. Sexual Education Curriculum  
(Zone 2/3 - Edmonton Public)

2. FNMI Self-identifying Process  
(Zone 2/3 - Edmonton Catholic)

The PDAC determined that a third proposal, by Zone 4 (Red Deer Public), regarding ASBA's policy development process (GP 10) would not be advanced to the Fall General Meeting as it was under the sole purview of the Board of Directors. It would, however, be considered by PDAC during its review of GPs 9-16 in the Fall.

**Parliamentarian Appointment Process:** Based on information taken from *Robert's Rules of Order (newly revised 11<sup>th</sup> edition)*, the PDAC recommended that the selection of a parliamentarian fall to the Board of Directors, with approval by the President, rather than the assembly at a general meeting. The PDAC would develop proposed selection criteria and boards would be invited to submit names of Parliamentarians whom they felt had the experience and qualifications needed to serve an organization of ASBA's profile.

**Governance Policies 1-8:** M. Martin outlined the amendments recommended by the PDAC as follows:

*GP1 – Foundational Statements:* to be reviewed at the Board's 2016 Strategic Planning Session.

*GP2 Appendix A – Board Charter:* would be subject to a future review.

*GP3 – Role of Director:* reference to attendance at NSBA to be removed.

*GP5 – Role of the President:* reference to attendance at NSBA to be removed.

*GP6 – Role of the Vice-President:* reference to attendance at NSBA to be removed, and clarification added regarding approval of the Executive Director's expenses.

*GP7 – Board Operations:* reference to a Conference of Choice in section 10.4 to be removed.

**Expense Claims Policy:** Upon further review, the PDAC recommended no additional amendment was required to GP7 Appendix B – Per Diem and Expense Guidelines.

**MOTION #12**  
M. Belcourt

That the ASBA Board of Directors approve the following recommendations:

1. Regarding the proposals submitted for the 2015 Fall General meeting:

(a) That work be done with the sponsoring board to refine the submission, which will ultimately be advanced to the FGM for the following submissions:

- Include topic of consent in sexual education curriculum (Zone 2/3 – Edmonton Public Schools)
- FNMI self-identifying process (Zone 2/3 – Edmonton Catholic Schools)

(b) As the Governance Policies are under the sole purview of the Board of Directors, the submission regarding GP 10 - Association Policy Development Process amendment (Zone 4 – Red Deer Public) will be considered by PDAC during the review of GPs 9-16 this fall but will not be advanced to FGM as consideration is within the purview of the Board of Directors.

**CARRIED**

**MOTION #13**  
P. King

Regarding the parliamentarian appointment process:

(a) That the Board of Directors annually appoint the parliamentarian for ASBA, subject to confirmation by the President.

(b) That appointment of the parliamentarian be added to the Board Annual Work Plan.

(c) That Kevin Feehan be appointed parliamentarian for the 2015-16 fiscal year.

**CARRIED**

**MOTION #14**  
D. Gardner

Regarding amendments to Governance Policies 1, 2, 4, 5, 6, and 8, that amendments noted in the briefing note be approved, but that Governance Policies 3 and 7 be referred back to PDAC for additional consideration.

**CARRIED**

**D.2 Appointment of Facilitator for Board of Directors' Strategic Planning Session**

S. McCormack spoke to the Board's request to shift its approach to strategic planning as described in the briefing note and to include professional development during the session.

**MOTION #15**  
P. Grad

That the ASBA Board of Directors appoint Jim Beaubien and Karen Caesar as facilitators for the Board's Strategic Planning Session in January 2016.

**CARRIED**

**D.3. Q3 Financial Report**

**MOTION #16**  
L. Misselbrook

That the third quarter Financial Report be accepted as information.

**CARRIED**

- D.4 2014-2017 Strategic Plan Implementation Final Report** H. Tkachuk highlighted the progress made since the previous report.
- MOTION #17**  
N. Bartlett That the ASBA Board of Directors receive the 2014-2017 strategic plan implementation final report for information.
- CARRIED**
- D.5 ASBA Board of Directors' Annual Work Plan 2015-2016** H. Tkachuk presented the proposed board annual work plan for 2015-2016 that reflected standard meeting dates. A short discussion on whether directors would be re-sworn in at the beginning of a consecutive second term concluded with the decision that directors would take the oath of office at the start of each new term.
- MOTION #18**  
P. King That the ASBA Board of Directors approve the 2015-2016 annual work plan pending confirmation of future Board meeting dates.
- CARRIED**
- The meeting recessed at 5:05 p.m. and reconvened on Friday at 9:00 a.m.*
- D.6 Approval of ASBA Annual Report** Directors provided their comments on the annual report that could be considered for future reports:
- Display it in poster format to market and brand ASBA, and provide it to boards to use as promotional material
  - Identify that 'ASBA' stands for the Alberta School Boards Association
  - Include ASBA's mission statement.
  - Make logo bigger and the year more prominent
  - Use background colours that provide more contrast to the text
- MOTION #19**  
P. Grad That the ASBA Board of Directors approve the annual report as presented.
- CARRIED**
- D.7 We Day 2015 - Attendance** S. McCormack reminded Directors that, during budget deliberations, the Board agreed that the President, Vice-President, Executive Director, and staff liaison (H. Tkachuk) would attend this event which was being held October 27, 2015 at the Calgary Saddledome. As ASBA would be provided with five tickets, one other person would be able to attend. Directors put their names forward for a draw which resulted in N. Bartlett being selected.
- D.8 ASBA Board of Directors' Meeting Schedule** During the discussion of meeting dates for 2016, Directors agreed to hold a generative discussion prior to all in-person meetings from 10:00 a.m. to 2:00 p.m. on the Thursday of the meeting. This would apply to the December 10-11, 2015 meeting as well.



**MOTION #20**  
P. Grad

That the following dates and start times for Board of Directors meetings be approved:

	<u>Start Time</u>	
January 14-16	10:00 a.m.	Strategic Planning
March 10-11	10:00 a.m.	Generative Discussion
	2:00 p.m.	Meeting
May 12-13	10:00 a.m.	Generative Discussion
	2:00 p.m.	Meeting
June 16	1:30 p.m.	Video-conference
August 16-18	9:00 a.m.	Board/CEO Evaluation
September 8-9	10:00 a.m.	Generative Discussion
	2:00 p.m.	Meeting
October 13	1:30 p.m.	Video-conference
December 8-9	10:00 a.m.	Generative Discussion
	2:00 p.m.	Meeting

**CARRIED**

In addition, Directors were asked to save the dates November 5, 2015, April 14-15, 2016 and November 3-4, 2016 should extra meetings be necessary, as approved in the 2015-16 budget.

For the 2017 Strategic Planning session, Directors were asked to hold January 11-13 and January 16-18, 2017.

**D.9 Discussion re 2014-2015 Provincial Achievement Tests and Diploma Exam Results Presentation**

S. McCormack explained that due to the government transition, it was not possible for Alberta Education to present the results at this Board meeting, but had offered to do so on September 25<sup>th</sup> in a video-conference. It was noted that an ASBA representative would be attending the technical briefing scheduled for October 7<sup>th</sup>.

**MOTION #21**  
M. Bergstra

That the ASBA Board of Directors receive the provincial achievement tests and diploma exam results presentation by Alberta Education at their December board meeting.

**CARRIED**

**D.10 Term Appointments for Committees: ASEBP, ASBIE, SiPP**

**D.10.1 Appointment of Alberta School Boards Insurance Exchange (ASBIE) Representative**

**MOTION #22**  
P. King

That Mr. Edward Latka, Assistant Superintendent – Business Services, Grande Yellowhead Public S. Div. #77 be appointed as a director to ASBIE for a one year term ending August 31, 2016.

**CARRIED**

**D.11. Consent Agenda**

Five items were pulled from the Consent Agenda for further discussion or update:

**D.11.1.2 Joint Stakeholder Committee on Children and Poverty**

- D.11.2.1 President's Report
- D.11.2.2 Vice-President's Report
- D.11.2.3 Executive Director's Report
- D.11.2.4 Director and Observer Reports - FCSFA

**D.11.1 Reports**

Internal Committees and Task Forces

D.11.1.1 ASBA Advocacy Committees and Task Force Reports

External Committees

- D.11.1.2 Joint Stakeholder Committee on Children and Poverty P. King noted the relative expense incurred to attend what seemed to be an information sharing committee.

**D.11.2 Board Member Reports**

D.11.2.1 President's Report

H. Clease added to her written report as follows:

*Mental Health Review:* Directors were encouraged to highlight the review at Zone meetings. A link to the review will be available on the ASBA website.

*FGM Gala:* The board was assured that, with the change to format, the gala would continue to be a prestigious event. It will be held on the Sunday evening.

D.11.2.2 Vice-President's Report

M. Martin provided a brief update on the September 1 Zone Chairs meeting.

D.11.2.3 Executive Director's Report

S. McCormack updated his written report as follows:

*Day for Advocacy:* Directors wishing to attend the Day for Advocacy would attend on behalf of ASBA for which the registration fee would be waived and a per diem and expenses would be paid.

*Check-In with Board Chairs:* To date, S. McCormack and H. Clease had contacted 48 boards.

D.11.2.4 Director and Observer Reports

**FCSFA:** K. Doucet advised that the FCSFA annual general meeting would be held on November 20, 2015.

**D.11.3 Correspondence**

- D.11.3.1 Letter to Northern Lights dated August 31, 2015 re process to appoint Parliamentarian
- D.11.3.2 Email memo from Education Deputy Minister to Superintendents dated September 2, 2015 re Health and Safety Revisions

**D.11.4 Information Items**

- D.11.4.1 ASBA Strategic Plan 2015—2018: At a Glance

D.11.4.2 ASBA Invoice Cut-off and Cheque Run Dates for September 2015 – February 2016  
and March 2016 – August 2016

**ADJOURNMENT**

**MOTION #23**  
P. King

That the meeting adjourn to the call of the Chair.

**CARRIED**

The meeting adjourned at 3:30 p.m.

---

President

---

Executive Director



**Minutes of Board of Directors  
Special Teleconference Meeting**

**October 7, 2015**

**ATTENDANCE**

**Board Members**

Mrs. Helen Clease, President  
Mrs. Mary Martin, Vice-President  
Mr. Nathan Ip, Edmonton Public  
Ms. Marilyn Bergstra, Edmonton Catholic  
Ms. Pamela King, Calgary Board of Education  
Mrs. Marge Belcourt, Calgary Catholic (*alternate*)  
Mrs. Nan Bartlett, Zone 1  
Mr. Jean Boisvert, Zone 2/3  
Ms. Lorna Misselbrook, Zone 2/3  
Ms. Cathy Peacocke, Zone 4  
Mr. Peter Grad, Zone 6

**Regrets**

Mr. Doug Gardner, Zone 5

**Staff/Consultants**

Mr. Scott McCormack, Executive Director  
Ms. Heather Tkachuk, Director, Governance and Corporate  
Services  
Ms. Marian Johnson, Administrative Assistant

**Note:** Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

**A. PROCEDURAL ITEMS**

**A.1. Call to Order**

President Clease called the meeting to order at 10:03 a.m.

**A.3. Agenda**

The purpose of the special meeting was to provide the Board with the opportunity to provide input into the ASBA's response to Alberta Education's Teacher Bargaining Consultation with regard to province-wide two-tier bargaining, Employee Bargaining Association (EBA), level of government involvement, and dispute resolution.

**MOTION #1**  
C. Peacocke

That the meeting move *in-camera*.

**CARRIED**

**MOTION #2**  
M. Belcourt

That the meeting move out of *camera*.

**CARRIED**

**MOTION #3**  
P. King

That the ASBA Board of Directors direct the ASBA Executive Director to meet with Alberta Education and provide the discussion points, as amended, on behalf of ASBA.

**CARRIED**

**MOTION #4**  
P. King

That the ASBA Board of Directors direct the ASBA Executive Director to circulate the discussion points as amended to member school boards.

**CARRIED**

**ADJOURNMENT**

**MOTION #5**  
P. King

That the meeting adjourn to the call of the Chair.

**CARRIED**

The meeting adjourned at 11:35 a.m.

---

President

---

Executive Director



**Minutes of Board of Directors Video-Conference Meeting**

**October 15, 2015**

**ATTENDANCE**

<b>Board Members</b>	Mrs. Helen Clease, President Mrs. Mary Martin, Vice-President Mr. Nathan Ip, Edmonton Public Ms. Marilyn Bergstra, Edmonton Catholic Ms. Pamela King, Calgary Board of Education Mrs. Marge Belcourt, Calgary Catholic ( <i>alternate</i> ) Mrs. Nan Bartlett, Zone 1 Mr. Jean Boisvert, Zone 2/3 Ms. Lorna Misselbrook, Zone 2/3 Ms. Cathy Peacocke, Zone 4 Mr. Doug Gardner, Zone 5 Mr. Peter Grad, Zone 6	VC VC ASBA TC VC VC VC ASBA ASBA VC VC VC
<b>Observers</b>	Ms. Adriana LaGrange (ACSTA) Ms. Karen Doucet, FCSFA	VC ASBA
<b>Staff/Consultants</b>	Mr. Scott McCormack, Executive Director Ms. Heather Tkachuk, Director, Governance and Corporate Services Ms. Grace Cooke (Agenda Item A.4) Ms. Bobbie Garner, Administrative Assistant Ms. Marian Johnson, Administrative Assistant	VC  ASBA ASBA ASBA ASBA

**Note:** Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

**A. PROCEDURAL ITEMS**

**A.1. Call to Order**                      President Clease called the meeting to order at 1:30 p.m.

**A.2. Agenda**

- A.2.1 Additions/Changes**                      **Additions:**  
 H. Clease noted the recent addition to the consent agenda of two letters (see D.5.3.7 and D.5.3.8)
- A.4 Meeting with Edmonton Public School Board
  - B.1 Confirmation of Generative Items for December meeting



**A.2.2 Approval**

**MOTION #1** That the agenda be approved as amended. **CARRIED**  
M. Belcourt

**A.3. Previous Meeting Minutes: September 10-11 and October 7, 2015**

**A.3.1 Errors/Omissions** September 10-11: No errors or omissions noted.  
October 7: No errors or omissions noted.

**A.3.2 Approval**

**MOTION #2** That the Board of Directors minutes of the September  
P. King 10-11, 2015 meeting be approved as presented. **CARRIED**

**MOTION #3** That the Board of Directors minutes of the October 7,  
N. Bartlett 2015 teleconference meeting be approved as  
presented. **CARRIED**

**A.3.3 Business Arising** There was no business arising from the previous  
minutes.

**A.3.4 Summary of Substantive Board Motions** S. McCormack provided a summary of board motions  
made since January 2015 which tracked the action as  
directed by the Board.

**A.4. In-Camera Session**

**MOTION #4** That the meeting move *in-camera* with only the voting  
M. Martin Directors, Executive Director, and Director of  
Governance and Corporate Services present. **CARRIED**

The observers and support staff left the meeting.

**MOTION #5** That the meeting move out of *camera*. **CARRIED**  
M. Martin

The observers and support staff rejoined the meeting.

**Meeting with Edmonton Public:** S. McCormack advised the Board that H. Cleese, M. Martin and he had met with several of the EPSB trustees and administrative staff to discuss their desire to amend the ASEBP Deed of Trust and whether they would proceed with their notice to withdraw. It was noted that EPSB's proposed amendment to allow non-ASBA members to participate in ASEBP was contrary to the current ASBA policy 3.1 (Association Partnerships – ASEBP) and, therefore, it could only be changed by the membership.

In order to do this, EPSB would need to follow the process outlined by the Policy Development Advisory Committee for submitting resolutions for consideration at a general meeting. If such a resolution was approved by the membership, both the ATA and the ASEBP Board would need to approve it as well.

**MOTION #6**  
N. Bartlett

That the ASBA Board of Directors direct the Executive to provide clarification of the resolution process to Edmonton Public School Board relative to their concerns pertaining to ASEBP.

**CARRIED**  
*(Unanimously)*

A recorded vote was requested. While the vote was unanimous, it was noted that M. Bergstra had left the meeting prior to the vote being taken.

## **B. GENERATIVE ROLE**

### **B.1. Generative Discussion Items for the December Board Meeting**

The following issues were identified:

1. Reporting to Board meetings (i.e. format of reports, duplication, etc.)
2. Role clarification
3. Role of Observers (GP 14)
4. Parameters of Parliamentarian

Future generative discussion topics would include how individual dissenting letters would be handled and whether a Zone was a corporate body.

## **C. STRATEGIC ROLE**

### **C.1. ASBA Advocacy Plan**

S. McCormack advised the Board that the plan was near completion with the overview and synthesis of templates finalized. Work was still being undertaken to identify themes, purpose, benefits and rationale on how ASBA should advocate, and strengthen the voice of local school boards and the association.

A board teleconference or video-conference meeting would be held November 5 to review the plan prior to its presentation at the Fall General Meeting.

### **C.2 Directives for Action**

No Directives for Action were advanced.

### **C.3 Directors' Requests for Information or Action (RIA)**

No Requests for Information or Action were brought to the Board's attention.

### **C.4. Notices of Motion/Future Meeting Agenda Items**

#### **Agenda Items:**

Generative dialogue regarding Description of Roles (December)

**D. FIDUCIARY ROLE**

**D.1. Policy Development  
Advisory Committee (PDAC)  
Report**

M. Martin advised that the committee had recently met and made minor edits to GP3 and GP7. In addition, they were reviewing and editing GPs 9 to 16 for the Board's consideration at a future meeting.

**D.1.1 Election Procedures**

Based on a review of various balloting options, the PDAC recommended that Executive elections be determined by preferential voting. This style of voting would achieve a majority and honour the intent of the provision that limits the announcement of results to identifying the successful candidate.

**MOTION #7  
C. Peacocke**

That the ASBA Board of Directors approve the Executive election process as outlined in the briefing note for placement before the membership at the 2015 Fall General Meeting.

**CARRIED**

**D.2 Proposed Policies for Fall  
General Meeting**

H. Tkachuk advised that two proposals and one emergent resolution had been submitted by the deadline dates:

1. Sexual Education Curriculum  
(Zone 2/3 - Edmonton Public)
2. FNMI Self-identifying Process  
(Zone 2/3 - Edmonton Catholic)
3. Establishment of a Provincial Bargaining Unit  
(emergent)  
(Edmonton Catholic)

**MOTION #8  
L. Misselbrook**

That the ASBA Board of Directors give the PDAC authority to review and publish the 2015 Fall General Meeting Policy Bulletin after confirming the status of Zone 2/3's "Child Care Spaces in Schools" resolution.

**CARRIED**

*N. Ip left the meeting.*

**D.3 Friends of Education Award  
and Honourary Life Member  
Recipients**

Discussion of the nominations took place during the *in-camera* (A.4) session.

**MOTION #9  
P. King**

That the ASBA Board of Directors select nominations #2 and #5 to receive the 2015 Friends of Education Award.

**CARRIED**

**D.4 Appointments of Insurance and Pension Board Representatives (ASEBP, ASBIE, SiPP)**

S. McCormack expressed his continuing concerns regarding the one-year term appointments that representatives on the ASEBP, ASBIE, and SiPP boards receive. He stressed the need for continuity and knowledge necessary for representatives to make informed decisions on these boards' extremely complex issues.

**MOTION #10**  
J. Boisvert

Given that the Governance Review to which the ASBA Board of Directors committed is still in process and includes external committee representation (GP 9), incorporating input from administration and recommendations from the Policy Development Advisory Committee, and which is to be finalized by the 2016 Spring General Meeting, it is moved that:

1. The ASBA Board of Directors extend the terms of current representatives to the boards of ASEBP, ASBIE and SiPP for a period of two (2) years, or until maximum terms are reached.
2. Where staggered terms need to be managed, the Executive Director is to work with those appointees to identify solutions and bring back recommendations to the Board of Directors.

**CARRIED**

**D.5. Consent Agenda**

The President and Executive Director updated their written reports as indicated below.

*D. Gardner left the meeting.*

**D.5.1 Reports**  
Internal Committees and Task Forces

**D.5.1.1 ASBA Advocacy Committees and Task Force Reports**

External Committees

**D.5.2 Board Member Reports**

**D.5.2.1 President's Report**

The ATA had requested ASBA's comments as a result of the Auditor General's report that reserves had increased.

With reference to the letter from Golden Hills (see item D.5.3.7) about ASBA contradicting its policy on local bargaining in its response to the government's consultation on teacher bargaining, H. Cleese clarified that the response had clearly advocated for local bargaining, but had also provided input related to the specific questions concerning two-tiered bargaining .

*M. Belcourt left the meeting.*

**D.5.2.2 Vice-President's Report**

- D.5.2.3 Executive Director's Report With the provincial budget being tabled on the same day, the Executive would not be able to attend "We Day" on October 27. Therefore, extra tickets for "We Day" were available for Directors interested in attending.

ASBA was researching the idea of offering an Associate Membership.

Registration for the 2015 Fall General Meeting was now available online. Two levels of registration were being offered on a trial basis:

\$675.00 full conference  
\$250.00 business meeting only.

- D.5.2.4 Director and Observer Reports

**D.5.3 Correspondence**

- D.5.3.1 Response to Edmonton Public dated September 14, 2015 re ASEBP participation  
D.5.3.2 Response to Northern Lights dated September 24, 2015 re selection process for parliamentarian  
D.5.3.3 Response to Peace River S. Div. dated September 24, 2015 re selection process for parliamentarian  
D.5.3.4 Response to Peace Wapiti dated September 24, 2015 re selection process for parliamentarian  
D.5.3.5 Response to Wetaskiwin Regional dated September 24, 2015 re selection process for parliamentarian  
D.5.3.6 Letter to Minister dated October 7, 2015 re ASBA submission on teacher bargaining consultation  
D.5.3.7 Letter from Golden Hills dated October 13, 2015 re ASBA response to teacher bargaining consultation  
D.5.3.8 Letter from Northern Lights dated October 14, 2015 re appointment of parliamentarian

**D.5.4 Information Items**

- D.5.4.1 ASBA Strategic Plan 2015—2018: At a Glance  
D.5.4.2 ASBA Board of Directors List - Update  
D.5.4.3 ASBA Board and Alternates List – Update  
D.5.4.4 Board Meeting Schedule: October 2015 – January 2017  
D.5.4.5 Grade 3 Student Learning Assessments (SLA3) – Fall 2015 Pilot – Quick Facts for School Trustees

**ADJOURNMENT**

**MOTION #**  
P. King

That the meeting adjourn to the call of the Chair.

**CARRIED**

The meeting adjourned at 5:05 p.m.

---

President

---

Executive Director



**Minutes of Board of Directors  
Special Teleconference Meeting**

**November 5, 2015**

**ATTENDANCE**

<b>Board Members</b>	Mrs. Helen Clease, President	ASBA
	Mrs. Mary Martin, Vice-President	TC
	Mr. Nathan Ip, Edmonton Public	ASBA
	Ms. Marilyn Bergstra, Edmonton Catholic	ASBA
	Ms. Pamela King, Calgary Board of Education	TC
	Mrs. Marge Belcourt, Calgary Catholic ( <i>alternate</i> )	TC
	Mrs. Nan Bartlett, Zone 1	TC
	Mr. Jean Boisvert, Zone 2/3	TC
	Ms. Lorna Misselbrook, Zone 2/3	TC
	Ms. Cathy Peacocke, Zone 4	TC
	Mr. Doug Gardner, Zone 5	TC
	Mr. Peter Grad, Zone 6	TC
<b>Staff/Consultants</b>	Mr. Scott McCormack, Executive Director	ASBA
	Ms. Heather Tkachuk, Director, Governance and Corporate Services	TC
	Ms. Angela Town, ASBA Lawyer	ASBA
	Ms. Bobbie Garner, Administrative Assistant	ASBA
	Ms. Marian Johnson, Administrative Assistant	ASBA

**Note:** Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

**A. PROCEDURAL ITEMS**

- |                                |   |                |
|--------------------------------|---|----------------|
| <b>MOTION #1</b><br>P. King    | That the Board of Directors' meeting of October 15, 2015 be formally adjourned.                                   | <b>CARRIED</b> |
| <br>                           |   |                |
| <b>A.1. Call to Order</b>      | President Clease called the meeting to order at 1:35 p.m.   |                |
| <b>A.2. Agenda</b>             |   |                |
| <b>A.2.1 Additions/Changes</b> | A.8(a) Letter from Edmonton Public to Zone 2/3 dated October 29, 2015   |                |
|                                | A.8(b) Edmonton Public's response to letter from Board of Directors re ASEBP Deed of Trust dated October 28, 2015 |                |
|                                | A.8(c) Letter from David Price (Golden Hills) re local bargaining dated November 2, 2015                          |                |



- A.8(d) Letter from Terry Riley, Medicine Hat Public re bargaining model dated November 4, 2015
- A.8(e) Letter from Terry Riley, Medicine Hat Public re ASEBP Deed of Trust dated November 5, 2015
- A.9 Letter from Edmonton Public re ASEBP Deed of Trust dated November 9, 2015

**A.2.2 Approval**

**MOTION #2**  
M. Bergstra

That the agenda be approved as amended.

**CARRIED**

**A.3 ASBA Advocacy Plan Update**

S. McCormack presented a task force summary report on each of the three advocacy priorities (value of locally elected school boards, funding, and infrastructure). He advised that, as working documents, these would be rewritten to make them more succinct and direct with messages strategically worded.

Next steps would include presentation by the task force chairs of their findings at the Fall General Meeting assuming time would be available after the business meeting. It was also suggested that presentations in the new year be made at Zone meetings for input.

**A.4 Policy Development Advisory Committee Report**

H. Tkachuk provided a review of the recommendations made by PDAC to amend Governance Policies 9 – 16 as well as some additional amendments to Governance Policies 2, 3, and 8.

**GP 2 (Role of the Board of Directors):** addition of parliamentarian appointment and review of internal *ad hoc* committees and task forces to the Board Work Plan.

**GP 3 (Role of the Director):** Conference of Choice option eliminated, and alternate conference option added.

**GP 8 (Committees of the Board of Directors):** updates purpose and reporting responsibilities of internal committees.

**GP 9 (External Committee Representatives):** replaces sample meeting report with a new protocol and report template.

**GP 10 (Policy Development Process):** clarifies emergent and extraordinary positions and rules.

**GP 11 (Requests for Consideration or Action):** Redefines "Directives" to "Requests".

**GP 12 (Issues):** This section was deleted as it was deemed redundant due to revisions to GP 11.

**GP 13 (Role of the Executive Director):** No changes as this policy will be examined by the Board and Executive Director in January.

**GP 14 (Role of Observers):** No changes were made to this policy.

**GP 15 (Role & Function of Zone Chairs Meetings):** A preamble was added.

**GP 16 (Role & Function of Board Chairs Meetings):** A preamble was added.

**MOTION #3**  
N. Bartlett

That the ASBA Board of Directors approve the amendments to its Governance Policies as outlined in the briefing note.

**CARRIED**

**A.5 ASBA Student Health and Wellness Task Force Report**

In addition to a report outlining its recent activity, the task force submitted a proposed budget (cost estimates) based on their activities/tasks identified in their Action Plan for approval.

**MOTION #4**  
N. Ip

That the ASBA Board of Directors defer their decision on the task force's budget until all three internal task force budgets (First Nations, Metis and Inuit Student Success, Second Languages and Student Health and Wellness), are available for consideration at the strategic planning meeting.

**CARRIED**

**A.6 Executive Director's Report**

**A.6.1 Fall General Meeting Update**

S. McCormack outlined the schedule of events planned for the Fall General Meeting. If time permitted after the business meeting and candidates' forum, presentations were being considered on the following topics:

- Advocacy
- Teaching and Leadership Excellence Advisory Committee Working Group dialogue
- Teacher Bargaining (if further information is available)
- Education Act – What's Next?
- ASBA Strategic Plan

A new process for the MLA Breakfast was announced which would have Directors meet and escort individual MLAs to a pre-assigned table.

No objections were made to the assignments made by the PDAC to the list of "Movers and Seconders" of the proposed policy positions for the Fall General meeting.

- A.6.2 Appointment to Alberta Schools' Athletic Association**  
S. McCormack advised that Maurice Richard, a trustee with Northern Lights S. Div., had been selected as the ASBA representative on the ASAA for a term to expire June 30, 2017. His selection was based on Mr. Richard's past experience with athletic associations.
- A.6.3 Communications Director**  
S. McCormack reported that a conditional offer had been made for the interim Communications Coordinator, pending reference checks.
- A.6.4 Legislature re Education Issues**  
S. McCormack advised that he would provide directors with the Hansard notes on the following issues:
- Notice of Motion re Bill 5 (salary disclosure)
  - Motion re student participation on school boards
  - Question on school nutrition programs
- A.6.5 Strategic Planning Meeting**  
S. McCormack notified the Board that the facilitators for the strategic planning meeting were not available on the selected dates. As Directors indicated their desire to have the Hope Learning group facilitate the meeting, new dates would be determined through a poll.
- A.6.6 Executive Elections – Fall General Meeting**  
H. Cleese confirmed that, as the elections were a continuation of the business session, those trustees only attending the business meeting were entitled to vote on the Tuesday morning of the Fall General Meeting.
- A.7 In-Camera Session – Confidential**  
An *in-camera* session was not necessary.
- A.8 Correspondence (A.8a-e)**
- MOTION #5**  
N. Bartlett
- That ASBA send a letter in response to each of the letters added to the agenda to advise that the Board of Directors would include them on the December board meeting agenda.
- CARRIED**
- The board was in agreement that a clear process was necessary to handle individual letters and emails.
- A.9 Edmonton Public's Letter re ASEBP Deed of Trust**
- MOTION #6**  
N. Ip
- That the ASBA Board of Directors put forward as an emergent item policy amendment that would not require ASBA membership to participate in ASEBP.
- A recorded vote was requested:

For: N. Ip, M. Bergstra

Against: N. Bartlett, Jean Boisvert, L. Misselbrook, C. Peacocke, D. Gardner, P. Grad, M. Belcourt, P. King, M. Martin, H. Clease

**DEFEATED**

**MOTION #7**  
P. King

That the ASBA Board of Directors reiterate their previous direction to the Executive Director to offer assistance to Edmonton Public in advancing an emergent policy amendment to the Fall General Meeting as per ASBA process.

**CARRIED**

It was noted that M. Bergstra was absent from the vote and N. Ip was opposed.

**ADJOURNMENT**

**MOTION #8**  
P. King

That the meeting adjourn.

**CARRIED**

The meeting adjourned at 5:20 p.m.

---

President

---

Executive Director