



Budget 2011-2012

Approved June 6, 2011

Alberta School Boards Association Budget 2011-2012

The ASBA Board of Directors



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Budget Considerations

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

- ▶ The budget must be balanced
- ▶ Reasonable increases in membership fees
- ▶ Appropriate increases in other fees (registrations, fee for service rates)
- ▶ Sustaining a level of service previously approved by the membership
- ▶ Sustaining active involvement in committee and task force work (e.g. First Nations, Métis and Inuit task force, ASBA Transformation initiative, PDAC, student centered learning, School Board funding task force, ASBA Setting the Direction follow up (Provincial Advisory Committee for Action on Inclusion), student achievement, English language learners, early learning initiative, transportation, infrastructure, safe and caring schools, drug awareness and Alberta student wellness initiative)
- ▶ Development of new services
- ▶ Trustee development for the year
- ▶ Current cost of required expenses: annual lease, insurance, subscriptions, memberships, telecommunications
- ▶ Appropriate compensation levels and working conditions for staff
- ▶ Appropriate compensation levels for trustees serving on the ASBA Board of Directors, committees and task forces
- ▶ Appropriate expense reimbursement for trustees and staff working on Association business (e.g. setting of the annual mileage rate)
- ▶ Work on Association policy
- ▶ ASBA mandate and strategic priorities

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Budget Assumptions

- ▶ The budget will be balanced.
- ▶ Reasonable increases will be proposed for membership fees, fee for service rates and registration fees based on the projection of costs for the 2011-2012 year. If necessary, there can be a transfer from the building or operating reserve to balance the budget and meet projected expense levels. Options for fee increases and transfers from the building surplus will be a part of the March budget discussions.
- ▶ Past experience and the annual all in consumer price index for Alberta at December 2011 (1.0%) will be used to project expenses. However, to minimize the increase on fees charged back to school boards expenses will be reviewed in detail to identify any potential savings.
- ▶ The annual lease rate is \$20/sq ft. ASBA entered into a ten year lease agreement for the current location beginning April 15, 2010 to April 14, 2020. Lease rates are \$20/sq ft for the first five years and \$22/sq ft for the last five years. Parking is \$220/stall/month subject to market changes. Building operating costs are projected to be \$13.93/sq ft.
- ▶ Interest revenue will be based on current rates.
- ▶ Staffing levels will remain the same through 2011-2012 except for member services where the number of association lawyers will increase to 6 upon the return of the seconded lawyer from Alberta Education. This increase will be covered through an increase in fee for service hours and will enable ASBA to meet the increased demand for legal services in house.
- ▶ The proposed increase for staff salaries is 3% based on economic indicators. Benefit costs will increase by 3% due to the increase in salaries plus an additional projected rate increase equal to 2.96%. Pension rates will increase

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to 9.91% up to the YMPE (Yearly Maximum Pensionable Earnings – CPP Max) and 13.74% above the YMPE. The contribution rate for the Registered SiPP will remain at 5%.

- ▶ There was a proposed increase to the per diem rate however the increase was considered by the Board at their March meeting and a decision was made to keep per diems the same for 2011-2012 to keep costs down in the budget.
- ▶ There was a proposed increase to the honorarium rates for the position of Vice-President (currently \$10,350) and President (currently \$20,700) however the increase was considered by the Board at their March meeting and a decision was made to keep honorariums the same for 2011-2012 to keep costs down in the budget.
- ▶ Canada Revenue Agency did not change mileage rates in 2011 therefore the mileage rate will remain at .49/km (average of CRA rate)
- ▶ Current memberships (NSBA, Law Society of Alberta, Canadian Bar Association, Certified Management Accountants, North American Association of Educational Negotiators, Chamber of Commerce, Canadian Education Society, etc) will be renewed. Also, while ASBA has given notice of withdrawal from CSBA, the CSBA bylaws require a full membership year's notice and therefore ASBA will be a member and will be required to pay membership fees to August 31, 2012.
- ▶ Insurance is adequate and will be renewed at current levels. Current insurance coverage includes employed lawyers liability, general liability, property, bond and crime, group accident and directors and officers.
- ▶ There will be no direct recovery of travel type expenses from school districts using fee for service. Where possible video conferencing will be used to provide services to school boards.

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Member Input

In November each year, the ASBA Board of Directors asks school boards for input into the strategic plan.

For the 2011-2014 strategic planning session, input was received from 15 school boards. The ASBA Board of Directors considered this input at their strategic planning session in January and items included in the strategic plan are incorporated into the budget using available resources (people and dollars).

Member boards highlighted a number of areas they believed were important including:

- ▶ Many boards expressed their continued support for the strategic priorities contained in the 2010-2013 strategic plan.
- ▶ Boards identified two provincial initiatives that needed to be in the 2011-2014 strategic plan: Inspiring Action and the new Education Act. Also, boards wanted to ensure school board involvement in the development and implementation of the subsequent regulations related to the new Education Act.
- ▶ Boards believed that the education needs of all students needed to be addressed in the strategic plan (ie: ELL, 21st Century Learners, etc).
- ▶ Boards want ASBA to continue to offer resources on public engagement.
- ▶ School Boards want research priorities to be proactive.
- ▶ Effective partnerships continue to be important.
- ▶ The provision of legal services continues to be valued as well as the development of sample policies for new or pervasive issues.
- ▶ Continue to make research on the education of First Nations, Métis and Inuit students a priority.
- ▶ Continue to develop trustee professional development opportunities provincially and deliver at zone level or locally. (ie: understanding the New Education Act).
- ▶ Support individual School Boards with Collective Bargaining beyond 2012.

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- ▶ Continue to make Action on Inclusion (Setting the Direction) a top priority in the plan.
- ▶ Boards highlighted the importance of incorporating a strategy and specific plans of action to advocate for adequate, stable, predictable funding to meet the needs of students in ECS to grade 12.
- ▶ Boards identified adequate funding as a concern for meeting the needs of 21st Century Learners because the cost of purchasing new technologies and ever-greening old technologies continues to increase.
- ▶ Include a strategic priority to “mobilize the people of Alberta to make the case with the Provincial Government for adequate and sustainable funding for 21 century education without depending in any way on fundraising on the part of the parents”.
- ▶ The strategic plan needs to continue to address the issues around costly capital plans and transportation.
- ▶ Strengthen supports for and awareness of the importance of the mental, nutritional and physical health of students in order to create healthy, active students and positively impact learning outcomes.
- ▶ Work to revise infrastructure funding to more equitably address the infrastructure needs of school with low enrolment and alleviate the associated school closure pressures.
- ▶ Strengthen supports for schools in acknowledging and addressing discrimination, harassment, intimidation and bullying.

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Strategic Priorities

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

The strategic priorities from the 2011-2014 Strategic Plan are included below for your information.

Strategic Priority A: ASBA provides leadership and support to school boards in their provision of successful learning opportunities for all students with the intent of meeting the needs of the whole child.

Strategic Priority B: ASBA provides leadership and support that will enable school boards to understand and implement effective governance that is informed by their public’s views and values.

Strategic Priority C: ASBA provides leadership in advocating on behalf of school boards and supports boards in their advocacy efforts.

Strategic Priority D: ASBA provides leadership and support to position school boards to respond strategically to evolving initiatives in transforming public education in Alberta.

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

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The 2011-2012 Budget

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

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

Dollars in the 2011-2012 budget provide the resources necessary to sustain current service levels for legal, labour, educational and communication services and trustee development activities. Resources will also be used to carry out initiatives identified in the 2011-2014 strategic plan. In 2011-2012, support based on research will be made available to school boards in relation to their evolving governance practices. ASBA will provide leadership and support to position school boards to respond strategically to evolving initiatives in transforming public education in Alberta. Included in this is providing support to school boards in responding to proposed legislation, regulations and policy in furthering the interests of school boards as they promote the interest of students.

Task forces have been established in a number of areas including, but not limited to, community engagement, Municipal Government partnerships, wrap around services and transformation plus work continues on developing and/or implementing the infrastructure, transportation and high school completion advocacy plans. In addition, ASBA will provide support to school boards in communicating the need for the Government of Alberta to provide adequate, stable, and predictable funding for public education.

First Nation, Métis and Inuit initiatives continue and research projects will look at the areas of student health and wellbeing, emerging competencies in the education of 21st century learners and early intervention/school preparedness/early learning.

In the 2011-2012 school year, ASBA will make resources and support available to school boards to enhance community engagement in public education. ASBA will advance the interests of school boards as the approach to teacher bargaining evolves and building key partnerships continues to be important in all the work ASBA does throughout the strategic plan.

The 2011-2012 proposed budget is \$483,920 (9.4%) higher than the previous year.

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	2011/2012 Budget	2010/2011 Budget	2009/2010 Actual
Revenue			
Membership Fees	\$ 2,892,079	\$ 2,863,446	\$ 2,863,445
Service Revenue (FFS, ASEBP)	1,959,495	1,497,565	1,242,205
Other Revenue (Grant, Interest, Misc)	155,773	127,872	258,331
Trustee Development - Reg/Grants	598,850	626,100	469,794
Transfer from Building Reserve	30,455	37,750	-
Total Operating Revenue	\$ 5,636,653	\$ 5,152,733	\$ 4,833,775
Expenditures			
Member Services	\$ 2,419,953	\$ 2,086,895	\$ 1,842,410
Executive, Corporate & Communication Services	1,722,549	1,655,146	1,656,312
Governance	500,585	434,407	522,971
Rental/Office Costs	533,075	513,157	365,396
Trustee Development Costs	350,491	363,128	309,706
Depreciation	110,000	100,000	109,854
Total Operating Expenditures	\$ 5,636,653	\$ 5,152,733	\$ 4,806,649
Total Budget Surplus (Deficit)	\$ -	\$ (0)	\$ 27,126

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	2011/2012 Budget	2010/2011 Budget	2009/2010 Actual
Revenue			
1 Membership Fees	\$ 2,892,079	\$ 2,863,446	\$ 2,863,445
2 Fee for Service Revenue	1,921,400	1,459,470	1,204,110
3 Interest Income	58,773	43,872	48,346
4 ASEBP	38,095	38,095	38,095
5 Trustee Development - Reg/Grants	598,850	626,100	469,794
6 Trustee Development Grant	80,000	80,000	80,000
7 Emergency Planning Grant	-	-	125,000
8 Miscellaneous Revenue	17,000	4,000	4,985
9 Transfer from Reserves	30,455	37,749	-
Total Revenue	\$ 5,636,653	\$ 5,152,733	\$ 4,833,775

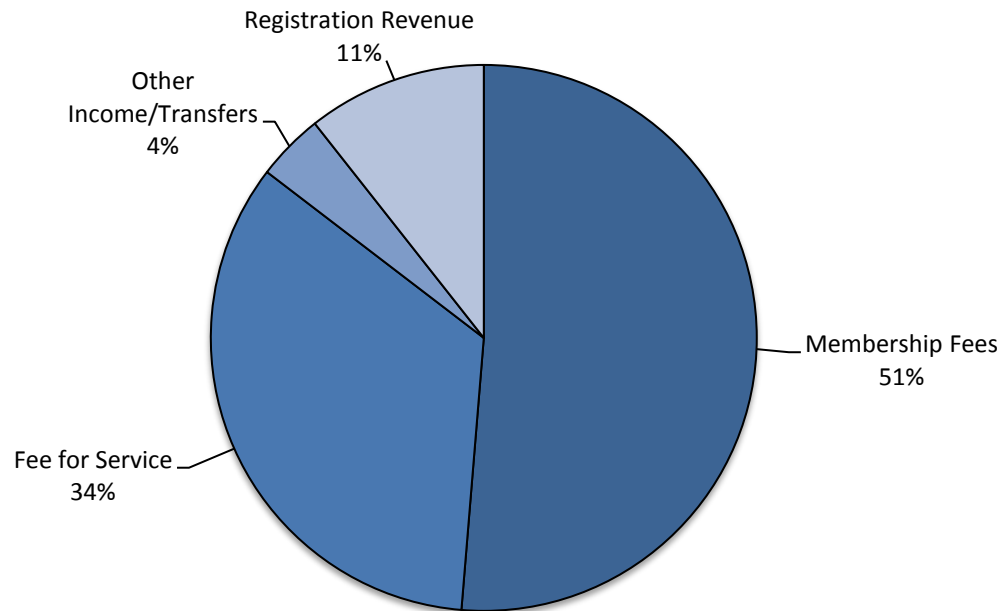
Notes:

- 1 Proposed 1% increase in membership fees = Increase of \$28,633
- 2 Approximately 8,091 hrs (2010-2011 budget - 6886 hrs, 2009-2010 actual - 5949.5 hrs) @ \$250/hr for Legal Services (increased 11% from \$225/hr), \$210/hr for Educational Services (increased 5% from \$200/hr) and \$200/hr for Labour and Communication Services (increased 14% from \$176/hr).
Total increase in Fee for Service = \$461,930
- 3 Interest income calculated at 2010-2011 expected rates of return. Increase = \$14,901
- 4 ASEBP - no change
- 5 \$25 increase in registration fees. Budget includes FGM, SGM, 2 workshops/seminars to be developed and a Leadership Conference
- 6 No increase projected in grant dollars for 2011-2012
- 7 No grants projected
- 8 Miscellaneous revenue - small contingency plus subscription revenue = \$13,000
- 9 Transfer from building reserve
- 10 The rate of interest on overdue accounts will be assessed at 2%/mth.

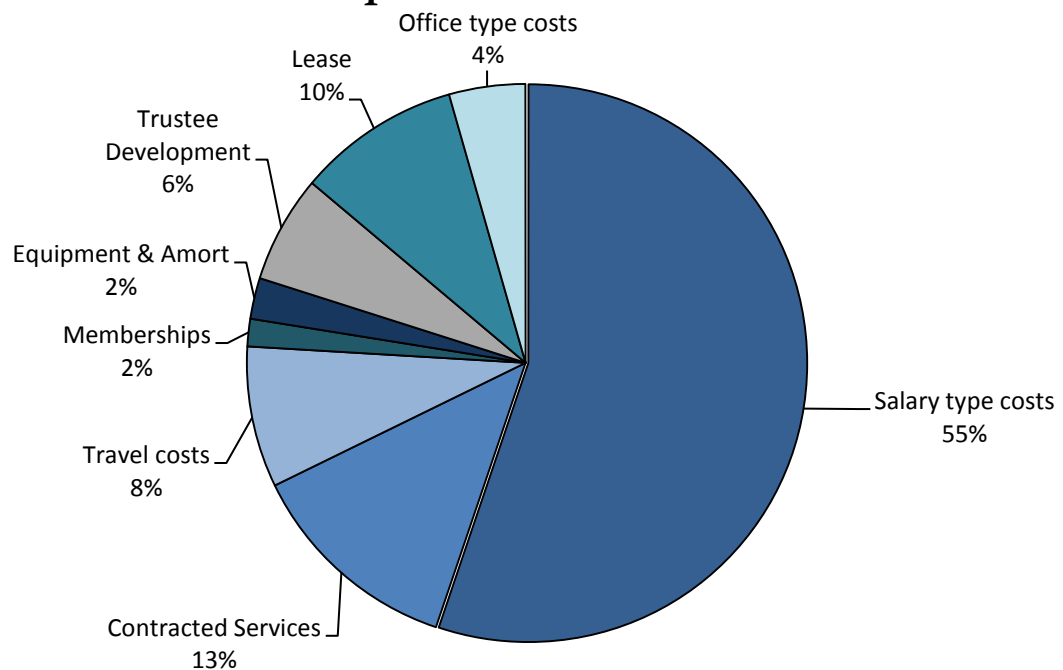
Note: Overall budget increase = 9.4% (\$483,920)

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Revenue Distribution



Expense Distribution



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	2011/2012	2010/2011	2009/2010
	Budget	Budget	Actual
Member Services			
Total Salaries	\$ 1,544,310	\$ 1,341,786	\$ 1,128,544
Benefits	285,014	241,239	159,138
Casual Labour	46,000	32,000	28,364
Insurance	30,681	27,224	20,932
Contracted Services	317,364	268,786	318,635
Travel	59,750	51,000	51,844
Meals & Accommodation	42,500	42,000	30,084
Conferences	15,000	6,000	5,496
Staff Development	1,500	1,500	-
Catering	3,450	3,450	1,591
Memberships	20,048	17,411	38,775
Library & Subscriptions	37,336	30,500	35,597
Insurance Partnerships	13,000	20,000	12,198
Legal Action Costs	2,500	2,500	8,767
Miscellaneous	1,500	1,500	2,445
Total Expenditures	\$ 2,419,953	\$ 2,086,895	\$ 1,842,410

Notes for Member Services

Services to individual boards include:

- ◆ Legal Services
- ◆ Labour relations and human resources
- ◆ Emergency planning and pandemic
- ◆ Policy development and reviews
- ◆ Governance frameworks
- ◆ Executive searches
- ◆ Superintendent and board evaluations
- ◆ Strategic planning

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Notes for Member Services continued:

Fee for service revenue generated in 2009-2010: \$1,204,110 (65% of department costs)

- ◆ Legal (FFS = \$802,452 – 3821 hrs)
- ◆ Labour (FFS = \$94,424 – 536 hrs)
- ◆ Educational Services (FFS = \$303,000 – 1515 hrs)

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

- ◆ Executing Association policy/directives for action and reporting outcomes
- ◆ The development and implementation of strategic initiatives (based on strategic priorities set by the ASBA Board of Directors)
- ◆ Strategic plan reporting (tracking completion of strategic initiatives)
- ◆ Research on and analysis of educational issues and challenges (e.g. student health and wellbeing, emerging competencies in the education of 21st century learners, emergency preparedness and pandemic, drug awareness, early literacy/numeracy, high school completion, funding shortfalls in Alberta's public education system, Alberta's school building deficit, school fees and fundraising)
- ◆ The "Board Learning Centre" – online learning modules specifically designed for school trustees
- ◆ Developing a framework document for Governance as Leadership
- ◆ Policy process
- ◆ Presenting issue forums and seminars
- ◆ Exploring new member services
- ◆ Trustee development

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Notes for Member Services continued:

Overall, the 2011-2012 budget for Member Services is \$333,058 (16%) higher than 2010-2011.

Factors contributing to changes in the Member Services budget include:

- ◆ Salaries and benefits have increased by \$246,300 (16%) this year over last year's budget. A market survey was conducted in 2010 for legal staff and salaries were adjusted to bring them in to line with market rates in an effort to retain and recruit lawyers and therefore starting salaries were higher than amounts allocated in the 2010-2011 budget. The increase projected in the 2011-2012 budget is 3% over 2010-2011 actuals. ASEBP benefits are projected to increase by 2.96%.

Staffing levels - positions included in 2011-2012 budget (14.4FTE):

- ◆ 6 lawyers
- ◆ 1 director – Educational Services (Contracted Services)
- ◆ 3 negotiators/special initiative (ie: advocacy priorities, emergency planning and pandemic)/human resource specialists
- ◆ 1 policy and research analyst
- ◆ 2 legal secretaries
- ◆ 1 administrative assistant
- ◆ ~.4fte labour analyst (continued as a part-time, casual position)

Contracted services are used by the Association to meet the demand for educational services and are contracted on an as needed basis. Contracted services are also used for committee and task force work. Contracted service expenses were increased (\$48,578) to more accurately reflect actual costs incurred in this area (see below). Expenses incurred in the provision of educational services through contracted services are covered by fee for service revenue.

Contracted Services:

- ◆ 2007-2008 actual = \$378,853
- ◆ 2008-2009 actual = \$311,342
- ◆ 2009-2010 actual = \$318,635
- ◆ 2010-2011 budget = \$268,786
- ◆ 2011-2012 budget = \$317,364

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Notes for Member Services continued:

Casual labour expenses are projected to increase by \$14,000. It is anticipated that the demand for labour information will increase in 2011-2012 with the expiration of the five year labour deal. The labour analyst position is currently filled on a casual basis so dollars allocated for this work were increased to reflect the increased demand for information.

Other costs were increased by \$72,758 or 15%.

Employer contribution rates for LAPP will be 9.49% (2011) and 9.91% (2012-estimated) of salary up to the YMPE and 13.13% (2011) and 13.74% (2012 - estimated) over the YMPE up to the maximum salary cap.

Increases in benefit costs are due to paying higher employer pension contributions and ASEBP benefit premiums on higher salaries plus increased contribution rates.

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

Library and subscription costs were increased to reflect actual costs incurred for purchasing these items. Actual costs for 2009-2010 were \$35,597. Subscription costs were increased (\$6,836) to more accurately reflect actual costs plus a 1% increase for inflation and a 5% contractual increase for Quicklaw. Subscription and library expenses include legal publications such as Quicklaw, Province of Alberta, Buttersworth, Canadian Law Book, Carswell, CAPSLE, the Arnet Report and various other educational resources.

Insurance partnerships are costs incurred by ASBA to participate in the administration and governance of the insurance and pension programs including the registered Supplemental Integrated Pension Plan (SiPP), the Alberta School Boards Insurance Exchange (ASBIE), the Alberta School Employee Benefit Plan (ASEBP) and the Public Institutional Consumers Association (PICA). Direct costs are forecasted to be \$13,000 (reduced by \$7,000) in the 2011-2012 budget. These are now established programs and costs should remain consistent in 2011-2012.

Insurance costs are related to the purchase of the employed lawyer's liability policy. Insurance costs have increased (\$3,457) as the employed lawyer's liability policy now covers 6 lawyers with the return of the seconded lawyer from Alberta Education.

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Notes for Member Services continued:

Travel, meals and accommodation are costs related to the provision of labour and educational services across the province. Travel, meals and accommodation costs were increased (\$9,250) because labour work is projected to increase in 2011-2012. The Association will continue to make use of the video conference capabilities to reduce travel costs wherever possible.

The mileage rate is \$0.49/km (average of recommended rate published by the Canada Revenue Agency in January 2011).

Memberships include the Law Society of Alberta (6 lawyers), the Canadian Bar Association (6 lawyers), North American Association of Educational Negotiators, Canadian Education Association, AAMD&C, Alberta Chamber of Commerce, American Association of School Administrators and Education Law Association. Memberships increased (\$2,638) due to a normal increase in these costs and because the lawyer seconded to Alberta Education returns to ASBA in 2011-2012 increasing memberships costs for the Law Society of Alberta and the Canadian Bar Association (these costs are currently being recovered through Alberta Education).

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	2011/2012	2010/2011	2009/2010
	Budget	Budget	Actual
Executive, Corporate and Communication Services			
Total Salaries	\$ 870,555	\$ 817,197	\$ 845,103
Benefits	206,811	190,259	236,305
Casual Labour	5,677	3,000	3,055
Contracted Services	344,748	324,800	321,487
Graphic Design	1,500	1,500	-
Writers	1,000	1,000	-
Publications Production	5,262	5,262	2,204
Travel	38,003	53,307	30,462
Meals & Accommodation	42,040	43,325	36,623
Conferences	10,000	9,300	9,389
Memberships	9,055	9,055	6,034
Promotional Materials	2,500	2,500	-
Bank & Interest Charges	5,410	3,600	3,682
Miscellaneous	10,155	8,817	10,651
Printing	500	500	90
Postage	5,000	6,000	1,273
Courier & Delivery	5,600	5,600	3,086
Telephone	54,531	48,000	52,943
Staff Development	3,500	3,500	1,340
Equipment Costs	19,953	21,352	19,549
Stationery Supplies	38,536	38,536	26,572
Subscriptions	11,741	12,121	8,313
Meeting Supplies/Catering	6,181	6,152	8,301
Election Materials	-	20,000	-
Staff Planning/Functions	17,410	13,508	22,912
Insurance	6,882	6,956	6,938
Total Expenditures	\$ 1,722,549	\$ 1,655,146	\$ 1,656,312

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Notes for Executive, Corporate and Communication Services

Executive, Corporate and Communication Services include:

- ◆ Executive Director responsibilities (See Strategic Plan, Role of Executive Director)
- ◆ Support for the President, Vice President and Board of Directors
- ◆ Development and implementation of strategic initiatives (based on strategic priorities set by the Board of Directors)
- ◆ Executing policies/directives for action and reporting outcomes
- ◆ Government relations
- ◆ Advocacy (Priorities include First Nations, Métis and Inuit education, early intervention/school preparedness/early learning, high school completion, transportation, infrastructure and adequate, stable and predictable funding for public education)
- ◆ Relationships and partnerships
- ◆ The communications function
- ◆ The annual report
- ◆ Legal newsletter
- ◆ Legal conferences
- ◆ ASBA website - see www.asba.ab.ca - has up-to-date research and information
- ◆ Trustee development (annual meetings, conferences, issue forums, workshops, seminars)
- ◆ General meeting preparation and administration
- ◆ Policy advisory
- ◆ Communications now
- ◆ Issue monitoring and action
- ◆ Key message development
- ◆ Media relations
- ◆ Public relations, community engagement
- ◆ Communication services
- ◆ Member surveys
- ◆ Hot news
- ◆ Increasing trustee awareness
- ◆ Exploring new member services

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Notes for Executive, Corporate and Communication Services continued:

- ◆ Development and communication of budget
- ◆ Human resources, accounting and internal computer services
- ◆ Administration relating to zone chair and board chair meetings
- ◆ Administration relating to the strategic planning session
- ◆ Identifying, developing and managing cooperative insurance and pension programs to benefit school boards. Insurance, pension and benefit programs include ASBIE, SiPP and ASEBP. Also, some costs are still being incurred for the windup of Alarie and PICA.
 - The Alberta School Boards Insurance Exchange (ASBIE) – an insurance program tailored to meet the needs of school boards.
 - The Registered Supplemental Integrated Pension Plan (SiPP) – a supplemental pension plan option for senior jurisdictional employees.
 - The Alberta School Employee Benefit Plan (ASEBP) – an employee benefit program specifically designed to meet the health benefit needs of Alberta's education sector.
 - The Public Institutional Consumers Association (PICA) – a consortium advancing the interest of our members with regard to energy utility matters (currently winding down).
- ◆ Matters relating to CSBA

The 2011-2012 budget for these services has increased by \$67,403 (4%):

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

- ◆ Salary and benefit costs have increased by \$69,911 (6.9%) this year over last year's budget. The projected salary increase for staff is 3%. The projected salary increase for the Executive Director is 4.3% (AAWEI) as per the terms specified in the current contract. Also, a Director position was moved back from .8FTE to 1FTE as the current workload requires a full time person.
- ◆ Employer contribution rates for LAPP will be 9.49% (2011) and 9.91% (2012-estimated) of salary up to the YMPE and 13.13% (2011) and 13.74% (2012) over the YMPE up to the maximum salary cap.
- ◆ Executive Director participation in the Registered SiPP (\$7,300), Non Registered SERP current and past service cost plus net actuarial loss on accrued benefit obligation (\$28,000).

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Notes for Executive, Corporate and Communication Services continued:

- ◆ Projected increase in contracted service costs of \$19,948 (6.0%). Increases are from increased computer services (hours), accounting and audit fees. The annual membership survey will not be conducted in 2011-2012 resulting in a cost saving of \$25,250.
- ◆ All other costs have been reduced by \$25,133 (8%). Association staff continue to look for efficiencies to reduce office costs.
- ◆ Election costs of \$20,000 have been removed from this year's budget as they are only incurred during election years.

Positions included in the 2011-2012 budget (~9 FTE):

Executive Director

- ◆ Executive Director - 2011-2012 Salary = \$206,623 (4.3% increase based on the AAWEI). Benefit allowance = \$3,300

ASBA Compensation Policy – Executive Director

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

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

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

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

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Notes for Executive, Corporate and Communication Services continued:

Other Positions:

- ◆ ~3 Directors (Corporate Services, Finance and Administrative Services(.85FTE), Communications)
- ◆ 1 Receptionist and Administrative Assistant
- ◆ 1 Executive Administrative Assistant
- ◆ ~2 Administrative Assistants (1 admin asst is at .9285FTE)
- ◆ 1 Policy Coordinator/Administrative

Casual labour costs cover key positions (e.g. receptionist) for vacation/sick time and additional administrative help. Casual labour is projected to increase (\$2,677) for 2011-2012 to cover vacation and sick time.

Insurance costs cover the directors and officers liability policy and property and general liability insurance (ASBIE). These are projected to remain essentially the same for 2011-2012.

Travel, meals and accommodations are costs incurred to travel to zone meetings, member board meetings, general meetings, CSBA and NSBA and have been decreased by \$16,589 to more accurately reflect actual costs incurred for these items. The mileage rate is \$0.49/km (average of recommended rate published by the Canada Revenue Agency in January 2011).

Equipment costs are annual costs for in-house photocopiers, fax machines, printers, network repairs. These have been projected using actual costs from previous years and have been reduced by \$1,399.

Staff function costs relate to the staff planning/staff meetings/other staff related office costs. These costs were increased by \$3,902 to reflect actual costs incurred for these meetings.

Conference of choice benefit for staff officers has been frozen for an additional year (savings = \$26,000). There is an amount allocated to conferences to send staff to courses, conferences or events that will increase area expertise (Legal seminars, pension courses) or as a representative of the ASBA. Costs have increased by \$700.

Miscellaneous expense is a combined allocation from four departments (Communications, Finance, Executive Office and Corporate Services). These costs have been held to 2009-2010 levels. Examples of costs included in miscellaneous expenses are: Capital Health – Staff Flu Shot Program, dish soap, carpet cleaning, replacement of glasses and dishes, small donations, etc.

Alberta School Boards Association

Budget 2011-2012

		2011/2012		2010/2011		2009/2010
		Budget		Budget		Actual
Governance						
CPP Costs	\$	8,000	\$	8,000	\$	7,039
Per Diem		89,394		92,865		92,419
Honoraria		10,350		10,350		10,350
Contracted Services		36,250		26,250		60,349
Insurance		1,390		1,390		1,319
Travel		74,814		62,744		80,030
Meals & Accommodation		46,761		51,141		65,353
Conferences (Registration costs)		20,000		6,000		5,953
Conference of Choice (Registration costs)		10,000		-		9,551
Equipment Rental		4,100		250		4,066
CSBA/NSBA Membership		57,259		57,259		48,553
Catering		47,382		19,800		46,913
Meeting Rooms		1,250		2,823		978
Promotional Material		-		-		115
Telecommunications		-		-		145
Office Supplies		-		-		1,339
Miscellaneous		1,000		2,500		875
Total Expenditures	\$	407,951	\$	341,372	\$	435,347
President						
Per Diem	\$	24,540	\$	22,161	\$	25,280
Honoraria		20,700		20,700		20,700
Travel		19,560		23,686		19,366
Meals & Accommodation		17,890		20,138		17,713
Telecommunications		250		750		575
Memberships		3,395		2,400		2,141
Miscellaneous		300		200		284
Conferences		6,000		3,000		1,565
Total Expenditures	\$	92,635	\$	93,035	\$	87,624
Total Expenditures - Governance	\$	500,585	\$	434,407	\$	522,971

Alberta School Boards Association

Budget 2011-2012

Notes for Governance

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

Governance activities include:

- ◆ Strategic planning – leadership in the development and promotion of strategic priorities
- ◆ Policy process (PDAC)
- ◆ Advocacy – Priorities include First Nations, Métis and Inuit education, early intervention/school preparedness/early learning, high school completion, transportation, infrastructure and adequate, stable and predictable funding for public education.
- ◆ Board roles and task forces (budget, policy (PDAC), political advocacy, school board funding task force, executive director compensation and evaluation, fiscal accountability, ASEBP, school board to school board relationships, wrap around services task force, transformation initiative (including governance), First Nations, Métis and Inuit task force, infrastructure, school board-municipal government relationships and partnerships, “Action on Inclusion”, education trends, community engagement, ASBA relationship building with non-teaching staff, Arts in Education, English language learners, Alberta student wellness initiative and early learning initiative)
- ◆ Board chair/zone meetings
- ◆ Committee representation (e.g. Curriculum Policy Advisory Committee (CPAC), Action on Curriculum Working Groups, English as a Second Language Advisory, Teacher Education Advisory Committee, Funding Framework, High School Flexibility Pilot Project, Society for Safe and Caring Schools and Communities, drug awareness, children and poverty, etc.)
- ◆ Communication (media/public/member) – President
- ◆ Organizational environment (e.g. political advocacy and governance)
- ◆ Relationships
- ◆ Election
- ◆ Community engagement and trustee awareness
- ◆ Member board satisfaction
- ◆ Budget
- ◆ CSBA

Alberta School Boards Association

Budget 2011-2012

Notes for Governance continued:

The ASBA Board of Directors:

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

Costs in governance are \$66,179 (15%) higher in the 2011-2012 budget.

Honorariums:

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

Per Diems – There is no proposed increase in the per diem rate of \$160 (daily rate paid to attend ASBA board meetings, task force meetings, and some committee meetings). Per diems are also paid to trustees participating in committee or task force work for ASBA.

The Board of Director's discussed the per diem and honorarium rates (a comparative review was done and presented for their information) and decided that even though there was justification to increase these items, given the current economic climate this was not the right time, and voted to leave per diems and honorariums the same for 2011-2012. The budget for per diems has also been reduced by \$1,092.

The strategic planning session was put back in the budget in 2011-2012 (Cost ~ \$35,500). The Board of Director's agreed this was important work for the Association from the review of where we have been (what's been accomplished) to where we need to go and helps build relationships and facilitate teamwork.

The Board of Director's also reviewed and approved a work plan that reduced their meeting days from 10 meetings per year to 7 meetings per year. The 7 meetings per year will be expanded to deal with the additional work required. Overall board costs will be reduced (Savings ~ \$16,267).

Alberta School Boards Association

Budget 2011-2012

Notes for Governance continued:

Travel, meal and accommodation costs have been increased by \$1,316. A number of items are impacting travel, meals and accommodation expenses. Firstly, actuals from prior years were used to estimate 2011-2012 budget. This figure was then adjusted for the additional costs from bringing the strategic planning session back into the budget and the reduction in meeting days from 10 meetings per year to 7 meetings per year (but an increase in time for the remaining 7 meetings). The Board of Directors has also committed to using video conferencing for task force and committee meetings when appropriate which will help meet the budget for travel costs.

Conference and Conference of Choice benefits have been put back in to the budget using actual costs per person but the conference of choice has been approved at a fixed amount with a modified schedule. Conference of choice will be made available to those Directors who are not eligible to attend the CSBA or NSBA conference in 2011-2012 and will be fixed at \$2,000 including conference, travel and per diem costs. While conference costs have increased this year over last year's budget (\$27,000) the annual savings from the modified schedule and fixed amount is \$26,000.

Established Rates:

- ◆ Travel - \$0.49/km (follows the average recommended rate published by the Canada Revenue Agency in January 2011)
- ◆ Meals - \$10/meal or by receipt (must be reasonable)
- ◆ Accommodation - by receipt

Catering costs have been adjusted to actuals plus a 1% increase (increase = \$27,582). This is the cost of catering for Board of Director's meetings, strategic planning, leadership retreat and ASBA task force meetings.

Equipment Rental costs have been adjusted to actuals plus a 1% increase (increase = \$3,850). This is the cost of projectors, screens and other equipment needed for meetings held at hotels like the leadership retreat and strategic planning.

Insurance – Group Accident and Life Insurance (Board of Directors only)

Alberta School Boards Association

Budget 2011-2012

	2011/2012	2010/2011	2009/2010
	Budget	Budget	Actual
Rental/Office Costs			
Office Rent	\$ 614,213	\$ 584,379	\$ 412,926
Rental Recovery	(81,138)	(71,222)	(47,530)
Total Expenditures	\$ 533,075	\$ 513,157	\$ 365,396
General Meeting and Function Costs			
Fall General Meeting	\$ 156,610	\$ 146,620	\$ 134,817
Spring General Meeting	119,606	111,483	113,498
Trustee Development	74,275	105,025	61,391
Total Expenditures	\$ 350,491	\$ 363,128	\$ 309,706

Notes for Rental/Office Costs

The building budget is \$19,918 higher than 2010-2011. This increase is due to a projected 5 percent increase on the operating and property tax component of the lease payment. The current rate is \$13.27 per square foot. Monthly lease rates are fixed for five years and are \$20 per square foot. Actual operating costs at August 31, 2010 were \$13.27 per square foot and generally increase by 5 percent per year. The rental recovery represents space leased to our educational partners at cost allowing us to recover a portion of our annual lease costs.

Lease Details:

- ◆ Square footage leased - 15,759
- ◆ Per square foot rental rate (rates are at the lower end of market rates for Edmonton and area):
 - ◆ From April 2010 to April 2015 - \$20 per square foot
 - ◆ From April 2015 to April 2020 - \$22 per square foot
- ◆ Estimated operating costs/property taxes per square foot - \$13.93 per square foot (up 5%)
- ◆ Storage - \$156.25 per month

Alberta School Boards Association

Budget 2011-2012

Notes for General Meeting and Function Costs

Expenses are lower in the 2011-2012 budget (\$12,637). In this budget, the revenues and expenses for MELRA and the Trustee Orientation Workshop (held only during election years) have been removed. For the 2011-2012 year, functions included in the budget are FGM, SGM, two trustee development workshops and a leadership conference.

The budget for general meeting and function costs includes:

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

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

Alberta School Boards Association

Membership Fees

September 1, 2011 to August 31, 2012

Zone	Jurisdiction	Total Students*	Proposed Membership Fees
23	Aspen View Regional Division #19	3,018	\$26,737
4	Battle River Regional Division #31	6,537	\$45,408
23	Black Gold Regional Division #18	8,895	\$56,807
23	Buffalo Trail PS Regional Division #28	4,441	\$35,279
5	Calgary RCSSD #1	45,716	\$145,159
5	Calgary Board of Education	102,668	\$230,851
5	Canadian Rockies R.D. #12	2,024	\$20,255
4	Chinook's Edge School Division #73	10,735	\$65,704
5	Christ the Redeemer Catholic S.R.D. #3	8,009	\$52,522
4	Clearview School Division #71	2,573	\$23,837
23	East Central Alberta CSSRD #16	2,731	\$24,867
23	East Central Francophone Ed. Region #3	693	\$11,525
23	Edmonton Catholic Separate School District #7	33,642	\$118,889
23	Edmonton School District #7	80,400	\$198,562
23	Elk Island Catholic Separate RD #41	5,509	\$40,442
23	Elk Island Public Schools R.D. #14	16,315	\$81,199
23	Evergreen CSRD #2	3,616	\$30,638
5	Foothills School Division #38	7,314	\$49,164
23	Fort McMurray RCSSD #32	4,435	\$35,250
23	Fort McMurray Public School District #2833	5,178	\$38,839
1	Fort Vermilion School Division #52	3,335	\$28,811
5	Golden Hills School Division #75	6,423	\$44,857
1	Grande Prairie RCSSD #28	3,782	\$31,726
1	Grande Prairie Public School District #2357	6,723	\$46,308
23	Grande Yellowhead Public School Division #77	4,846	\$37,237
6	Grasslands Regional Division #6	3,437	\$29,471
23	Greater N. Central Francophone Ed. Region #2	2,514	\$23,453
23	Greater St. Albert Catholic R.D. #29	6,410	\$44,799
5	Gr. Southern Francophone Public Ed. Region No. 4	1,292	\$15,477
5	Gr. Southern Franc. Sep. Catholic Ed. Region No. 4	856	\$12,627
1	High Prairie School Division #48	3,227	\$28,100
1	Holy Family Catholic Regional Division #37	2,252	\$21,741
6	Holy Spirit RCSRD #4	4,567	\$35,888
6	Horizon School Division #67	3,570	\$30,341
23	Lakeland RCSSD #150	1,926	\$19,610
6	Lethbridge School District #51	8,363	\$54,233
23	Living Waters CRD #42	1,660	\$17,877
6	Livingstone Range School Division #68	3,764	\$31,610
23	Lloydminster Public S.D. #99	2,381	\$22,583

Alberta School Boards Association

Membership Fees

September 1, 2011 to August 31, 2012

Zone	Jurisdiction	Total Students*	Proposed Membership Fees
23	Lloydminster RCSSD #89	1,227	\$15,049
6	Medicine Hat CSRD #20	2,702	\$24,678
6	Medicine Hat School District #76	6,645	\$45,931
23	Northern Gateway Regional Division #10	5,193	\$38,912
23	Northern Lights School Division #69	5,756	\$41,638
1	Northland School Division #61	2,789	\$25,244
1	Northwest Francophone Ed. Region #1	333	\$8,915
6	Palliser Regional Division #26	6,579	\$45,611
23	Parkland School Division #70	9,514	\$59,802
1	Peace River School Division #10	3,162	\$27,680
1	Peace Wapiti School Division #76	5,551	\$40,645
23	Pembina Hills Regional Division #7	6,109	\$43,342
5	Prairie Land Regional Division #25	1,488	\$16,753
6	Prairie Rose School Division #8	3,603	\$30,559
4	Red Deer Catholic Regional Division #39	6,712	\$46,257
4	Red Deer Public Schools	9,803	\$61,194
5	Rocky View School Division #41	17,300	\$83,345
23	St. Albert PSSD #6	6,608	\$45,749
23	St. Paul Education Regional Division #1	3,934	\$32,719
23	St. Thomas Aquinas RCSR #38	2,698	\$24,649
23	Sturgeon School Division #24	4,397	\$35,069
6	Westwind School Division #74	4,317	\$34,677
4	Wetaskiwin Regional Division #11	3,962	\$32,901
4	Wild Rose School Division #66	5,176	\$38,832
4	Wolf Creek School Division #72	7,155	\$48,396
23	Yellowknife Education District #1	1,868	\$19,233
23	Yellowknife Catholic Schools	1,314	\$15,622
	Totals	561,672	\$2,892,080

*Note: Student totals were compiled from a report on Student Population for the 2010/2011 school year published by Alberta Education. Student registration information is as of Jan 28, 2011. These will be updated with the most current available information as per bylaw #10.

Alberta School Boards Association

Frequently Asked Questions

Question: What factors are considered when setting the budget?

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

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

How is ASBA governed?

Who sets ASBA policy?

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

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

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

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

Alberta School Boards Association

Frequently Asked Questions

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

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

Answer: The association reserves are reported annually in the audited financial statements which are posted on the ASBA website. Interest income earned on association reserves is used to balance the annual budget and reduces fees to members. Last year, association reserves earned \$48,346 in interest.

Reserves at August 31, 2010 totaled \$3,316,436.

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

- ◆ the building reserve fund (\$600,000). This fund is being used, on an as needed basis, to address the increase in rental costs to the association from the increase in rates. It is being used to balance the 2010-2011 and 2011-2012 budget. The current board does not wish to deplete this fund completely but would like to leave a fund for future boards when the new lease expires so that there are options available at that time.
- ◆ the capital asset replacement reserve fund (\$584,837). This reserve is

Who governs the ASBA?

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

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

Alberta School Boards Association

Frequently Asked Questions

replenished each year by the amortization expense (the annual expense from depreciating assets) in an effort to always have the available funds to replace those assets when they are fully amortized (used up). The fund is used to purchase capital assets like computer equipment, computer software, network equipment, projectors, video conferencing equipment, printers, photocopiers, furniture or leasehold improvements.

and, the capital fund (\$216,280) and operating fund (\$1,915,319). The capital fund is not a cash reserve but the net book value of our capital assets.

The operating fund currently has approximately 4 months of operating expenses. The operating fund is used to sustain cash flow until we receive membership fees in late October, early November; for fee for service costs until we collect receivables; as a contingency fund in case there is an event which requires a cash outflow like the tripartite negotiations or the arbitrated settlement; and as a wind down fund in the event it is necessary.

Question: Do we make a profit on events?

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

What services are available through the ASBA?

Through the ASBA, school boards may...

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

2010-2011 fee for service rates:

Communications \$176/hr

Education Services \$200/hr

Labour Services \$176/hr

Legal Services \$225/hr

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

The Alberta School Employee Benefit Plan

The Alberta School Boards' Insurance Exchange

The Supplemental integrated Pension Plan

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

Alberta School Boards Association

Frequently Asked Questions

venue, meals, speakers, facilitators, bands, special events, travel arrangements, materials, trustee packages, brochures, nametags, awards, registrations, surveys, invoicing and payment processing. The cost of photocopying and supplies are also included elsewhere in the budget. Lastly, regularly we rely on the immense skills and talents of our internal staff resources and ask them to prepare and present sessions at our conferences and workshops (legal, educational services, communications).

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

Answer: The current lease expires in April 2020. Following a thorough review of the available rental and building options and costs, the Board of Directors voted to renew the lease in April 2010 at the current location for ten years at \$20 per square foot for the first five years and \$22 per square foot for the last five years. The negotiated rates are at the lower end of market rates for Edmonton and area. Current operating and property costs are an additional \$13.27 per square foot.

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

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

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

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

What about the financial health of the Association?

On January 15th, **Joseph Man**, a partner with Collins Barrow Edmonton LLP, presented the ASBA's 2009-2010 audited financial statements to the ASBA Board of Directors. Collins Barrow gave the ASBA a clean audit report. Man told the board that the ASBA is in a healthy position – it is carrying no debt and ended the year with an overall surplus of \$27,130. This is made up of an operating surplus of \$57,619 (operating revenues totaled \$4.363 million and operating expenditures totaled \$4.306 million); a surplus from self supporting functions of \$31,018 and a deficit from other revenue and expenses of \$61,507. The association's assets, liabilities and fund balances totaled \$4.152 million. The ASBA audited financial statements are available at www.asba.ab.ca.

Alberta School Boards Association

Frequently Asked Questions

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

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

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

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

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

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

Question: When is the budget distributed to the members?

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

Get the public involved in public education

Enhancing school boards' connections with their local communities is a strategic focus for the ASBA. Resources are available on the ASBA website at <http://www.asba.ab.ca/public-engage-tools11.asp>

Policy advisories

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

Walk a mile in my shoes: ASBA SGM 2011 - Connecting with the disconnected and hard-to-reach is central to school boards' work. Speakers from the Hutterite, Aboriginal and high risk youth communities will give trustees the chance to "walk a mile" in their shoes.

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

Alberta School Boards Association

Appendix B: Membership Fee Formula

Each member board shall pay a basic fee (BF) in the amount of \$6,500 plus a fee on a per student basis (PSF) to the Association. The fee shall be calculated as follows:

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

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

The calculations are made as follows:

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

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

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

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

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

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

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

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

(continued)

Alberta School Boards Association

Appendix B: Membership Fee Formula Abbreviations

BF	Basic Fee (\$6,500)
PSF	Per Student Fee
MB	Number of Member Boards
MAF	Total Membership Annual Fees (Budget line item)
MBF	Individual Member Board Fee
WE	Weighted Enrolment
AGWE	Aggregate Total of Weighted Enrolments (all member boards)
C1	Per student weight (1.0000) for the first 750 students
C2	Per student weight (.9000) for 751 to 4,000 students
C3	Per student weight (.6666) for 4,001 to 12,000 students
C4	Per student weight (.3000) for 12,001 to 50,000 students
C5	Per student weight (.2000) for any students in excess of 50,000
S1	Number of students in first category (to 750)
S2	Number of students in second category (751 - 4,000)
S3	Number of students in third category (4,001 - 12,000)
S4	Number of students in fourth category (12,001 - 50,000)
S5	Number of students in fifth category (in excess of 50,000)