

ALBERTA SCHOOL BOARDS ASSOCIATION
ZONE 2/3
ANNUAL GENERAL MEETING MINUTES
OCTOBER 23, 2009
ST. ANTHONY CENTRE
10425-84 Avenue, EDMONTON
AGENDA
9:30 am - 12:00 NOON
(Lunch will NOT be provided)

1. CALL TO ORDER - Chair Brower called the meeting to order at 9:34 am.

2. ADDITIONAL ITEMS - CONSIDERATION OF THE AGENDA
 - A. ACTION ITEMS
 - 1) Remove Item 7 - ASBA Long Service Awards (will be held in November)
 - 2)
 - 3)
 - B. INFORMATION ITEMS
 - 1)
 - 2)
 - 3)

3. ACCEPTANCE of AGENDA as circulated/amended.

<p>MOTION: Trustee Wilcox moved that the agenda be accepted as amended.</p> <p style="text-align: right;">Carried</p>

4. MINUTES
 - a. Acceptance of Minutes of General Meeting October 24, 2008 as circulated/amended.

<p>MOTION: Trustee Turnbull moved that the minutes of the General Meeting October 24, 2008 be accepted as circulated.</p> <p style="text-align: right;">Carried</p>

- b. Business arising from minutes

5. **NEW BUSINESS - ACTION ITEMS**

a. **Zone Elections**

Appointment of Scrutineers

MOTION: Trustee Turnbull moved to appoint J. Gilbert and E. Pawlak as scrutineers for today's elections.

Carried

Motion to Destroy Ballots upon completion of Elections

MOTION: Trustee Fleming moved to destroy any and all ballots upon completion of today's elections.

Carried

- **Chair**

Call for Nominations

Trustee Hrycauk nominated Trustee Brower for the position of Chair. Trustee Brower accepted.

No further nominations received.

Trustee Brower declared Chair by acclamation.

Congratulations Trustee Brower!

- **Vice Chair**

Call for Nominations

Trustee Lentz nominated Trustee Lemke for the position of Vice-Chair. Trustee Lemke accepted.

No further nominations received.

Trustee Lemke declared Vice-Chair by acclamation.

Congratulations Trustee Lemke!

- **Labour Relations Representative**

Call for Nominations

Trustee Akers nominated Trustee Mueller for the position of Labour Relations Representative. Trustee Mueller accepted.

No further nominations received.

Trustee Mueller declared Labour Relations Representative by acclamation.

Congratulations Trustee Mueller!

- **Labour Relations Alternate**

Call for Nominations

Trustee McNeil nominated Trustee Buchan for the position of Labour Relations Representative Alternate. Trustee Buchan accepted.

No further nominations received.

Trustee Buchan declared Labour Relations Representative Alternate by acclamation.

Congratulations Trustee Buchan!

- **Edwin Parr Committee (3 Trustees)**

Call for Nominations

Trustee Pansegrau nominated Trustee Lefebvre. Trustee Lefebvre accepted.

Trustee Turnbull nominated Trustee McEvoy. Trustee McEvoy accepted.

Trustee Wilcox nominated Trustee Aasland. Trustee Aasland accepted.

Trustee Mueller nominated Trustee Webster. Trustee Webster accepted.

Elections took place.

Results:

Trustee Lefebvre

Trustee Aasland

Trustee Webster

Congratulations to all!

- **Advocacy Committee (3 Trustees)**

Call for Nominations

Trustees Wilcox and Engel nominated Trustee Ripley. Trustee Ripley accepted.

Trustee McEvoy nominated Trustee Turnbull. Trustee Turnbull accepted.

Trustee Lefebvre nominated Trustee Campbell. Trustee Campbell accepted.

Trustee Rudkowski nominated **Trustee Lentz**.
Trustee Lentz accepted.

Trustee Ponich nominated **Trustee Kowalchuk**.
Trustee Kowalchuk accepted.

Elections took place.

Results:

Trustee Ripley
Trustee Turnbull
Trustee Lentz

- **Other Committees**

U of A Field Services

Call for Nominations

Trustee Pansegrau nominated **Trustee Fleming**
(PHRD). Trustee Fleming accepted.

No further nominations received.

**Trustee Fleming declared U of A Field Services
Representative by acclamation.**

Congratulations Trustee Fleming!

**Alberta Coalition for Healthy School
Communities - rep and alternate**

Call for Nominations - Rep

Trustee McEvoy nominated **Trustee Pansegrau**.
Trustee Pansegrau accepted.

No further nominations received.

**Trustee Pansegrau declared Alberta Coalition
for Healthy School Communities Representative
by acclamation.**

Congratulations Trustee Pansegrau!

Call for Nominations - Alternate

Trustee Slemko nominated **Trustee Priest**.
Trustee Priest accepted.

No further nominations received.

Trustee Priest declared Alberta Coalition for Healthy School Communities Representative Alternate by acclamation.

Congratulations Trustee Priest!

- b) August 31, 2008 Financial Statement Package
(attached)

Motion: Trustee McNeil moved, Trustee Turnbull seconded that the August 31, 2009 Financial Statements be accepted as information pending receipt of the Audited Financial Statements for approval at the November 2008 General Meeting.
Carried.

- c) Approval of 2009-2010 Budget and Membership Fees
(attached)

Motion: Trustee Munn moved, Trustee McKay seconded that the 2009-2010 Budget and Membership Fees be approved as presented.
Carried.

- d) 2010-2011 Meeting Schedule - attached for information. No changes proposed.

- e) Additional Action

- 1)
- 2)

6. **INFORMATION ITEMS - ALL REPORTS ARE REQUESTED TO BE WRITTEN**

a. Zone Reports

1. Chair's Report - Lisa Brower - (att.)
2. Advocacy Committee Report - Priorities were determined at September 25 2009 meeting. Will be provided to new committee.
3. Labour Relations Report - Gerry Martins
4. Edwin Parr Committee Report - Venue has been confirmed for Friday, May 28, 2009 (evening)

b. ASBA Reports

1. Zone Directors - Lynda Akers, Clayton Jespersen
2. President - Heather Welwood
3. Executive Director - David Anderson

- c. Alberta Education
 - 1. Field Services - Elsie Pawluk/Keith Jones
 - 2. Other
- d. Other
- e. Additional Information
 - 1)

6. **ADJOURN**

Meeting adjourned 11:45 a.m.

Next Meeting: **Friday, November 27, 2009**
 Delta – South

Continental Breakfast: 9:00-9:30 a.m.
MELRA Presentations: 9:30-10:30 a.m.
General Meeting: 10:30 a.m. – 2:45 p.m.

PLEASE CONFIRM YOUR ATTENDANCE BY NOVEMBER 13, 2009 TO JACKIE GILBERT (jjgilbert@gsacrd.ab.ca). ATTENDANCE NUMBERS WILL BE REQUIRED FOR THE MELRA AWARDS.

Zone Chair

Secretary-Treasurer

**ALBERTA SCHOOL BOARDS ASSOCIATION
ZONE 2/3
FINANCIAL STATEMENTS
31-Aug-09**

EQUITY STATEMENT

	<u>2008-2009</u>	<u>2007-2008</u>
Balance as of September 1, 2008	\$35,058	\$22,794
Excess Revenue over Expenditures	<u>(\$7,860)</u>	<u>\$12,264</u>
Accumulated Surplus Balance as at August 31, 2009	<u>\$27,198</u>	<u>\$35,058</u>

BALANCE SHEET

	<u>2008-2009</u>	<u>2007-2008</u>		<u>2008-2009</u>	<u>2007-2008</u>
Assets			Liabilities and Equity		
Cash in Bank	\$26,367	\$34,437	Accounts Payable	\$0	\$1,000
Prepaid Expenses	\$0	\$1,000			
Accounts Receivable	<u>\$831</u>	<u>\$621</u>	Equity	<u>\$27,198</u>	<u>\$35,058</u>
Total Assets	<u>\$27,198</u>	<u>\$36,058</u>	Total Liabilities and Equity	<u>\$27,198</u>	<u>\$36,058</u>

ASBA ZONE 2/3

FINANCIAL REPORT - REVENUES & EXPENSES

31-Aug-09

	2008-2009 BUDGET	2008-2009 ACTUAL	Variance	2007-2008 ACTUAL
REVENUES		75.00%		100.00%
29 Membership Fees	\$50,710	\$50,535	(\$175)	\$50,380
Meal Recoveries				
MLA Luncheon	\$2,500	\$3,660	\$1,160	\$0
Edwin Parr Banquet	\$2,000	\$2,640	\$640	\$1,365
Labour Meetings	\$2,000	\$1,400	(\$600)	\$0
Interest Income (Min.Bal.)	\$500	\$577	\$77	\$1,518
TOTAL REVENUES	\$57,710	\$58,812	\$1,102	\$53,263
EXPENSES				
Executive				
Per Diem	\$16,000	\$10,620	\$5,380	\$11,800
Chair Allowance	\$750	\$750	\$0	\$0
Expenses	\$12,000	\$4,198	\$7,802	\$3,806
	\$28,750	\$15,568	\$13,182	\$15,606
Advocacy Committee				
Per Diem	\$5,000	\$1,920	\$3,080	\$1,950
Chair Allowance	\$250	\$250	\$0	\$0
Expenses	\$5,000	\$5,427	(\$427)	\$1,934
MLA Function	\$4,000	\$7,500	(\$3,500)	\$0
	\$14,250	\$15,097	(\$847)	\$3,884
Bylaws Committee				
Per Diem	\$0	\$1,080	(\$1,080)	\$0
Expenses	\$0	\$280	(\$280)	\$0
	\$0	\$1,360	(\$1,360)	\$0
Edwin Parr Committee				
Per Diem	\$1,100	\$1,729	(\$629)	\$1,040
Chair Allowance	\$100	\$100	\$0	\$0
Expenses	\$1,500	\$1,789	(\$289)	\$584
Awards Banquet	\$2,500	\$7,011	(\$4,511)	\$2,418
	\$5,200	\$10,629	(\$5,429)	\$4,042
Labour Relations Representative				
Per Diem	\$1,000	\$160	\$840	\$80
Expenses	\$3,000	\$3,205	(\$205)	\$1,356
Speaker	\$250	\$0	\$250	\$0
	\$4,250	\$3,365	\$885	\$1,436
Audit	\$500	\$321	\$179	\$1,200
Bank Charges	\$150	\$0	\$150	\$150
CSBA Conference	\$3,000	\$3,253	(\$253)	\$638
Guest Speakers	\$300	\$243	\$57	\$96
Meeting Expenses	\$11,425	\$11,764	(\$339)	\$9,534
Office Supplies, Postage, Phone	\$1,200	\$1,326	(\$126)	\$1,212
Secretary-Treasurer Honorarium	\$3,000	\$3,000	\$0	\$2,500
Support Honorarium	\$700	\$700	\$0	\$700
Zone Appreciation	\$200	\$46	\$154	\$0
TOTAL EXPENSES	\$72,925	\$66,672	\$6,253	\$40,998
EXCESS OF REVENUES OVER EXPENSES	(\$15,215)	(\$7,860)	\$7,355	\$12,264
EQUITY ESTIMATE				
Opening Balance, September 1, 2008	\$35,058	\$35,058		
Budgeted Excess of Revenues over Expenses	(\$15,215)	(\$7,860)		
Closing Balance	\$19,843	\$27,198		

**ASBA ZONE 2/3
APPROVED BUDGET
2009-2010**

	2009-2010 BUDGET	2008-2009 ACTUAL	Variance		2008-2009 BUDGET	
			Budget 0910 to Actual 0809			
REVENUES						
Membership Fees	1	\$53,512	\$50,535	\$2,977	5.56%	\$50,710
Meal Recoveries						
MLA Presentation	2	\$4,000	\$3,660	\$340	8.50%	\$2,500
Edwin Parr Banquet	2	\$4,000	\$2,640	\$1,360	34.00%	\$2,000
Labour Meetings	2	\$2,000	\$1,400	\$600	30.00%	\$2,000
Interest Income (Min.Bal.)	3	\$100	\$577	(\$477)	-477.00%	\$500
TOTAL REVENUES		\$63,612	\$58,812	\$4,800	7.55%	\$57,710
						9.28%
EXPENSES						
Executive Committee						
Per Diem	4	\$11,000	\$10,620	\$380		\$16,000
Chair Allowance	4A	\$750	\$750	\$0		\$750
Expenses	4	\$5,000	\$4,198	\$802		\$12,000
		\$16,750	\$15,568	\$1,182	7.06%	\$28,750
Advocacy Committee						
Per Diem	4	\$2,500	\$1,920	\$580		\$5,000
Chair Allowance	4A	\$250	\$250	\$0		\$250
Committee Expenses	4	\$2,500	\$2,457	\$43		\$5,000
Presentation Media Expenses	5	\$4,000	\$2,970	\$1,030		\$0
MLA Presentation	5	\$7,500	\$7,500	(\$0)		\$4,000
		\$16,750	\$15,097	\$1,653	9.87%	\$14,250
Ad-Hoc Committees						
Per Diem		\$1,000	\$1,080	(\$80)		\$0
Chair Allowance		\$0	\$0	\$0		\$0
Committee Expenses		\$1,000	\$280	\$720		\$0
		\$2,000	\$1,360	\$640	32.00%	\$0
Edwin Parr Committee						
Per Diem	4	\$2,400	\$1,729	\$671		\$1,100
Chair Allowance	4A	\$100	\$100	\$0		\$100
Expenses	4	\$2,500	\$1,789	\$711		\$1,500
Awards Dinner	4	\$8,750	\$7,011	\$1,739		\$2,500
		\$13,750	\$10,629	\$3,121	22.70%	\$5,200
Labour Relations Representative						
Per Diem	4	\$1,000	\$160	\$840		\$1,000
Expenses	4	\$2,000	\$3,205	(\$1,205)		\$3,000
Speaker	4	\$250	\$0	\$250		\$250
		\$3,250	\$3,365	(\$115)	-3.54%	\$4,250
Audit	6	\$1,500	\$321	\$1,179	78.60%	\$500
Bank Charges		\$0	\$0	\$0	#DIV/0!	\$150
CSBA Conference	5	\$4,000	\$3,253	\$747	18.68%	\$3,000
ASBA Leadership	5	\$2,000	\$0	\$2,000	100.00%	\$0
Guest Speakers	7	\$300	\$243	\$57	19.00%	\$300
Meeting Expenses	5	\$11,700	\$11,764	(\$64)	-0.55%	\$11,425
Office Supplies, Postage, Phone	7	\$1,500	\$1,326	\$174	11.60%	\$1,200
Secretary-Treasurer Contract	6	\$5,650	\$3,000	\$2,650	46.90%	\$3,000
Support Honorarium	6	\$500	\$700	(\$200)	-40.00%	\$700
Zone Appreciation	7	\$200	\$46	\$154	77.00%	\$200
TOTAL EXPENSES		\$79,850	\$66,672	\$13,178	16.50%	\$72,925
EXCESS OF REVENUES OVER EXPENSES		(\$16,238)	(\$7,860)	(\$8,379)		(\$15,215)
EQUITY ESTIMATE						
Opening Balance, September 1, 2009		\$27,198	\$35,058			
Budgeted Excess of Revenues over Expenses		(\$16,238)	(\$7,860)			
Closing Balance	8	\$10,960	\$27,198			

Per Motion of September 28, 2007, a minimum operating surplus of \$10,000 must be maintained

**ASBA ZONE 2/3
APPROVED BUDGET
2009-2010
APPENDIX A - FEES**

FEES SCHEDULE

	CURRENT	APPROVED	VARIANCE
		Increase 4.8%	
Basic Fee per Board	\$1,300.00	\$1,362.40	\$62.40
Plus Student Fee per Member Board			
a) 1-2000 Students	\$170.00	\$178.00	\$8.00
b) 2001-4000 Students	\$315.00	\$330.00	\$15.00
c) 4001-5000 Students	\$480.00	\$503.00	\$23.00
d) 5001-6000 Students	\$640.00	\$671.00	\$31.00
e) 6000+ Students	\$830.00	\$870.00	\$40.00

NOTE: Yellowknife and Lloydminster Boards are exempt from the additional Student Fee

	CURRENT	PROPOSED	VARIANCE
		Increase 4.8%	
TOTAL FEE FOR 2008-2009			
a) 1-2000 Students	\$1,470.00	\$1,540.40	\$70.40
b) 2001-4000 Students	\$1,615.00	\$1,692.40	\$77.40
c) 4001-5000 Students	\$1,780.00	\$1,865.40	\$85.40
d) 5001-6000 Students	\$1,940.00	\$2,033.40	\$93.40
e) 6000+ Students	\$2,130.00	\$2,232.40	\$102.40

TOTAL FINANCIAL IMPACT ON BOARDS	
a) 1-2000 Students	\$70.40
b) 2001-4000 Students	\$77.40
c) 4001-5000 Students	\$85.40
d) 5001-6000 Students	\$93.40
e) 6000+ Students	\$102.40

**ASBA ZONE 2/3
APPROVED BUDGET
2009-2010
APPENDIX B - REVENUES**

1

School Board Fees

School Board	Projected Increase Student Count FTE	4.8% Base Fee	Student Fee	Total Fee
1 Aspen View Regional Division No. 19	3299	\$1,362.40	\$330.00	\$1,692.40
1 Black Gold Regional Division No. 18	8000	\$1,362.40	\$870.00	\$2,232.40
1 Buffalo Trail Public Schools	4457	\$1,362.40	\$503.00	\$1,865.40
1 Conseil Scolaire Centre-Est	557	\$1,362.40	\$178.00	\$1,540.40
1 Conseil Scolaire Centre-Nord	2200	\$1,362.40	\$330.00	\$1,692.40
1 East Central Catholic Schools	2775	\$1,362.40	\$330.00	\$1,692.40
1 Edmonton Catholic Schools	32556	\$1,362.40	\$870.00	\$2,232.40
1 Edmonton Public Schools	80263	\$1,362.40	\$870.00	\$2,232.40
1 Elk Island Catholic Schools	5699	\$1,362.40	\$671.00	\$2,033.40
1 Elk Island Public Schools	16166	\$1,362.40	\$870.00	\$2,232.40
1 Evergreen CSRD No. 2	3140	\$1,362.40	\$330.00	\$1,692.40
1 Ft. McMurray Catholic Schools	4002	\$1,362.40	\$503.00	\$1,865.40
1 Ft. McMurray Public Schools	4693	\$1,362.40	\$503.00	\$1,865.40
1 Grande Yellowhead Regional Division No. 35	5025	\$1,362.40	\$671.00	\$2,033.40
1 Greater St Alberta Catholic Schools	6922	\$1,362.40	\$870.00	\$2,232.40
1 Lakeland RCSSD No. 150	1950	\$1,362.40	\$178.00	\$1,540.40
1 Living Waters Catholic Schools	1820	\$1,362.40	\$178.00	\$1,540.40
1 Lloydminster RCSSD 89	Student Fee exempt	\$1,362.40	\$0.00	\$1,362.40
1 Lloydminster School Division 99	Student Fee exempt	\$1,362.40	\$0.00	\$1,362.40
1 Northern Gateway Regional Division	5411	\$1,362.40	\$671.00	\$2,033.40
1 Northern Lights School Division	6005	\$1,362.40	\$870.00	\$2,232.40
1 Parkland School Division No. 70	9000	\$1,362.40	\$870.00	\$2,232.40
1 Pembina Hills Regional Division	4062	\$1,362.40	\$503.00	\$1,865.40
1 St Albert Protestant Schools	6347	\$1,362.40	\$870.00	\$2,232.40
1 St Paul Education Regional No.1	3942	\$1,362.40	\$330.00	\$1,692.40
1 St. Thomas Aquinas Catholic Schools	2380	\$1,362.40	\$330.00	\$1,692.40
1 Sturgeon School Division	4309	\$1,362.40	\$503.00	\$1,865.40
1 Yellowknife Education District No. 1	Student Fee exempt	\$1,362.40	\$0.00	\$1,362.40
1 Yellowknife Public District Ed Authority	Student Fee exempt	\$1,362.40	\$0.00	\$1,362.40
			\$14,002.00	<u>\$53,511.60</u>

29

RECOMMENDATION: 2009-2010 FEES REFLECT INCREASE

4.8%

2

Meal Recoveries (nominal fee for meals charged - not necessary 100% recovery considering all incremental meeting costs)

MLA Presentation	\$5,000.00
Edwin Parr Dinner	\$5,000.00
Labour Meetings	\$2,000.00

3

Minimum Balance Interest - conservative estimate

\$100.00

**ASBA ZONE 2/3
APPROVED BUDGET
2009-2010**

APPENDIX C - HONORARIA, PER DIEMS, TRAVEL & MEAL RATES

NOTE
REFERENCE

4 Executive*, Advocacy, Edwin Parr and Labour Relations Per Diem and Expenses (to be reviewed annually)

Daily Per Diem Rate to 4 hrs			\$80
Daily Per Diem Rate to 8 hrs			\$160
Maximum Daily Per Diem Rate to 12 hrs			\$240

4A Chair Allowance in recognition of additional duties performed

Zone Chair Annual Allowance			\$750
Advocacy Committee Chair Annual Allowance			\$250
Edwin Parr Committee Chair (Zone Vice-Chair) Annual Allowance			\$100

Kilometer Rates = ASBA Current Rates (as at September 1, 2009) \$.49/km

Travel Expenses per receipt
Meals per receipt or meal allowance (claimant's discretion)

Breakfast	\$13.00
Lunch	\$18.00
Dinner	\$25.00

*Not knowing who will be filling Positions - worst case scenario is projected
Travel Expenses, Hotel Accommodations, Meals et al.*

6 Contract fees

Secretary Treasurer ***	\$5,650
Support Honorarium	\$500

*** New Sec-Treasurer Remuneration Model - one contract amount - no further per diems claimable (up to 15 days @\$160.)

Base	\$3,250		
plus (previous per diems claimed)		\$2,400	\$5,650

**ASBA ZONE 2/3
APPROVED BUDGET
2009-2010**

APPENDIX D - OTHER EXPENSES

**NOTE
REFERENCE**

5 Expenses reflective on base costs for meetings and equipment
Incremental costs for MLA and Edwin Parr Luncheons are reflected under the activity noted

Meeting Expenses		Meeting Room	Equipment/ Add-ons	Meals	
September	St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
October	St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
November	Delta-MELRA	\$200.00	\$75.00	\$1,000.00	
January	St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
February	Ramada-MLA Function	\$300.00	\$200.00	\$1,000.00	*See MLA Luncheon
March	St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
April	St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
May	St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
June	St. Anthony Centre	\$200.00	\$75.00	\$1,000.00	
		\$1,900.00	\$800.00	\$9,000.00	
				\$11,700.00	
Incremental Costs					
	MLA Luncheon	\$500.00	\$250.00	\$4,000.00	\$4,750.00
	MLA Luncheon - Media Presentation			\$4,000.00	\$4,000.00
	Edwin Parr Dinner	\$500.00	\$250.00	\$8,000.00	\$8,750.00
	ASBA Leadership			\$2,000.00	
	CSBA Conference - 2010			\$4,000.00	

6 **Contract fees**
Audit Fees - projected costs - "Banker Board" professional audit \$1,500

7 **Standing Expenditure Items** APPROX +3%

8 **Per Motion of September 28, 2007, a minimum operating surplus of \$10,000 must be maintained**

**ASBA ZONE 2/3
APPROVED
MEETING SCHEDULE
2010-2011**

General Meetings

September 24, 2010 – St. Anthony Centre
Centre
November 26, 2010 – St. Anthony Centre
January 28, 2011 – St. Anthony Centre
February 25, 2011* – Ramada Inn (***TO BE CONFIRMED***)
March 25, 2011 – St. Anthony Centre
April 22, 2011 – St. Anthony Centre
May 27, 2011** – Executive Royal Inn West (***TO BE CONFIRMED***)
June 24, 2011 – St. Anthony Centre

Annual Meetings

October 22, 2010 – St. Anthony

* MLA Advocacy Presentation

**Edwin Parr Awards Banquet – Friday May 27th (Evening)

GENERAL INFORMATION

- ❖ General Meetings will commence at 9:30 a.m.
- ❖ Annual Meetings commence at 9:30 a.m.

MEETING LOCATIONS

St. Anthony Centre 10425-84 Avenue, Edmonton

**Executive Royal Inn West
10010-178 Street, Edmonton**

**Ramada Hotel & Conference Centre
11834 Kingsway, Edmonton**

Zone 2/3 Chair's Report – October 2009

Submitted by: Lisa Brower

October 8, 2009

- The MELRA awards are planned for our November 27th zone meeting. The following details to date:
Date: November 27, 2009
Location: TOP OF THE INN, Delta Hotel (Edmonton South)
4404 – Gateway Blvd. N.W., Edmonton
780-434-6415

Continental Breakfast: 9:00-9:30 a.m.
MELRA Presentations: 9:30-10:30 a.m.
- As chair I received a letter from Ken Kowalski, MLA for Barrhead-Morinville-Westlock, expressing thanks for the advocacy presentation and the disc we sent with the power point presentation, Building the Foundations of Learning.
- Dates to keep in mind:
 - October 16th – Zone 2/3 School Act discussions
 - October 23rd – Zone 2/3 AGM
 - ASBA FGM – November 22 – 24, 2009
 - Next Zone meeting November 27th – MELRA awards
- I have thoroughly enjoyed serving as the zone 2/3 chair the past year. Thank you for the privilege of serving in this role. It is my intention to run for zone chair at our upcoming annual general meeting. I would encourage each Trustee to consider the various opportunities to serve the zone through committee work and opportunities to represent the zone on external committees.

Important Due Dates for School Jurisdictions

- November 30, 2009 — Annual Education Results Reports, Budget Report Forms and Three-Year Education Plans

Consultation and Information Session

Fall Alberta Education Consultation and Information Session — Postponed

Alberta Education, in consultation with ASBA and CASS, has decided to postpone its October 2009 Consultation and Information Sessions to March 2010 because of scheduling conflicts with other important events. As you know, CASS and ASBA members are meeting with department staff on topics including: Budget Value Review, Inspiring Education, Setting the Direction, and changes to the School Act.

Alberta Education offered the first of these bi-annual sessions to reduce the number of Alberta Education items on the Zone ASBA and CASS meetings. Feedback to date has been positive and the Zone Consultation meetings will be rescheduled for March 2010.

School Act Review

School Act Review

The last major revision of the *School Act* occurred in 1988, and reflected the policies that were the foundation of educational thinking at that time. After approximately twenty years the Minister of Education, the Honourable Dave Hancock is preparing for the possible introduction of a replacement for the current *School Act* in the 2010 spring sitting of the Legislative Assembly.

The new legislation is intended to be an enabling, overarching framework for the broad governance structures of the education system. The new *Act* is expected to reflect the nature of the public interest in a strong education system, and ensure that the rights, needs and expectations of individuals and groups are in balance with the rights, needs and expectations of society as a whole. Many of the rules in the current legislation may more appropriately belong in regulation, on which there will be further consultation once the new legislation is passed.

It is essential that the new legislation aligns with the long-term vision and frameworks for policy and governance being developed through *Inspiring Education - A Dialogue with Albertans*. Public and stakeholder input from the Dialogue will inform changes to the *School Act*.

To complement the work of *Inspiring Education*, the Minister sent an invitation to school board chairs to provide input as the Department prepares new legislation. Given the short timelines needed to prepare legislation for the spring, the Minister requested that school boards submit their views by October 30. Input provided will be considered in the legislative change process, and will be made public.

In addition to seeking the views of Alberta's school boards, the Minister is also convening an informal stakeholder committee to make recommendations and highlight common desires and differences about the content of this new legislation.

For further information, please contact Dr. Robert St-Onge, Education Manager, Zone 5 Services by e-mail at Robert.StOnge@gov.ab.ca or by phone at 403-297-7910. Dial 310-0000 for toll free access.

High School Completion

High School Completion Strategy

For the 2009/2010 year, the High School Completion Strategic Framework is supporting several new and ongoing initiatives under the following five strategies: Personalized Learning; Successful Transitions; Collaborative Partnerships; Positive Connections; and Tracking Progress. Examples of new initiatives include the High School Flexibility Enhancement Pilot, Technology and High School Success Research Project, Alberta Mentoring Partnership: Integration into Education, Wraparound Approach Research Project, and the Aboriginal Parent and Community Engagement Project: Finding Our Ways Together.

Alberta Education provided \$ 4.2 million in one-time funding to school jurisdictions to assist with implementing strategies designed to improve high school completion. The funding included a base amount of \$55,000 for each school jurisdiction plus \$5.00 per high school student based on the 2008/2009 frozen funded enrolment. The funding has been sent to school jurisdictions in September 2009 directly from School Finance. For funding information contact Brad Smith at BSmith@gov.ab.ca or 780-422-0920. Dial 310-0000 for toll-free access.

In November 2009 Alberta Education will host five workshops for school-based administrators to support them to increase high school completion rates. The major topic of the sessions will be how administrators can use data to support educational programming. Details for these workshops including registration, dates and locations will be sent to school jurisdictions in early October 2009.

Education has developed resources to assist school jurisdictions with increasing high school completion rates: *Managing School Transitions: Promising Practices in Alberta's Schools*, and *Your Key to Success: Administrators Manual for Raising Alberta's High School Completion Rates* (available fall 2009). These resources will be posted on Education's website at www.education.alberta.ca/highschoolcompletion.

For further information, please contact Becky Pretli, Education Manager, FNMI and Field Services by e-mail at Becky.Pretli@gov.ab.ca or by phone at 780-644-2282. Dial 310-0000 for toll-free access.

Early Learning

Early Learning Workshops for Elementary School Administrators

Alberta Education's Early Learning Branch and Galileo Educational Network will hold workshops for elementary school administrators to share current research in early learning and best practices. Participants will have an opportunity to develop common understandings of criteria needed for effective early years programs.

Dates and locations are as follows:

- Zone 1: October 21 – Peace River
- Zone 2/3: October 23 – St. Paul
- Zone 5: October 26 – Calgary
- Zone 6: October 27 – Lethbridge
- Zone 4: October 29 – Red Deer
- Zone 2/3: October 30 – Edmonton

Registration is on-line. Please click on the link for complete details:

<http://edcmstrain/apps/Registration/meetings/fallmeetings.asp>

For further information, please contact Natalie Prytuluk, Senior Manager, Early Learning Branch by e-mail at Natalie.Prytuluk@gov.ab.ca or by phone at 780-422-6537. Dial 310-0000 for toll-free access.

Cross Ministry

Success in School for Children and Youth in Care: Provincial Protocol Framework

The *Success in School for Children and Youth in Care-Provincial Protocol Framework* is a joint Alberta Education and Children and Youth Services' initiative that was designed to improve school outcomes and achievement for children and youth in care. A draft *Provincial Protocol Framework* has been developed that includes guidelines for school staff and caseworkers to work together with caregivers and youth to support their school success. The *Provincial Protocol Framework* allows for Regional Agreements to be customized by school authority and Child and Family Service Authority partners to suit the context of each region.

Educators, caseworks, and caregivers are encouraged to provide feedback on the draft *Provincial Protocol Framework* to Karen Sliwkanich by January 15, 2010. Feedback is accepted by e-mail, fax, in person, land mail or through face to face or video conference participation during "Sounding Board" meetings. To participate in the next "Sounding Board" meeting, which will be held on November 3, 2009, contact Karen Sliwkanich. All feedback including the feedback from the four demonstration sites field testing the draft framework will inform changes to the document.

Although phased implementation of the *Provincial Protocol Framework* will not begin until September 2010, school authorities and their Child and Family Service Authority partners are encouraged to begin drafting their Regional Agreement based on the draft *Provincial Protocol Framework* during this school year. To begin this process, school authorities should identify who would take the lead role, on their behalf, and any existing appropriate venues to engage in a collaborative process with their partners. Assistance will be provided from the ministry project leads if requested. Resource materials and learning events are planned for March 2010.

For a copy of the draft *Provincial Protocol Framework* and for further information, please contact Karen Sliwkanich, Senior Manager, Cross Ministry Services by e-mail at Karen.Sliwkanich@gov.ab.ca or by phone at 780-422-6527. Dial 310-0000 for toll-free access.

Service Dogs for Albertans with Disabilities (*Service Dogs Act*)

The *Service Dogs Act* became law in Alberta on January 1, 2009. It complements the *Blind Persons' Rights Act* (BPRA) by providing Albertans with disabilities and who use qualified service dogs the same right of access to public places as all other citizens. Individuals with disabilities who are accompanied by qualified service dogs must be allowed access to schools, buses, recreational facilities or any other location where the general public is allowed. Service dogs are specially trained dogs that assist individuals with disabilities with everyday activities such as carrying or retrieving items, ringing doorbells, assisting with balance and stability, alerting or responding to seizures or diabetic episodes, and other tasks.

A service dog is qualified under the *Act* after it has successfully completed a training program delivered by a school or institution accredited by Assistance Dogs International, Inc., or has passed the Service Dog Public Safety Testing Pilot. Identification cards are available to owners of qualified service dogs. The identification cards display the Alberta government logo and a picture of the owner and service dog. If in doubt, you may ask the owner to show his/her Government of Alberta identification card. This card verifies that the individual and his/her service dog are qualified for the purposes of the *Act*.

If a student or staff member has an allergy or adverse reaction to dogs, he/she or a parent/guardian should make this known to an appropriate authority (e.g., teacher or school principal) so that alternate arrangements can be made.

For further information, please visit the Alberta Seniors and Community Supports website at www.seniors.alberta.ca/ServiceDogs or contact the Service Dogs Act Administrator at 780-415-2740. Dial 310-0000 for toll-free access.

Mentoring and the Alberta Mentoring Partnership

Mentoring is widely recognized as providing a positive contribution to building strong, safe and healthy communities. When young people have positive adult role models, they have improved attitudes about school, are less likely to display volatile behaviours and have better peer and family relationships. A strong mentorship program will help Alberta's youth develop the confidence, self-esteem and social skills they need to be productive members of society.

The Alberta Mentoring Partnership (AMP) brings together 29 partners in the first association of its kind in Canada. The team includes Alberta government ministries, government-funded organizations, community agencies and youth representation. Launched in June 2008, the partnership is co-chaired by Alberta Children and Youth Services, Alberta Education, and the Big Brothers Big Sisters Society of Edmonton and Area. The AMP is working to advance mentoring in Alberta by connecting interested adults with mentoring opportunities in their communities and promoting ways that organizations across every sector of society – businesses, governments, schools and non-profit agencies – can work together to expand high-quality mentoring for young people.

The partnership is also raising awareness of the benefits of mentoring relationships and collaborating to increase mentoring opportunities for children and youth. Key strategies of the AMP include:

- a new awareness and recruitment campaign;
- improving training and resources for mentors;
- reducing the administrative barriers to becoming a mentor – while still ensuring the necessary safeguards; and
- establishing mentoring programs specifically for children and youth at risk.

Visit the Alberta Mentoring Partnership website at www.albertamentors.ca for information and resources on mentoring.

For further information, please contact Mike Cooper, Education Manager, Cross Minister Services, by e-mail at Mike.S.Cooper@gov.ab.ca or by phone at 780-422-5399. Dial 310-0000 for toll-free access.

Planning and Reporting

School Authority Budgets and Three-Year Education Plans

The due dates for school authority Budget Report Forms and Three-Year Education plans have been extended to November 30, 2009. Requirements outlined in the *Guide for Education Planning and Results Reporting – April 2009*, other than the due date for three-year education plans, remain in effect.

FNMI and Field Services managers will review Three-Year Education Plans after they are posted. Managers are planning to meet with school authorities to discuss Three-Year Education Plans and the Annual Education Results Reports in the new year.

For further information, please contact Doug Coffin, Director, Zone 4 Services, by e-mail at Doug.Coffin@gov.ab.ca or by phone at 780-427-0929. Dial 310-0000 for toll-free access.

Questions from the Field

- Q. Is a sector and jurisdiction utilization rate used to determine approval of modular classrooms?
- A. Yes, but sector and jurisdiction rates are just one of several factors that government takes into consideration to determine approval of modular classrooms, along with other criteria such as health and safety.
- Q. When will vaccine for H1N1 be available and will Alberta Health Services be distributing it through schools?
- A. Health Canada will be making the vaccine available in November and Alberta Health Services may use schools for distribution.