

**Zone 4 ASBA**  
**Regular MEETING**  
**January 25, 2010**  
**Fine Arts and Multi-Media Centre, Olds College, Olds, Alberta**

**MINUTES**

Present:

Doug Coffin	Alberta Education
Jacquie Hansen	ASBA, Vice President (by telephone)
David Anderson	ASBA Executive Director (by telephone)
Ken Offord	Battle River School Division
Patricia Zeniuk	Battle River School Division
Colleen Butler	Chinook's Edge Regional Division
Sherry Cooper	Chinook's Edge Regional Division
Ron Fisher	Chinook's Edge Regional Division
Bill MacFarquhar	Chinook's Edge Regional Division
Jackie Swainson	Chinook's Edge Regional Division, ASBA Zone 4 Director
Ian Taylor	Chinook's Edge Regional Division
Jim Gibbons	Superintendent, Chinook's Edge Regional Division
Karen Holloway	Clearview School Division
Cheri Neitz	Clearview School Division
Lloyd Baumgarten	Red Deer Catholic Regional Division
Diane MacKay	Red Deer Catholic Regional Division
Dianne Macaulay	Red Deer Public School District
Cathy Peacocke	Red Deer Public School District
Donna Hogg	Wetaskiwin Regional Public Schools
Glenn Norby	Wetaskiwin Regional Public Schools
Deanna Specht	Wetaskiwin Regional Public Schools
Barb Johnson	Wetaskiwin Regional Public Schools
Clint Neis	Wetaskiwin Regional Public Schools
Gary Thompson	Wild Rose Public School Division
Keith Warren	Wild Rose Public School Division
Lynn Oberle	Wild Rose Public School Division
Trudy Bratland	Wolf Creek Regional Division
Bob Huff	Wolf Creek Regional Division
Karen Engen	Wolf Creek Regional Division
Lorrie Jess	Wolf Creek Regional Division
Paula Lamoureux	Wolf Creek Regional Division
Donna Peterson	Wolf Creek Regional Division
Cody McClintock	Secretary-Treasurer

The regular showcase session was held beginning at 10:00 am. Chinook's Edge School division provided a tour for their new Fine Arts and Multi-Media Centre, as well as the new Old High School, located on the campus of Olds College.

1. **Call to Order:** Chair Dianne Macaulay called the meeting to order at 11:15 a.m.

**Approval of Agenda:**

Additions: 2c) Alberta Education Consultation Meetings  
2d) PSBAA Letter to Minister re Northlands School Division  
Deletions: None  
Amendments: None

**#76/09 Moved by Cathy Peacocke that the agenda be approved as amended.  
CARRIED**

**Approval of Minutes:**

Regular Meeting of November 30, 2009

**#77/09 Moved by Trudy Bratland that the minutes of the Regular Meeting dated  
November 30, 2009 be approved as presented.  
CARRIED**

**2. New Business**

**ASBA Awards**

Mrs. Macaulay advised that the ASBA Awards package has been distributed and is available through the ASBA website, and the deadlines were outlined for trustees. The Edwin Parr Committee will deal with the Edwin Parr nominations; the balance of the nominations will be handled by the Awards Committee chaired by Bob Huff.

It was suggested that trustees communicate directly with the Awards Committee with respect to nominations.

**Timing of Showcase Sessions**

In November, the Executive discussed the matter of showcase sessions and their timing. Established practice has been to hold the showcase after lunch, with unfinished business being concluded after the showcase concludes. An alternative suggestion was to hold the showcase first thing in the morning, so that the meeting might continue uninterrupted.

It was decided to direct this matter to the membership for a recommendation, perhaps also soliciting input from presenter groups and guest attendees from ASBA and Alberta Education, in particular.

After a brief discussion, the consensus reached was that the timing of the showcase should be left up to the hosting board in consultation with the chair, in order to accommodate the schedules of presenters.

**Alberta Education Consultation Sessions**

It was suggested that Alberta Education consider holding these sessions by way of pod cast or videoconference in order to save on travel costs.

Mr. D. Coffin of Alberta Education indicated that there will be a formal feedback and evaluation of the sessions to be held this year, at which trustees would be welcome to present their opinions on this matter. It was agreed that there should be a debriefing among trustees at the April meeting with respect to the consultation sessions.

### **Dismissal of Board of Northlands School Division**

Trustee Lorrie Jess expressed concern about the tone of the recent letter sent by PSBAA to the Minister of Education regarding the Minister's dissolution of the Northlands School Division Board. The consensus of the meeting was that it would be more appropriate to bring this matter up with the respective Boards' PSBAA representatives.

### **3. Reports**

- 3a) Zone Chair – Mrs. Macaulay provided a written report.
- 3b) Financial – There was no report.
- 3c) Labour Relations – There was no report.
- 3d) Consortium – Trustee Deanna Specht provided some statistics on the number of sessions offered and school staff members served by CARC in the recent past. She indicated that the annual report was recently approved. There have been no requests from ASBA Zone 4 for professional development, although the mandate of CARC includes service to trustees.
- 3e) Zone 4 Director to ASBA – Jackie Swainson, Director provided a verbal report. There have been two Board meetings since the last Zone meeting. ASBA has just completed its Strategic Planning Session, and will be putting more emphasis on ESL and FNMI issues. The Policy Development Advisory Committee will be reporting in March to Zones. The aim of the committee is to get zones more involved in policy development and to enhance liaison among zones.
- 3g) Alberta Education – Doug Coffin, Director, Zone 4, Alberta Education, provided a written report.
- 3f) ASBA – Jacquie Hansen, Vice-President, and David Anderson, Executive Director, Joined the meeting by teleconference due to poor road conditions south of Edmonton. They provided a verbal report on the trustee satisfaction survey with ASBA. With respect to the extensive consultation initiatives by Alberta Education, boards are encouraged to have in place a mechanism to enable them to respond in a timely manner. Elections will be held in fall 2010, and it is considered critical to encourage voting and candidacy in order to reduce the 60% acclamation rate experienced in the 2007 election. ASBA will be running candidate orientation sessions again in 2010. The teacher salary arbitration was held last weekend, and a quick decision has been requested. A decision is not expected prior to the release of the provincial budget on February 9. Policy development presentations will be made to zones in March. One hour is requested to be put aside on the agenda for the presentation and questions.

There was general discussion on the recent dissolution by the Minister of Educaiton of the board of Northlands School Division.

- 3h) Edwin Parr Committee – Colleen Butler referred trustees to the Awards Booklet for criteria on the award. There was discussion on whether the Zone’s Friend of Education Award winner should be invited to the banquet as well. It was agreed that an invitation to the banquet would be appropriate, but that the focus and the presentation of awards must be restricted to Edwin Parr nominees and winners at the banquet.
- 3i) ASBA Awards Committee – Mr. Huff directed trustee attention to the Zone Appreciation Award. He indicated that he will ask the Executive for direction on how to handle this award.
- 3j) Zone 3 Public Speaking Committee – It was advised that the competition this year will be held in Olds.
- 3k) Drug Awareness – There was no report.
- 3l) Alberta Coalition for Healthy School Communities – There was no report.

#### **4. Adjournment**

Dianne Macaulay adjourned the meeting at 1:52 pm.

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Mrs. D. Macaulay – Chair

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Mr. C. McClintock – Zone Secretary/Treasurer

# ZONE 4



## *MEMORANDUM*

**DATE:** March 22, 2010  
**TO:** ASBA Zone 4  
**FROM:** Dianne Macaulay, Chair  
**PREPARED BY:** Cody McClintock, Secretary-Treasurer  
**RE:** ASBA Report on Board Governance Policies

Jacque Hansen, Vice-President, will be appointing a designate to attend the meeting to provide a presentation on Board Governance Policies. The presentation is expected to take approximately 30 minutes.

Respectfully submitted,

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Dianne Macaulay

# ZONE 4



## *MEMORANDUM*

**DATE:** March 22, 2010  
**TO:** ASBA Zone 4  
**FROM:** Dianne Macaulay, Chair  
**PREPARED BY:** Cody McClintock, Secretary-Treasurer  
**RE:** Timeline re: Proposed Policy Positions

ASBA has advised all Board and Zone Chairs, as well as all Superintendents and Secretary-Treasurers of the timeline for the submission of Proposed Policy Positions for the FGM in 2010. Boards are to submit their proposed policy positions to zones in March and April; Zones are then to identify a maximum of three positions for consideration at the FGM. Zones then advise ASBA of their positions by May 31, 2010.

May 31 is our final meeting of the year, and the date of the Edwin Parr banquet. Timing is likely to be an issue as a result.

Therefore, we would encourage you to discuss policy positions with your boards with a view to providing positions by our April 26 meeting. We recognize that this will not be possible in all cases, but we may be able to give more thorough consideration to alternatives if they are in hand in April.

Policy positions that are not presented in time for the April meeting will be considered at the May meeting. Please note that the deadline for distributing the agenda will be May 21, so that policy positions should be forwarded to the Zone Secretary-Treasurer by May 17.

Thank you for your consideration.

Respectfully submitted,

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Dianne Macaulay

# ZONE 4



## *MEMORANDUM*

**DATE:** January 25, 2010  
**TO:** ASBA Zone 4  
**FROM:** Dianne Macaulay, Chair  
**PREPARED BY:** Cody McClintock, Secretary-Treasurer  
**RE:** Notice of Need for Election of ASBA Director

ASBA Bylaw 4 requires the election of a Zone Director (and alternate) to the ASBA Board of Directors every 18 months. Zone 4 is scheduled to elect its Director this spring. Directors take office at the conclusion of the Fall General Meeting.

Bylaw 4(5) provides that the Zone 4 Director shall be elected by the June preceding the FGM. This implies that our Zone election is to be held no later than the May Zone meeting.

While there is no need for immediate action on this matter, it is appropriate that trustees be aware of the upcoming election in order that they may determine whether this position is of interest to them. Trustees are referred to the ASBA bylaws, and, in particular, to Bylaw 4, which outlines the terms of the position of Director.

Respectfully submitted,

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Dianne Macaulay

# ZONE 4

## *MEMORANDUM*

**DATE:** January 25, 2010  
**TO:** ASBA Zone 4  
**FROM:** Dianne Macaulay, Chair  
**PREPARED BY:** Cody McClintock, Secretary-Treasurer  
**RE:** Board Sharing re: Budget

At the January meeting, trustees expressed interest in sharing best practices with respect to their approach to the challenges posed by the recent provincial budget. Trustees are requested to give this matter some thought and come prepared to provide a brief (2 to 3 minutes per board) outline of their boards' approaches this year.

Areas that might be considered would be:

- Methods of gathering public input for the budget process
- Strategies being used to develop the budget (eg. Incurring a deficit)
- Prime areas for expense reduction
- Revenue generating possibilities

Following brief presentations, I would propose that there may be time for some general discussion and questions with respect to the approaches presented.

Respectfully submitted,

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Dianne Macaulay

**ASBA Zone 4  
Balance Sheet  
As at February 28, 2010**

**Assets**

Cash	526.27
Accounts Receivable	8,496.00
<b>Total Assets</b>	<u><u>9,022.27</u></u>

**Equity**

9,022.27

Confirm Balancing

Equity	9,022.27
Surplus	8,098.03
Opening Balance	<u>924.24</u>
	<u><u>9,022.27</u></u>

**Bank Reconciliation  
As at February 28, 2010**

Bank Reconciliation

Balance at Feb 28, 2010	526.27
Outstanding Cheques	0.00
Outstanding Deposits	0.00
General Ledger Balance	<u><u>526.27</u></u>

**ASBA Zone 4 Financial Statement****Feb 28 10**

	<b>Approved Budget 2009-10</b>	<b>Actual To Date</b>	<b>Variance</b>
<b>REVENUE</b>			
Membership Fees	8,400	7,600.00	-800.00
Meals	2,400	1400.00	1,000.00
Edwin Parr Meals	3300	0.00	-3,300.00
<b>Total Revenue</b>	<b>14,100</b>	<b>9,000.00</b>	<b>-3,100.00</b>
<b>EXPENDITURES</b>			
Bank Charges	0	0.00	0.00
Chair/Vice and Guest Speakers	700	0.00	700.00
CSBA Convention	0	0.00	0.00
Edwin Parr	4,400	0.00	4,400.00
Banff Leadership	1,000	0.00	1,000.00
Labour Relations	0	0.00	0.00
Meals	2,500	765.29	1,734.71
Office Expenses	200	136.68	63.32
Regional Consortium	750		750.00
Secretary-Treasurer	1,000	0.00	1,000.00
Speech and Debate	3,100	0.00	3,100.00
<b>Total Expenses</b>	<b>13,650</b>	<b>901.97</b>	<b>12,748.03</b>
<b>Surplus (Deficit)</b>	<b>450</b>	<b>8,098.03</b>	<b>9,648.03</b>