

ZONE 6

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DATE: September 14th, 2011
LOCATION: Chinook High School/ Catholic Central West Campus,
Lethbridge
TIME: 9:45 a.m.

MINUTES

9:45 Registration & Call to Order

- Welcome

10:00 **Additions to Agenda** – Add Coordinated Health Report by Kelly Hall.

Approval of Agenda – Moved by Bob Spitz. Carried.

Approval of Minutes from Zone General Meeting May 11th, 2011 - Moved by Stewart Angle. Carried.

10:05 Reports

ASBA Zone Director Report – Karen Bartsch – attached to minutes

ASBA Report – Jacquie Hansen

- Welcome back. Thanked Karen for her work on the political task force. We need to be able to criticize the government with diplomacy.
- The leadership conference will be open to all trustees next year in August.
- There was a webinar yesterday on in camera meetings at Board offices. There were some technical difficulties with the webinar, and it will be re-broadcast on Sept. 27 12-1:30 at no cost.
- Law Seminar Calgary Oct 31- Nov. 2, 2011, "When Classrooms and Courtrooms Collide."
- Thanked Barry Lutin for all his work as president of CASS.

Labour Relations – Jim Burdett – No report

Zone 6 Chair – Colleen Deitz

- Reminder of award deadlines coming up. Information is available on the website
- Nov. 9 is our next meeting, and we will be holding elections. Please consider who would like to run.
- Nov. 20-22 is the Fall General Meeting

SAPDC – Rick Massini – No report

Zone Directors Report – Ron Taylor – attached to minutes

Coordinated Health – Kelly Hall

- Clara Yagos will attend the meeting tomorrow for Kelly.

Cheryl Smith explained that the Transformation Task Force was planning on traveling around and have meetings with stakeholders to decide what transformation means to School Boards. They have put those plans on hold, and are concentrating on providing support to Boards in the process that the government is hosting. ASBA will be working on a toolkit to assist Boards to engage their public. The ASBA is the link for our parents and communities.

11:00 In Camera session discussion

- Moved to go in camera made by Marie Logan. Carried.
- Moved to come out of in camera by Peter Scott. Carried

11:15 ASBA Session on Policy v.s. Directive – Presentation notes attached to minutes.

12:00 Lunch at Catholic Cafeteria

1:00 Tour of both schools ending at media centre (20 min)

2:00 Adjournment - Moved to adjourn by Bob Spitzig. Carried.

DIRECTOR'S REPORT SEPTEMBER 14, 2011

Since our last Zone meeting in May, the Board of Director's has met several times:

1. Regular Board Meeting on May 12/13 – See “Highlights” for this meeting. There was also a presentation by Dan Ferguson from the Workforce Planning and Development Branch of Alberta Education on “Population Projection and Teacher Forecasting” over the next 20 years.

2. Spring General Meeting – June 6/7 - Evaluations indicated participants felt it was very good. President Jacquie Hanson and AUMA President Darren Aldous signed a new protocol between ASBA and AUMA outlining how the two provincial associations will work together.

3. Regular Board Meeting on June 16th - an ASBA Office/Tele-conference/Video-conference meeting

- ❖ Cheryl Smith (PDAC Chair) reported that PDAC had met to consider the nine proposals submitted by Zones for 2011 FGM:
 - Improved prequalification process for school construction & low bid requirement
 - School playground funding support
 - Amend probationary period for teachers from one to two years
 - Teacher bargaining re: teacher bargaining certificates
 - Assessment and Measures of student success re: 21st century learner
 - PAT and Diploma Exam Schedule flexibility
 - Support for ESL students
 - Increased penalties for passing a school bus with flashing red lights
 - Fuel Tax exemption for student transportation
- ❖ Jacquie Hanson was invited to speak at the ATA general assembly at the end of May – the first time an ASBA President had been invited to attend.
- ❖ David Anderson reported that ASBA staff was working on a proposed teacher bargaining policy.
- ❖ Zone 1 Directive for Action on re-instating the Fuel Price Contingency grant was referred to PDAC for consideration and recommendation to the Board of Directors.

4. Summer Leadership Retreat from August 14 - 17 in Banff:

- ❖ Conducted Executive Director's Evaluation and Board of Director's Self-Evaluation which was facilitated by Terry Gunderson.
- ❖ Had a brief Board Meeting – Authorized ASBA participation in the second round of the ATA “Stop the Cuts” campaign.
- ❖ The Leadership Session was facilitated by Jim Beaubien & Karen Caesar from HOPE Learning Systems and it focused on effective school boards and the work of leaders. Marie Logan also attended.

5. Regular Board meeting on September 8/9

- ❖ Highlights of the Board of Directors' self evaluation will be circulated to school boards.
- ❖ The ASBA 2010-2013 Strategic Plan Final Report was presented. There was significant progress with action on all but one strategy scheduled for achievement in 2010-2011.
- ❖ PDAC presented recommendations on the following Directives for Action and Issues:
 - Election Costs
 - Criminal Record Checks and CYIM Checks for Student Teachers
 - Development of a LGBTQ Policy Advisory for School Boards
 - Fuel Price Contingency Grant
 - School Bus Fly-By
- ❖ Approved the following policy positions for recommendation to the membership at FGM:
 - Support a four year term of office for School Trustees
 - Support a trustee election cycle which coincides with municipal elections provided consideration is given to timing need of school boards
- ❖ Received the ASBA "First Nations, Métis and Inuit Student Success Report".
- ❖ Approved recommendations of the Political Advisory Committee re: overall approach to political advisory; participation in leadership races and elections; and MLA Breakfast
- ❖ We had three presentations: Dr. John Rymer from Alberta Education presented on the 2010-2011 PAT and Diploma Exam Results; Grace Cooke and Heather Tkachuk gave a presentation comparing the School Act to the proposed Education Act; and Waldemar Reimer from Alberta Education gave a presentation on International Education Week (Nov. 14-18).

6. Other Information:

LEADERSHIP RACES – Please check ASBA's website to look at the six questions the ASBA has posed to the leadership candidates of both the Conservatives and Liberals and their responses.

ASBA LEGAL EDUCATION OPPORTUNITY – "*When classrooms and court rooms collide*: Law conference for educators and education policy makers" is from Oct. 31 – Nov. 2 in Calgary.

FALL EDUCATION TRANSFORMATION MEETINGS – Board Chairs have received information on dates and times.

CHECK OUT ASBA WEBSITE TO KEEP UP-TO-DATE ON EDUCATION NEWS AND TWITTER!

Our next Board Meeting is in October.

Important Dates for School Jurisdictions

- November 14–18, 2011 — International Education Week
- November 30, 2011 — 3YEP and AERR are to be posted on jurisdiction websites

Action on Curriculum

Diploma Examinations

Updated *Information Bulletins* for each diploma examination subject are available on the Education website. *Examples of the Standards for Students' Writing* documents for humanities subjects also are available on the website. Social Studies 30-1, Social Studies 30-2, English Language Arts 30-1 and English Language Arts 30-2 contain samples from the January 2011 Diploma Examinations. Samples of student writing from the English Language Arts 30-1 from the June 2011 diploma examination have been released and posted on the website. There are many other support documents for the diploma examination program on the website, including *Guides for Students*, subject-specific projects, and practice questions (for some diploma examination subjects) using the online Quest A+ application. These documents can be accessed on the Education website at www.education.alberta.ca/admin/testing/diplomaexams.aspx.

Over the years, the proportion of students using word processors to complete their diploma examination written responses has increased to the point that now nearly 80% of responses are word-processed. One consequence is that the lined pages in about 80% of the Part A written response booklets are left untouched. Thus, approximately 1,400,000 unused examination pages are printed, shipped, returned and then shredded each school year. Beginning in the 2012/2013 school year, lined writing pages will no longer be provided in the humanities diploma examination Part A (written-response) booklets. Schools and writing centres will be provided with a hard-copy template of a lined written-response page that can be duplicated and distributed as needed to students choosing to handwrite. A PDF version of the page also will be made available on the secure Extranet.

For further information, please contact Tim Coates, Director, Diploma Examinations, at 780-422-5160 (toll-free by first dialing 310-0000) or at Tim.Coates@gov.ab.ca.

Achievement Tests

Teachers attended standards setting sessions this summer for the grades 3, 6 and 9 Mathematics Achievement Tests, and a standards confirming session for the grade 9 Social Studies Achievement Test. The cut-scores that the teachers set will be used to report the acceptable standard and the standard of excellence this fall in each of these subjects, and they will be used for equating purposes in years to come.

The Cognitive Diagnostic Mathematics Assessment Program was placed on hold this spring pending an analysis of the results of the Action On agendas in Education.

Updated *Subject Bulletins* for each Achievement Test subject are available on the Education website. Many other supplementary documents are available on the Education website, including *Assessment Highlights*,

Released Items, Examples of the Standards of Students' Writing, Parent Guides and scoring guides. Released items are available through the practice test feature on Quest A+.

For further information, please contact Ken Marcellus, Director, Achievement Testing, at 780-415-6120 (toll-free by first dialing 310-0000) or at Ken.Marcellus@gov.ab.ca.

International Education Week 2011: November 14-18

International Education Week (IEW) is an annual, week-long event celebrated by over 85 countries around the world. IEW provides an opportunity to celebrate and showcase the rich variety of innovative programs and activities that expose students to an international dimension which enriches their learning and prepares them for global citizenship.



Mark your calendar for November 14-18 and check [Education's website](#) for more details.

For further information, please contact Waldemar Riemer, Director, International Education Services, at 780-422-1540 (toll-free by first dialing 310-0000) or at Waldemar.Riemer@gov.ab.ca.

Action on Inclusion

Update

Real progress is being made on creating an inclusive education system in which all students are valued to the same degree and all students have the opportunity to succeed to the best of their abilities.

Some families – including the parents of typical students - may think their children will be disadvantaged in an inclusive classroom; others are concerned that their children will fall through the gaps, lose their education assistants or specialized supports. This should not be the case. An inclusive education system takes into account the needs of all students whether they have been identified with an exceptionality or not. All children and students should have access to the supports and services that help them be successful. School authorities are encouraged to share meaningful information, particularly with their parent communities, that demonstrates support for all students in inclusive environments.

The following provides an update on some of the areas that align most closely to the vision of an inclusive education system.

Provincial Protocol for Children and Youth in Care Framework

The 2011/2012 school year marks year two of the Provincial Protocol for Children and Youth in Care Framework phased implementation to enhance school success for children and youth in care. All school authorities are to identify a point person to act as a key contact for the regional Child and Family Services Authority (CFSA) and a point person at each school as a key contact for caseworkers and caregivers in cases of children and youth in care being registered in your schools. In late September, the Regional CFSA will contact the school authority point person with a list of students in care registered in schools. This information can then be shared with the school point people, so together with the caregivers and caseworkers they can begin to

identify which students to engage in collaborative development of success in school plans. School authorities and their CFSA partners will work toward the second year goals of their implementation plan of their regional agreements.

For further information, visit www.education.alberta.ca/ppf, contact your Field Services Liaison Manager, or contact Karen Sliwkanich, Senior Manager, Cross-Ministry Services Branch at 780-422-6527 (toll-free by first dialing 310-0000) or at Karen.Sliwkanich@gov.ab.ca.

Change Agents and Capacity Builders

Budget 2011 provided funding to support school authorities in efforts to encourage attitudinal shifts and empower individuals with the confidence to work in a more inclusive manner. This aligns with *Action on Inclusion* and the concepts of building an inclusive education system.

A call for expressions of interest to support change in practice related to inclusive education was communicated to school authorities in June 2011. A ministry committee, including external stakeholders, evaluated submissions, recognizing that all school authorities are making changes that support a move to an inclusive education system.

Jurisdictions identified as change agents have been notified and these jurisdictions are ready to provide leadership to the education system and inform provincial implementation.

Approximately half of the funding allocation is being used to support change agents, while the remaining allocation has been made available to other school authorities to focus on gaining understanding and building capacity for working in inclusive ways.

More information on *Action on Inclusion* is found at www.education.alberta.ca/inclusion.

For further information, contact Dianne McConnell, Director, Action on Inclusion, at 780-422-6544 (toll-free by first dialing 310-0000) or at Dianne.McConnell@gov.ab.ca.

Alberta Mentoring Partnership

The Alberta Mentoring Partnership website, www.albertamentors.ca, has new resources to help with school mentoring programs. *A Framework for Building Mentoring Relationships in Schools*, coming this fall for elementary and secondary schools, will provide assistance to develop a mentoring program in schools. Five new Career and Technology Studies (CTS) Mentoring Courses are available and offer a great fit with a variety of CTS Pathways. The *Wrap-Around Opportunities Related to Health Pathways* webinar is available from the Alberta Regional Consortia at www.arpdc.ab.ca/newsite/webinar.html, under the Career and Technology Studies section.

Effective September 1, 2011, Ms. Jodi McKay will be the new Partnership Coordinator. Jodi is a former teacher and administrator from Horizon School Division, and most recently was seconded to Cross-Ministry Services Branch at Alberta Education where she served on the Mental Health Capacity Building Provincial Leadership Team.

For further information, please contact Mike Cooper, Senior Manager, Cross-Ministry Services Branch at 780-415-0259 (toll-free by first dialing 310-0000) or at Mike.S.Cooper@gov.ab.ca.

Early Child Development Mapping Initiative

As all school authorities continue to collect information on the development of children in their kindergarten year using the Early Development Instrument, the project team is hard at work in communities across the province. Early child development coalitions have been formed in many communities and schools, and school authorities are encouraged to be active participants in their local coalition(s).

The first results about the development of children will be released to communities beginning this fall, and communities will begin to use these results, along with information about community strengths and assets to plan for ways to maximize child development. More information can be found at www.ecdmapping.alberta.ca.

For further information, contact Pat Chemerys, Senior Manager, Early Learning Branch at 780-638-3385 or at Pat.Chemerys@gov.ab.ca, or Vicki Cooke, Senior Manager, Early Learning Branch at 780-644-2285 or at Vicki.Cooke@gov.ab.ca (both numbers are toll-free by first dialing 310-0000).

Action on Teaching and Leadership

CTS Bridge to Certification Program

This Alberta Education sponsored program represents the collaborative efforts Alberta school authorities, The Alberta Teachers' Association and Alberta teacher preparation institutions to address what are known to be a significant shortage of teachers with journeymen trade credentials. The program offers cost of living financial subsidies to tradespersons nominated by school authorities and supports their transition to teaching in the nominating school authority with a mentorship component. Following Ministry approval of nominations by school authorities, the CTS Bridge to Certification candidates engage in a concentrated period of university study, including a practicum experience, and then begin to work in schools with a Letter of Authority and a commitment to continue university studies leading to the completion of the B. Ed. Programs.

In April 2011, 18 of 19 cohort one program participants, representing nine school authorities, successfully completed the pre-service courses of the bridging program.

- 17 of the 18 participants who have completed the pre-services courses will be issued Letters of Authority by the end of August and will return to teach in their sponsoring school authority.
- In May 2011, 26 cohort two program participants, representing 13 school authorities began the pre-service courses of the bridging program.
- Cohort one and two program participants include individuals with journeymen credentials as Automotive Technicians (7), Auto Body Technicians (3) Cosmetologists (16), Culinary Artists (9), Welders (7) and Carpenters (3).
- In October 2011 school authorities will be invited to apply for funding to support a third cohort. Currently, funding exists to support 15 program participants.

Feedback on the CTS Bridge to Certification Program has been positive and efforts have been made to ensure all school authorities are aware of the opportunity to participate. Applications have been received from public and separate school authorities, charter, private and First Nations schools.

School authorities participating in the program are required to submit an annual report, with the first scheduled for July 2012. As well, throughout the course of this upcoming year, department staff will be doing site visits and interviews with participating school authorities. This follow up and reflective opportunity should help

inform future directions for increasing the number of teachers with journeymen credentials in the Alberta teaching workforce and should help determine the efficacy of this particular initiative.

Alberta Education continues to work with Advanced Education and Technology, Red Deer Community College and the University of Alberta on a Credentialed Pathways Technical Training Program for teachers. This credential, recognized by the Alberta Apprenticeship Board, will authorize teachers to teach dual credit 3400 level CTS courses to high school students.

For further information please contact Paul McLeod, Education Manager, Zone 2/3 Services Branch at 780-422-8554 (toll free by first dialing 310-0000) or at Paul.MacLeod@gov.ab.ca.

Anaphylaxis Staff Training

Last September, the Government of Alberta and Anaphylaxis Canada launched the Canadian Anaphylaxis Readiness Education (CARE) web-based training program for schools across the province. The program, which incorporates graphics, audio and text, is designed to prepare staff for an anaphylactic reaction in their school by providing important and easy-to-understand tips for keeping allergic students safe. As this resource is password protected teachers will need to log into www.LearnAlberta.ca to use the resource. Non-teaching staff can request access from their school administrator.

This important learning resource complements the Allergy and Anaphylaxis Informational Response (AAIR) resource kits introduced in all public, separate, charter, private and francophone schools in Alberta in 2008. The kits contain information about anaphylaxis and asthma, including educational CDs and training devices for the EpiPen® and Twinject® brands of epinephrine auto-injectors available in Canada.

A variety of resources, including the Alberta School Boards Association anaphylaxis policy advisory, detailed research, promising practices, implementation procedures and external resources, can be viewed on Education's website at www.education.alberta.ca/aaair.

For further information please contact Paul McLeod, Education Manager, Zone 2/3 Services Branch at 780-422-8554 (toll free by first dialing 310-0000) or at Paul.MacLeod@gov.ab.ca.

Action on Research

Action on Research Update

Action on Research is one of the five priority areas in *Alberta Education's Action Agenda 2011-14*. Research is crucial to inform education practice, and sound policy and decision-making. In Alberta, education is undergoing significant change with research informing education partners, policy-makers and stakeholders in the most effective ways to help students learn.

Within the *Alberta Education Action Agenda 2011-14*, Action on Research includes two key initiatives: an Education Research Framework and the Alberta Initiative for School Improvement.

Education Research Framework

An Education Research Framework is currently being developed collaboratively by an education stakeholder committee. The purpose of the framework is to support and enhance collaboration, communication and

mobilization of evidence-based and research-informed policy and practice dedicated to the improvement of learning for every student in Alberta.

The Education Research Framework will forge a strong working relationship among educators and policy-makers to focus action on the following strategies:

- Leadership – lead and champion the implementation, support and mobilization of the Education Research Framework
- Partnership – collaboration of education practitioners, partners and stakeholders with the research communities
- Communication – use of optimal communication methodologies and technologies to improve access and sharing of educational research and innovation
- Mobilization – active use of research and innovation to improve Alberta's education system by all stakeholders
- Responsibility – trustworthy and timely integration and response to research needs in our education community
- Capacity-Building – growth in the capacity and capability of educators and stakeholders to access, interpret, use and conduct research

The draft framework has been co-developed through a generative dialogic process with the following stakeholders:

- Alberta Advanced Education and Technology
- Alberta Centre for Child, Family, and Community Research
- Alberta Education
- Alberta School Boards Association
- Alberta School Councils' Association
- Alberta Teachers' Association
- College of Alberta School Superintendents
- Concordia University College, Faculty of Education
- University of Alberta, Faculty of Education
- University of Calgary, Faculty of Education
- University of Lethbridge, Faculty of Education

The draft Education Research Framework has been reviewed by the Education Research Steering Committee member organizations and other education stakeholders. Once the framework is finalized, work will begin on an action plan. The framework and action plan will be communicated through the stakeholder organizations.

The Alberta Initiative for School Improvement (AISI)

AISI Cycle 5 — AISI is in its final year of Cycle 4 (2009-2012) and planning is well underway for Cycle 5 (2012-2015). The AISI Education Partners Steering Committee is developing the new Cycle 5 Framework based upon multiple sources of feedback, including *The Learning Mosaic*, a review of AISI by a team of seven internationally renowned researchers led by Dr. Andy Hargreaves.

http://education.alberta.ca/media/6412272/learning_mosaic_full_report_2009.pdf

AISI Cycle 5 will strategically position Alberta to transform education and to facilitate innovation, research, and continuous improvement in school authorities, education partners (CASS, ATA, ASBA, ASBOA, ASCA, Universities) and within the ministry. AISI will be a key means of research informing practice and practice informing research. Once approved, AISI Cycle 5 will be announced by the Minister of Education.

AISI Website — The AISI website <http://education.alberta.ca/admin/aisi.aspx> includes several research components:

- Search tool for all AISI publications and research
- Thematic pages linking current research and practice
- Links to AISI videos, documents and projects
- Links to related web pages in the department
- Links to external sites with relevant articles and videos
- AISI Project Synopses search tool
- The AISI Clearinghouse database houses all project proposals, annual reports and final reports for every AISI project since 1999 and includes a search tool for AISI Promising Practices.

For further information, please contact Dianna Millard, Director, School Research and Improvement Branch at 780-427-7882 (toll-free by first dialing 310-0000) or at Dianna.Millard@gov.ab.ca.

Action on FNMI Success

FNMI Families, Parents and Community Engagement Workshop

The FNMI Families, Parents and Communities Engagement Workshop is an initiative under the FNMI Collaborative Framework. Its purpose is to engage and support school authorities with collaborative structures that actively involve FNMI families, parents and communities for improving FNMI student success.

The FNMI Families, Parents and Community Engagement Workshops postponed in May 2011 due to the devastating fire in Slave Lake, have been rescheduled for September and October, 2011. The new dates are:

September 16, 2011: Fort McMurray
September 22, 2011: Peace River
September 26, 2011: St. Albert
September 29, 2011: Fort Chipewyan
October 12, 2011: Hinton
October 13, 2011: Paddle Prairie Métis Settlement
October 18, 2011: Peavine Métis Settlement
October 20, 2011: Wabasca/Desmarais
October 26, 2011: Elizabeth Métis Settlement

For further information please contact Debbie Mineault, Education Manager, FNMI Services Branch at 780-415-9305 (toll-free by first dialing 310-0000) or at Debbie.Mineault@gov.ab.ca or Donna Crowshoe, Education Manager, FNMI Services at 403-297-6298 (toll-free by first dialing 310-0000) or at Donna.Crowshoe@gov.ab.ca.

Operational Information

Literacy

As part of Education's *Literacy First: A Plan for Action*, two videos have been developed and are now posted in English and French on the literacy webpage at www.education.alberta.ca/literacy. They are part of a series

entitled *Literacy: A World to Discover* and will be accompanied by Conversation Guides to facilitate multiple and thoughtful ways to use these videos. The introductory video shows how literacy opens the doors to many worlds—family, communities, school and the work place. The second video, *Literacy in a Digital World*, shows how literacy is becoming more complex as new digital technologies transform the way we live and learn.

For further information, please contact Jennifer Bushrod, Team Leader, Arts/English Language Arts/Literacy/Social Studies/Social Sciences, at 780-422-0624 (toll free by first dialing 310 0000) or at Jennifer.Bushrod@gov.ab.ca. For information in French, please contact Lise Belzile, Team Leader, Français/FLA/Literacy/Social Studies/ESL/Arts/Inclusive Education/Early Learning/FNMI/LDCs, at 780-422-7794 (toll free by first dialing 310-0000) or at Lise.Belzile@gov.ab.ca.

Questions from the Field

Q: Why is Alberta Education now requiring school authorities to show the employer portion of the Teacher Pension Plan contribution on jurisdiction budget reports?

A: The Task Force on School Board Reporting, a committee of the Institute of Chartered Accountants of Alberta, revised its earlier ruling in June of 1997 and recommended that Teacher Retirement Fund contributions made by Alberta Education on behalf of school boards be reflected as a revenue contribution and as expense in school board financial statements.

This ruling pertains only to the current service contributions, not payments or accruals related to unfunded liabilities. The ruling will be effective the 2011/2012 school year and the previous year (2010/2011) will be retroactively restated.

For the year ended August 31, 2010, the total provincial amount to be recorded by all boards will be approximately \$250 million.

Q: There appear to be several changes to the proposed Education Act that were not flagged as shifts or changes by the Minister of Education when the framework document was discussed earlier this year. Has Alberta Education developed a new summary of the changes and, if so, could it be shared with CASS?

A: Alberta Education has not maintained a comprehensive summary of the “shifts and changes” in language or intent of the newly proposed Education Act. The framework first presented to education stakeholders was the best thinking in October 2010 and the Education Act was the best thinking at first reading in April 2011. Additional changes to the act will follow the legislative process and be introduced as amendments during the next legislative session.

Education shared a document with CASS and school boards in the spring when the DM held meetings with boards about Bill 18. It highlights changes from the framework document to the bill.

Q: What is the process and timeline within which Alberta Education will proceed with the revisions to the Teaching Quality Standard (TQS)?

A: The timeline for the TQS review is as follows:

November 8-10, 2011

- The Professional Practice Competencies for Teachers (PPCT) External Advisory Committee will meet to share and discuss stakeholder responses to the draft PPCT. It will be a working meeting with a focus on “content” (i.e., the competencies and indicators). Stakeholder associations have been asked to respond to five specific questions as per agreement at the DM Dialogue on Teaching Quality. The questions are:
 - What “term” should be used to identify the areas of teacher expertise (called “competencies” on p. 3 in the draft PPCT) for which teachers should be supported and accountable?
 - What definition of the term should be used?
 - What should be the areas of teacher expertise contained in the document?
 - What indicators of expertise should a teacher beginning practice be able to demonstrate?
 - What indicators of expertise should an experienced teacher be able to demonstrate?

November 23, 2011

- The Committee’s work (a redrafted competencies/indicators section to the PPCT) will be presented to the DM Dialogue on Teaching Quality.

January 2012

- Tentative – subject to the DM Dialogue meeting, the Committee will reconvene in January 2012 to work on the “process” part of the PPCT.

February 2012

- Tentative – Prepare a “next to final” draft PPCT for stakeholder confirmation, based on the work and input of the PPCT External Advisory Committee.

Spring/Summer 2012

- Tentative – Begin work on a draft implementation plan for PPCT, including determination of official implementation timeline and communication plan.

	Association Policy (GP 10)	Directive for Action (GP 11)	Issue (GP 12)
Scope	Provincial	Provincial	Provincial
Intent/Definition	Belief or action to be taken external to the Association	Specific and fairly immediate action which can be taken by the Association	Matter which may develop into an Association policy or a directive for action, or may require research to be done for further discussion
Submission	Up to three per Zone (Zone 2/3 – six) as per process outlined in GP 10 (Emergent: Zone or Board)	Through Zone/Metro representative to the Board of Directors	Through Zone/Metro representative to the Board of Directors
Timeline	Submitted by end of May for consideration at FGM (Emergent: 28 days prior to FGM)	Any time	Any time
Decision	Membership by 60% double majority vote at the fall general meeting	Board of Directors	Board of Directors

QUESTIONS WHICH MAY ASSIST IN CATEGORIZATION

- ▶ What is the *intent* of the submission?
 - ◆ Belief statement of the Association – **Association Policy**.
 - ◆ Action the Association may request that an external stakeholder take – **Association Policy**.
 - ◆ Specific and fairly immediate action within the Association’s purview – **Directive for Action**.
 - ◆ Matter which may develop into an Association policy or a directive for action, or may require research to be done for further discussion – **Issue**.

Association Policy (Reference: Governance Policy 10)

1. Clearly articulated, what is the *belief, need, or concern* to be addressed by the General Meeting?
2. Is the proposed Association policy consistent with the vision, mission, mandate and guiding principles and the needs of the Association?
3. Is the proposed Association policy provincial in scope?
4. Does the substance of the proposed Association Policy alter or contradict an Association position in effect? If so, amendment to or deletion of the policy needs to be part of the proposed Association policy position.
5. What background information will the membership require to make an informed decision?

Directives for Action (Reference: Governance Policy 11)

1. Clearly articulated, what is the *specific action* to be taken by ASBA that is being requested?
2. Is the requested action consistent with the vision, mission, mandate, guiding principles and policies of the Association?
3. Does the requested action have provincial implications?
4. Does the requested action tie into the ASBA strategic plan? (Note: a negative answer does not preclude submission of the directive, but does warrant consideration).
5. What background information will the Board of Directors require to make an informed decision? (Include any action taken by the sponsoring board or Zone relative to the requested action).
6. Has the proposed action been brought forward for discussion at a Zone meeting? (Note: while not a requirement, is recommended).

Issues (Reference: Governance Policy 12)

1. Clearly stated, what is the issue?
2. What background information will the Board of Directors require to make an informed decision?
3. Has the matter been brought forward for discussion at a Zone meeting? (Note: while not a requirement, is recommended).

**ASBA 2011 TIMELINE FOR PROPOSED BYLAW AMENDMENTS, PROPOSED POLICY POSITIONS,
AND PROPOSED EMERGENT POLICIES**

DATE DUE	SPRING GENERAL MEETING	DATE DUE	FALL GENERAL MEETING
January 2011	ASBA Call for Bylaw Amendments letter from ASBA Policy Development Advisory Committee (PDAC) Chair to all Board Chairs	January 2011	ASBA Call for Proposed Policy Positions letter from ASBA Policy Development Advisory Committee (PDAC) Chair to all Board Chairs, Zone Chairs; cc. Superintendents, Secretary-Treasurers
<u>Mar. 31, 2011</u>	Boards to submit proposed bylaw amendments to ASBA (Please submit via e-mail to: bgamer@asba.ab.ca)	March-April April-May 2011	Boards to submit proposed policy positions for FGM 2011 to zones; timelines and process at discretion of zones Zones to identify a maximum of three (3) proposed policy positions to be submitted to the ASBA Board of Directors for consideration for the Fall General Meeting (Zone 2/3 - maximum of six)
April 6, 2011	Issues, Budget & Bylaws Bulletin sent to all member boards (bylaw requirement of 60 days' notice before SGM)	<u>May 31, 2011</u>	Zones to submit a maximum of three (3) proposed policy positions to ASBA for FGM (Zone 2/3 - maximum of six) Please submit via e-mail to: bgamer@asba.ab.ca
Note: Bylaw 7-2(g) states: "The Board of Directors may adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting."		June 5, 2011	ASBA Policy Development Advisory Committee (PDAC) to meet to review proposed policy positions submitted by zones and determine wording of proposed policy positions to be presented to the Board of Directors
April-May 2011	ASBA budget presented to zones	June 2011	ASBA Legal staff to review proposed policy positions
<u>May 9, 2011</u>	Boards to submit proposed emergent policies to ASBA by 4:00 p.m. for the SGM. Please submit via e-mail to: bgamer@asba.ab.ca (28 days' notice required)	June / August 2011	Board of Directors to review proposed policy positions presented by the Policy Development Advisory Committee (PDAC) and approve for circulation to boards and zones
June 5, 2011	ASBA Policy Development Advisory Committee (PDAC) to meet to discuss SGM business meeting and any proposed emergent policies for consideration at SGM	Early Sept. 2011	ASBA to circulate all proposed policy positions to <u>boards/zones to ensure they accurately reflect the original intent and to ensure the background is sufficiently clear for boards to make informed decisions</u>
June 6, 2011	Call to Order SGM: ASBA Business Session		

**ASBA 2011 TIMELINE FOR PROPOSED BYLAW AMENDMENTS, PROPOSED POLICY POSITIONS,
AND PROPOSED EMERGENT POLICIES**

	DATE DUE	FALL GENERAL MEETING
	<u>Sept. 30, 2011</u>	Zones to discuss proposed policy positions and submit any suggested wording changes or further background information required. Please submit via e-mail to: bgarner@asba.ab.ca
	Early Oct. 2011	ASBA Policy Development Advisory Committee (PDAC) to meet to refine proposed policy positions based on feedback from zones and present final wording to Board of Directors. Early Oct. 2011 ASBA Board of Directors to accept proposed policy positions for presentation to the membership at the 2011 Fall General Meeting
	<u>Oct. 24, 2011</u>	Boards to submit proposed emergent policies to ASBA by 4:00 p.m. for the FGM. Please submit via e-mail to: bgarner@asba.ab.ca (28 days' notice required)
	Oct. 31, 2011	ASBA to send <i>Policies Bulletin</i> to all member boards (bylaw requirement of 21 days' notice)
	Note: Bylaw 7-2(g)	states: "The Board of Directors may adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting."
	Nov. 20, 2011	ASBA Policy Development Advisory Committee (PDAC) to meet to discuss FGM business meeting and any proposed emergent policies for consideration at the FGM
	Nov. 21, 2011	Call to Order FGM: ASBA Business Session

(Process followed is outlined in the *ASBA Governance Handbook*, Board of Directors' policy GP-10)
Dates in BOLD are important deadlines for Boards and/or Zones