

# Alberta School Boards Association – Zone 5 MINUTES

Friday May 3, 2019

**In Attendance:**

Rob Pirie	Golden Hills School Division
Jennifer Mertz	Golden Hills School Division
Fiona Gilbert	Rocky View Schools
Jenn Kristiansen	Foothills School Division
Marsha Tkach	Prairie Land Regional
Gwen Hampton	Prairie Land Regional
Shali Baziuk	Rocky View Schools
Judi Hunter	Rocky View Schools
Ron Schreiber	Christ the Redeemer
Julie Hrdlicka	CBE
Pamela Rath	RCSSD
Arlene Rheaume	Canadian Rockies Public Schools
Cassandra Gillis-de Vries	Recording Secretary

**Absent:**

Joanne Van Donzel	Christ the Redeemer
Paul Bourassa	Conseil FrancoSud
Ron Taylor	Alberta Education

**Call to Order:**

Fiona Gilbert called the meeting to order at 9:08 am.

**Approval of Agenda:**

Arlene Rheaume motioned that the Agenda for the May 3, 2019 meeting be approved.

Carried

**Approval of the Minutes:**

Shali Baziuk motioned that the Minutes of the April 5, 2019 meeting be approved.

Carried

**Action Items from the Minutes:**

None

**Chair Report** – Fiona Gilbert

- Feedback to ASBA re: Advocacy Committee as requested by ASBA Advocacy Committee
  - Answers were given to Marsha for her Board Report.
  - Golden Hills likes the messages and are trying to figure out how to use the messages from ASBA within their district.

- Rocky View appreciates all the efforts from ASBA, would like timing to be better.
- Foothills also appreciates the efforts from ASBA.
- Christ the Redeemer feels ASBA could be more sophisticated in their platform and communications.
- CBE appreciated the response on Advocacy from ASBA.
- Prairie Land – felt the messaging was a bit late to the game.
- CSSD – Kudos to CBE for their presence during the election.

**9:18 am** – Pamela Rath joined meeting.

- May 9 ASBA BOD Meetings
  - Fiona, Shali and Marsha will be attending in Edmonton. Agenda was circulated on Thursday.
- Future Agenda/Business Items
  - Look for an email from Fiona regarding getting to know our Board/Board Sharing (Fall 2019) presentation.
  - June meeting will include:
    - 2019/2020 Budget
    - 2019/2020 Work Plan
    - Operating Procedures (changes if needed)
    - Edwin Parr Report
    - SGM Feed Back

## REPORTS

### ASBA Zone Director's Report - Marsha Tkach

- No meeting held, nothing to report.

**Break 10:00 am – 10:08 am**

### ASBA Executive Report – Lorrie Jess/ Vivian Abboud

- Presentation of ASBA Draft Budget 2019/2020 (see attached), Highlights include:
  - Budget 0% increase to membership fees.
  - Closely tied to draft strategic plan.
  - Plan is for no membership fee increase for the next 3 years.
  - Lorrie thanks everyone for their support.
  - Many initiatives to be proud about. Communication and advocacy.
  - Budget is public document. Please feel free to safe.
- Other updates from ASBA Executive
  - May is next BOD Meeting.
  - New ASBA staff members will be announced in the upcoming Newsletter. 6 new consultants will be providing multiple services to members.
  - Applied for a grant for recruitment and retention of French Teachers.
  - Grant for Superintendent quality standards.

**11:02 am** - Julie Hrdlicka leaves the meeting.

**Alberta Education Report** – Ron Taylor

- Not in attendance.

**Networking** - Shali Baziuk, Arlene Rheaume, Rob Pirie

- With election now behind us, Networking Committee will bring forward ideas for discussion with Zone 5 in June

**Edwin Parr** – Rob Pirie, Shali Baziuk, Marilyn Dennis, Pamela Rath

- Interviews have been held. Incredible candidates.
- Get your tickets! May 23, 2019
- <https://www.eventbrite.ca/e/asba-zone-5-edwin-parr-teacher-award-celebration-tickets-56311802116?aff=ebdssbdestsearch>
- Video presentations, only have received 4 of 6. Shali will touch-base with those missing.
- Invitation to our MLA now that they have been elected.

**Calgary Regional Consortium** – Ron Schreiber

- May 16, 2019 is the upcoming meeting.
- With the election they had to halt all their meetings.

**Second Language Caucus** – Joanne Van Donzel

- Not in attendance.

**Ad Hoc Professional Learning** – Jennifer Mertz and Rob Schreiber

- Nothing Report.

**Business Items**

- Consideration of member board draft Position Statements for FGM
  - RVS – Review of Inclusion (see attached)
    - Rob Pirie, Golden Hills, suggested removing second sentence in first paragraph of background. Shali Basiuk, RVS, agreed.

Motion by Shali Basiuk:

That ASBA Zone 5 support the draft Position Statement, Review on Inclusion as amended to go forward to ASBA for consideration by the membership at FGM 2019

Seconded: Ron Schreiber

Motion Carried

- YTD Zone 5 Financials (see attached)
  - Thank you to all Boards for submitting membership fees
  - Spending has been lower than planned so on target for a surplus
  - Surplus will need to be addressed in next year's budget as the intention is to be using up, not building up, the reserves
- Review/discussion of proposed bylaws changes for ASBA \*\* given time, moved this discussion until after the presentation after lunch

## **Lunch Break 11:52 am – 12:30 pm**

### **ASBA First Nations, Metis and Inuit Relations Coordinator – Charlene Bearhead**

Charlene Bearhead, ASBA First Nations Metis and Inuit Relations Coordinator shared some thoughts and provided insight around Indigenous Relations, engaging Indigenous families and community, Indigenous representation in our schools, supporting Indigenous students, how to approach policy change in keeping with Call to Action 62 from the TRC, and Honouring Spirit Awards.

## **Break 1:38 pm – 1:45 pm**

### **Business Items (continued from this morning)**

- Review/discussion on proposed Bylaw changes
  - The three housekeeping amendments seem reasonable
  - Other three proposed changes were discussed in order to seek clarity and look for understanding as to the intent and impact of each of the proposed changes
  - Member boards from Rural Caucus were asked about the reasoning behind Rural Caucus looking to be Zone 10 but no member board was aware that this was being put forward

### **Adjournment**

Meeting Adjourned at 2:12pm.

### **Future Meeting Dates**

June 7

### **Important Dates:**


Edwin Parr May 23, 2019

SGM June 2-4, 2019

FGM November 17-19, 2019

**ASBA ZONE 5**  
**FINANCIAL STATEMENTS**  
**For the period ending August 31,2019**

	<b>2018/19 BUDGET</b>	<b>2018/19 ACTUAL</b>	<b>2018/19 \$ Remaining</b>	<b>2018/19 % Spent</b>
<b>Revenue</b>				
Interest Income	\$ -	\$0.00	\$0.00	0.00%
Edwin Parr	\$ 3,750.00	\$0.00	\$3,750.00	0.00%
Membership Fees	\$ 9,900.00	\$9,900.00	\$0.00	100.00%
<b>Total Revenue</b>	<b>\$ 13,650.00</b>	<b>\$9,900.00</b>	<b>\$3,750.00</b>	<b>72.53%</b>
<b>Expenses</b>				
Regular Meetings - Food	\$ 3,000.00	\$ 2,236.55	\$763.45	74.55%
Edwin Parr Celebration	\$ 5,250.00	\$ 2,375.00	\$2,875.00	45.24%
CSBA - Zone Chair	\$ -	\$ -	\$0.00	0.00%
Honoraria - Chair/Vice Chair	\$ 1,500.00	\$ 400.00	\$1,100.00	26.67%
Professional Development	\$ 1,250.00	\$ -	\$1,250.00	0.00%
Zone 5 Secretary	\$ 3,500.00	\$ 2,800.00	\$700.00	80.00%
Mileage	\$ -	\$ -	\$0.00	0.00%
MLA Stampede Event	\$ 2,000.00	\$ -	\$2,000.00	0.00%
Other - Incidentals	\$ 100.00	\$ -	\$100.00	0.00%
<b>Total Expenses</b>	<b>\$ 16,600.00</b>	<b>\$7,811.55</b>	<b>\$8,788.45</b>	<b>47.06%</b>
<b>Net Surplus (Deficit)</b>	<b>\$(2,950.00)</b>	<b>\$2,088.45</b>	<b>-\$5,038.45</b>	<b>-70.79%</b>
Unrestricted Reserves	\$ 14,409.10	\$14,659.74	-\$250.64	101.74%
<b>Reserves Ending Balance</b>	<b>\$ 11,459.10</b>	<b>\$16,748.19</b>	<b>-\$5,289.09</b>	<b>146.16%</b>



Proposed Budget  
Presentation

2019/2020

asba

ALBERTA  
SCHOOL BOARDS  
ASSOCIATION

## Introduction

# Proposed Budget 2019/2020

# Updated Strategic Plan 2019/20

## Goal #1:

Delivering relevant, effective and timely communication, information, and education to empower school boards



# Updated Strategic Plan 2019/20

## Goal #2:

Bolstering the viability, credibility and sustainability of the Association and school boards

# Updated Strategic Plan 2019/20

## Goal #3:

Providing services that are delivered in a fiscally sound manner and deploy resources in alignment with Association priorities

# Updated Strategic Plan 2019/20

## Goal #4:

ASBA is the top-of-mind contact and resource on education and School Board governance in Alberta.

# Budget Highlights

- No change to membership fees
- No operating deficit

# Budget Highlights



- First Nations, Métis and Inuit initiatives
- Continuation of the Indigenous Advisory Circle

# Budget Highlights

- Increased focus on advocacy
- More partnerships and updated professional development

# Budget Highlights

- The Learning Centre (TLC)
  - Including new superintendent learning tool
- Internal and external communications

# Budget Highlights

- Enhanced education consulting capacity
- No increase to fee-for-service rates
- ASBA continues to cover travel time and expenses
- Enhanced research



# Budget Highlights



- Access to grants and sponsorship/revenue generating services
- Government relations

# Budget Summary



	2019/2020 Budget	2018/2019 Budget	2017/2018 Actual	Percentage Change
<b>Revenue</b>				
Membership Revenue	\$ 3,109,442	\$ 3,109,442	\$ 2,933,968	0%
Service Revenue	471,175	759,175	1,330,161	-38%
Registration Revenue (General Mtgs/Trustee Education)	600,500	711,875	750,650	-16%
Grant/Other Revenue	293,150	206,277	110,323	42%
<b>Total Operating Revenue</b> (Schedule 1)	<b>\$ 4,474,267</b>	<b>\$ 4,786,769</b>	<b>\$ 5,125,103</b>	
<b>Expenditures</b>				
Association Operations & Member Services (Schedule 2)	\$ 3,490,321	\$ 3,531,955	\$ 3,809,189	-1%
Governance (Schedule 3)	361,067	363,506	206,420	-1%
General Meetings/Trustee Education (Schedule 4)	410,000	476,613	507,834	-14%
Lease/CAM/Property Taxes (Schedule 5)	258,258	586,104	566,627	-56%
Depreciation	57,077	75,000	57,077	-24%
<b>Total Operating Expenditures</b> (Schedule 1)	<b>\$ 4,576,723</b>	<b>\$ 5,033,178</b>	<b>\$ 5,147,147</b>	
<b>Total Budget Surplus (Deficit)</b>	<b>\$ (102,457)</b>	<b>\$ (246,409)</b>	<b>\$ (22,045)</b>	
<b>Transfer from Sustainability Reserves (TLC)</b>	102,457	246,409	-	
<b>Total Budget Surplus (Deficit) after Transfer</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (22,045)</b>	

\* Schedules 1 - 6 following include analysis over significant variance in 2019/2020 budget compared to 2018/2019

# Membership Revenue



Membership revenue in the proposed 2019/20 budget totals \$3.1 million.

# Fee for Service Revenue

**Fee for service revenue = \$471,175**

- Enhanced education consulting capacity
- Communications consulting available for issues management and media relations
- Travel time and expenses are not charged back to school boards
- No increase to hourly rates:
  - Communication Services (\$210 per hour)
  - Education Services (\$250 per hour)

# Registration Revenue

**Registration revenue = \$600,500**

- Enhanced trustee education offering continues
- New modes of delivery and expanded professional development and learning programming
- Conferences, workshops, networking: FGM, SGM, leadership events, CSBA 2020

# Grants and Other Revenue

- Grants = \$192,172
- Interest income = \$62,882
- ASEBP = \$38,095

# Association Operations and Member Services = \$3.5 million

- Decrease of \$42,000
- Staffing and contracted service costs = \$3.2 million
- Travel, administration, and other expenditures = \$317,000

# Schedule 2 – Association Operations & Member Services



	2019/2020 Budget	2018/2019 Budget	2017/2018 Actual	Percentage Change
<b>Expenditures</b>				
Staffing Costs				
Salaries and Benefits	\$ 2,269,107	\$ 2,608,883	\$ 3,003,601	-13% Note 1
Staff Training and Development	31,850	39,675	11,015	-20%
Professional Association Memberships	6,000	10,473	22,246	-43%
Contracted Services	866,100	562,300	592,983	54% Note 2
Travel (FFS, Contractor, Staff)	118,609	131,420	57,938	-10%
Administration - Services and Supplies	117,393	108,967	63,566	
Memberships and Subscriptions	57,221	45,446	99,729	26%
Insurance	12,540	12,540	30,218	0%
Meeting Supplies and Catering	5,250	7,250	3,943	-28%
Election Materials	-	-	-	0%
Miscellaneous	6,250	5,000	14,329	25%
<b>Total Expenditures</b>	<b>\$ 3,490,321</b>	<b>\$ 3,531,954</b>	<b>\$ 3,899,569</b>	

\* Variances over 10% with a minimum \$35,000 change have been analyzed further. See notes below:

Note 1 - Decrease caused by staff reorganization

Note 2 - Increase caused by online learning management system and FNMI costs due to grant end



# Per Diem and Honorarium

- The per diem rate remains at \$168/day
- The total annual honoraria for the President and Vice-President remain unchanged

# Schedule 3 – Governance Expenditures = \$444,610



	2019/2020 Budget	2018/2019 Budget	2017/2018 Actual	Percentage Change
<b>Expenditures</b>				
B of D's and Trustees - Remuneration, Training, Conferences				
Per Diems	98,879	90,151	64,293	10% Note 1
Honoraria - President	18,816	18,816	14,809	0%
Honoraria - Vice President	12,544	12,544	14,809	0%
Board Development/Conferences	18,295	26,295	4,493	-30% Note 2
Contracted Services	48,750	49,924	305	-2%
Travel (BofD's/Trustees/Contractors)	113,164	114,166	60,931	-1%
CSBA Membership	33,075	31,500	30,660	5%
Insurance	6,897	6,897	6,021	0%
Meeting Supplies and Catering	9,597	12,163	6,126	-21%
Supplies and Materials	-	-	622	0%
Miscellaneous	1,050	1,050	3,350	0%
<b>Total Expenditures</b>	<b>\$ 361,067</b>	<b>\$ 363,506</b>	<b>\$ 206,420</b>	

\* Variances over 10% with a minimum \$5,000 change have been analyzed further. See notes below:

**Note 1 - Increase caused by additional governance meetings with assumption all in person and new task forces**

**Note 2 - Decrease caused by reduction in board development allocation**

# Schedule 4 – General Meetings & Trustee Education = \$410,000



	2019/2020 Budget	2018/2019 Budget	2017/2018 Actual	Percentage Change	
<b>Expenditures</b>					
Fall General Meeting	\$ 200,000	\$ 182,400	\$ 507,834	10%	Note 1
Spring General Meeting	150,000	140,825	-	7%	Note 2
Trustee Education Sessions	60,000	153,388	-	-61%	Note 3
<b>Total Expenditures</b>	<b>\$ 410,000</b>	<b>\$ 476,613</b>	<b>\$ 507,834</b>		

\* Variances over 10% with a minimum \$4,000 change have been analyzed further. See notes below:

Note 1 - Increase caused by expected increase in cost of contracted speakers

Note 2 - Increase caused by expected increase in cost of rental and catering

Note 3 - Decrease caused by removal of 2020 winter leadership academy

# Schedule 5 – Lease/CAM/Property Taxes = \$258,258



	2019/2020 Budget	2018/2019 Budget	2017/2018 Actual	Percentage Change
<b>Expenditures</b>				
Lease/CAM/Property Taxes	\$ 339,360	\$ 679,809	\$ 632,457	-50% Note 1
Rental Recovery	(81,102)	(93,705)	(65,830)	-13% Note 2
<b>Total Expenditures</b>	<b>\$ 258,258</b>	<b>\$ 586,104</b>	<b>\$ 566,627</b>	

\* Variances over 10% with a minimum \$2,000 change have been analyzed further. See notes below:

Note 1 - Decrease caused by reduction in lease space and cost occupied by ASBA

Note 2 - Decrease caused by reduction in overall lease cost

# Reserves

To balance the 2019/2020 budget, there is a  
planned transfer from sustainability reserves  
= \$102,457

*See Schedule 1 on next slide*

# Schedule 1 – Revenues & Expenditures

	2019/2020 Budget	2018/2019 Budget	2017/2018 Actual	Percentage Change
<b>Revenue</b>				
Membership Revenue	\$ 3,109,442	\$ 3,109,442	\$ 2,933,436	0%
Fee For Service Revenue	471,175	759,175	1,247,161	-38% Note 1
Registration Revenue (General Mtgs/Trustee Education, Grant/Other Revenue	600,500	711,875	750,650	-16% Note 2
Grants	192,172	102,300	89,020	88% Note 3
Interest Income	62,882	62,882	60,141	0%
ASEBP	38,095	38,095	38,095	0%
Miscellaneous	-	3,000	6,600	-100%
<b>Total Revenue</b>	<b>\$ 4,474,267</b>	<b>\$ 4,786,769</b>	<b>\$ 5,125,103</b>	
<b>Expenditures</b>				
Staffing Costs	\$ 2,269,107	\$ 2,659,031	\$ 3,004,431	-15% Note 4
Contracted Services	914,850	612,224	593,288	49% Note 5
B of D's and Trustees - Remuneration, Training, Confer	148,534	147,807	98,405	0%
Travel (FFS, Contractor, Staff, BofD's, Trustees)	269,623	245,586	118,869	10%
Memberships and Subscriptions	90,296	76,946	90,120	17%
Administration-Services and Supplies	117,393	108,967	64,188	8%
Insurance	19,437	19,437	36,239	0%
Meeting Supplies and Catering	14,847	19,413	10,069	-24%
General Meeting and Trustee Education	410,000	476,613	507,834	-14% Note 2
Lease/CAM/Prop Taxes	258,258	586,104	566,627	-56% Note 6
Miscellaneous	7,300	6,050	-	21%
Depreciation	57,077	75,000	57,077	-24%
<b>Total Expenditures</b>	<b>\$ 4,576,723</b>	<b>\$ 5,033,178</b>	<b>\$ 5,147,148</b>	
<b>Total Budget Surplus (Deficit)</b>	<b>\$ (102,457)</b>	<b>\$ (246,409)</b>	<b>\$ (22,045)</b>	
<b>Transfer from Sustainability Reserves (TLC)</b>	<b>\$ 102,457</b>	<b>\$ 246,409</b>	<b>\$ -</b>	
<b>Total Budget Surplus (Deficit) after Transfer</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (22,045)</b>	

\* Variances over 10% with a minimum \$50,000 change have been analyzed further. See notes below:

Note 1 - Decrease caused by staff reorganization

Note 2 - Decrease caused by removal of 2020 winter leadership academy

Note 3 - Increase caused by recognition of deferred grants received in prior years

Note 4 - Decrease caused by staff reorganization

Note 5 - Increase caused by online learning management system and FNMI costs due to grant end

Note 6 - Decrease caused by reduction in lease space and cost occupied by ASBA



# QUESTIONS?

**Proposed Resolution:**

BE IT RESOLVED... That a review of inclusion by Alberta Education, with involvement from all stakeholders, be conducted to assess the strengths and challenges of current inclusion practices, report these findings, and provide the necessary funding to implement evidence-based practices that support the diverse learning needs of Alberta students.

**Background:**

Since Alberta moved to an inclusive education system in 2010, as called for in Setting the Direction Framework: Government of Alberta Response, the complexity of today's classrooms has dramatically changed.

While being supportive of inclusion, Boards believe the additional pressure placed on today's inclusive classroom has made program planning and instruction more complex; in fact, without corresponding increases in supports and services, students with complex needs are at-risk of falling through the cracks.

Given that Alberta Education has not formally reviewed the success of its inclusive education system to-date, nor have funding increases strategically kept pace with the increased demands placed on teachers, the ministry should launch a formal review process in consultation with school authorities and other stakeholders to ensure adequate funding and supports are in place for these vulnerable students.

Additionally, a review could involve:

- Ensuring evidenced-based practices are identified and published.
- Assessing the training of pre-service teachers and educational assistants related to meeting the needs of a diverse student population including those with complex needs.
- Identifying the necessary infrastructure required to effectively support all learners in an inclusive environment including the medically fragile.
- Addressing the shortage of trained education assistants.
- Evaluating the effectiveness of partnerships with Alberta Health Services and other agencies to support inclusion and transition beyond K-12 education.
- Studying effective means for transportation of students who are unable to ride traditional school buses for a wide variety of reasons.

**Related ASBA Policy Statements:**

- 7.3 Funding
- 7.7 Standards for Special Education
- 10.1 Integrated Service Delivery Model
- 10.2 Coordination of Services
- 10.4 School Support Therapists
- 17.2 Learner Assessment