

# ASBA ZONE 2/3

## MINUTES

Black Gold Regional Division No. 18

1101 - 5 Street, Nisku

September 27, 2019 – 9:30 a.m. - 3:30 p.m.

**1. Call to Order/Recognition of Treaty 6 Land – 9:33 a.m.**

**2. Consideration and Approval of the Agenda**

- Addition of 4.9. Trustee Marriott requested a discussion regarding naming of boards.

**MOTION:** Trustee Harris (*Edmonton Catholic*) moved to approve the Agenda as amended.

**Carried.**

**3. Approval of Minutes of General Meeting held on May 24, 2019 - Attached**

**MOTION:** Trustee Boisvert (*Elk Island Catholic*) moved to approve the minutes of the general meeting held on May 24, 2019.

**Carried.**

**4. Zone Business:**

**4.1. Standing Item – ASBA Issues/Zone Request for Action - None**

**4.2. Chair’s Report – Colleen Holowaychuk – Attached**

- Recommendation that ASBA Zone 2/3 bylaws reflect that Board Reps remain a board rep if they serve on any zone committee.
- ERLC – Resignation from Diane Bauer. This committee rep and alternate will be added to the elections in October 2019.

**4.3. Ideas for Professional Development Selection 2019/20**

The following ideas were recording at the meeting. Please let executive know of any other suggestions.

- Carbon Emission
- Vaping
- Unconscious Bias
- Board Evaluation Process

**4.4. Ideas for Advocacy Issues Selection 2019/20**

The following ideas were recording at the meeting. Please let executive know of any other suggestions.

- Carbon Tax
- Carbon Emission
- Vaping

**4.5. Zone 2/3 Bylaws (no proposed changes) – Attached**

- Suggested change regarding board rep commitment on zone committees.  
Zone 2/3 board committees shall consist of board representatives to Zone 2/3.  
OR  
Zone 2/3 board committees shall consist of board representatives who must commit to attending zone meetings.

#### **4.6. Review Proposed Budget – Attached**

- Advocacy committee: Agreement to leave this at \$9500.
- Zone 2/3 will now pay banquet ticket for Edwin Parr nominee and 1 guest.
- Professional Development: Agreement to leave this at \$3000.
- Comprehensive School Health – if removed from Zone, this budget line not be moved elsewhere in the budget but rather will be returned to zone 2/3 boards.

#### **4.7. Comprehensive School Health Committee**

- Suggestion to not elect for this position but rather have time on our agenda a few times a year to discuss this topic.
- Decision: Request Trustee Sand to check with other zones and see what is working and not working. Wait for this information and make a final decision at the October 2019 meeting.
- Recommendation: Zone 2/3 to continue sharing progress and ideas on this topic regardless if committee exists.

#### **4.8. Kings University Teacher Education Advisory Committee (TEAC) Rep/Alternate**

- Decision: Zone 2/3 agreed to elect a rep and alternate at the October 2019 meeting.

#### **4.9. Discussion regarding Public being removed from board names**

- Zone 2/3 discussed the government’s provincial legislation striking “public” from Board legal names.

### **5. ASBA Reports**

#### **5.1. Board of Directors Report – Attached.**

*Zone Directors Cheryl Dumont, Arlene Hrynyk*

#### **5.2. ASBA Advocacy Report**

*Trina Boymook, ASBA Advocacy Chair*

- The ASBA Advocacy committee through zone Directors and Chairs, will take ideas shared at zones to see where the priority areas are. This will help identify advocacy directions and allow the committee to provide resources to boards. There is more power when working together and will reduce duplicating efforts.
- Committee had been very busy getting ready for election developing tools. The new government quickly began rolling out their platform so the committee met a lot over the summer. Committee was prepared to consult on the Education Act regulations taking what was already drafted and identify what to keep and not keep. This was well received, committee was then invited to give input into the old drafts. Committee identified priorities and challenges and went to those meetings focused and knew how to be very proactive for members. Next meetings will be to deal with the bigger items; school fees, transportation, Superintendent regulation.
- At that regulations meeting, committee heard the government is going to do the Choice in Education Act. Consultation was going to take place in September and advised to begin talking about “what does choice mean to us”. Advocacy met in August so we could advise the Board of Directors. Government delayed the Choice in Education Act until the spring to allow for authentic engagement.
- Advocacy committee called a special meeting to discuss the recommendations that were coming out of the MacKinnon report. Recommendation #5, system administration and governance certainly misrepresented. Committee wants to develop an info graph to help educate the public.
- Due to the Education Act, Choice in Education Act, MacKinnon report the committee decided it was important to call a Board Chairs meeting. We picked a date that coordinated with Board of Directors in September.
- Identifying the gaps in our position statement manual. Board is going to support a number of resolutions to fill the gap.

- Board of Directors will have a political analyst come to the October 10 board meeting. Board of Directors will identify what has been shared with us and that will shape what the discussion question is at the FGM.

## **6. ASBA Collaboration - Attached**

Lorrie Jess, ASBA President; Trina Boymook, ASBA Vice President;  
Dr. Vivian Abboud, ASBA CEO; Jan Olsen, ASBA CBO

## **7. Education Act and Aligning Policies Group Discussion**

Arlene Hrynyk, Director; Cheryl Dumont, Director;  
Steven Langer, ASBA Chief Officer, Education and Professional Development

## **8. Alberta Education Report – Maurice Trotter or Nathan Freed, Alberta Education**

- Department appreciates the time school authorities took to add input to the regulations. Please use field services to assist implementing the Education Act and all of the regulations. To find who your field services rep is, your Superintendent will have that information.
- RCSD provincial meeting scheduled for October 23.
- Seclusion rooms, more clarity on the direction of these rooms. A seclusion room is defined as a room, structure or enclosure in a school operated by a school authority, the primary purpose or use of which involves the involuntary confinement or isolation of a student where the student is prevented or incapable of evacuating from the room, structure or enclosure without the assistance of another person because security measures are not under the students control.  
School authorities who do not have a seclusion room are asked to submit a form one time stating that by October 5. Those boards that have seclusion rooms are obligated to report monthly.
- There is an extension to complete the requirements to get bus driver certifications complete. Now need to be complete by July 31, 2020.
- Minister announced they will maintain funding for the school nutrition program by the same amount of 15.5 million.
- Minister clarified they are going ahead with the curriculum. Currently working hard and engaging teachers to continue developing the curriculum.
- Minister advised there is a curriculum advisory panel. Panel is not advising on curriculum just advising on how to prepare curriculum in the future. Emphasis on knowledge skills and competency for when a student finishes high school.
- New learn Alberta tool that is being called a bilingual one stop shop for Alberta parents, teachers, and students to access tools related to the provincial curriculum.
- Math bursary program will continue this year.

## **9. Zone Committee Reports:**

### **9.1. Zone Language Report**

*Provided by Cheryl Dumont*

- Zone language committee met twice in September. They will meet again October 15.
- Committee will make sure each zone receives consistent reports following our meetings.
- Board of Directors is sponsoring a position statement on the importance of language education
- Committee will have a table at the ASCA annual conference.
- Gemma Christie needed to step down from the committee as well as Sonya Vincent who is taking a sabbatical. These two positions will be elected in October 2019.

- There will not be a table at FGM this year but the committee is developing a pamphlet that will be available there.
- Thank you for answering the Indigenous language survey. Great response. Compilation will be finished soon.
- Layla Dumont at ASBA is available to work with boards. She is also working with zone language on the survey as well.

**10. Board Sharing**

**11. Adjourn**

**MOTION:** Trustee Becigneul (*St. Albert Catholic*) motioned to adjourn the meeting 2:58 p.m.

**Carried.**

**Next Meeting**  
Annual General Meeting  
October 25, 2019  
St. Anthony Centre  
9:30 a.m.

**ASBA ZONE 2/3**

**LAST MEETING MINUTES FOR APPROVAL**

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ALBERTA SCHOOL BOARDS ASSOCIATION ZONE 2/3

**APPROVED – GENERAL MEETING**

**Chateau Louis Hotel and Conference Centre**

11727 Kingsway NW, Edmonton

**May 24, 2019 – 12:30 p.m. – 3:00 p.m.**

*(Coffee and cookies will be provided)*

**1. Call to Order/Recognition of Treaty 6 Land – 12:33 p.m.**

**2. Consideration and Approval of the Agenda**

**MOTION:** Trustee Karpluk (Grande Yellowhead) moved to approve the Agenda.

**Carried.**

**3. Approval of Minutes of General Meeting held on April 26, 2019 - Attached**

**MOTION:** Trustee Mywaart (*Fort McMurray Public*) moved to approve the minutes of the general meeting held on April 26, 2019.

**Carried.**

**4. Zone Business:**

**4.1. Standing Item – ASBA Issues/Requests or Consideration for Action**

**4.2. Chair's Report – Colleen Holowaychuk – Attached**

**4.3. Review of Financial Report – Attached**

**4.4. 2019/2020 Proposed Meeting Schedule – Attached**

**MOTION:** Trustee Boisvert (Elk Island Catholic) moved to approve the 2018/2019 Proposed Meeting Schedule.

**Friendly amendments:**

Add "June 19, 2020 meeting to be determined at the May 2020 meeting"

Add Black Gold School Division Address

**Carried.**

**4.5. Decision: June 21, 2019 meeting**

**MOTION:** Trustee Boisvert (Elk Island Catholic) moved that the June 21, 2019 meeting not be held.

**Trustee Boisvert withdrew this motion.**

**MOTION:** Trustee Boisvert (Elk Island Catholic) moved that the meeting on June 21, 2019 be held and that the executive be given the power to cancel the meeting if there is not enough ample information coming from the Board of Directors requiring Zone feedback. Board Reps will be notified at minimum 7 to 10 days prior to June 21 whether the meeting will be held.

**Carried.**

**ALBERTA SCHOOL BOARDS ASSOCIATION ZONE 2/3**

**APPROVED – GENERAL MEETING**

**4.6. Presentation of Zone Proposed Policies - Attached**

<b>BOARD</b>	<b>PROPOSED POLICY</b>
<b>Northern Lights School Division No. 69</b>	1. That the Alberta School Boards Association advocate to the Provincial Government to reinstate the full 4%-6% Board Governance and System Administration allowance noted in the 2012-13 funding manual for school boards, without deduction from school board payments. <p align="right"><b>Carried.</b></p>
	2. That the Alberta School Boards Association advocate to the Provincial Government to utilize the actual full time equivalent for Early Childhood Services when determining school boards' utilization of schools. <p align="right"><b>Carried.</b></p>
<b>Parkland School Division No. 70</b>	That Alberta School Boards Association urge Alberta Education to develop a Standards for an Inclusive Education in Alberta and rescind the Standards for Special Education, Amended June 2004. <p align="right"><b>Carried.</b></p>
<b>Pembina Hills Regional Division No. 7</b>	That the Minister of Transportation establish that school buses may operate at the same speed as the posted speed limit, as prescribed by law. <p align="right"><b>Carried.</b></p>
<b>St. Albert Public School District No. 5565 &amp; Greater St. Albert RCSSD No. 734</b>	That the Alberta School Board Association request that all levels of government (the Federal Government and the Government of Alberta), expeditiously amend the Tobacco and Smoking Reduction Act and/or regulations under that statute, as required to ban the advertisement and promotion of vaping products to Alberta's youth. <p align="right"><b>Carried.</b></p>
<b>St. Thomas Aquinas RCS Regional Division No. 38</b>	That the ASBA advocate to the provincial Government for the restoration of the local autonomy of School Boards, by rescinding the current Superintendent of Schools Regulation (Alberta Regulation 94/2018) and replacing it with a Regulation that requires School Boards to seek Ministerial approval for the appointment and re-appointment of the Superintendent of Schools / CEO only. <p align="right"><b>Carried.</b></p>
<p><b>MOTION:</b> That the 6 carried proposed position statements be forwarded to the ASBA PDAC committee.</p> <p align="right"><b>Moved by Trustee V. Lefebvre</b> <b>Carried</b></p>	

**5. ASBA Reports:**

**5.1. Zone Directors – Cheryl Dumont, Arlene Hrynyk - Attached**

**6. First Nation Métis and Inuit Update**

Charlene Bearhead, ASBA Coordinator

- Introduced Layla Dumont who will be the new Indigenous Relations Coordinator at ASBA
- Encouraged Boards to share their resource personnel. Would be great to have these representatives rotate at the monthly Zone 2/3 meeting.

ALBERTA SCHOOL BOARDS ASSOCIATION ZONE 2/3

**APPROVED – GENERAL MEETING**

**7. Alberta Education Report –** Garrett Doll, Alberta Education

See *In the Loop* for current information. Under **Ministry** click “**In The Loop**” <https://education.alberta.ca/>

- Minister is being briefed on the Education Act, Curriculum (as mentioned in the throne speech) and the Budget.
- Encourage everyone to look at the UCP platform on Education. Numerous meetings to brief the government.

**8. Zone Committee Reports:**

**8.1. Edwin Parr Report**

*Joe Becigneul, Jean Boisvert, Cathie Langmead*

- Chair Holowaychuk provided a quick update of the coming evening events.

**8.2. U of A Field Experiences Policy Advisory Committee Report - Attached**

*Glenys Edwards*

**8.3. Zone Language Report - Attached**

*Gemma Christie, Sonya Vincent, presented by Cheryl Dumont*

- Met April 15.
- April 24 presented at the ASCA AGM. Was well received and heard great feedback. Many hoped that all 400 registrants could hear the presentation.
- Table will be set up at SGM including book give away.
- ASBA Board of Directors have fully recognized this committee. Steven Langer will work with the committee, he brings a wealth of knowledge.

**9. Board Sharing – Time permitting**

*This is an opportunity to share achievements, celebrations and challenges with other boards. Please provide our Secretary Kim Ayers a brief outline of your message for our minutes.*

**10. Adjourn**

**MOTION: Trustee Effen (*STAR Catholic*) motioned to adjourn the meeting 3:40 p.m.**

**Carried.**

Next Meeting:  
June 21, 2019 @ 9:30 a.m.  
St. Anthony Centre



**ASBA ZONE 2/3**

**CHAIR REPORT**

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## Zone 2/3 Chair's Report September 2019



I would like to take a moment to welcome everyone back to another year at Zone2/3. Some of you have already had your board organizational meetings and may be a new Board Rep. Please always feel free to come up and talk with us with any questions or concerns. Zone 2/3 is a safe and friendly place to meet colleagues and learn more about trusteeship. To those returning Boards Reps, thank you for your continued support! We look forward to seeing you again along with meeting new faces at our meetings.

Please complete and send the new Board Rep forms once your organizational meetings have been completed to Kim Ayers – [asbazone23@outlook.com](mailto:asbazone23@outlook.com).

We will plan to hold a new board rep training session at our October meeting.

A special thank you to Black Gold Regional Division for hosting our Zone 2/3 meeting this month. Your generosity is very much appreciated, and we look forward to having our meeting at your board office.

As a reminder the Board office is at 1101-5 Street in Nisku and the meeting time is from 9:30am-3:30pm.

### **Condolences to Living Waters Catholic School Division**

We have lost a very cherished and long-time active member of our Zone. Irene Sawyer was always ready to step up for a job or offer advice and support anytime it was needed. We at Zone 2/3 are very saddened by the loss of Irene and send our heartfelt condolences to her family and friends and all our colleagues at Living Waters Catholic School Division. We will miss her presence at our meetings.

### **Zone 2/3 Executive Committee Summer Planning Session**

Your Zone 2/3 Executive Committee met in August in preparation for the upcoming school year.

We reviewed the current bylaws and no changes were recommended by the Executive Committee.

For your awareness, the Roles and Responsibilities document has been reviewed and the only change that was recommended was to now have the Zone Chair serve as the Advocacy Committee Chair. The document does not need to be approved by the membership as it is held by the Executive Committee as a working document. It can be found on the zone website for your information.

The draft budget is attached. We have not made any changes at this time but would like to discuss a few possibilities, as a group, at the September meeting regarding Advocacy, PD, Comprehensive School Health and Edwin Parr.

### **Comprehensive School Health**

As most of you know this committee has not been overly active and we would like to have a conversation on how to move forward. It has been placed on the agenda for this reason.

### **October Annual General Meeting**

In preparing for the AGM, please note that we will have elections for the following:

Chair

Vice Chair

Director 1

Director 1 Alternate

Edwin Parr Committee (3 members) (If interested in Edwin Parr, please bring your calendar to set dates for the committee work – 2-3 days in April/May 2020)

Advocacy Committee (4 members) 2-year term

Kings University

King University Alternate

Zone Language (2 members)

Comprehensive School Health

Comprehensive school Health Alternate

Please consider putting your name forward for these positions. If you have any questions regarding the committee roles and responsibilities, please feel free to ask any executive committee member. You could also find the descriptions in the Roles and Responsibilities document on the Zone 2/3 website.

## Auditor

Franco Maisano from Evergreen Catholic has agreed to audit the Zone 2/3 books this year. The audited financial report will be presented at the November meeting. Thank you to Franco and Evergreen Catholic!

## Professional Development and Advocacy 2019-2020

Please bring your thoughts and ideas to the September Zone meeting. We will have charts to record your ideas to help plan upcoming PD and to assist the Advocacy Committee with their work.

We have decided not to have any outside PD at our September or October meetings. With so many things happening in government and the Zone 2/3 elections at our AGM in October, we felt that it is more important for trustees to have time for questions and discussion on the important issues that all school boards are facing. This time will be in the form of presentations from our Directors and/or ASBA and their staff and we also anticipate generative discussions will take place as that is something that I have seen is important and of great value to Zone 2/3 membership.

However, PD ideas can be on going and you can bring your ideas to the executive committee at any time of the year.

In terms of advocacy, we will be taking a different approach than we normally have. As many of you may already know, ASBA has created an Advocacy Committee that has been very active and doing great work. We are hoping to work as an extension and a compliment to this. We will still collect ideas from our membership and the provincial committee will be able to use this to see what is important to us. We are all stronger when we work together, and it is our hope that our membership will see this as a positive change.

We have decided to place the ASBA Advocacy Committee as a regular item on our agendas. This will be a great way to keep us all connected and tuned in. Trina Boymook, our ASBA Vice-President and Advocacy Chair will be at our September meeting to present and answer any questions you may have.

## **Upcoming Events**

October Annual General Meeting Zone 2/3	October 25, 2019 St Anthony's Center, Edmonton
ASBA Fall General Meeting	November 17-19, 2019 Westin Hotel, Edmonton
<b>There will not be a Zone 2/3 meeting held in November.</b>	

December Zone Meeting	December 6, 2019 St Anthony's Center, Edmonton
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**Upcoming Deadlines**

September 20, 2019	ASBA Friends of Education Award
September 20, 2019	ASBA Honourary Life Membership Award
September 20, 2019	ASBA Public Engagement Award
September 20, 2019	ASBA School Board Innovation and Excellence Award
October 15, 2019	Deadline to submit emergent policies for the FGM

Respectfully Submitted,

Colleen Holowaychuk, Chair, ASBA Zone 2/3 / 780-722-5370 / [colleen.holowaychuk@eips.ca](mailto:colleen.holowaychuk@eips.ca)

**ASBA ZONE 2/3**

**BYLAWS**

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# **ZONE 2/3**

## **BYLAWS**

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Revised October 2018

*Previous Revisions:*

*October 2017*

*October 2016*

*October 2014*

*October 2013*

*October 2010*

*September 2009*

*November 2008*

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## **ASBA Bylaw Excerpts**

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Current as at July 2015

**Zone 2/3 shall be governed by Bylaws A1 to A8 inclusive contained within Schedule A of the Alberta School Boards Association Bylaws.**

**SCHEDULE A: FORMING BYLAWS FOR ZONES 1, 2/3, 4, 5 AND 6**

(As referred to in Bylaw 15.3)

**Bylaw A1 – Membership**

- A1.1 Membership in Zones shall be determined by Bylaw 15 of the Alberta School Boards Association.

**Bylaw A2 – Finance**

- A2.1 Each Zone may set membership fees and vary same from time to time; the same to be in such sum as is necessary to cover operating expenses and such projects as may be undertaken by the Zone.

**Bylaw A3 – Meetings**

- A3.1 Each Zone shall hold an annual meeting:
  - a. During a 30-day period preceding the Fall General Meeting of the Alberta School Boards Association, such period ending eight clear days prior to the opening date of the Fall General Meeting;
  - b. In case of exceptional circumstances, the Executive Committee of the Board of Directors may arrange with a Zone to hold its annual meeting on a date falling outside the 30-day period.
- A3.2 Zones shall hold a meeting during the 30-day period immediately preceding the relevant General Meeting to elect the Zone Director(s) to the Board of Directors in accordance with Bylaw 5.2.
- A3.3 Other meetings of the Zones may be held in accordance with provisions hereinafter set out in Bylaw A7.
- A3.4 Any Trustee of a member board of the Zone may attend the annual or other meeting of the Zone and take part in the business of the meeting.

**Bylaw A4 – Voting**

- A4.1 Voting for the election of the Zone Director(s) and alternate(s) to the Board of Directors of the Alberta School Boards Association shall be by secret ballot on the basis of one vote per Full Member Board. The boards of the cities of Edmonton and Calgary shall be excluded from voting for Zone Directors and the Zone Director's Alternate to the Board of Directors of the Alberta School Boards Association.
- A4.2 Voting on ordinary business or motions at annual Zone meetings shall be based upon one vote per Full Member Board in attendance, unless otherwise provided for in the Zone Bylaws.
- A4.3 Voting for Zone Chair or Vice-Chair shall be by secret ballot on the basis of one vote per Full Member Board. The election for Chair shall take place before the election for Vice-Chair.

**Bylaw A5 – Alberta School Boards Association Board of Directors**

- A5.1 Each Zone shall elect its Director(s) and Alternate Director(s) to the Board of Directors of the Alberta School Boards Association at such time and for such terms as the Bylaws of the Association may provide.
- A5.2 The Alternate Director shall attend, participate and vote only when the Director is absent.
- A5.3 A Trustee elected to the Board of Directors of the Alberta School Boards Association shall be a trustee of a member board of the Zone other than the boards of the cities of Calgary and Edmonton.

**Bylaw A6 – Zone Executive**

- A6.1 A member of the Zone Executive shall be a trustee of a Full Member Board of the Zone.
- A6.2 The Zone Executive shall consist of:
  - a. A Chair and Vice-Chair to be elected at large at an annual meeting, either annually or biennially;
  - b. One board representative to Zone to be elected annually by each board in the Zone; and
  - c. The Zone Director(s) or Alternate(s) representing the Zone.
- A6.3 The position of Zone Chair or Vice-Chair shall not be held by:
  - a. The ASBA President, Vice-President, Zone or Metro Director, or alternate; or
  - b. The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).
- A6.4 A majority of the members of the Zone Executive shall constitute a quorum.
- A6.5 Any Zone Director ceasing to be a trustee shall vacate his/her office, which shall be filled in accordance with provisions hereinafter set out in these Bylaws.
- A6.6 If the office of Chair becomes vacant, it shall be automatically filled by the Vice-Chair.
- A6.7 If a vacancy occurs among the Directors the board or boards represented may elect a new director to fill the vacancy.

**Bylaw A7 – Duties and Powers of the Zone Executive**

- A7.1 The business and affairs of the Zone shall be managed by and be under the direction of the Zone Executive.
- A7.2 Without limiting the generality of the foregoing, the Zone Executive shall:
  - a. Appoint a Secretary-Treasurer who shall hold office until his/her successor is appointed;
  - b. Appoint such standing committees as it may deem necessary;
  - c. Appoint such delegates as may be required to represent the Zone;
  - d. Appoint, either from its own members or others, such special committees as it may from time to time deem advisable and prescribe their duties and functions;

- e. Meet when necessary as determined by the Chair or by a majority of the members;
- f. Forward minutes of all meetings to member boards of the Zone and to the Alberta School Boards Association;
- g. Arrange such other meetings of the Zone as are deemed necessary to fulfill its objectives; and
- h. Arrange to fill by election from the Zone membership a vacancy occurring during the unexpired term of office of Vice-Chair at a meeting of the Zone providing the membership of the Zone is given ten clear days notice of the intent.

**Bylaw A8 – Bylaws**

- A8.1 The Zone may establish such other Bylaws for the conduct of its affairs not inconsistent with the Bylaws of the Alberta School Boards Association.

ASBA Membership Approval: July 2015

## Bylaw 15 – Zones of the Association

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- 15.2 Subject to the provisions of these Bylaws, for the purpose of the formation of geographic Zones of the Association, the Province shall be divided as follows and each geographic Zone shall consist of designated Boards as follows.

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### 15.2.2 Zone 2/3

Aspen View Public School Division No. 78  
 Black Gold Regional Division No. 18  
 Buffalo Trail Public Schools Regional Division No. 28  
 East Central Alberta Catholic Separate Schools Regional Division No. 16  
 East Central Francophone Education Region No. 3  
 Edmonton Catholic Separate School District No. 7  
 Edmonton School District No. 7  
 Elk Island Catholic Separate Regional Division No. 41  
 Elk Island Public Schools Regional Division No. 14  
 Evergreen Catholic Separate Regional Division No. 2  
 Grande Yellowhead Public School Division No. 77  
 Greater North Central Francophone Education Region No. 2  
 Greater St. Albert Roman Catholic Separate School District No. 734  
 Fort McMurray Public School District No. 2833  
 Fort McMurray Roman Catholic Separate School District No. 32  
 Lakeland Roman Catholic Separate School District No. 150  
 Living Waters Catholic Regional Division No. 42  
 Lloydminster Public School Division No. 99  
 Lloydminster Roman Catholic Separate School Division No. 89  
 Northern Gateway Regional Division No. 10  
 Northern Lights School Division No. 69  
 Parkland School Division No. 70  
 Pembina Hills Regional Division No. 7  
 St. Albert Public School District No. 5565  
 St. Paul Education Regional Division No. 1  
 St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38  
 Sturgeon School Division No. 24  
 Yellowknife Education District No. 1  
 Yellowknife Separate Education District No. 2

ASBA Membership Approval: June 2013

## Zone 2/3 Bylaws

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**To be reviewed annually**

Revised  
October, 2018

Zone 2/3 hereby establishes the following bylaws which are not inconsistent with the Bylaws of the Alberta School Boards Association (ASBA).

### **1. Process for Bylaw Amendments, Additions and/or Deletions**

- 1.1 Proposed amendments, additions and/or deletions to any Bylaw and/or role descriptions shall be voted upon at the Zone Annual General Meeting.
- 1.2 Proposed changes should be consistent with the beliefs and needs of the Zone.
- 1.3 Proposed changes shall be submitted to the Zone Secretary by September 15th prior to the Annual General Meeting.
- 1.4 The Zone Executive Committee shall assess each Bylaw position/role description to determine if same shall be placed on the agenda for consideration at the Annual General Meeting.
- 1.5 Proposed bylaw changes are sent to board reps 30 days prior to the annual general meeting.
- 1.6 The Zone Executive Committee shall conduct a review of the Zone 2/3 Bylaws annually prior to September 1.
- 1.7 In an emergent situation, the Zone Executive Committee shall have authority to amend, add or delete any Bylaw or role description for a temporary period and report such action at the next General Meeting, where at least 15 days notice has been provided to the membership, at which time the amendment, addition or deletion will be voted upon.
- 1.8 Voting shall be by secret ballot on the basis of one vote per member Board at the Annual General Meeting.

Zone Approval: November 2008

Updated: October 2010, October 2013, October 2014, October 2017

### **2. Zone Executive**

- 2.1 The Zone 2/3 Executive shall consist of:
  - ♦ Chair
  - ♦ Vice-Chair
  - ♦ Board Representatives, one trustee from each member board
  - ♦ Two ASBA Zone Directors or Alternates

### **3. Zone Executive Committee**

- 3.1 The Zone 2/3 Executive Committee shall consist of:
  - ♦ Chair
  - ♦ Vice-Chair
  - ♦ Two ASBA Zone Directors or Alternates
  - ♦ Secretary (ex-officio, with no voting privileges)
  - ♦ Treasurer (ex-officio, with no voting privileges)

- 3.2 Roles and responsibilities of the Zone Executive Committee are identified in Part 3 herein.

Zone Approval: November 2008

Updated: October 2014, October 2018

#### **4. Remuneration**

- 4.1 This bylaw is applicable to the following positions and committees: Chair, Vice-Chair, Zone Directors or Alternates, Secretary, Treasurer, Comprehensive School Health Representative, Zone Language Rep, Advocacy Committee and Edwin Parr Committee.
- 4.2 Per Diem, travel allowances, meals and other related expenses shall be paid to the Chair, Vice-Chair, Zone Directors or Alternates, Secretary and Treasurer for attendance at Zone 2/3 General, Annual General Meetings, and Executive Committee Meetings and at any other time when representing Zone 2/3 in the capacity and function of their positions, unless such costs are borne by another authority.
- 4.3 The Comprehensive School Health Representative shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Comprehensive School Meetings.
- 4.4 Members of the Advocacy Committee shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Advocacy Committee meetings and the Annual MLA Presentation.
- 4.5 Members of the Edwin Parr Committee shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Edwin Parr Committee meetings and the Edwin Parr Awards Presentation.
- 4.6 Members of the Zone Language Rep Committee shall be paid for per diem, travel allowances, meals and other related expenses for attendance at Committee meetings.
- 4.7 Conference calls/video: payment up to 1 hour \$25, up to 1.5 hours \$37.50, up to 2 hours \$50. *It is not anticipated conference calls will be in excess of 2 hours. If over 2 hours, compensation will be paid at a rate of \$12.50/half hour. If over three hours, will be paid half day per diem.*
- 4.8 All rates for per diem, travel allowances, meals and other related expenses shall be identified in an Appendix to the annual Budget.
- 4.9 Mileage can be claimed from a trustee's home to and from a meeting site.
- 4.10 No claims shall be made to Zone 2/3 if costs are borne by another authority.
- 4.11 See roles and responsibility document part 3 regarding remuneration for non-zone committee members.

Zone Approval: November 2008

Updated: October 2014, October 2016, October 2017, October 2018



## **5. Remuneration – Ad Hoc Committees**

- 5.1 The Executive Committee may recommend to the Zone General Meeting the establishment of Ad Hoc Committees at any time during the year.
- 5.2 The Ad Hoc Committee will be established for a specific time period with a specified mandate and terms of reference.
- 5.3 Each member of an Ad Hoc Committee shall be reimbursed for per diems, travel allowance and other expenses associated with the process at the rates identified in an Appendix to the annual Budget.

Zone Approval: November 2008

Updated: October 2016, October 2017, October 2018

## **6. Zone Meetings**

- 6.1 One Annual General Meeting and seven General Meetings will be held each year with an option of a June General Meeting to be determined at the April or May General Meeting by vote of Board Representatives:
  - ♦ September: General Meeting
  - ♦ October: Annual General Meeting will be held within a 30 day period preceding the ASBA Fall General Meeting (FGM)
  - ♦ November/December: Within a fourteen day period following the ASBA FGM
  - ♦ January: General Meeting
  - ♦ February: General Meeting
  - ♦ March: General Meeting
  - ♦ April: General Meeting
  - ♦ May: General Meeting
  - ♦ June: General Meeting – To be confirmed at the April or May General Meeting
- 6.2 The Quorum of the Zone is fifty percent (50%) of the Zone member boards excluding Lloydminster Public School Division, Lloydminster RCSSD No. 89, Yellowknife Catholic Schools, and Yellowknife Education District No. 1.
- 6.3 The Zone Executive, Trustees and Administration of a member board of the Zone may attend the General, Annual General Meeting or other meetings of the Zone and take part in the business of the meeting.

Zone Approval: November 2008

Updated: October 2013, October 2014

## **7. Rules of Order**

- 7.1 When procedural questions arise that are not addressed in the ASBA's Bylaws or in the Zone 2/3 Bylaws, Robert's Rules of Order shall prevail.

Zone Approval: November 2008

## **8. Voting**

- 8.1 Eligibility to vote at the Zone Annual General Meeting or at a General Meeting is set out in Bylaws A3 and A4 in Schedule A of the ASBA Bylaws.
- 8.2 Voting for the Advocacy, Edwin Parr, Comprehensive School Health Representative and Sub Committees shall follow the method of voting for Chair and Vice-Chair as in accordance with Bylaw A4 in Schedule A of the ASBA Bylaws.
- 8.3 A simple majority is fifty-one percent (51%) or more of the votes cast.
- 8.4 The Chair, Vice-Chair and two directors do not hold board representative voting privileges. If the Board Rep or Alternate is not present from an executive member's Board, the executive committee member would be eligible to vote in their stead.

Zone Approval: November 2008

Updated: October 2014, October 2017

## **9. Canadian School Boards Association Congress**

- 9.1 Attendance at the Canadian School Boards Association (CSBA) Congress by the Chair or Vice-Chair shall be determined annually during budget deliberations. All rates for per diem, travel allowances, meals and other related expenses shall be identified in an Appendix to the annual Budget.
- 9.2 When Zone 2/3 sends the Chair or Vice-Chair to a CSBA Congress, the Zone shall pay the following:
  - ♦ Per diem for travel time, business meeting and conference sessions – maximum eight hours per day;
  - ♦ Congress Registration Fee (receipt required);
  - ♦ One (1) economy return airfare (receipt required) or mileage;
  - ♦ Accommodation (receipts required), meal allocation and other expenses incurred for the duration of the conference shall be identified in an Appendix to the annual Budget.
- 9.3 If Chair or Vice-Chair attend, a report shall be provided at the September general Zone meeting.

Zone Approval: November 2008

Updated: October 2014, October 2017, October 2018

## **10. ASBA Leadership Conference/Academy**

- 10.1 Attendance at the ASBA Winter and/or Summer Leadership Conference/Academy by the Chair or Vice-Chair shall be determined annually during budget deliberations. All rates for per diem, travel allowances, meals and other related expenses shall be identified in an Appendix to the annual Budget.
- 10.2 When Zone 2/3 sends the Chair or Vice-Chair to a Leadership Conference/Academy, the Zone shall pay the following:

- ♦ Per diem for travel time, business meeting and conference sessions – maximum eight hours per day;
- ♦ Conference/Academy Registration Fee (receipt required);
- ♦ One (1) economy return airfare (receipt required) or mileage;
- ♦ Accommodation (receipts required), meal allocation and other expenses incurred for the duration of the conference shall be identified in an Appendix to the annual Budget.

10.3 If Chair or Vice-Chair attend, a report shall be provided at the next general Zone meeting.

Zone Approval: October 2018

## **11. Operational Year**

11.1 The Zone 2/3 operational year shall be September 1st to August 31st each year.

Zone Approval: November 2008, October 2018

## **12. Budget**

12.1 Prior to the Annual General Meeting of Zone 2/3, the Zone Executive Committee shall prepare a Budget draft for submission to the Zone Executive at a General Meeting. The Budget presented shall set out the Membership Fees to be charged, all revenue and the line items for expenses. Establishment of any Honoraria is to be indicated in the Budget or Appendix to the Budget. Rates for Honoraria, Per Diem, Travel Allowances and daily allocation for meals shall be set out in the Appendix to the Budget.

12.2 Membership Fees are due and payable by January 31st of the current year. If fees are not paid by the due date, a penalty will be assessed which will be determined by the Zone Executive Committee.

12.3 Adoption of the Zone Budget shall be at the Annual General Meeting by a simple majority of those present, with one vote per Board.

Zone Approval: November 2008

Updated: October 2013, October 2016, October 2017

## **13. Banking**

13.1 The Treasurer shall use the banking institution as determined by the Zone Executive Committee.

13.2 Banking procedures shall reflect sound investment practices to maximize interest income.

13.3 All accounts shall require two signatures for cheques. The authorized signing authorities on any Zone 2/3 Account shall be two of the following: the Chair, Vice-Chair, Secretary or Treasurer.

- 13.4 All vouchers (per diem expense forms) payable must have approval of the Zone Chair or Vice-Chair and Secretary prior to forwarding to the Treasurer for payment.

Zone Approval: November 2008

Updated: October 2014, October 2017, October 2018

#### **14. Financial Reporting**

- 14.1 A financial report shall be presented for information a minimum of five times per year.

Zone Approval: November 2008

Updated: October 2014, October 2017, October 2018

#### **15. Audit/Auditor**

- 15.1 The ASBA Zone 2/3 financial records will be audited annually as required by legislation. The Zone 2/3 Executive Committee shall appoint the auditor.

- 15.2 The audited financial statements shall be presented to the Zone membership by November 30th of each year.

Zone Approval: November 2008

Updated: October 2013, October 2014

#### **16. Records**

- 16.1 The Secretary and Treasurer of the Zone shall keep an official record of all minutes and financial transactions. These records are the property of the Zone.

- 16.2 All Zone records and files shall be kept for seven years. Official minutes, which include the budget and audited financial statements, shall be kept indefinitely.

- 16.3 Mode of archiving records must be reviewed every two years and updated as necessary.

Zone Approval: November 2008

Updated: October 2014

**ASBA ZONE 2/3**

**BUDGET**

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**ASBA ZONE 2/3  
PROPOSED BUDGET  
2019-2020**

		2019-2020	2018-2019	Budget 2019-20 to Actual 2018-2019		2018-2019	2019-20 Budget to 2018-19 Budget	
		BUDGET	ACTUAL	Budget to Actuals		BUDGET	Budget to Budget	
	Ref No.			Variance in \$'s Higher/ (Lower)	% Change from 2018- 2019 Actuals		\$ Change to 2018- 2019 Budget Higher/ (Lower)	% Change from 2018-19 Budget
<b>Revenues:</b>								
Membership Fees	1	\$54,892	\$54,027	\$865	1.60%	\$55,735	(\$843)	
Meal Recoveries							\$0	
MLA Presentation	2	\$2,000	\$0	\$2,000		\$2,000	\$0	
Edwin Parr Banquet	2	\$11,000	\$9,750	\$1,250	12.82%	\$11,000	\$0	
<b>Total Revenues:</b>		<b>\$67,892</b>	<b>\$63,777</b>	<b>\$4,115</b>	<b>6.45%</b>	<b>\$68,735</b>	<b>(\$843)</b>	<b>-1.23%</b>
<b>Expenses:</b>								
<b>Executive Committee:</b>								
Per Diem	4	\$11,000	\$8,710	\$2,290		\$11,000	\$0	
Chair Allowance	4A	\$1,500	\$1,500	\$0		\$1,500	\$0	
Vice-Chair Allowance	4A	\$500	\$400	\$100		\$500	\$0	
Secretary Contract*	4	\$4,050	\$3,774	\$276		\$4,050	\$0	
Treasurer Contract*	4	\$4,200	\$4,200	\$0		\$4,200	\$0	
Expenses	4	\$6,000	\$4,646	\$1,354		\$6,000	\$0	
<i>Subtotal: Executive Committee</i>		<b>\$27,250</b>	<b>\$23,230</b>	<b>\$4,020</b>	<b>17.31%</b>	<b>\$27,250</b>	<b>\$0</b>	<b>0.00%</b>
<b>Advocacy Committee:</b>								
Per Diem	4	\$3,000	\$720	\$2,280		\$4,000	(\$1,000)	
Committee Expenses	4	\$1,500	\$399	\$1,101		\$2,000	(\$500)	
Presentation Media Expenses	5	\$1,000	\$630	\$370		\$1,000	\$0	
MLA Presentation	5	\$4,000	\$0	\$4,000		\$4,000	\$0	
<i>Subtotal: Advocacy Committee</i>		<b>\$9,500</b>	<b>\$1,749</b>	<b>\$7,751</b>	<b>443.17%</b>	<b>\$11,000</b>	<b>(\$1,500)</b>	<b>-13.64%</b>
<b>Zone Language Rep:</b>								
Per Diem		\$500	\$38	\$462		\$1,000	(\$500)	
Committee Expenses		\$500	\$16	\$484		\$1,000	(\$500)	
<i>Subtotal: Ad-Hoc Committees</i>		<b>\$1,000</b>	<b>\$54</b>	<b>\$946</b>	<b>1751.85%</b>	<b>\$2,000</b>	<b>(\$1,000)</b>	<b>-50.00%</b>
<b>Comprehensive School Health Rep:</b>								
Per Diem		\$500	\$0	\$500		\$500	\$0	
Committee Expenses		\$500	\$0	\$500		\$500	\$0	
<i>Subtotal: Ad-Hoc Committees</i>		<b>\$1,000</b>	<b>\$0</b>	<b>\$1,000</b>		<b>\$1,000</b>	<b>\$0</b>	<b>0.00%</b>
<b>Ad-Hoc Committees:</b>								
Per Diem		\$500	\$160	\$340		\$1,000	(\$500)	
Committee Expenses		\$500	\$42	\$458		\$1,000	(\$500)	
<i>Subtotal: Ad-Hoc Committees</i>		<b>\$1,000</b>	<b>\$202</b>	<b>\$798</b>	<b>395.05%</b>	<b>\$2,000</b>	<b>(\$1,000)</b>	<b>-50.00%</b>
<b>Edwin Parr Committee:</b>								
Per Diem	4	\$5,000	\$3,040	\$1,960		\$5,000	\$0	
Expenses (committee, awards, programs etc)	4	\$6,000	\$5,126	\$874		\$6,000	\$0	
Awards Dinner (hotel expense)	4	\$13,000	\$10,473	\$2,527		\$9,500	\$3,500	
<i>Subtotal: Edwin Parr Committee</i>		<b>\$24,000</b>	<b>\$18,639</b>	<b>\$5,361</b>	<b>28.76%</b>	<b>\$20,500</b>	<b>\$3,500</b>	<b>17.07%</b>
<i>Subtotal: Committees/Representatives</i>		<b>\$63,750</b>	<b>\$43,874</b>	<b>\$19,876</b>	<b>45.30%</b>	<b>\$63,750</b>	<b>\$0</b>	<b>0.00%</b>
<b>Other Zone Expenses:</b>								
Accounting and Audit Fees	6	\$400	\$400	\$0		\$400	\$0	
Professional Development Plan**	7	\$3,000	\$825	\$2,175		\$3,000	\$0	

**ASBA ZONE 2/3  
PROPOSED BUDGET  
2019-2020**

		2019-2020	2018-2019	Budget 2019-20 to Actual 2018-2019		2018-2019	2019-20 Budget to 2018-19 Budget	
		BUDGET	ACTUAL	Budget to Actuals		BUDGET	Budget to Budget	
	Ref No.			Variance in \$'s Higher/ (Lower)	% Change from 2018- 2019 Actuals		\$ Change to 2018- 2019 Budget Higher/ (Lower)	% Change from 2018-19 Budget
Project Coordinator	4	\$3,000	\$1,995	\$1,005		\$3,000	\$0	
Bank Charges/EFT Pmnts	5	\$500	\$446	\$54		\$500	\$0	
Meeting Expenses	5	\$10,000	\$6,617	\$3,383		\$10,000	\$0	
Office Supplies, Phone, Postage	7	\$500	\$51	\$449		\$500	\$0	
CSBA Conference	5	\$4,000	\$4,656	(\$656)		\$4,000	\$0	
Leadership Conferences	5	\$4,000	\$1,483	\$2,517		\$4,000	\$0	
Zone Appreciation	7	\$500	\$76	\$424		\$500	\$0	
<i>Subtotal: Other Zone Expenses</i>		<b>\$25,900</b>	<b>\$16,549</b>	<b>\$9,351</b>	56.50%	<b>\$25,900</b>	<b>\$0</b>	0.00%
<b>Total Expenses:</b>		<b>\$89,650</b>	<b>\$60,423</b>	<b>\$29,227</b>	48.37%	<b>\$89,650</b>	<b>\$0</b>	0.00%
<b>Budget Surplus/(Deficit)</b>		<b>(\$21,758)</b>	<b>\$3,354</b>	<b>(\$25,112)</b>		<b>(\$20,915)</b>	<b>(\$843)</b>	

<b>EQUITY ESTIMATE</b>					
Opening Balance, September 1		\$40,672	\$37,318		\$37,318
Surplus/(Deficit)		(\$21,758)	\$3,354		(\$20,915)
<b>Closing Balance</b>		<b>\$18,914</b>	<b>\$40,672</b>		<b>\$16,403</b>

Per Motion 2018, a minimum operating surplus of \$10,000 must be maintained and a maximum operating surplus of \$15,000

**ASBA ZONE 2/3  
PROPOSED BUDGET  
2019-2020  
APPENDIX A - FEES**

**FEES SCHEDULE**

Increase <b>0.00%</b>
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	CURRENT	PROPOSED	VARIANCE
<b>Basic Fee per Board</b>	\$1,402	\$1,402	\$0
<b>Plus Student Fee per Member Board</b>			
a) 1-2000 Students	\$183	\$183	(\$0)
b) 2001-4000 Students	\$340	\$340	\$0
c) 4001-5000 Students	\$518	\$518	\$0
d) 5001-6000 Students	\$691	\$691	\$0
e) 6000+ Students	\$895	\$895	\$0

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

Increase <b>0.00%</b>
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<b>TOTAL FEE FOR 2019-2020</b>	CURRENT	PROPOSED	VARIANCE
a) 1-2000 Students	\$1,585	\$1,585	(\$0)
b) 2001-4000 Students	\$1,741	\$1,741	\$0
c) 4001-5000 Students	\$1,919	\$1,919	\$0
d) 5001-6000 Students	\$2,092	\$2,092	\$0
e) 6000+ Students	\$2,297	\$2,297	\$0

<b>TOTAL FINANCIAL IMPACT ON BOARDS</b>	
a) 1-2000 Students	(\$0)
b) 2001-4000 Students	\$0
c) 4001-5000 Students	\$0
d) 5001-6000 Students	\$0
e) 6000+ Students	\$0



**ASBA ZONE 2/3  
PROPOSED BUDGET  
2019-2020  
APPENDIX B - REVENUES**

<b>1 School Board Fees</b>		<b>0.00%</b>			
	<b>School Board</b>	<b>Student Count FTE 18-19</b>	<b>Base Fee</b>	<b>Student Fee</b>	<b>Total Fee</b>
1	Aspen View Regional Division No. 19	2,775	\$1,402	\$340	\$1,742
1	Black Gold Regional Division No. 18	11,256	\$1,402	\$895	\$2,297
1	Buffalo Trail Public Schools	3,860	\$1,402	\$340	\$1,742
1	East Central Catholic Schools	2,368	\$1,402	\$340	\$1,742
1	East Central Francophone	802	\$1,402	\$183	\$1,585
1	Edmonton Catholic Schools	40,456	\$1,402	\$895	\$2,297
1	Edmonton Public Schools	97,275	\$1,402	\$895	\$2,297
1	Elk Island Catholic Schools	6,359	\$1,402	\$895	\$2,297
1	Elk Island Public Schools	16,651	\$1,402	\$895	\$2,297
1	Evergreen CSRD No. 2	4,187	\$1,402	\$518	\$1,920
1	Ft. McMurray Catholic Schools	5,921	\$1,402	\$691	\$2,093
1	Ft. McMurray Public Schools	6,055	\$1,402	\$895	\$2,297
1	Grande Yellowhead Public School Division #77	4,304	\$1,402	\$518	\$1,920
1	Greater St Albert Catholic Schools	5,372	\$1,402	\$691	\$2,093
1	Lakeland RCSSD No. 150	2,421	\$1,402	\$340	\$1,742
1	Living Waters Catholic Schools	1,973	\$1,402	\$183	\$1,585
1	Lloydminster RCSSD 89	Base Amount	\$1,402	\$0	\$1,402
1	Lloydminster School Division 99	Base Amount	\$1,402	\$0	\$1,402
1	North Central Francophone	3,335	\$1,402	\$340	\$1,742
1	Northern Gateway Regional Division	4,726	\$1,402	\$518	\$1,920
1	Northern Lights School Division	600	\$1,402	\$183	\$1,585
1	Parkland School Division No. 70	11,284	\$1,402	\$895	\$2,297
1	Pembina Hills Regional Division	3,618	\$1,402	\$340	\$1,742
1	St Albert Public Schools	8,508	\$1,402	\$895	\$2,297
1	St Paul Education Regional No.1	3,816	\$1,402	\$340	\$1,742
1	St. Thomas Aquinas Catholic Schools	4,067	\$1,402	\$518	\$1,920
1	Sturgeon School Division	5,350	\$1,402	\$691	\$2,093
1	Yellowknife Education District No. 1	Base Amount	\$1,402	\$0	\$1,402
1	Yellowknife Public District Ed Authority	Base Amount	\$1,402	\$0	\$1,402
29					
		257,336			<b>\$54,892.00</b>

\*1 - FTE Enrolments as reported to Alberta Education at September 30, 2018 (Student enrollments have been updated.)

<b>RECOMMENDATION:</b>	<b>2019-2020 FEES NO INCREASE/DECREASE</b>	<b>0.00%</b>
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<b>PROPOSED FEES REBATE TO BRING OPERATING SURPLUS TO \$15,000 DISTRIBUTED OVER 257,336 Students</b>	
<b>Scenario</b>	
Reduce Surplus to meet maximum of \$15,000	
<b>Reduction</b>	<b>(3,914)</b>
<b>Total Students</b>	<b>257,336</b>
<b>Rebate per Student</b>	<b>\$ (0.015)</b>

<b>2</b>	<b>Meal Recoveries (nominal fee for meals charged - not necessary 100% recovery considering all incremental meeting costs)</b>	
	MLA Presentation	\$2,000.00
	Edwin Parr Dinner - capacity increased to accommodate over 200 guests	\$11,000.00

**ASBA ZONE 2/3  
PROPOSED BUDGET  
2019-2020**

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

REF

**Budget projections for all Committee/Representatives Per Diems, Travel and other expenses are projected higher to ensure that any member of Zone 2/3 is encouraged to participate regardless of their location.**

**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

\*Advocacy work expected to be done year-round

Conference Calls:

Up to 1 hour			\$25
Up to 1.5 hours			\$37.50
Up to 2 hours			\$50
Up to 3 hours			\$75

\*If over 3 hours go to per diem rates

\*Treasurer and Secretary positions are considered part of the Executive Committee per Bylaw-Position Descriptions. Secretary Position moved from Contract fees and Treasurer new for 2018-2019 as ASBA no longer providing services

<b>4A</b> Chair Allowance in recognition of additional duties performed	
Zone Chair Annual Allowance (includes Advocacy Committee)	\$1,500
Zone Vice-Chair Annual Allowance (includes Edwin Parr Committee)	\$500

<b>Kilometer Rates = ASBA Current Rates</b>	\$0.53/km
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Travel Expenses per receipt

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

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$20.00

**6** Contract fees

Project Coordinator (Edwin Parr and Advocacy Functions)	\$3,000
Audit Fees-projected costs-Review by Member-Per diem and expenses	\$400

ASBA no longer providing accounting support

**ASBA ZONE 2/3  
PROPOSED BUDGET  
2019-2020**

**APPENDIX D - OTHER EXPENSES**

REF.

**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	Total
September	St. Anthony Centre	\$ 200.00	\$ 75.00	\$ 900.00	\$ 1,175.00
October	St. Anthony Centre	\$ 200.00	\$ 75.00	\$ 900.00	\$ 1,175.00
November	St. Anthony Centre	\$ 200.00	\$ 75.00	\$ 900.00	\$ 1,175.00
January	St. Anthony Centre	\$ 200.00	\$ 75.00	\$ 900.00	\$ 1,175.00
February	St. Anthony Centre	\$ 200.00	\$ 75.00	\$ 900.00	\$ 1,175.00
March	St. Anthony Centre	\$ 200.00	\$ 75.00	\$ 900.00	\$ 1,175.00
April	St. Anthony Centre	\$ 200.00	\$ 75.00	\$ 900.00	\$ 1,175.00
May (b/f Edwin Parr)	Chateau Louis	\$ 100.00	\$ 100.00	\$ 400.00	\$ 600.00
June	St. Anthony Centre	\$ 200.00	\$ 75.00	\$ 900.00	\$ 1,175.00
		<b>\$ 1,700.00</b>	<b>\$ 700.00</b>	<b>\$ 7,600.00</b>	<b>\$ 10,000.00</b>

**Incremental Costs**

MLA Function - \$ 750.00 \$ 250.00 \$ 3,000.00 **\$ 4,000.00**

Edwin Parr Awards Banquet \$ - \$ - \$ 13,000.00 **\$ 13,000.00**

Edwin Parr Expenses **\$ 6,000.00**

**CSBA Conference \$ 4,000.00**

**Leadership Conferences (ASBA) \$ 4,000.00**

**Bank Charges - EFT Payments Direct Deposit for all payments will be implemented commencing 2018-2019 \$ 500.00**

**7** Standing Expenditure Items

Professional Development Plan is proposed to enhance Zone PD Opportunities **\$ 3,000.00**

**8** Per Motion 2018 a minimum operating surplus of \$10,000 and a maximum of \$15,000 must be maintained

**ASBA ZONE 2/3**

**REPORTS**

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## September 12 - 13, 2019, ASBA Board of Directors Meeting: Key discussions and decisions

*This synopsis is provided to support ASBA Directors in reporting to their members following a Board of Directors' meeting. For ASBA Director use only.*

### **ASBA event registration costs**

For this year only—due to a projected budget surplus—the ASBA Board of Directors approved a 50 per cent reduction in registration fees for members for the FGM 2019 and SGM 2020. This in part, is to encourage members to participate and register for CSBA 2020. In addition, ASBA members will receive a discounted registration fee for CSBA 2020; the exact amount of the discount will be determined later.

### **President Report**

In addition to regular and ongoing government relations, President Lorrie Jess and CEO, Dr. Abboud have formalized, scheduled meetings with the Minister of Education every six weeks. Further, Dr. Abboud will be meeting with Minister LaGrange's Chief of Staff roughly every five weeks. ASBA continues to advocate for all member boards. ASBA organized a Board Chairs meeting for September 12 to address the MacKinnon Report; Funding Formula Review; Advocacy Committee work; and, board promising practices. Minister LaGrange and Alberta Education officials including DM, Dr. Curtis Clarke and ADM, Gene Williams were in attendance to address the group.

### **Vice-President Report**

The Advocacy Committee and PDAC have been very busy over the summer, supporting President Jess in her role, as well as advocating for ASBA membership. Most Vice-President updates will be included in the PDAC and Advocacy Committee sections of the meeting.

### **CEO Report**

CEO, Dr. Abboud has been exploring options with the Mental Health Commission of Canada (MHCC); staff of the Associate Ministry of Mental Health and Addictions; and ASEBP to explore partnerships in support of youth mental health initiatives. Dr. Abboud has also secured sponsorships for this. Ideas will continue to be explored with membership through zone meetings, and members will vote on this issue at FGM.

Regarding committees, the call for interest for ASEBP went out last week, the application is available on the ASBA website, and the deadline is September 27.

Dr. Abboud will also be sharing contact information for ASBA's different services and operational work. For example, Steven Langer, Chief Officer, Education and Professional Development can be contacted for any education services; and, Jan Olson, Chief Business Officer may be contacted for events including FGM, SGM and CSBA. This information will be highlighted in the October newsletter.

### **Strategic Planning**

Year two has been completed, including strategies and deliverables for how these have been addressed.

#### Schedule for Strategic Plan 2020-23

As it is important to solicit member input on ASBA's Strategic Plan, ASBA has been visiting each zone meeting throughout September and into October. Once feedback has been received, the Board of Directors will use this for strategic planning, and will once again share with members, before finalizing the plan. This ensures all member voices are heard and considered in the creation of the plan.

### **Operational Updates**

#### Board Meeting Dates

Approval for the Board of Director meeting dates was deferred to the October 10-11 meeting. This was done to take into consideration the President's and CEO's attendance at all zone meetings, government meetings and stakeholder meetings, as well as the addition of more Board Chairs meetings.

#### Annual Work Plan

Approval for the Board of Director's Annual Work Plan was deferred to the October 10-11 meeting. This is because the meeting schedule must be approved before the Board of Directors can determine what will be covered in each meeting.

#### Parking Update

In an effort to increase efficiencies, ASBA is reducing—by four spots—the number of parking stalls it rents. This is part of ongoing evaluation, and due to the cost of spaces, as they are not being used on a regular basis.

#### Donation of Archives

Given that ASBA's office space has been reduced, ASBA has a number of physical records which are considered historical and would like to donate these physical records to the Provincial Archives of Alberta. This is to preserve ASBA history and provide opportunity for secure access by the public to the records. The Board of Directors has approved.

### Excess Furniture

Also as a result of smaller office space and renovations, there is excess and outdated furniture that is no longer used and needs to be dealt with. As a result, ASBA plans to donate this excess furniture to charity. The Board of Directors has approved.

### **Presentation on Provincial Achievement Test and Diploma results**

One of the tasks listed in the Board of Directors' Annual Work Plan for September is to "Hear presentations on Provincial Achievement Test and Diploma results as per joint protocol with Alberta Education." On August 3, 2016, ASBA and Alberta Education signed a joint protocol for the release of the 2015/2016 Provincial Achievement Test and Diploma Examination Results, and Alberta Education presented results at the December 10-11, 2015 Board meeting. Since that meeting, presentations to the Board of Directors regarding results have not occurred. Given recent communications with government regarding PATs and SLAs, the Board of Directors has decided not continue with this practice and remove it from the work plan.

### **Curriculum Proposal**

ASBA envisions sending a proposal to government and has been working out details. More information will be shared with the Board of Directors at the October meeting.

### **Teacher Growth, Supervision and Evaluation Policy**

ASBA has not yet received confirmation from the Ministry on a submitted proposal; therefore, staff will follow up as part of ongoing work with Alberta Education.

### **ASBA Website Access**

After a fulsome discussion, the ASBA Board of Directors has decided to maintain a section of the website for members only, including access to TLC; however, to ensure superintendents and staff can get the access they need, registration links will be shared publicly prior to general meetings. Individuals including superintendents interested in taking courses from TLC are welcome to connect with ASBA for an independent link.

### **Literature Review – School Boards and Student Achievement**

ASBA developed a literature review regarding the connection between school board governance and student achievement. This review has been posted to the members'-only portion of the ASBA website.

### **Bill 201 – Anaphylaxis Policy Advisory**

ASBA revised its 2007 Anaphylaxis Policy Advisory to align with Bill 201, which comes into effect January 2020. This advisory is meant to support member school boards in the development of their own policies/administrative procedures. This revised policy advisory will be shared on the members-only portion of the ASBA website.

ASBA will send a letter to Alberta Education and Alberta Health, requesting that costs be covered by Alberta Health, or through cross-ministry collaboration. To this end, ASBA is

requesting that Directors send in their projected costs so we may highlight this for government. If your board has this information, please send it to Chelsea McNaughton, Governance Coordinator at [CMcNaughton@asba.ab.ca](mailto:CMcNaughton@asba.ab.ca) before September 30.

### **Educational Landscape Learning Resource**

A pilot for this new learning resource will be available for viewing at the next Board of Directors meeting.

### **ASCA Update**

ASCA would like to present at zone meetings. ASBA is open to the idea; and will provide updates as more information becomes available.

### **Indigenous Relations – Update**

ASBA has updated the criteria for *Honouring Spirit: Indigenous Student Awards*. The Minister of Education and the Minister of Indigenous Relations have both agreed to host the awards at Government House for 2020. The exact date will be shared once confirmed, and the application form will be launched at the FGM 2019.

ASBA—with the help of the Indigenous Relations Coordinator—is looking to develop workshops regarding ways to move forward under the Calls to Action: Truth and Reconciliation Commission of Canada. ASBA's Indigenous Advisory Circle members will be involved.

### **Four Partners Retreat**

The Executive Committees of ASBA, ASBOA and CASS are planning on a four partners retreat at the end of November. Minister LaGrange will also be in attendance.

### **Business Arising from September 12 Board Chairs Meeting**

Feedback from the meeting was extremely positive, with many Board Chairs sharing that they would like Board Chair meetings to occur more often. Minister LaGrange; DM Dr. Curtis Clarke; ADM Gene Williams; and, Chief of Staff Nicole Williams participated in the meeting. Attendees appreciated that the Education Minister and Alberta Education staff took the time to provide some explanation as to the recent developments and announcements from government. Staff took notes and will share a meeting summary in the near future. In addition, CEO Dr. Abboud has secured sponsorships to support these meetings for the next five years.

### **Committees and Task Forces**

#### Finance and Audit Committee

On September 12, Chartered Accountants KBH provided an overview of the audit for the fiscal year, which ended August 31, 2019, and answered questions. The committee recommended the Audit Engagement letter to the Board of Directors for approval.



### Zone Chairs Committee

Zone Chairs completed a survey outlining what they believe the role of zones to be. ASBA will use this information for a Zone Chairs meeting to be held sometime around the end of October. The Board of Directors instructed PDAC to review Bylaw 15.4 and Governance Policy 14 in order to clarify the role of zones and to consider including terms of reference.

### Advocacy Committee

The Advocacy Committee has been reviewing existing Position Statements for potential gaps, in light of new developments. ASBA may sponsor statements at the FGM 2019 to fill these gaps. The areas identified include: Choice in Education, the setting of school fees, and Charter Schools.

### Policy Development Advisory Committee

PDAC is considering holding a generative discussion as part of the FGM 2019. The Board also instructed the CEO to look into hosting an MLA breakfast as part of the FGM activities.

### **CSBA National Congress and Indigenous Gathering**

Trisha Estabrooks was added to the CSBA National Congress and Indigenous Gathering Planning Committee.

### **Zone Languages Committee**

The ASBA Board of Directors will sponsor a Position Statement on Second Language Learning.

### **SGM Format and Youth Summit 2020**

At the June 13, 2019 Board of Directors meeting, there was discussion regarding the combined SGM/Provincial Youth Mental Health Summit for June 2020. The Board of Directors has agreed to have members vote at FGM on whether or not to have a Provincial Youth Mental Health Summit in combination with SGM 2020. The Board of Directors will conduct research to potentially sponsor Position Statements related to: Charter Schools, the *Choice in Education Act*, and ensuring the Ministry engages Boards first in consultation processes.

### **FGM Program**

The Board of Directors is looking into hiring a facilitator to provide an advocacy session at the FGM 2019.