

public agenda

Regular Board Meeting

June 27, 2017
12:00 p.m.

Multipurpose Room,
Education Centre
1221 8 Street SW,
Calgary, AB

R-1: Mission |

Each student, in keeping with his or her individual abilities and gifts, will complete high school with a foundation of learning necessary to thrive in life, work and continued learning.

Conflict of Interest reminder: Trustees must disclose any potential pecuniary interest in any matter before the Board of Trustees, as set forth in the agenda as well as any pecuniary interest in any contract before the Board requiring the Board's approval and/or ratification.

Time	Topic	Who	Policy Ref	Attachment
12:00 p.m.	1 Call to Order, National Anthem and Welcome			
	2 Consideration/Approval of Agenda		GC-2	
	3 Awards and Recognitions		GC-3	
	4 Results Focus			
	5 Operational Expectations			
	6 Public Comment [PDF]		GC-3.2	
Max 20 mins	Requirements as outlined in Board Meeting Procedures			
	7 Matters Reserved for Board Action	Board	GC-3	
	7.1 Postponed Motion from June 20, 2017 Regular Meeting	A. Stewart	GC-2, 3	Page 7-1
	8 Board Information			
	8.1 Budgeted School and Transportation Fee Revenue Schedule		OE-8	Late Distrib'n (Page 8-35)

Time	Topic	Who	Policy Ref	Attachment
	9 Consent Agenda	Board	GC-2.6	
	9.1 Items Provided for Information		OE-8	
	9.1.1 Trustee Liaison Report re: Alberta School Boards Association - Zone 5		GC-3	Page 8-1
	9.1.2 Trustee Liaison Report re: Alberta School Boards Association – Board of Directors		GC-3	Page 8-18
	10 In-Camera Session			
3:00 p.m.	11 Adjournment			
	Debrief	Trustees	GC-2.3	

Notice |

This public Board meeting will be recorded & posted online.
Media may also attend these meetings.
You may appear in media coverage.

Archives will be available for a period of two years.
Information is collected under the authority of the School Act and the Freedom of Information and Protection of Privacy Act section 33(c) for the purpose of informing the public.

For questions or concerns, please contact:
Office of the Corporate Secretary at corpsec@cbe.ab.ca.

report to Board of Trustees

Postponed Motion of June 20, 2017 re: Alternative Programs

Date	June 27, 2017
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Kelly-Ann Fenney Office of the Corporate Secretary
Purpose	Decision
Governance Policy Reference	Governance Culture GC-2: Governing Commitments GC-3: Board Job Description

1 | Recommendation

THAT the Board of Trustees gives consideration to the following postponed motion:

MOVED by Trustee Stewart:

THAT the Board of Trustees directs the Chief Superintendent to report on system-wide strategies that support alternative programs and report back to the Board by September 12, 2017.

2 | Background

At the Regular Meeting on June 20, 2017, Trustee Stewart put forward the above-noted motion following the approval of the budget. A subsidiary motion that was put forward and carried unanimously was as follows:

MOVED by Trustee Hurdman:

THAT consideration of the motion be postponed to the Regular Meeting of the Board of Trustees scheduled for June 27, 2017.



report to Board of Trustees

Proposed Fee Administrative Regulations (School, Transportation and Noon Services)

Date	June 27, 2017
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	David Stevenson, Chief Superintendent of Schools
Purpose	Information
Originator	Brad Grundy, Superintendent, Chief Financial Officer, Corporate Treasurer
Governance Policy Reference	OE-5: Financial Planning OE-8: Communication With and Support for the Board
Resource Person(s)	Area Directors School Principals Finance / Technology Services staff

1 | Recommendation

It is recommended:

- This report is being provided for information to the Board. No decision is required at this time.

2 | Issue

The *School Fees and Costs Regulation* and the *School Transportation Regulation* of the *School Act* require that school boards establish board policies on the establishment, maintenance and implementation respecting the fees and costs it proposes to charge. The policies and related schedule of fees and costs that may be charged in the following school year must be submitted to the Minister by May 31. This deadline was extended to June 30 for this year only for all fees except for non-curricular travel, extracurricular and activities which have been extended to September 15. See section '4 – Analysis' for further information.

The Board of Trustees has delegated the responsibility for day to day operations, which includes setting of fees to the Chief Superintendent (B/CSR -4E). Accordingly, this information is provided to the board for information only. The Chief Superintendent and Chief Financial Officer/ Corporate Treasurer will certify that the documents meet the requirements as set out in the *School Act*, to the best of their knowledge, and will be submitted to Alberta Education for Ministerial review and approval.

3 | Background

Bill 1: An Act to Reduce School Fees was introduced in the spring 2017 and the supporting Regulations (*School Fees and Costs Regulation* and *School Transportation Regulation*) were approved on June 5, 2017. Under the *School Fees and Costs Regulation* and the *School Transportation Regulation* the board policies on fees and costs must include consultation requirements, fee justification, waiver process and information as well as processes for the resolution of disputes. The regulations require that school boards submit their fee policies and related fee schedules to the Ministry of Education in advance of the school year.

School boards are no longer permitted to charge fees for instructional supplies and materials. Included in this category are fees for:

- textbooks
- workbooks
- photocopying
- printing and paper supplies
- fees that are not connected to a specific good or service

The *School Transportation Regulation* requires school boards to eliminate or reduce fees for students who attend their designated community school for a Regular Program, and reside more than 2.4 kilometres from the school. Fees may still be incurred for students attending programs of choice or who take the bus and live within 2.4 kilometres from school.

With the exception of noon supervision and transportation fees, CBE school fees are set at the school level by the principal and in consultation with their school community. These fees reflect the CBE's support for local voice in public education.

4 | Analysis

CBE Administrative Regulations on fees provide operational direction on fee practices, reporting and guidance for overall compliance with the *School Act*. The CBE's policies on Student Transportation, School Fees and Noon Services have been updated with the requirements of the new regulations.

Consistent with the intentions of Bill 1: An Act to Reduce School Fees, CBE leaders have been advised that fees may not increase for 2017-18 and no new fees should be introduced. Fees must be based on an estimate of actual costs to be incurred and must be attributed to a specific activity. The *School Fees and Costs Regulation* stipulate that schools may not charge fees in 2017-18 that are not in the School Fees schedule that will be submitted to Alberta Education by June 30th.

Given the logistical challenge of providing fee information by June 30, Alberta Education has granted an extension for three specific categories of fees. They are Non-Curricular Travel, Extracurricular Fees and Activity Fees. For these three specific categories, the per-student information originally required to be submitted on June 30 has now been extended until September 15. These will be submitted for Board information at a later date.

5 | Financial Impact

Schools have been advised to maintain, reduce or eliminate fee levels and as such, fees charged by schools will not exceed the per student fees charged in 2016-17. In order to operate with lower revenues, spending may also need to be reduced or fundraising activities increased to compensate for the loss of fee revenue in order to maintain activity levels. At this time CBE schools have been directed to not post any fee information pending Ministerial approval.

6 | Implementation Consequences

CBE Administrative Regulations and related school fee schedules are in the process of being reviewed for compliance with the Ministerial regulations and draft CBE Administrative Regulations. Given the timing of release, short timelines for implementing and evolving nature of the guidance around the legislation, the CBE will make best efforts to comply with legislation in 2017-18. Evolving interpretations and enhanced governance is expected to improve compliance for 2018-19. Upon Ministerial approval, schedules will be made publicly available. Individual school fee schedules will not reflect any fees that are different or at amount greater from those approved by the Minister.

In addition to requesting approval for fees from the Provincial Government, school boards will also be required to enhance their reporting of actual fees charged. Spending activity must be tracked to correspond with each type of fee charged to ensure that the fees collected were spent on the specific activity identified.

This type of accounting will require more oversight and analysis from central CBE finance staff as well as more time by school-based administrative staff.

7 | Conclusion

The Provincial government's Bill 1 will result in fees being reduced or eliminated for many CBE families. The CBE is committed to adhering to the requirements of Bill 1 to the greatest extent possible with the information available and given the current time constraints. This report serves as the fee policy submission applicable to the 2017-18 fiscal year.



DAVID STEVENSON
CHIEF SUPERINTENDENT OF SCHOOLS

ATTACHMENTS

An attachment is a document that can stand alone and is not required to understand the rest of the original report. When numbering attachments, use Attachment Numbering Style.

- Attachment I: Administrative Regulation - Student Transportation
- Attachment II: Administrative Regulation – Noon Services
- Attachment III: Administrative Regulation – School Fees

GLOSSARY – Developed by the Board of Trustees

Board: Board of Trustees

Governance Culture: The Board defined its own work and how it will be carried out. These policies clearly state the expectations the Board has for individual and collective behaviour.

Board/Chief Superintendent Relationship: The Board defined in policy how authority is delegated to its only point of connection – the Chief Superintendent – and how the Chief Superintendent's performance will be evaluated.

Operational Expectations: These policies define both the nonnegotiable expectations and the clear boundaries within which the Chief Superintendent and staff must operate. They articulate the actions and decisions the Board would find either absolutely necessary or totally unacceptable.

Results: These are our statements of outcomes for each student in our district. The Results policies become the Chief Superintendent's and the organization's performance targets and form the basis for judging organization and Chief Superintendent performance.

administrative regulation

Administrative
Regulation No.
6095

Classification:
Students

Effective Date:

Student Transportation

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide clear direction regarding student transportation services within the Calgary Board of Education

2 | Scope

This Administrative Regulation applies to:

- All Calgary Board of Education students accessing transportation services.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- The CBE provides for the safe, reliable and financially sustainable transportation of students who are eligible under the *School Act* or CBE policy
- Transportation service areas will be established considering, but not limited to, community boundaries, natural hazards or barriers, roadways and infrastructure and grade configuration of schools.

5 | Definitions.

CBE: means The Calgary Board of Education.

Attendance area: means an area established under section 13(2) of the *School Act* for student attendance within the boundaries of the CBE.

Parent: means the parent as defined in section 1(2) of the *School Act* of Alberta.

Public transportation: means the transportation of students on Calgary Transit.

School bus transportation: means the transportation of students to school in a vehicle authorized by the Manager of Transportation Services, and includes transportation on yellow school buses, handi-buses, and taxis, but does not include public transportation.



Transportation service area: means the designated zone within an attendance area in which the CBE provides subsidized transportation.

6 | Regulation Statement

- General**
- 1) The CBE shall provide for the transportation of students who qualify for transportation under the *School Act* and under the School Transportation Regulation.
 - 2) CBE may provide for the transportation of CBE students:
 - a. who live less than 2.4 kilometers from the school in which they are enrolled and within the transportation service area for that school; or
 - b. attending alternative programs or programs of choice; or
 - c. as approved by the Manager of Transportation Services.
- Mode of Transportation**
- 3) Transportation services provided for CBE students may include school bus transportation or public transportation, as defined by this regulation.
- Transportation Fees**
- 4) Where CBE is obligated to provide for transportation services under section 6(1), the following applies:
 - a) If the student is on school bus transportation, no fee will be charged to the parent; and
 - b) If the student is on public transportation, a rebate up to the provincial transportation funding amount, as adjusted from time to time, will be provided to the parent, or independent student.
 - 5) For students receiving transportation services under section 6(2), a transportation fee will be levied in accordance with the approved transportation fee schedule.
 - 6) All CBE transportation fees are set in accordance with the Ministry approved transportation fee schedule.
- Waiver of fees**
- 7) A parent or independent student may apply for a waiver of transportation fees in accordance with the CBE waiver process.
 - 8) Fee waiver requests must be completed annually and are only valid for one school year.

9) A waiver of transportation services fees may be approved if the parent or independent student:

a) qualifies for:

- i. Social services benefits,
- ii. Alberta Child Health Benefits
- iii. Convention refugee status,
- iv. Government sponsored refugee status,
- v. City of Calgary Fair Entry, or
- vi. low income status based upon other reasonable proof.

b) completes the CBE waiver application form and provides the required documentation.

10) A waiver may be granted based on compassionate grounds if supported in writing by school administration.

Collection of fees

11) At least two notifications will be sent to individuals with unpaid transportation service fees prior to engaging in further collection action.

12) Any unpaid fees beyond 180 calendar days will be sent to a third party for collection.

Refunds

13) Request for cancellation of transportation services must be completed in writing within 30 days of the last day the student used the service.

14) Transportation fees will be refunded, on a pro-rated basis, when transportation services are cancelled during the school year.

15) No refunds will be issued for service cancelled after April 30.

Parent's responsibility

16) When a student receives school bus transportation provided by CBE, the parent of the student must provide supervision to and from the bus stop and at the bus stop.

17) When a student accesses public transportation services, the parent is responsible for supervising the student's access and use of that service.

Transportation by parents in lieu of school bus transportation

18) In lieu of school bus transportation, the Manager of Transportation Services may, on a discretionary basis, pay a parent for transporting the student, at a per-kilometer or per diem rate, determined annually by the Manager of Transportation Services, in accordance with CBE guidelines.



**Conditional riders
Kindergarten to
Grade 12**

- 19) If a student in Kindergarten to Grade 12 is enrolled in a school but does not live in the attendance area or the transportation service area for that school, the parent of the student or the independent student must provide for the transportation of the student to and from the school.
- 20) Notwithstanding section 6(19), for students in Kindergarten to Grade 12 who are not eligible for transportation, the parent may access school bus transportation by applying to the Manager of Transportation Services.
- 21) The Manager of Transportation Services may authorize a student in Kindergarten to Grade 12 to have access to transportation services as a conditional rider if the following conditions are met:
 - a) there is space on the school bus after all eligible students have been accommodated;
 - b) there is a suitable school bus stop in place being used by an eligible student;
 - c) the student's parent provides supervision and transportation to and from the school bus stop that is in place for an eligible student; and
 - d) the student's parent pays the applicable transportation fee.
- 22) Only students who are siblings of eligible riders on complex learning needs routes will be considered for approval as conditional riders on those routes.
- 23) The Manager of Transportation Services may authorize an additional school bus stop for conditional riders, if in the opinion of the Manager, there are extenuating circumstances that support the creation of another school bus stop.

Occasional riders

- 24) The principal may authorize transportation of a student, volunteer or staff member at the school as an occasional rider.
- 25) The principal must consider the following factors when deciding whether to authorize transportation for an occasional rider:
 - a) if, in the opinion of the bus driver, there is room on the school bus; and

- b) the bus is not required to deviate from its regular route or make additional stops; and
- c) the request is infrequent.

26) If the principal authorizes school bus transportation for an occasional rider, the school principal must provide the school bus driver with a written note authorizing the trip.

Transportation schedules

27) Transportation schedules are established annually by the Manager of Transportation Services in consultation with area directors and school principals considering but not limited to the following:

- a) coordinated start and end times for shared routes;
- b) late entry or early dismissal;
- c) professional development days;
- d) organizational days;
- e) parent/teacher interviews;
- f) professional learning time and staff meetings; and
- g) student examinations, student orientations and off-site activities.

28) Principals must ensure that the Manager of Transportation Services is notified of all school calendar changes and school activities that impact the transportation schedule referred to in section 6(27) through the Notice of Intent electronic on-line system at least three weeks prior to date of the school calendar change or activity.

29) For school calendar changes that impact the transportation schedule in August or September, principals must ensure that the Manager of Transportation Services is notified prior to June 30 of the preceding school year.

School bus stops

30) Section 273 of the *School Act* states that a person can have only one place of residence for school purposes, therefore, based on the student's primary residential address, only one school bus stop will be established for a student.

31) The location of the school bus stops for students accessing school bus transportation will be based on a student's primary residential address as defined in

section 273 of the *School Act* and will be established considering the following:

- a) the number of students assigned to a school bus stop;
 - b) using public areas on main collector roads where possible;
 - c) minimizing inconvenience to the public; and
 - d) student safety during school bus loading and unloading.
- 32) Where in the opinion of the Manager of Transportation Services it is practicable, Kindergarten and elementary students may be required to travel approximately 1600 meters or more from their home to a school bus stop.
- 33) Junior high school students may be required to travel approximately 1800 meters or more from their home to a school bus stop.
- 34) Kindergarten, elementary students and junior high school students enrolled in an alternative program, may be required to travel farther than 1600 meters or 1800 meters from their home as outlined in sections 6(32) and 6(33), to a congregated school bus stop.
- 35) The Manger of Transportation Services may add, relocate or discontinue school bus stops in response to safety issues, traffic changes, student use residential concerns from the public or any other special and extenuating circumstances by determined by the Manager of Transportation Services.
- Student transportation discipline** 36) The rules for student responsibilities and conduct on school buses are found in Administrative Regulation 6096 - Transportation Responsibilities and School Bus Rules.
- 37) A student is responsible for their behaviour and conduct as outlined in Administrative Regulation 6005 – Student Code of Conduct, and in Administrative Regulation 6096 - Transportation Responsibilities and School Bus Rules.
- 38) In accordance with Administrative Regulation 6006 – Progressive Student Discipline, school principals are responsible for disciplinary action, and they must conduct an inquiry into a written report made by the driver concerning inappropriate student behaviour and conduct on school bus transportation or public transportation.



Transportation concerns

- 39) Concerns regarding student transportation are addressed through the following process:
- a) for concerns related to bus routes and transportation schedules, the parent or student must complete a change request form and submit it to Transportation Services;
 - b) for concerns about student behavior, the parent or student must contact the school principal;
 - c) for concerns related to driver conduct and service related issues, the parent must contact the contracted carrier directly;
 - d) for other concerns not addressed in items (a) to (c), the parent may refer to Administrative Regulation 5007 - Concerns and Complaints.
- 40) If issues or concerns outlined in section 6(39)(a) and (c) are not resolved, a written request may be submitted to the Manager of Transportation Services.

Concerns, Complaints or Appeals regarding fees

- 41) Concerns and complaints and appeals regarding fees must follow the CBE process outlined in the appropriate Administrative Regulations.
- 42) All CBE process for concerns and complaints and appeals regarding fees must be exhausted before a parent may appeal to the Minister under section 124 (1.1) of the *School Act*.

Role of director responsible for transportation services

- 43) The director responsible for transportation services is responsible for ensuring the development of a comprehensive communication plan to advise school principals and staff and school communities of changes to this administrative regulation, as well as specific changes to the transportation service area for each individual school. This plan may differ between communities.
- 44) The director responsible for transportation services or delegate will chair a Transportation Advisory Committee composed of a variety of stakeholders including representatives from community, charter bus carriers, school based principals and other service units as appropriate.

Transportation Advisory Committee

- 45) The purpose of the Transportation Advisory Committee is to make recommendations to the Manager, Transportation Services regarding transportation service areas, and provide advice, guidance and support to the



Manager of Transportation Services for the implementation of this Administrative Regulation.

Engagement

- 46) CBE administration will engage with parents prior to increasing or decreasing transportation services fees.
- 47) CBE will annually publish fee schedules, waiver and refund information on:
 - a) CBE public website, and
 - b) Individual school websites.
- 48) Principals will communicate to parents and staff the waiver and refund process at least once per school year.

7 | History

Approval	December 14, 2004.
Revision/Review Dates	September 20, 2005 December 19, 2005 November 1, 2007 June 1, 2008 August 27, 2012 May 17, 2013 June 2015 June 2017

8 | Related Information

Legal References

- Motor Transport Act, R.S.A. 2000, c. M-21
- School Bus Operation Regulation A.R. 437/86
- School Act, sections 1(1)(m), 1(1)(q), 1(3), 2, 13(2) 44, 47, 51, 52,123, 124 (1.1) and 273
- Student Transportation Regulation, A. R. 102/2017

CBE Administrative Regulation References:

- AR 3003 - Special Education
- AR 5007 - Concerns and Complaints
- AR 6005 – Student Code of Conduct
- AR 6006 – Progressive Student Discipline
- AR 6096 - Transportation Responsibilities and School Bus Rules

administrative regulation

Noon Services

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide clear direction for permissible fees that may be levied to parents for noon services
- To provide clarity and guidelines for noon services offered to students as they relate to food service and supervision.

2 | Scope

This Administrative Regulation applies to:

- All noon service programs being offered students within CBE facilities.

3 | Compliance

All employees are responsible for knowing, understanding and complying with this Administrative Regulation.

4 | Principles

The following principles apply:

- CBE provides flexible options, based on school configuration, for students during the noon period.
- CBE provides a safe and caring environment for students.
- CBE involves community and stakeholder groups.
- All noon services offered within CBE facilities operate in accordance with CBE regulations and Alberta Public Health Act Food Regulation.

5 | Definitions.

CBE: means The Calgary Board of Education.

Noon period: means the time frame between morning and afternoon classes.

Noon service: means any program or service offered to students during the lunch break.

Paid noon supervision service: means the provision of supervision of students over the lunch break. Lunch is not provided.

Administrative
Regulation No.
3048

Classification:
Schools

Effective Date:



6 | Regulation Statement

- Application**
- 1) All schools offering programs to Grades 1-6 students, and where applicable, full day kindergarten, must offer a noon supervision service.
 - 2) Noon services may be offered to students in Grades 7-9 depending upon space, resources and the needs of the community
 - 3) A noon supervision service must provide participating students with supervision while they are eating and during the noon period activities.
- Location**
- 4) The principal is responsible for determining the location of the space for the noon service at the school.
 - 5) In absence of a dedicated space, the principal must designate a space in the school that is compatible with the school's instructional program.
- Food services**
- 6) Food services may be offered in some locations.
 - 7) Food and beverages offered for sale must consist of nutritious items and align with the guidelines presented in AR 3047 - Nutrition.
 - 8) Attention must be paid to food safety and guidelines in the current Alberta Public Health Act-Food Regulation and safety guidelines provided by CBE Safety Services.
- Fees**
- 9) A Ministry approved noon supervision fee schedule will be set and published annually.
 - 10) All CBE noon supervision fees are set in accordance with the approved noon supervision fee schedule.
 - 11) Schools shall only charge those fees identified on the approved noon supervision fee schedule.
 - 12) All students accessing the noon supervision service are required to pay the fee or obtain a waiver.
 - 13) CBE will annually publish fee schedules, waiver and refund information on:
 - a) the public website, and

b) individual school websites.

Waiver of fees

- 14) Principals will communicate to parents and staff the waiver and refund process at least once per year.
- 15) A parent or independent student may apply for an approved waiver of noon supervision fees.
- 16) Waiver requests must be completed annually and are only valid for one school year.
- 17) A waiver for noon supervision services fees may be approved if the parent:
 - a) qualifies for:
 - i. Social Services benefits,
 - ii. Alberta Child health benefit,
 - iii. Convention refugee status,
 - iv. Government sponsored refugee status,
 - v. Calgary Fair Entry or
 - vi. low income status based on other reasonable proof.
 - b) completes the CBE waiver application form and provides the required documentation.

18) A waiver may be granted based on compassionate grounds as identified in wiring by school administration.

Collection of fees

- 19) At least two notifications will be sent to individuals with unpaid transportation or noon supervision service fees prior to engaging in further collection action.
- 20) Any unpaid fees beyond 180 calendar days will be sent to a third party for collection.

Refunds

- 21) Thirty days written notice is required to process cancellations and issue refunds.
- 22) Fees for the unused portion of noon supervision fees will be refunded on a pro-rated basis upon written request.
- 23) No refunds will be processed after April 30.

Concerns/Complaints regarding program

24) Concerns or complaints arising regarding the noon services program must be addressed utilizing the current process outlined in the Administrative Regulation.

Emergency

25) Principals are required to make arrangements for the

situations

appropriate supervision of all students during the noon period when unforeseen circumstances such as inclement weather or emergencies occur including those not registered in a noon service.

- 26) Nutritious food must be available, on an emergency basis only, to those students participating in a noon service program.

Operating costs

- 27) All operating costs of food services programs will be the responsibility of the school.
- 28) All purchases of goods and services must adhere to the guidelines in Administrative Regulation 7001 - Purchase of Good and Services.

Facilities

- 29) Facilities and equipment will be maintained on a regular basis to ensure safe operation and a safe environment for all.
- 30) In the case of contracted service, the principal must be made aware of any health violations and/or reports on a timely basis to ensure the ongoing operation of a safe environment for all.
- 31) CBE permitted kitchens and cafeterias will not be leased or rented to outside agencies.

7 | History

DATES	
Approval	July 10, 2002
Revision/Review Dates	July 1, 2003 May 17, 2013 June 8, 2015. June 2017

8 | Related Information

- AR 3047 Nutrition
- AR 7001 Purchase of Goods and Services
- AR 7012 Vending Machines in Schools
- CBE Noon Supervision Services Handbook
- AR 6005 Student Code of Conduct
- AR 6006 Progressive Student Discipline

administrative regulation

School Fees

1 | Purpose

The purpose of this Administrative Regulation is:

- To provide clear direction on permissible fees and costs that may be levied to parents and independent students.
- To provide direction regarding the reporting required for fees collected and spent.
- To ensure that CBE fees and fees practices are compliant with the *School Act* and associated regulations.

2 | Scope

This Administrative Regulation applies to:

- All Calgary Board of Education schools and programs.

3 | Principles

The following principles apply:

- CBE is committed to providing quality educational programming with reasonable fees
- No student will be denied access to core instructional programming due to an inability to pay.
- Fees are set annually by administration and approved by the Minister of Education.
- Fees and the fee setting processes will be transparent, consistent and accountable.

4 | Definitions.

CBE: means The Calgary Board of Education.

CBE owned assets: means any material item owned by CBE including but not limited to textbooks, musical instruments, equipment and devices.

Direct costs: means the incremental costs associated with the goods or services provided. These may include substitute staff costs, travel costs, admission costs, costs of the services, transportation costs, accommodation and planning costs accrued directly for the goods or services.

Enhanced educational goods and services: means goods and services, support, and materials that are not required to meet the core learning outcomes at a basic level but are provided to enhance the student's

Administrative
Regulation No.
7005

Classification:
Equipment, Supplies &
Textbooks

Effective Date:

learning opportunities. Examples include off site activities, field trips, alternative programs, cultural activities, technology user fees, optional course fees.

Indirect costs: means those costs not directly related to goods or delivery of services. These include administrative costs, staff time, CBE facility costs and utility/overhead costs.

Non-curricular goods and services: means goods or services that are outside of the educational mandate of the jurisdiction. These include sports teams, clubs, agendas, noon supervision, locks, parking and extended non-curricular trips.

Refund: means a return of all or a portion of fees paid.

Refundable Security deposit: means a refundable deposit charged to ensure the return of CBE owned assets in useable condition.

Waiver: means the approval for non-payment or partial payment of fees.

5 | Regulation Statement

Fees

- 1) A Ministry approved school fee schedule will be set and published annually.
- 2) All school fees are set in accordance with the Ministry approved school fee schedule.
- 3) Schools may charge fees for enhanced educational goods and services or non-curricular goods and services fees in accordance with the approved school fee schedule.
- 4) Schools shall only charge those fees identified on the approved school specific fee schedule.
- 5) Fees shall not be charged for:
 - a) textbooks,
 - b) workbooks
 - c) printing and photocopying,
 - d) paper supplies
 - e) instructional supplies and materials
- 6) Fees shall be assessed on a direct cost recovery basis and shall be used for the purposes for which they were collected.
- 7) A principal must make available to a parent or an independent student a summary of all costs included in the fees.
- 8) Once the approved fee schedule has been posted there must not be an increase in fees or additional fees requested at the



school level.

- 9) Any item not identified on the approved fee schedule shall not be funded through fees charged to parents. Principals may utilize school decentralized budget or other sources of funding with director approval.
- 10) The fee charged for enhanced educational goods and services must reflect the direct costs associated with the good or service.
- 11) A fee for enhanced educational goods or services or non-curricular goods or services must not include facility rental charges for CBE facilities.
- 12) A student who has not paid the fees may be denied access to enhanced program goods or services or non-curricular goods or services.
- Setting fee schedules** 13) Annually, schools must submit a proposed fee schedule indicating existing fees and any increase or new fees.
- 14) A rationale shall be provided with the proposed fee schedule supporting all new or increased fees.
- 15) In determining a specific fee, only the direct costs related to that activity, good or service must be included.
- 16) Indirect costs related to the activity, good or service shall not be included in the calculation of fees.
- Refundable security deposit** 17) A refundable security deposit may be collected annually for the use of CBE owned assets.
- 18) A refundable security deposit will be returned to the payor upon return of CBE owned assets in useable condition, in accordance with the approved fee schedule.
- Refunds for goods and services fees** 19) Refunds for fees may occur if the scheduled activity, goods or service is not provided.
- 20) Refunds will be provided in an amount proportionate to the amount of refunded dollars received by CBE in accordance with the terms and conditions.
- 21) Refunds will be provided at no cost to the CBE.
- 22) CBE may provide a refund based on compassionate grounds.
- 23) Fees paid for courses not completed will not be refunded when a student leaves CBE.
- Student transfer** 24) Fees paid for incomplete courses will not be charged at the receiving school when a CBE student transfers to another



CBE school during the school year and continues in the same course.

Return of excess fees

- 25) If there is an excess of fee revenue over actual expenses of more than \$10 per student after the payment of all costs of the enhanced educational non-curricular good or service, the principal shall distribute the surplus among parents and independent students who paid for the good or service in accordance with amounts paid.
- 26) If the excess of fee revenue over actual expenses is less than \$10 per student, the excess funds will be used for incidental expenses related to the good or service and for the benefit of the students for whom the fee was originally collected.

Waiver

- 27) A principal may waive fees for enhanced educational goods and services and non-curricular goods and services at the school level.
- 28) Fee waiver requests must be completed annually and are only valid for one school year.
- 29) Principals may waive fees if:
- a) parents qualify for waiver of noon services or transportation fees
 - b) parents qualify for Fair Entry,
 - c) arrangements can be made for alternative payment plans
 - d) arrangements can be made for partial payment plans, or
 - e) any other extraordinary circumstances or compassionate grounds that support a waiver.

Collection of fees

- 30) The principal must document their approval of waived fees using the applicable CBE form.
- 31) At least two notifications will be sent to individuals with unpaid school fees prior to engaging in further collection action.
- 32) Any unpaid fees beyond 180 calendar days will be sent to a third party for collection.

Concerns/Complaints and Appeals regarding fees

- 33) Concerns, complaints and appeals regarding school fees must follow the CBE process outlined in the current Administrative Regulations.
- 34) All CBE processes for concerns, complaints and appeals regarding school fees must be exhausted before a parent may appeal to the Minister under Section 124(1.1) of the *School Act*.

Reporting on student fees, costs and charges

- 35) The principal must prepare an annual report on fees and costs using the approved template.
- 36) The report must demonstrate the use of fees for the purpose they were collected and include all fees identified on the approved fee schedule:
- 37) These reports must be:
 - a) submitted to finance,
 - b) included in the School Annual Report, and
 - c) made available to parents and independent students.

Engagement

- 38) CBE will engage with parents prior to setting, increasing or decreasing school fees.
- 39) CBE will annually publish fee schedules, waiver and refund information on:
 - a) the public website, and
 - b) individual school websites.
- 40) Principals will communicate to parents and staff the waiver and refund process at least once per year.

6 | History

Approval	TBD
Next Review	June 2022.
Revision/Review Dates	May 2013 June, 2007 June 2015 June 2017

7 | Related Information

- Administrative Regulation 3027 - Off-Site Activities
- School Act, R.S.A. 2000, c. s-3, ss. 60(2)(h) and (j)

report to Board of Trustees

Trustee Liaison Report – ASBA Zone 5

Date	June 27, 2017
Meeting Type	Regular Meeting, Public Agenda
To	Board of Trustees
From	Julie Hrdlicka Trustee Liaison, ASBA Zone 5
Purpose	Information
Governance Policy Reference	Governance Culture GC-3 Board Job Description

1 | Recommendation

The ASBA Zone 5 Liaison Report containing the following ASBA Zone 5 meeting minutes is being provided for Board information:

- January 6, 2017
- February 3, 2017
- March 3, 2017
- April 7, 2017

2 | Background

The attached minutes are prepared, approved and publicly posted by ASBA Zone 5 on their website. As the Board of Trustees' representative to ASBA Zone 5, I am providing this report for your information.

Attachments: Minutes as noted above

Alberta School Boards Association – Zone 5 MINUTES

Friday, January 6, 2017

In Attendance:

Amber Stewart	CBE
Jeannine Tucker	Foothills
Joanne Van Donzel	Christ the Redeemer
Sherri Nielsen	Golden Hills School Division
Anne-Marie Boucher	Conseil Franco Sud
Marsha Tkach	Prairie Land Regional
Bev LaPeare	Rocky View Schools
Fiona Gilbert	Rocky View Schools
Arlene Rheaume	CRPS
Mary Martin	ASBA
Beverley Barca	Alberta Education
Leta Youck-McGowan	Alberta Education
Julie Hrdlicka	CBE
Ron Schreiber	Christ the Redeemer
Serafino Scarpino	RCSSD
Pamela King	CBE/ASBA
Doug Gardner	Foothills
Helen Clease	ASBA
Suzanne Polkosnik	ASBA
Brian Callaghan	ASBA
Lisa Wine	Recording Secretary

Absent:

Call to Order:

Amber Stewart called the meeting to order at 9:41 a.m.

Introductions:

Amber Stewart conducted introductions with the meeting attendees.

Approval of Agenda:

Arlene Rheaume motioned that the Agenda for the January 6, 2017 meeting be approved as amended; The Comprehensive School Health Presentation will be deferred to our February meeting.

Carried

Approval of the Minutes:

Joanne Van Donzel motioned that the minutes of the December 2, 2016 meeting be approved.

Carried

Action Items from the Minutes:

None

Correspondence:

None

Learning Technology Policy Scan Presentation - 10:02-10:40

Brian Callaghan with ASBA provided a power point presentation “Learning and Technology Policy Framework 2.0” which included group work. Also provided is a copy with these minutes.

Break – 10:40-11:00

Chair Report:

- Next meeting is January 10, 2016.
- Amber requested a motion to fund Janet Brown’s presentation regarding social media.

Fiona motioned to authorize up to \$500 for Janet Brown’s presentation. All in favor.

Carried

REPORTS

ASBA Zone Director’s Report - Anne-Marie Boucher

- Board Highlights are attached to these minutes.
- Anne-Marie welcomed Suzanne Polkosnik, ASBA Executive Director
- 2 new Board members and 3 alternates were welcomed at the 2016 FGM
- 2015/2016 audited financial statements; year end with \$428,000 of excess revenue due to related employment costs resulting from vacant positions.
- 25% vacancy rate in leadership and professional staff affecting delivery of core services.
- Strategic planning next week will tie into staff planning.
- Looking for board positions to be filled by trustees
- Local Teacher Bargaining Boot Camp January 18, 2017

ASBA Executive or Staff – Helen Clease, Mary Martin, Suzanne Polkosnik

- Helen provided a verbal report of the ongoing work within ASBA - Bargaining Boot Camp; MGA 3rd reading – please provide input and copy to ASBA, there is a discussion guide online and a survey of which you are encouraged to complete ; Strategic Planning – New Plan starts September 2017 and they received 33 responses from boards which is fantastic!; Rural Education Symposium March 5-7 at the Fantasyland Hotel in Edmonton and the upcoming numerous awards of which you can find nomination forms on the ASBA website.
- Helen recognized the recent passing of several staff and trustees.
- Upcoming 4 partners meeting January 19.

- Suzanne provided a verbal report of the ongoing work within ASBA and the recent meetings she has attended to discuss key issues – The Education Act; Budget process; Enrollment growth and funding; the Nutrition Platform; School Fees; Grant funding.

Alberta Education Report –Beverley Barca & Leta Youck- McGowan

- Currently, Alberta Education is reviewing the communication tools used to connect with our education partners, including the Director's Report, to identify ways we can be more effective and efficient in sharing department information. As of January 1, 2017 they do not have a new tool.
- The December Director’s Field report was distributed prior to this Board meeting and attached to these minutes. Round table discussion was had
- A request for information about the Teaching in Excellence Award for 2017 was made however there was no information available.

Break – 12:20 – 12:30

Networking – Collen Munro, Serafino Scarpino, Jeannine Tucker

Nothing to report

Edwin Parr – Mark Chung, Judy Hehr, Serafino Scarpino, Cheryl Low (alternate)

Nothing to report

Field Experiences Policy Advisory – Joanne Van Donzel

Nothing to report

Labour Relations – Vacant

Regional Consortium – Fiona Gilbert

Nothing to report

Health Promoting School Collaborative – Fiona Gilbert

Nothing to report

Second Language Caucus –Serafino Scarpino

Nothing to report

FNMI Task Force

Nothing to report

Zone 5 Director Items

None

Work Plan Items

None

Lunch – 12:40

Adjournment

Meeting Adjourned at 12:40

Future Meeting Dates

February 3, March 3, April 7, May 5

Important Dates:

January 18: Bargaining Boot Camp (Calgary), June 4-6: Spring AGM, July 6: Stampede Networking Event

Alberta School Boards Association – Zone 5 MINUTES

Friday, February 3, 2017

In Attendance:

Amber Stewart	CBE
Jeannine Tucker	Foothills
Joanne Van Donzel	Christ the Redeemer
Dave Price	Golden Hills School Division
Anne-Marie Boucher	Conseil Franco Sud
Marsha Tkach	Prairie Land Regional
Bev LaPeare	Rocky View Schools
Fiona Gilbert	Rocky View Schools
Arlene Rheaume	CRPS
Mary Martin	ASBA
Beverley Barca	Alberta Education
Leta Youck-McGowan	Alberta Education
Julie Hrdlicka	CBE
Serafino Scarpino	RCSSD
Pamela King	CBE/ASBA
Doug Gardner	Foothills
Colleen Munro	Rocky View Schools
Lisa Wine	Recording Secretary

Absent:

Call to Order:

Amber Stewart called the meeting to order at 9:33 a.m.

Introductions:

Amber Stewart conducted introductions with the meeting attendees.

Approval of Agenda:

Arlene Rheaume motioned that the Agenda for the February 3, 2017 meeting be approved.

Carried

Approval of the Minutes:

Joanne Van Donzel motioned that the minutes of the January 6, 2017 meeting be approved.

Carried

Action Items from the Minutes:

None

Correspondence:

None

Chair Report:

- Last meeting was held via teleconference with the main discussion around a proposal; could zones be used an opportune meeting point with minister in attendance. This would not substitute individual meetings with boards.
- Re-defining Edwin Parr award criteria
- There will be an additional meeting in March regarding process/policies

REPORTS

ASBA Zone Director's Report - Anne-Marie Boucher

- Board Highlights were not available they did not have a regular meeting. Board met to go over strategic planning. Draft of strategic plan will be presented in February. This is a very positive and forward thinking strategic plan.

ASBA Executive or Staff – Helen Clease, Mary Martin, Suzanne Polkosnik

- Suzanne was not available to attend the meeting. Helen will not be available for a while due to personal reasons. Until Helen has returned, Mary is taking over duties as required
- Mary provided a verbal report of the ongoing work within ASBA
- Bargaining Bootcamp was fantastic and had 58 out of 61 boards in attendance. Please reach out to those in attendance for information.
- 4 Partners meetings was Jan 19. Minister was not able to attend however Curtis Clark and Jeremy Nolais attended on his behalf. The unorthodox way of communicating will continue as they welcome feedback from everyone.
- Suzanne received a call from the Education Stakeholder Liason. This is a new position. They spoke at length.
- Minister Eggen Budget consultation Feb 6, 2017.
- Very excited about the Strategic Plan!

Alberta Education Report –Beverley Barca & Leta Youck- McGowan

- Future communications will be provided online via “In The Loop”. Date of implementation for this was not available at today’s meeting.
- Nutrition Pilot program is ensuring the program is sustainable, not just about food.
- Excellence in Teaching Award is on hold pending a review. Website is updated with this information.
- Minister is on tour. Looking for feedback about the Education Act, Climate Change/Carbon Levy and the Curriculum Review. Some boards have meeting dates confirmed, others don’t.

Networking – Collen Munro, Serafino Scarpino, Jeannine Tucker

Nothing to report

Edwin Parr – Mark Chung, Judy Hehr, Serafino Scarpino, Cheryl Low (alternate)

Nothing to report

Field Experiences Policy Advisory – Joanne Van Donzel

Meeting this month. Joanne looking for feedback as to what Zone 5 would like to see from this group.

Labour Relations – Vacant

Regional Consortium – Fiona Gilbert

February 27 is the next meeting. As of the end of June, they will require a new space to rent.

Health Promoting School Collaborative – Fiona Gilbert

Next meeting is March 1, 2017.

Second Language Caucus – Serafino Scarpino

Survey results have been forwarded via email. The next meeting is February 8, 2017 via teleconference.

FNMI Task Force

Meeting was cancelled as the agenda was very light. Moved items to the March 24, 2017 meeting.

No In Camera

Break – 10:32-10:58

Comprehensive School Health Presentation 10:58-11:41

Fiona Gilbert provided a Power Point presentation which is included with these minutes. Question and Answer after presentation.

Zone 5 Director Items

None

Work Plan Items

- Call for proposed new bylaws, bylaw amendments, and proposed policy positions. March 20 is the deadline for submissions to the SGM and May 25 is the deadline for submissions to the FGM. Following the presentation on Comprehensive School Health, the group agreed to consider putting forward a policy position to support funding for mental health in schools.
- The proposed budget was discussed. Adjustments were made to the financial statements.

Serafino Scarpino motioned that the discussed and proposed budget be approved.

Carried

Call for Nominations – First Nation, Metis and Inuit Task Force

Serafino Scarpino nominated Cheryl Low
Julie Hrdlicka self-nominated.

2nd and 3rd call for nominations were made, nominations ceased and we proceeded with a secret ballot vote.

Votes were collected and counted by Lisa Wine; Recording Secretary. Votes were counted and verified by Amber Stewart; Chair and Jeannine Tucker; Vice Chair.

Julie Hrdlicka won the vote and will sit on the First Nation, Metis and Inuit Task Force for Zone 5.

Adjournment

Meeting Adjourned at 12:30

Future Meeting Dates

March 3, April 7, May 5

Important Dates:

June 4-6: Spring AGM, July 6: Stampede Networking Event

**Alberta School Boards Association – Zone 5
MINUTES
Friday, March 3, 2017**

In Attendance:

Jeannine Tucker	Foothills
Joanne Van Donzel	Christ the Redeemer
Ron Schreiber	Christ the Redeemer
Dave Price	Golden Hills School Division
Anne-Marie Boucher	Conseil Franco Sud
Bev LaPeare	Rocky View Schools
Colleen Munro	Rocky View Schools
Fiona Gilbert	Rocky View Schools
Arlene Rheaume	CRPS
Mary Martin	ASBA
Beverley Barca	Alberta Education
Ron Taylor	Alberta Education
Serafino Scarpino	RCSSD
Ed Brinkman	Prairie Land Regional
Pamela King	CBE/ASBA
Sherri Nielsen	Golden Hills School Division
Mark Chung	Christ the Redeemer
Lisa Wine	Recording Secretary

Absent:

Amber Stewart	CBE
Julie Hrdlicka	CBE
Marsha Tkach	Prairie Land Regional

Call to Order:

Jeannine Tucker called the meeting to order at 9:34 a.m.

Introductions:

Jeannine Tucker conducted introductions with the meeting attendees.

Approval of Agenda:

Ron Schreiber motioned that the Agenda for the March 3, 2017 meeting be approved.

Carried

Approval of the Minutes:

Ron Schreiber motioned that the minutes of the February 3, 2017 meeting be approved.

Carried

Action Items from the Minutes:

Discussion around reimbursement for travel (and update to handbook).
It was removed from handbook and will remain out of the handbook.

Correspondence:

None

Chair Report:

Amber was not at the meeting however Jeannine updated us that Janet Brown will be presenting April 7, 2017 at a reduced rate of \$500.00
March 23, 2017 next Chairs/Vice Chairs meeting.

REPORTS

ASBA Zone Director's Report - Anne-Marie Boucher

- Board Highlights were emailed to the Zone and are attached to the minutes. Anne-Marie discussed highlights of the report: Strategic Plan and ASBA Envisioning Our Future, SGM 2017, Bargaining Boot Camp, Provincial Budget Consultation with Joe Ceci Feb 6, 2107, MMGA, Education Partners' Task Force on First Nations, Métis and Inuit Student Success and Wellbeing, Student Health and Wellness Task Force, Zone Chairs and Vice-Chairs, President/Vice President, Executive Director, Appointments and Board of Director's Composition.

ASBA President – Mary Martin

- Effective February 21, 2017, Mary Martin will become ASBA President until the Fall General Meeting 2017
- Helen Cleese advised that she was stepping away permanently from her duties as President of ASBA to attend to her health effective February 21, 2017. Mary expressed appreciation of Helen's contribution to ASBA.
- Mary provided a verbal report of the ongoing work within ASBA: Budget, Rural Symposium and Rural Caucus, CSBA, FNMI, Throne Speech – Introduction of Bill 1

ASBA Executive or Staff –Suzanne Polkosnik

- ASBA administrators and staff will be available to attend Zone meetings upon request.
- The president or vice president will be in attendance to provide updates and information from ASBA.

Alberta Education Report –Beverley Barca & Leta Youck-McGowan & Ron Taylor

- Ron Taylor provided a verbal report on ongoing work within Alberta Education: Rural Symposium, Budget, Minister visits, Bill 1
- Round table discussions were had and questions were asked to Alberta Education.

Networking – Collen Munro, Serafino Scarpino, Jeannine Tucker

- July 6th Southern Alberta Pioneers has been booked.
- Save the Date notification to be sent with a subsequent invitation to be sent after.

Edwin Parr – Mark Chung, Judy Hehr, Serafino Scarpino, Cheryl Low (alternate)

- Mark is looking at the possibility of changing venues. Final details, including the date will be available next month.
- March 17th nomination packages will be sent to Amber to be distributed to the committee for review and to schedule interviews.

Field Experiences Policy Advisory – Joanne Van Donzel

- FEPAC report and meeting minutes were sent out and attached to these minutes. Joanne discussed highlights of her report.

Labour Relations – Vacant

Regional Consortium – Fiona Gilbert

- CRC meeting. Check out the website for more information
- ELL is a concern for teachers
- Big trend in literacy
- Curriculum development ongoing
- Teachers Convention
- Still looking for approx. 3000 sq ft of space as their lease will be up in June
- ASCA Conference in April
- Partner's in Research Conference August 24, 25 at Uof C.

Health Promoting School Collaborative – Fiona Gilbert

- Met on Wednesday.
- Health Champions wellness conference in Okotoks.
- Ever active Schools; Bill 209

Second Language Caucus –Serafino Scarpino

- Very passionate group of people promoting all languages. One of the mandates is how to help ELL students. Survey results, how can they use the positive outcomes to the advantage of all students? Producing a presentation for the ASBA SGM. March 8 teleconference meeting will have updates and further information for distribution.

FNMI Task Force – Julie Hrdlicka

- March 24 next meeting

No In Camera

Zone 5 Director Items

Anne-Marie had to leave early. She encouraged Zones to communicate with her via email if they have anything they would like her to bring to the board of director's meeting.

Work Plan Items

Adjournment

Meeting Adjourned at 11:30

Future Meeting Dates

April 7, May 5

Important Dates:

June 4-6: Spring AGM, July 6: Stampede Networking Event

**Alberta School Boards Association – Zone 5
MINUTES
Friday April 7, 2017**

In Attendance:

Amber Stewart	CBE
Anne-Marie Boucher	Conseil Franco Sud
Bev LaPeare	Rocky View Schools
Mary Martin	ASBA
Beverley Barca	Alberta Education
Ron Taylor	Alberta Education
Serafino Scarpino	RCSSD
Doug Gardner	Foothills
Ed Brinkman	Prairie Land Regional
Sherri Nielsen	Golden Hills School Division
Cheryl Low	RCSSD
Mark Chung	Christ the Redeemer
Lisa Wine	Recording Secretary
Julie Hrdlicka	CBE

Absent:

Fiona Gilbert	Rocky View Schools
Joanne Van Donzel	Christ the Redeemer
Jeannine Tucker	Foothills
Marsha Tkach	Prairie Land Regional
Arlene Rheaume	Canadian Rockies

Call to Order:

Amber Stewart called the meeting to order at 9:35 a.m.

Introductions:

Amber Stewart conducted introductions with the meeting attendees.

Approval of Agenda:

Bev LaPeare motioned that the Agenda for the April 7, 2017 meeting be approved.

Carried

Approval of the Minutes:

Sherri Nielsen motioned that the minutes of the March 3, 2017 meeting be approved as amended.

Carried

Action Items from the Minutes:

None

Correspondence:

None

Chair Report:

Scheduling dates for meetings:

No meeting required in June.

Agreed that the first Friday of the month September – June for next year’s meetings. Lisa to book RVSD meeting rooms.

REPORTS

ASBA Zone Director’s Report - Anne-Marie Boucher /Doug Gardner

- Anne-Marie is now ASBA Vice President as such Alternate, Doug Gardner is the ASBA Zone 5 Director.
- The Foundation statement and Strategic Plan and Budget Presentation and Bylaws have been sent out. Anne-Marie provided a verbal report of this work. Budget Presentation will be done at our May board meeting.
- Expense and per diem approval for attending meetings.
- SGM is coming together with some great presentations. Something that is different, Sunday evening there will be a reception for all trustees, more details to come soon.
- Response to Palliser School division. There was a letter issued to the Palliser board that the consultant report included misinformation about the ASBA consultants that were involved.
- Curriculum review.
- Education Partners’ Task Force on First Nations, Métis and Inuit Student Success and Wellbeing and Student Health and Wellness Task Force will be discontinued as of August 31. ASBA feels that recognition within the government is happening. Transition plan will happen and although the task forces will not continue, the work will continue through different areas.
- Bill 1 was discussed. April 20th meeting which is late in the process however ASBA will take all feedback from received from boards and let the minister know where boards stand. It is affecting the boards differently.

ASBA President – Mary Martin

- Mary provided a verbal report of the ongoing work within ASBA: Rural Symposium, Bill 1 Meeting with Minister, Bill 6, Bill 8
- Thank you to Anne-Marie, Doug and the board for support of stepping into the roles especially during the Spring. Thank you Amber for chairing Zone 5!
- Round table discussion about the possible impacts of Bill 1 to various boards.
- Is there a plan in place regarding trustees based on what is happening in Saskatchewan? The importance of elected trusteeship; ASBA is working hard to get information to the public.
- Is ASBA hosting information sessions for people interested in becoming a trustee? This has occurred in the past however poorly attended and very costly. More expense and effort will be put into strategically training successful candidates. ASBA has a video that can be shared with potential candidates. Mary will send out to the Zone so they can share. Amber offered to put

her name forward to help boards and meet with potential candidates to help answer questions and offer support.

- Ron Taylor offered the resource - Ready for her; A guide for women running for municipal office. <https://www.alberta.ca/ready-for-her.aspx>

Break 11:03 – 11:18

ASBA Executive or Staff –Suzanne Polkosnik

- None

Alberta Education Report –Beverley Barca & Ron Taylor

- Ron Taylor provided a verbal report on ongoing work within Alberta Education: Bill 1, Northland School Division, Minister is continuing to meet with boards as he finds time, Online Communication tool is not available as of yet although April was the target month.
- Beverley is leaving Alberta Education as she has accepted a position with the Northlands School Division.

Networking – Collen Munro, Serafino Scarpino, Jeannine Tucker

- July 6th Southern Alberta Pioneers has been booked, deposit has been paid.

Edwin Parr – Mark Chung, Judy Hehr, Serafino Scarpino, Cheryl Low (alternate)

- May 24, 2017 is the date.
- The banquet will be held at the Calgary Italian Cultural Centre. 416 1st Avenue NE Calgary.
- The cost will be \$50 per person.
- Want to have a great attendance, please consider attending or send representatives to show support for all new teachers. Last year only 60 in attendance.
- 6 districts, 6 submissions. Interviews are at the Rocky View Education Centre on April 10, 2017.

Field Experiences Policy Advisory – Joanne Van Donzel

- Joanne not in attendance however emailed Amber. Meeting Monday April 10th. Joanne can't attend and asked if anyone else would like to represent Zone 5? If so please let Amber know.

Labour Relations – Vacant

Regional Consortium – Fiona Gilbert

- None

Health Promoting School Collaborative – Fiona Gilbert

- None

Second Language Caucus –Serafino Scarpino

- Nothing to report. Something will be presented at the SGM.

FNMI Task Force – Julie Hrdlicka

- Julie was happy to have represented Zone 5 at the last meeting.

No In Camera

Zone 5 Director Items

Nothing at this time.

Work Plan Items

- Policies due May 25th, please send them to Lisa so they can be discussed with boards prior to next meeting.

Round table discussion about what is basic education and fees?

11:50 Networking Lunch

12:10 – 1:15 Professional Development Session – Janet Brown – Social Media

Janet Brown provided an in depth presentation on Social Media and Politics. A lot of discussion was had about the pro's and con's and the do's and dont's!

Adjournment

Meeting Adjourned at 1:15

Future Meeting Dates

May 5

Important Dates:

May 24 Edwin Parr: June 4-6: Spring AGM, July 6: Stampede Networking Event

**report to
Board of Trustees**

**Trustee Liaison Report - Alberta School Boards Association
(ASBA) Board of Directors**

Date | June 27, 2017

Meeting Type | Regular Meeting, Public Agenda

To | Board of Trustees

From | Trustee Pamela King

Purpose | Information

Governance Policy Reference | Governance Culture
GC-3 Board Job Description

1 | Recommendation

The Alberta School Boards Association (ASBA) liaison report containing the ASBA Board of Directors' Meeting Minutes of December 8-9, 2016 and February 9-10, 2017 is being provided for Board information.

2 | Issue

The attached are reports provided by the Alberta School Boards Association (ASBA) with respect to their work. As the Board of Trustees' representative on the ASBA Board of Directors, I am providing this report for your information.

Attachment I: ASBA Board of Directors' Meeting Minutes as noted above



Minutes of Board of Directors Meeting

December 8-9, 2016

ATTENDANCE

Board Members

Mrs. Helen Clease, President
 Mrs. Mary Martin, Vice-President
 Mrs. Nan Bartlett, Zone 1
 Mr. Jean Boisvert, Zone 2/3
 Ms. Jennifer Tuininga, Zone 2/3
 Ms. Cathy Peacocke, Zone 4
 Ms. Anne-Marie Boucher, Zone 5
 Ms. Shannon Scherger, Zone 6
 Ms. Marilyn Bergstra, Edmonton Catholic
 Ms. Pamela King, Calgary Board of Education
 Mrs. Cathie Williams, Calgary Catholic

Observers

Mrs. Tracy McKinnon, ACSTA
 Ms. Karen Doucet, FCSFA
 Ms. Arlene Hrynyk, PSBAA

Guests

Ms. Karen Holloway, Chair, ASEBP Board of Trustees (D.1)
 Ms. Jennifer Carson, CEO, ASEBP (D.1)
 Mr. Anthony Warren, Director, System Assurance Branch (D.2)
 Ms. Cynthia Drumond, Senior Education Manager, System Assurance Branch (D.2)

Staff/Consultants

Ms. Suzanne Polkosnik, Executive Director
 Ms. Heather Tkachuk, Director, Governance and Corporate Services
 Ms. Heather Rogers, Director, Finance & Administration (C.1)
 Ms. Heather Massel, Director, Communications
 Ms. Angela Town, ASBA Lawyer
 Mr. Jim Gibbons, Consultant (B.1)
 Ms. Marian Johnson, Administrative Assistant

Note: Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

A. PROCEDURAL ITEMS

- A.1. Call to Order** President Cleese called the meeting to order at 12:47 p.m.
- A.2. National Anthem** J. Tuininga and S. Scherger, led in the singing of O'Canada.
- A.3. Agenda**
- A.3.1 Additions/Changes** **Changes:**
Agenda item D.3 (Fiduciary Duty presentation) was moved to the *in-camera* session (B.1)
- Addition:**
D.4.4 Alberta School Boards Rural Caucus
- A.3.2 Approval**
- MOTION #1** That the agenda be approved as amended. **CARRIED**
P. King
- A.4. Previous Meeting Minutes: October 13 and November 14, 2016**
- A.4.1 Errors/Omissions** **October 13:**
Call to Order: Paragraph should read:
- President Cleese called the meeting to order at 1:30 p.m.
- November 14:**
No errors or omissions were noted.
- A.4.2 Approval**
- MOTION #2** That the October 13, 2016 Board of Directors meeting minutes be approved as amended. **CARRIED**
A-M. Boucher
- MOTION #3** That the November 14, 2016 Board of Directors meeting minutes be approved as presented. **CARRIED**
P. King
- A.4.3 Business Arising** There was no business arising from the previous minutes.
- A.5 Summary of Substantive Board Motions** The Board reviewed the summary.
- B. IN-CAMERA SESSION**
- B.1 In-camera Session** The *in-camera* session was held on Friday, December 9 at 9:00 a.m. Following the session, the observers joined the meeting.
- MOTION #4** That the meeting move *in-camera* with the staff present. **CARRIED**
C. Peacocke

MOTION #5
J. Boisvert

That the meeting move out of *camera*.

CARRIED

Due to two time specific items on the agenda, further conversation occurred after the board addressed all agenda items.

MOTION #6
P. King

That the meeting move *in-camera* with staff present.

CARRIED

Absent: N. Bartlett

MOTION #7
P. King

That the meeting move out of *camera*.

CARRIED

Absent: N. Bartlett

MOTION #8
A-M. Boucher

That Motion #18 of the March 10-11, 2016 ASBA Board of Directors meeting which states:

That, upon a legal review of privacy concerns and where concerns could be resolved, ASBA also post the per diem amounts for the President, Vice-President and Board of Directors incurred as of January 1, 2016.

be rescinded.

CARRIED

A recorded vote was requested.

For:

J. Boisvert
A-M. Boucher
H. Clease
S. Scherger
P. King
J. Tuininga
M. Martin
C. Peacocke
C. Williams

Against:

M. Bergstra

Absent:

N. Bartlett

MOTION #9
A-M. Boucher

That, further to Motion #22 of the September 8-9, 2016 ASBA Board of Directors meeting which states:

That the ASBA Board of Directors direct the Executive Director to gather information regarding honouraria and per diem for the positions of President and Vice-President and bring it back to the Board on or before the end of December 2016.

the Board of Directors refer the information provided to the next meeting of the Finance and Audit Committee for further discussion as well as a broader discussion of the per diem process.

CARRIED

Absent: N. Bartlett

C. DECISION ITEMS

C.1 Approval of the 2015-16 ASBA Audited Financial Statements

MOTION #10
C. Williams

That the ASBA Board of Directors approve the 2015-2016 audited financial statements as recommended by the ASBA Finance and Audit Committee.

CARRIED

C.2 Appointments

C.2.1 Registered Supplemental Integrated Pension Plan (SiPP)

S. Polkosnik advised that a second call for interest for both the SiPP and ASBIE boards was emailed to Board Chairs on November 25, 2016 with an application deadline date of December 15, 2016. The Board of Directors would select a new member for each board at a future meeting.

C.2.2 Alberta School Boards Insurance Exchange (ASBIE)

Please see above (C.2.1).

D. DISCUSSION/PRESENTATION ITEMS

D.1. Alberta School Employee Benefit Plan (ASEBP) Presentation

Jennifer Carson, CEO, and Karen Holloway, Chair, of ASEBP presented on the complexities and operations of the benefit plan as outlined in the handout information.

D.2 Assurance Model Presentation

Anthony Warren, Director, and Cynthia Drumond, Senior Education Manager, of the System Assurance Branch provided an update on the current Assurance model as well as a modified project being piloted by six boards (Parkland, Ft. Vermilion, Red Deer Public, Rocky View, Elk Island Catholic, and Edmonton Public). The pilot project provides school boards with additional flexibility with respect to planning and reporting.

N. Bartlett left the meeting on Friday at 11:15 a.m.

D.3. Fiduciary Duty Presentation

This presentation was provided during the *in-camera* session.

D.4 Fall General Meeting

D.4.1 Disposition and Final Wording of Motions

It was noted that the ASBA Governance Handbook was updated to reflect successful FGM motions.

D.4.2 Participant Evaluations

The board discussed ways to improve the feedback rate.

D.4.3 Debrief

Directors provided their thoughts on several aspects of the FGM including celebrating the Edwin Parr winners, the business meeting and the MLA reception.

D.4.4 Alberta School Boards Rural Caucus

J. Boisvert distributed notes of the Rural Caucus meeting he attended which was held preceding the Fall General Meeting.

D.5 Fall Provincial Issues Forum

D.5.1 Participant Evaluations H. Massel presented an overview of the feedback received concerning the September 28-29, 2016 Fall provincial issues forum.

D.6 Modernized Municipal Government Act (MMGA) Update M. Martin advised that the MMGA had received third reading on December 5, 2016. The government has developed a new discussion guide that includes school boards and is seeking further input regarding the Act. The deadline to submit is January 31, 2017.

MOTION #11
M. Martin
That the ASBA Board of Directors direct the President to write to Ministers Eggen and Larivee expressing appreciation for the ongoing consultation regarding the MMGA and expressing a wish to continue the consultation process as the MMGA is refined prior to proclamation.

CARRIED

MOTION #12
M. Martin
That the ASBA Board of Directors direct the President to prepare and submit a response on behalf of ASBA to the "Continuing the Conversation" document specific to the MMGA and submit it to the relevant ministries by the January 31, 2017 deadline.

CARRIED

E. ASBA COMMITTEES AND TASK FORCES

E.1 Finance and Audit Committee M. Martin, committee Chair, submitted the audit report as presented to the committee by Mr. Doug Kroetsch of Collins Barrow. See Agenda item C.1 for approval.

E.2 Policy Development Advisory Committee (PDAC) Report M. Martin, PDAC Chair, reported that the committee had not met since the Fall General Meeting.

E.3 Education Partners' Task Force on First Nation, Métis, and Inuit Student Success and Wellbeing M. Martin, Chair of the task force, referred to its report of the December 1, 2016 meeting. She highlighted the information on territorial acknowledgement and the complexities surrounding proper acknowledgement.

E.4 Student Health and Wellness Task Force Meeting The task force report included two recommendations to the ASBA Board of Directors which were withdrawn by the task force chair, A-M. Boucher.

E.5 Zone Chairs and Vice-Chairs M. Martin reported that the Zone presentations at the Fall General Meeting received positive reviews.

F. INFORMATION ITEMS

F.1 ASBA Strategic Plan S. Polkosnik reminded Directors to encourage boards to provide input into ASBA's strategic plan prior to the Board's January 11-13, 2017 strategic planning session.

F.1.1 ASBA Strategic Plan 2015-2018 (Year 2): At a Glance

- F.2 Board of Directors' Annual Work Plan (2016-17)
- F.3 Board Member Reports
- F.3.1 President's and Vice-President's Report
- F.3.2 **Executive Director's Report** S. Polkosnik advised the Board that she would be solidifying key stakeholder contacts, exploring ways to engage with the Minister's Chief of Staff, and looking at ways to improve communications and protocols.
- F.3.3 Director and Observer Reports
- F.4 **ASBA Bargaining Boot Camp** H. Massel presented the draft agenda for the sessions to be held January 18 in Calgary and January 19 in Edmonton.
- F.5 Legal Updates – Other Provinces
- F.5.1 **Copyright** (Ontario) The memo from the Deputy Minister to education stakeholder associations announced CMEC's launch of an on-line resource tool developed to assist teachers with their understanding of copyright.
- F.5.2 **Supreme Court Case** (British Columbia) A. Town advised that the case related to bargaining collective agreements was still before the BC courts.
- F.5.3 **Provincial Achievement Tests** (Nova Scotia) These tests were suspended in Nova Scotia for the 2015-16 school year.
- F.6 **Conference Attendance** Those Directors eligible to attend the 2017 CSBA Congress were asked to advise M. Johnson of their intention.
- F.7 ASBA Contacts
- F.7.1 Board of Directors
- F.7.2 Directors and Alternates
- F.7.3 Zone Executive
- F.8 Correspondence
- F.8.1 Letters to Minister Larivee and Minister Eggen dated November 4, 2016 re City Charters submission
- F.8.2 Responses from Ministers Larivee and Eggen regarding November 4, 2016 letters on City Charters
- F.8.3 Letter to Minister Eggen dated November 4, 2016 re environmental stewardship
- F.8.4 Letter to Minister Larivee dated November 8, 2016 re Modernized Municipal Government Act
- F.8.5 Copy of letter to Minister Eggen from AUMA dated November 9, 2016 re meeting on school site selection and servicing
- F.8.6 Copy of letter to Minister Eggen from Foothills S. Div. dated November 21, 2016 re curriculum survey and opportunity for input

G. ADJOURNMENT

MOTION #13

P. King

That the meeting adjourn.

CARRIED

Absent: N. Bartlett

The meeting adjourned at 2:55 p.m.

President

Executive Director



Minutes of the Board of Directors Meeting February 9-10, 2017

ATTENDANCE

Board Members

Mrs. Mary Martin, Vice-President
 Ms. Tammy Henkel, Zone 1
 Ms. Vicky Lefebvre, Zone 2/3 (alternate)
 Ms. Jennifer Tuininga, Zone 2/3
 Ms. Cathy Peacocke, Zone 4
 Ms. Anne-Marie Boucher, Zone 5
 Ms. Shannon Scherger, Zone 6
 Ms. Marilyn Bergstra, Edmonton Catholic
 Ms. Pamela King, Calgary Board of Education
 Mrs. Cathie Williams, Calgary Catholic

Observers

Ms. Karen Doucet, Fédération des conseils scolaires francophones de l'Alberta

Regrets

Mrs. Helen Clease, President
 Mr. Jean Boisvert, Zone 2/3
 Ms. Arlene Hrynyk, Public School Boards' Association of Alberta
 Mr. Michael Ouellette, Alberta Catholic School Trustees' Association

Staff/Consultants

Ms. Suzanne Polkosnik, Executive Director
 Ms. Heather Massel, Director, Communications
 Ms. Heather Rogers, Director, Finance and Administration (D.1)
 Ms. Heather Tkachuk, Director, Governance and Corporate Services
 Ms. Kimberly Ayers, Administrative Assistant

Note

Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

Call to Order

Vice-President Martin called the meeting to order at 10:01 a.m.

National Anthem

Directors led in the singing of O'Canada.

A. Procedural Items

A.1 Approval of agenda

M. Martin/S. Polkosnik highlighted a number of new elements in the agenda.

- The addition of the confidentiality notice at the beginning of the agenda clarifying that all documents in the confidential package are to be treated as confidential and are not to be distributed/published/shared.
- The addition of a meeting debrief at the end of the meeting, item G.
- Conflict of interest declaration during which directors were given the opportunity to declare real/ perceived/ potential conflicts of interest related to any agenda item.

M. Martin also noted that in consideration of the observers, in-camera sections of the agenda (B1, B2, B3, B4, B5, C2 and C3) will be discussed at the end of the agenda.

MOTION #1

S. Scherger

That the agenda be approved as amended.

CARRIED

Absent: H. Cleese

A.2 Conflict of interest declaration

S. Polkosnik explained an addition to this and future agendas. Under Governance Policy 4, a Director is obligated to indicate a potential real/perceived conflict of interest. If a conflict has been determined by the Board of Directors, the Director will recuse themselves when that part of the agenda is handled. As elements arise during a meeting, a Director may at any time come forward and indicate a potential conflict of interest.

M. Martin indicated a potential conflict related to B.1.1 – Appointment to SiPP, as one of the applicants is a colleague of M. Martin on her local Board, Calgary Catholic.

Discussion then ensued as to whether C. Williams also had a conflict of interest as she is also on the Calgary Catholic Board.

MOTION

C. Peacocke

Further to the potential conflicts of interest identified by M. Martin and potentially impacting C. Williams with respect to agenda item B.1.1 – Appointment to SiPP, the Board of Directors determines that M. Martin and C. Williams shall each cast a vote.

Friendly Amendment

M. Bergstra

To deal with each of the individuals with a potential conflict of interest in separate motions.

UNANIMOUS CONSENT

Absent: H. Clease

MOTION #2

C. Peacocke

Further to the potential conflict of interest identified by M. Martin relative to agenda item B.1.1 – Appointment to SiPP, the Board of Directors determines that she shall cast a vote.

CARRIED

Absent: H. Clease

Abstained: M. Martin and C. Williams

MOTION #3

C. Peacocke

Further to the potential conflict of interest identified by C. Williams relative to agenda item B.1.1 – Appointment to SiPP, the Board of Directors determines that she shall cast a vote.

CARRIED

Absent: H. Clease

Abstained: M. Martin and C. Williams

A.3 Approval of December 8-9, 2016 meeting minutes

MOTION #4

P. King

That the December 8-9, 2016 Board of Directors meeting minutes be approved as presented.

CARRIED

Absent: H. Clease

B. Decision Items

As each of the decision items referenced elements which required discussion in-camera, these were discussed during the in-camera session towards the end of the agenda, item F.

MOTION #5

V. Lefebvre

That the meeting move *in-camera* with the Board; S. Polkosnik; H. Tkachuk (for all items except B.1.3); and H. Rogers (for items B.1.1 and B.1.2) present Thursday at 1:30 pm.

CARRIED

Absent: H. Clease

Staff not referenced left the meeting

B.1 Appointments

B.1.1 Registered Supplemental Integrated Pension Plan (SiPP)

This item was discussed during the in-camera session.

MOTION #6

J. Tuininga

That the Board of Directors appoint JoAnn Cazakoff of Grande Prairie School District as a Director to the ASBA SiPP Board for a 1 year term ending December 31, 2017.

CARRIED

Absent: H. Clease

B.1.2 Alberta School Boards Insurance Exchange (ASBIE)

This item was discussed during the in-camera session.

MOTION #7

P. King

That the Board of Directors appoint Joan Crockett of Greater St. Albert Catholic Schools as a Director to the ASBIE Board for a 1 year term ending December 31, 2017.

CARRIED

Absent: H. Clease

B.1.3 Alberta School Employee Benefit Program (ASEBP)

This item was discussed during the in-camera session.

H. Tkachuk excused herself from the discussion regarding B.1.3

MOTION #8

T. Henkel

That the Board of Directors appoint Heather Tkachuk, Director of Governance and Corporate Services, to the ASEBP Board, effective March 1, for a term of 3 years to replace Heather Welwood.

CARRIED

Absent: H. Clease

B.2 Confirmation of elements arising from Strategic Planning Session

This item was discussed during the in-camera session.

MOTION #9

S. Scherger

That the Board of Directors confirm the foundational statements and strategic priorities as presented and subsequently amended reflect the desired foundation upon which the ASBA strategic plan is to be built and that the draft strategic plan be brought to the Board for consideration at the March 2017 meeting.

CARRIED

Absent: H. Clease

B.3 Appointment of Parliamentarian for Spring General Meeting 2017

This item was discussed during the in-camera session.

MOTION #10

P. King

That the ASBA Board of Directors determine a preferential candidate order as follows:

#1 – Candidate 4 then #2 – Candidate 5

and delegates to the Executive Director the securing of ASBA's Parliamentarian for the 2017 Spring General Meeting.

CARRIED

Absent: H. Clease

B.4 Committee, task force and other appointments of Directors

This item was discussed during the in-camera session.

B.5 Approval required by bylaw This item was discussed during the in-camera session.

MOTION #11

C. Peacocke

Further to ASBA Bylaw 5.5.2, as follows:

The Board of Directors shall have the authority to grant leaves of absence to its members, including determination of conditions and length, subject to provisions contained in these Bylaws.

That the ASBA Board of Directors approve a leave for President Helen Clease from January 23, 2017 – February 20, 2017.

CARRIED

Absent: H. Clease

MOTION #12

A-M. Boucher

That the meeting move *out of camera* Thursday at 5:40 pm.

CARRIED

Absent: H. Clease

Staff rejoined the meeting

C. Discussion / Presentation Items

C.1 Bargaining Bootcamp evaluations

S. Polkosnik highlighted the closing report for Bargaining Bootcamp evaluations.

MOTION #13

T. Henkel

That the meeting move *in-camera* with the Board, S. Polkosnik and H. Tkachuk present Friday at 9:05 a.m.

CARRIED

Absent: H. Clease

Staff not referenced left the meeting

C.2 Trustee election readiness programs

This item was discussed during the in-camera session.

C.3 Spring General Meeting 2017 input

This item was discussed during the in-camera session.

MOTION #14

V. Lefebvre

That the meeting move *out of camera* at 11:25 a.m.

CARRIED

Absent: H. Clease

Staff rejoined the meeting

C.4 Modernized Municipal Government Act (MMGA) update

M. Martin indicated that:

- A consultation meeting with then Minister of Municipal Affairs Larivee was held on January 11, 2017 regarding the proposed amendments to the MGA. The meeting was attended by President Helen Clease, Vice President Mary Martin and Executive Director Suzanne Polkosnik. Key elements including joint use agreements, off-site levies and City Charters were discussed.

- ASBA provided a submission to the survey which closed on January 31, 2017, which was provided to school boards in ASBA President's Email to Board Chairs #71, circulated January 23, 2017.
 - ASBA has reached out to the new Minister of Municipal Affairs, Minister Anderson as well as Minister Ceci who has been charged with responsibility for City Charters.
- C.5 Provincial Budget 2017 consultation update**
- M. Martin shared that a pre-budget consultation meeting with Alberta Finance and Treasury Board and Finance Minister Joe Ceci and various education stakeholders was held on February 6, 2017. During the consultation meeting, stakeholders emphasized:
 - Spending public dollars on public education;
 - Managing the diversity of need in our province;
 - Respecting the autonomy of boards to make the best decisions for their community, allowing for flexibility by targeting funding as little as possible; and
 - Ensuring the budget reflects support for both the provincial and local elements of teacher bargaining outcomes.
 - It was indicated that there is no intention to reduce per student funding levels, although general cautions regarding the revenue constrained environment in Alberta were reiterated.
- C.6 ASBA Strategic Plan 2015-18 (Year 2)**
- S. Polkosnik highlighted the Strategic plan as a standing agenda item. Work on the development of the new strategic plan is under way and will be brought to the Board of Directors for decision in March 2017.

D. ASBA Committees and Task Forces Reporting

- D.1 Finance and Audit Committee**
- M. Martin, Chair, noted the Finance and Audit committee will meet following the conclusion of the Board of Directors meeting on February 10, 2017.
- D.2 Policy Development Advisory Committee**
- M. Martin, Chair, noted there was no report as the committee had not met.
- D.3 Education Partners' Task Force on First Nations, Métis, and Inuit Student Success and Wellbeing**
- M. Martin, Chair, reported that the January 2017 meeting of the Task Force was postponed to March 24, 2017.
- The deadline for applications for the Indigenous Shining Student Award is February 28, 2017.

MOTION #15
A-M. Boucher

That the ASBA Board of Directors confirm Julie Hyrdlika as the Zone 5 representative to the Education Partners' Task Force on First Nation, Métis, and Inuit Student Success and Wellbeing for the remainder of the 2016-17 year.

CARRIED
Absent: H. Clease

D.4 Student Health and Wellness Task Force

A-M. Boucher, Chair, considered the report as read. In addition it was noted that the Student Health and Wellness Task Force is working with the Education Partners' Task Force on First Nations, Métis, and Inuit Student Success and Wellbeing on matters related to First Nation, Métis and Inuit student health.

D.5 Zone Chairs and Vice-Chairs Committee

M. Martin, Chair, considered the report as read.

Recess for lunch at 12:20 pm

Return 1:02 pm

E. Information Items

E.1 Board member reports

E.1.1 Vice-President's report

M. Martin considered the report as read.

E.1.2 Director reports

C. Peacocke highlighted interest at the zone in raising the profile of school trustees and responding as an Association to diverse member needs.

E.2 Executive Director's report

S. Polkosnik provided the following updates:

- The Truth and Reconciliation Commission's National Education Roundtable held in Calgary from January 24-26 and was well attended by a wide range of education stakeholders from across the country. Best practices and various initiatives were shared, including the Joint Call to Action Committee in Alberta.
- Conversations with Alberta Education are underway to explore opportunities for ASBA and the department to work collaboratively to support boards in upcoming local bargaining.
- To ensure the Association is positioned to achieve its goals and objectives, work on the strategic plan and budget preparation is underway, as is an examination of the organizational structure and staff complement to address the high vacancy rate and work load.
- Staff retirements (Debra Tumbach, Lawyer and Marian Johnson, Executive Assistant)

- E.3 Teaching and Leadership Quality Standards** Teaching and Leadership Quality Standards: On January 12, 2017 ASBA wrote a letter to Education Minister David Eggen, supporting the Draft Quality Standards of July 4, 2016 as arrived at by consensus of the Teaching and Leadership Excellence Advisory Committee which include three standards. ASBA has been advised that these standards will be presented to the Special Policy Committee of Government before going to Cabinet.
- E.4 Child and Youth Advocate Act review**
- E.4.1 Submission to Legislative Standing Committee – October 17, 2016** Child *and Youth Advocate Act* (CYAA) review: On January 17, 2017 ASBA made a presentation to the Standing Committee on Legislative Offices of the Legislative Assembly of Alberta on the Review of the *Child and Youth Advocate Act*. That presentation was informed by ASBA's submission on the *CYAA* to the Standing Committee in October, 2016. The submission is posted on the ASBA website.
- E.4.2 Presentation to Legislative Standing Committee – January 17, 2017**
- E.5 ASBA contacts**
- E.5.1 Board of Directors** Cathie Williams noted a correction to be made to contacts.
- E.5.2 Directors and Alternates** Please direct additional changes to Heather Tkachuk.
- E.5.3 Zone Executive**
- E.6 Correspondence**
- E.6.1** Letter in response to ASBA from Minister of Municipal Affairs dated November 30, 2016 re MMGA submission
- E.6.2** Letter in response to ASBA from Minister of Municipal Affairs dated November 30, 2016 re MMGA submission
- E.6.3** Invitation to ASBA from Standing Committee on Legislative Officers dated December 9, 2016 to present re Child and Youth Advocate Act
- E.6.4** Letter to Minister of Education dated January 12, 2017 re Quality Standards for Teachers, Principals and Superintendents
- E.6.5** Letter to ASBA from Minister of Education dated January 20, 2017 re MGA Review
- E.6.6** Letter to Ministers of Municipal Affairs and Education dated January 20, 2017 re MGA (Continuing the Conversation: Further Topics for Discussion on the MGA)
- E.6.7** Letter to Minister of Finance dated January 26, 2017 re City Charters and autonomy of locally-elected school boards
- E.6.8** Letter to Registrar, Alberta Education, dated January 26, 2017 re Recruitment process for members to the Board of Reference

F. In-Camera

F.1 In-camera session

MOTION #16
C. Peacocke

That the meeting move in-camera with the Board, S. Polkosnik and H. Tkachuk present Friday at 4:20 p.m.

CARRIED
Absent: H. Clease

Staff not referenced left the meeting

MOTION #17
T. Henkel

That the meeting move *out of camera* Friday at 5:30 pm.

CARRIED
Absent: H. Clease

M. Bergstra left the meeting at 4:45 p.m.

F. Meeting Debrief and Reflections

Each Director provided thoughts and reflections on the meeting.

G. Adjournment

MOTION #18
P. King

That the meeting Adjourn to the call of the Chair.

CARRIED
Absent: H. Clease
M. Bergstra

The meeting adjourned to the call of the Chair at 5:43 p.m.

President

Executive Director