



## Public Board Meeting AGENDA

Wednesday, January 8, 2020

1:00 PM

Central Services Board Room

4747 53 Street

Red Deer, AB

**Vision:** A culture of respect, inclusion, caring and excellence, where every student succeeds.

**Mission:** Striving for excellence by inspiring learning and nurturing hope in every student.

---

	Pages
1. Call to Order	
2. Motion to Meet in Private	
3. Revert to Public Meeting	
4. O Canada	
5. Land Acknowledgement	
6. Approval of Minutes	3
7. Approval of Agenda	
8. Recognition	
9. Governance Agenda	
9.1 Facility Maintenance Plan	Della Ruston 9
9.2 Quarterly Financial Report	Colin Cairney 15
9.3 Board Policy #3	Stu Henry 17
9.4 Enrolment Summary Report	Ron Eberts 22
9.5 ASBA Report	Cathy Peacocke 25
9.6 PBSAA Report	Bill Stuebing 28

9.7	PSBAA Awards	Bruce Buruma	29
9.8	Superintendent's Report	Stu Henry	41
9.9	Board Chair's Report	Nicole Buchanan	42
10.	Correspondence		
10.1	Correspondence Received		43
11.	Celebrations		
12.	Adjournment		



## Public Board Meeting

### Minutes

Date: Wednesday, November 13, 2019

Time: 1:02 PM

#### Trustees

Nicole Buchanan, Chair  
Laurette Woodward, Vice Chair  
Bill Christie, Trustee  
Dianne Macaulay, Trustee  
Bev Manning, Trustee  
Bill Stuebing, Trustee  
Cathy Peacocke, Trustee

#### Senior Administration

Stu Henry, Superintendent of Schools  
Bruce Buruma, Corporate Secretary  
Colin Cairney, Corporate Treasurer  
Ron Eberts, Associate Superintendent  
Chad Erickson, Associate Superintendent  
Nicola Golby, Associate Superintendent  
Rob Moltzahn, Associate Superintendent  
Della Ruston, Associate Superintendent

#### 1. Call to Order

The public meeting of the Board of Trustees was called to order at 12:16 p.m.

#### 2. Motion to Meet in Private

Moved By: Bev Manning, Trustee

*That the Board meet in private, the time being 12:16 p.m.*

**Carried**

#### 3. Revert to Public Meeting

The meeting reverted to a public meeting, the time being 1:02 p.m.

#### 4. O Canada

O Canada was sung.

#### 5. Land Acknowledgement

The land recognition statement recognizing Treaty 6 and Treaty 7 territory was read by Trustee Macaulay.

#### 6. Approval of Minutes

Moved By: Dianne Macaulay, Trustee

*THAT the minutes for Board Meeting October 9, 2019 be approved as presented.*

**Carried**

## **7. Approval of Agenda**

Moved By: Bev Manning, Trustee

*THAT the agenda for Board Meeting November 13, 2019 be approved.*

**Carried**

## **8. Recognition**

### **8.1 2019 Alberta Technology Leaders in Education Award**

Dave Lorensen, Systems Analyst with our Technology and Information Services Department, was recognized by the Alberta Technology Leaders in Education (ATLE) for the Pillar Award to acknowledge an outstanding contribution supporting education through the convergence of learning, leadership and technology.

Dave's nomination was supported with a number of accomplishments. It was also noted that within Red Deer Public, Dave strives to make the work of teachers, administrators, secretaries, student records staff, and many of the senior administrators easier and more effective.

Moved By: Bev Manning, Trustee

*THAT the Board of Trustees recognize Dave Lorensen as a technology leader both within the Division and across the province.*

**Carried**

## **9. Governance Agenda**

### **9.1 Audited Financial Statements**

The Audited Financial Statements for the year ended August 31, 2019 were shared with the Board of Trustees. The auditors provided an unqualified opinion of the financial statements. The statements were reviewed at a recent meeting of the Audit Committee who recommended approval by the Board of Trustees.

Moved By: Bill Christie, Trustee

*THAT the Board of Trustees approve the audited financial statements for the year ended August 31, 2019.*

**Carried**

### **9.2 Budget Update**

The Board of Trustees reviewed the updated Fall Budget, which is to be submitted to Alberta Education by November 30. The update takes into account the actual enrolments as of the September 30 count date and potential budget changes from the spring budget submission.

Highlights in the report include:

- a deficit budget of \$3,000,000 for 2019/20
- Overall Provincial education expenses is maintained at \$8.2 billion in the 2019/20 fiscal year. This will remain frozen as the budget for the next 4

years. Therefore, any enrolment growth across the province will pull funds down per student.

- Transition year from the current Kindergarten to Grade 12 funding framework to a new funding and assurance model being developed as part of Budget 2020
- Funding for enrolment growth but by drawing down existing grants
- Following grants will be reallocated:
  - Classroom Improvement Funding (not planned in our budget) \$1,282,000
  - School / Transportation Fee Reduction Funding \$ 936,594
  - Class Size Funding \$4,935,763
- These re allocations will support enrollment growth funding (already in fall budget) of \$853,000 (111 new students) and,
- A one-time Transition Grant for the 2019/20 school year of \$2,130,348. The Transition Grant will be allocated using a per-student rate and will be based on enrolment in 2019/20. Metro, urban and charter school jurisdictions will receive a rate of \$203 per funded student while rural school jurisdictions will receive a rate of \$356 per funded student.
- Net Funding loss is \$3,742,009

Moved By: Bev Manning, Trustee

*THAT the Board of Trustees receive the fall 2019 Update to the 2019/20 Budget with a deficit of \$3,000,000 be accepted as information*

**Carried**

### **9.3 ASBA Policies Bulletin**

The Alberta School Boards Association's 2019 Fall General Meeting will be held November 17-19, 2019 in Edmonton. Trustees reviewed ASBA Policies Bulletin and established positions to be considered during the meeting.

Moved By: Bev Manning, Trustee

*THAT the Board of Trustees receive ASBA Proposed Policies Bulletin as information.*

**Carried**

### **9.4 Proposed AERR Report**

The Board of Trustees reviewed the 2018-2019 Annual Education Results Report (AERR) that presents a summary of the programs and accomplishments of our school jurisdiction for the last school year. The report reflects the jurisdictions Education Plan and focuses on the three priority areas for Red Deer Public Schools:

- Literacy & Numeracy
- Equity

- Student Success & Completion

It also aligns with the goals and outcomes of Alberta Education and meets their reporting requirements for school jurisdictions. Many significant and important accomplishments were outlined in the report by Associate Superintendent Eberts. The District continues to be responsive to the needs of students and committed to student success. The report also demonstrates a commitment to continuous improvement across the district.

Moved By: Dianne Macaulay, Trustee

*THAT the Board of Trustees approve the proposed Annual Education Results Report for 2018-2019.*

**Carried**

## **9.5 ASBA Report**

Trustee Peacocke provided a written report updating on ASBA Zone 4 activities.

### ACTION ITEM

The Chair discussed the preparation of future Zone media releases and her plans to run draft versions media releases by the Executive prior to sending any out. Discussion on whether our media releases should identify us as ASBA Zone 4 instead of as the eight Central Alberta School Boards. ASBA does not agree with us issuing media releases that connect us to ASBA for the possible situations where our statement conflicts with ASBA or when ASBA does not have a position on a particular issue. Board Reps are requested to seek input from their Boards as to whether they believe we should be identified specifically as Zone 4.

The Board of Trustees vote was six (yes) and one (no) to remain identifying as Zone 4 for media releases.

Moved By: Cathy Peacocke, Trustee

*THAT the Board of Trustees accept the ASBA Report as information.*

**Carried**

Moved By: Laurette Woodward, Vice Chair

*THAT the Board of Trustees move that the Board Representative be Trustee Peacocke and the alternate Representative be Board Chair Buchanan for Red Deer Public Schools.*

**Carried**

## **9.6 PBSAA Report**

Trustee Stuebing provided a verbal report on the PSBAA.

Moved By: Bill Stuebing, Trustee

*THAT the Board of Trustees accepts the PBSA Report as information.*

**Carried**

### **9.7 Enrolment Summary Report**

October 31, 2019 enrollment totaled 11,221 students attending Red Deer Public Schools.

Moved By: Bev Manning, Trustee

*THAT the Board of Trustees accept the Enrolment Summary Report for October 31, 2019 as information.*

**Carried**

### **9.8 Naloxone Update**

At the October 9th meeting, the Board of Trustees requested an update in regards to the use of Naloxone kits within our schools. Director of Community Relations, Bruce Buruma provided a report outlining the survey responses from the schools.

District Administration will use this information to have additional discussions on best practices and appropriate implementation of kits, including training.

Moved By: Bill Christie, Trustee

*THAT the Board of Trustees receive the Naloxone update as information.*

**Carried**

### **9.9 December Board Meeting Proposal**

In order to meet the deadline of December 20, 2019 for the Executive search for the new Superintendent it was decided that the regularly scheduled Board Meeting for December 11, 2019 be cancelled to allow the Committee to conduct interviews with selected candidates.

Moved By: Bill Christie, Trustee

*THAT the Board of Trustees cancel the December 11, 2019 regularly scheduled board meeting to allow the Board to focus on the Executive Search.*

**Carried**

### **9.10 Superintendent's Report**

Superintendent Henry reviewed the Superintendent's Report.

Moved By: Bev Manning, Trustee

*THAT the Board of Trustees accepts the Superintendent's Report as information.*

**Carried**

### **9.11 Board Chair's Report**

Board Chair Buchanan provided a verbal report.

Moved By: Nicole Buchanan, Chair

*THAT the Board of Trustees accepts the Board Chair's Report as information.*

**Carried**

### **10. Correspondence**

#### **10.1 Correspondence Sent**

There were two letters sent to the Minister of Education regarding:

- the removal of "Public" from our legal name
- support for the continued funding for the Alberta School Council Association.

#### **10.2 Correspondence Received**

A letter received from Sturgeon Public Schools to Cathy Hogg, President of the Public School Boards Association, in regards to regulation 88/2019.

### **11. Celebrations**

The Board of Trustees and Senior Administration commented on events and activities they participated in.

#### **Motion to Meet in Private**

Moved By: Laurette Woodward, Trustee

*That the Board meet in private, the time being 2:17 p.m.*

**Carried**

#### **Revert to Public Meeting**

The meeting reverted to a public meeting, the time being 3:14 p.m.

### **12. Adjournment**

Chair Buchanan declared the meeting adjournment at 3:14 p.m.

---

Chair

---

Corporate Treasurer



# Board Agenda Item



## **Topic: Facility Maintenance Plan**

**Presenter:** Della Ruston January 8, 2020

**Meeting Date:** January 8, 2020

### **Background**

Attached are the proposed projects for both the Infrastructure Maintenance and Renewal (IMR) program and the Facility Maintenance Program (FMP) for this year.

The IMR criteria are clear and reported annually to Alberta Education. This plan outlines the district's projected IMR expenditures. The FMP is funded out of Plant Operations and Maintenance (O & M) revenues and accumulated reserves.

Last year, four large IMR projects were planned that would have included the installation of solar panels on the roofs of Lindsay Thurber Comprehensive High School, Escuela Vista Grande, École Mountview, and Mattie McCullough Elementary School. The Solar for Schools program was cancelled, therefore, these projects were cancelled. The January 2018, Facility Maintenance Plan memorandum to the Board of Trustees showed a large commitment towards the funding of a new roof at Hunting Hills High School. After an intensive scoping project it was determined that a new roof would be significantly more expensive than originally anticipated. On the advice of Alberta Education, an Interim Three Year Capital Plan was submitted in February 2019 with a new first priority. This first priority requested a mechanical, electrical, building envelope, and functional modernization, including a new roof and an addition to Hunting Hills High School. With the cancellation of both of these projects, a large surplus remained in IMR funding.

Other IMR projects will include replacement of large roofing sections at Eastview Middle School and Normandeau, parking lot construction at G.H. Dawe and Westpark Middle School, an upgrade of the gymnasium that includes a new floor in the gymnasium at Eastview Middle School. Mechanical system enhancements and parts replacements, washroom and kitchen upgrades, window updates, new flooring, and new ceilings will also be undertaken. Structural assessments will also occur at some schools with Radon and Carbon Monoxide testing occurring in all schools. The abatement of hazardous materials and acoustic treatments in gymnasiums are also part of the IMR plan for this school year.

FMP funds continue to be used for staffing, contracted services, insurance, utilities, and supplies. This fall it was necessary to purchase a Bobcat to facilitate more efficient snow removal. Last year, Facility Services focused on the replacement of older, poorly functioning caretaking equipment. This fall, the initiative continued with five automatic scrubbers purchased. A thermostat, burner, and combustion blower for the HVAC units at Central Services were replaced and a new ceiling was constructed for one of the administrative offices. Any maintenance costs or environmental testing done at Facility Services or Central Services must be paid for with funds from the Operations and Maintenance budget.

# Board Agenda Item



This year, the district funding for Plant Operations and Maintenance funding increased by \$199,559 from the previous year. Infrastructure Maintenance and Renewal funding increased by \$257,500.

## **Reference Source:**

---

2019/2020 – Infrastructure Maintenance and Renewal Projects

2019/2020 – Operations and Maintenance Expenditures

## **Quality Indicators:**

---

Strategic Planning and Reporting:

- QI 7.2 Facility project budgets and construction schedules are followed or timely variance reports are provided to the Board.
- QI 7.3 Develops short and long-range plans to meet the needs of the District and provide for continuous improvement.

Organizational Management:

- QI 8.1 Ensures District compliance with all Alberta Education and Board mandates (timelines and quality).
- QI 8.2 Effectively manages time and resources.

that the Board of Trustees receive the Facility Maintenance Plan and Infrastructure Maintenance and Renewal Plan as information

## **Recommendation:**

---

The Superintendent of Schools recommends THAT the Board of Trustees receive the Facility Maintenance Plan and Infrastructure Maintenance and Renewal Plan as information.

# 2019/2020 IMR - Infrastructure Maintenance Renewal

FACILITY	DESCRIPTION	ADDITIONAL INFORMATION	NET BUDGET AMT.
Annie L. Gaetz Elementary	Study of heat-pump mechanical system	Winter	\$4,500.00
	Radon measurement study	Winter	\$1,500.00
Aspen Heights Elementary	Upgrade hallways (lighting upgrades and hallway millwork-boards )	Summer	\$15,000.00
	Upgrade room-12 (Student Support Room)	Winter	\$5,000.00
	Radon Measurement Study	Winter	\$1,500.00
	High priority roof repair (roof section-11) as per roof report	Summer	\$5,000.00
	Investigate heating for front office	Winter	\$2,500.00
Central Middle School	Upgrade four stairwells (flooring & lighting) health & safety	Winter	\$32,000.00
	Gym floor refinish	Summer	\$5,000.00
	Replace carpet in library	Summer	\$25,000.00
	Replace carpet in band room	Summer	\$15,000.00
	Radon measurement study	Winter	\$1,500.00
	Repair concrete heaving and cracks at entrances	Summer	\$4,000.00
Don Campbell	Install acoustic wall panels	in progress	\$23,236.90
	Radon measurement study	Winter	\$1,500.00
Eastview Middle School	New gym floor & gym upgrade - replacement	Summer	\$155,000.00
	Gym lighting upgrade	Completed	\$8,850.96
	Replace carpet in band room	Summer	\$10,000.00
	Repair gym floor	Completed	\$14,020.00
	Repair basketball motor	Completed	\$4,864.50
	Replace roofing sections (1.5-1.6-1.7) as per roofing study	Summer	\$425,000.00
	Replace exterior concrete stair	Summer	\$5,750.00
	Study and repair corrosion source of cooling towers	Summer	\$3,785.00
	Radon measurement study	Winter	\$1,500.00
	High priority roof repair of sections (3.1-3.2-3.3) as per roofing study	Summer	\$30,000.00
	Replace heat pumps - Phase 1	On going	\$75,000.00
Escuela Vista Grande	Create kitchen - multipurpose room	Summer	\$50,000.00
	Replace carpet flooring with rolled flooring	Summer	\$100,000.00
	High priority roof repair	Summer	\$3,000.00
	Radon measurement study	winter	\$1,500.00
	Study for potential asbestos containing materials	Summer	\$5,981.00
Fairview	Study for potential asbestos containing materials	Summer	\$35,168.00
	Replace 1963 carpet	Summer	\$1,959.00
	Upgrade 4 washrooms	Summer	\$50,000.00
	Replace 1966 carpet	Summer	\$13,224.00
	Radon measurement study	winter	\$1,500.00
	Replace ceiling panels	Summer	\$7,177.00
	Remove vinyl asbestos floor tiles	Summer	\$17,940.00
Gateway Christian	Replace carpet in band room music room	Summer	\$15,000.00
	Elevator replacement & study	Summer	\$90,000.00
	Concrete repairs on entrances (safety hazard)	Summer	\$10,000.00
	Provide fireproofing coating for roof assembly	Summer	\$8,543.00
	Upgrade site grading & drainage	Spring & Fall (ongoing)	\$3,500.00
	High priority roof repair (Section-1) as per roof report	Summer	\$5,000.00
	Install acoustic wall panel in gymnasium	Summer	\$23,000.00
	Radon measurement study	winter	\$1,500.00
	Reroute water distribution from under slab to ceilings	Summer	\$100,000.00
	Upgrade facility - remove vinyl asbestos floor tiles (10-Rooms)	Summer	\$45,000.00
GH Dawe K-8	HVAC study required to address indoor temperature complaints	winter	\$4,000.00
	Parking lot project partnership with the City and Catholic Division	Summer	\$550,000.00
	Gym floor refinish & create holes in floor for volleyball standards	Summer	\$15,000.00
	Radon measurement study	Winter	\$1,500.00
	Relocate floor type heat pumps 2ft higher	Summer	\$20,000.00
Glendale K-8	Replace metal gutters	Summer	\$1,315.00
	Installation of west door security system (FOB)	winter	\$6,000.00
	Radon measurement study	winter	\$1,500.00

	Student Support Room	Completed	\$13,128.35
	HVAC study required to address indoor temperature complaints	winter	\$7,000.00
GW Smith	Study to restrict access to the roof by vandals	Summer	\$2,500.00
	Create access door from staff room to conference room	Summer	\$3,000.00
	Replace 1986 carpet	Summer	\$4,526.00
	Hazardous materials study	Summer	\$5,025.00
	Radon measurement study	winter	\$1,500.00
	Create access door between library and PC lab	Summer	\$3,000.00
	High priority roof repairs -2-4-5-7	Summer	\$25,000.00
	Replace millwork in staff room and gymnasium kitchen	Ongoing	\$20,000.00
Hunting Hills High School	Radon measurement study	winter	\$1,500.00
	Barrier free door operator	Completed	\$6,504.00
Joseph Welsh	Repair rain water leaders	Summer	\$2,155.00
	Replace air handling unit in gymnasium	Summer	\$149,523.00
	Radon measurement study	winter	\$1,500.00
	Repair stucco and parging ext wall - portable classroom T4959	Summer	\$1,508.00
Lindsay Thurber High School	Create 7 study booths - sound resistant next to international hall	winter	\$15,000.00
	Enlarge and upgrade foundations restroom with extra ventilation	Summer	\$60,000.00
	Barrier free door operator	Completed	\$2,014.00
	Repair gym dividing wall	Completed	\$2,104.00
	Radon measurement study	winter	\$1,500.00
	Repair stairs in room 1710B to ensure code compliance	Summer	\$13,437.00
	Replace Variable Cam Timing (VCT) flooring (276 m2)	Summer	\$25,475.00
	Replace/upgrade some window openings on south tower	Summer	\$300,000.00
Mattie McCullough	Install acoustic baffles in gymnasium	Ongoing - Winter	\$24,000.00
	Replace carpet flooring with rolled flooring in library	Summer	\$15,000.00
	Replace carpet flooring with rolled flooring	Summer	\$9,000.00
	Roof section-14 major roof repair	Summer	\$3,000.00
	Radon measurement study	Winter	\$1,500.00
	Installation of air conditioning in four portables - Pending Approval	Summer	\$24,000.00
	Carpet replacement SW boot room	Summer	\$750.00
Mountview Elementary	Installation of air conditioning in four portables - Pending Approval	Summer	\$24,000.00
	Replace T-Bar ceiling (150 m2)	Summer	\$8,375.00
	2 studies to determine correct air handler sizing	Summer	\$3,588.00
	Replace 2 air handling units	Summer	\$49,762.00
	Abate adhered ceiling tile (50 m2)	Summer	\$2,991.00
	Abate asbestos wall board (100 m2)	Summer	\$13,158.00
	New Student Support Room	Completed	\$12,258.36
	Radon measurement study	Winter	\$1,500.00
	High priority roof repair section-2	Summer	\$4,000.00
	Abate suspended T-Bar tiles (150 m2)	Summer	\$6,341.00
Normandeau K-8	Study and repair foundation settlement	Summer	\$13,158.00
	Study for potential asbestos containing materials (3789 m2)	Summer	\$8,971.00
	Installation of air conditioning in two portables - Pending Approval	Summer	\$12,000.00
	Replace carpet in band room	Summer	\$15,000.00
	Radon measurement study	Winter	\$1,500.00
	Replace built up roof (Section 2.6-2.8)	Summer	\$250,000.00
Oriole Park Elementary	Study to restrict access to the roof by vandals	Summer	\$2,500.00
	Replace carpet	Summer	\$48,586.00
	Radon measurement study	Winter	\$1,500.00
	Study vinyl tile and ceiling tile	Ongoing	\$2,990.00
	Replace library skylight	Completed	\$1,511.00
	HVAC study required to address indoor temperature complaints	Winter	\$6,000.00
WestPark Elementary	Window replacement-upgrade	Summer	\$126,000.00
	Radon measurement study	Winter	\$1,500.00
	Replace water fountain	Completed	\$1,551.00
	Exterior panel replacement	Summer	\$40,000.00
WestPark Middle	New parking lot	Summer	\$500,000.00
	Radon measurement study	Winter	\$1,500.00
Miscellaneous	Potential window replacements in various schools based on assessment	Summer	\$200,000.00
	Miscellaneous low value IMR expenses in various schools	Completed	\$32,000.00

MISCELLANEOUS	Structural assessment various schools	Ongoing	\$50,000.00
	Miscellaneous low value IMR expenses ie: Lead Testing, etc.	Ongoing	\$200,000.00
		SUBTOTAL OF NET BUDGETED AMOUNT	4,450,704.07
BUDGET BREAKDOWN			
		SUBTOTAL of NET BUDGETED AMOUNT	\$ 4,450,704.07
		CONTINGENCY	\$ 500,000.00
		TOTAL NET BUDGETED AMOUNT (Subtotal +	\$ 4,950,704.07
		2019/2020 IMR FUNDING	\$ 3,219,617.00
		CARRYOVER OF IMR FUNDS FROM 2018/2019	\$ 3,608,950.27
		TOTAL COMBINED IMR FUNDING	\$ 6,828,567.27
		TOTAL COMBINED IMR FUNDING LESS TOTAL NET BUDGETED AMOUNT	\$ 1,877,863.20

## 2019/2020 FMP – Facility Maintenance Plan - Facility Operations and Maintenance

FACILITY	DESCRIPTION	ADDITIONAL INFORMATION	NET BUDGET AMOUNT
Facility Services	New Bobcat	Purchase price \$\$52,893.58 - Amortized over 10 years	5289
Facility Services	Five Automatic Floor Scrubbers	Purchase price \$44,250 - Amortized over 5 yrs	8,850
Facility Services	Radon Testing	Occurring in all facilities	1500
Facility Services	Carbon Monoxide Testing	Occurring in all facilities	700
Facility Services	Roofing Assessment	All facilities roofs were assessed	700
Central Services	Central Services Office Ceiling Repair	Ceiling Replacement due to Failure	850
Central Services	Thermostat Replacement		
Central Services	Radon Testing	Will be testing all facilities	1500
Central Services	Carbon Monoxide Testing	Will be testing all facilities	700
Central Services	Combustion Blower for HVAC Unit		633
Central Services	Burner for HVAC Unit		1541
SUBTOTAL of NET BUDGETED AMOUNT			22263

# Board Agenda Item



## **Topic: First Quarter Financial Statement**

**Presenter:** Colin Cairney  
**Meeting Date:** January 8, 2020

### **Background**

The financial statement for the first quarter of the year ending November 30, 2019 is attached.

Revenues and expenditures are currently in line with budget projections as well are in line with revenues and expenditures when compared to the previous years first quarter.

The most notable difference is the reallocation of grants for this year that were previously funded in 2018-2019 year. The November 2018 first quarter report last year would have included the following grant amounts as of the end of November:

Class Size Initiative	\$1,233,913
School Fees Reduction Grant	\$ 194,789
Transportation Fees Reduction Grant	\$ 39,266
<b>Total</b>	<b>\$1,467,968</b>

This funding reduction is being offset by the 2019-2020 One-time Transition Grant amount received to-date of **\$532,890**. The net grant amount change as of the end of November 2019 being **\$935,078** less than the previous year.

There is an increase in Base Instruction Funding due to the increase in enrolment of 111 FTE students this year. Because of this increase in enrolment, we have seen an increase in staffing with the hiring of additional Teachers and Educational Assistants in classrooms.

### **Quality Indicators:**

Fiscal Responsibility

QI 3.4 The Board is informed annually about incurred liabilities.

### **Recommendation:**

The Superintendent of Schools recommends that the Board of Trustees accepts the quarterly financial statements for the period ending November 30, 2019 as information.

# STATEMENT OF OPERATIONS

for the Period Ending November 30, 2019

for the Period Ending November 30, 2018

for the Period Ending August 31, 2019

	Actual November 2019	Budget 2020	% YTD
<b>REVENUES</b>			
Alberta Education	\$28,072,169	\$115,563,672	24.3%
Other - Government of Alberta	\$134,076	\$403,717	33.2%
Federal Government and First Nations	\$0	\$144,267	0.0%
Other Alberta school authorities	\$0	\$247,000	0.0%
Out of province authorities	\$0	\$0	0.0%
Alberta Municipalities-special tax levies	\$0	\$0	0.0%
Property taxes	\$0	\$0	0.0%
Fees	\$744,907	\$3,093,216	24.1%
Other sales and services	\$2,442,894	\$2,555,395	95.6%
Investment income	\$103,284	\$100,000	103.3%
Gifts and donations	\$200,503	\$378,632	53.0%
Rental of facilities	\$131,748	\$230,629	57.1%
Fundraising	\$80,195	\$19,425	412.8%
Gains (losses) on disposal of capital assets	\$0	\$0	0.0%
Other revenue	\$57,220	\$240,738	23.8%
<b>Total Revenues</b>	<b>\$31,966,996</b>	<b>\$122,976,691</b>	<b>26.0%</b>
<b>EXPENSES</b>			
<b>Salaries and Benefits</b>			
Certificated salaries (Note x)	\$15,338,448	\$58,746,239	26.1%
Certificated benefits (Note x)	\$3,132,358	\$14,512,745	21.6%
Non-certificated salaries and wages (Note x)	\$5,091,866	\$18,853,602	27.0%
Non-certificated benefits (Note x)	\$1,368,674	\$4,867,060	28.1%
<b>Total Salaries and Benefits</b>	<b>\$24,931,346</b>	<b>\$96,979,646</b>	<b>25.7%</b>
<b>Services, contracts and supplies</b>			
	\$5,528,001	\$22,754,058	24.3%
<b>Capital and debt services</b>			
<b>Amortization of capital assets</b>			
Supported	\$1,275,377	\$5,101,507	25.0%
Unsupported	\$284,087	\$1,136,230	25.0%
<b>Total Amortization of capital assets</b>	<b>\$1,559,464</b>	<b>\$6,237,737</b>	<b>25.0%</b>
<b>Interest on capital debt</b>			
Supported	\$0	\$0	0.0%
Unsupported	\$0	\$0	0.0%
<b>Total interest on capital debt</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
Other interest and charges	\$14,990	\$5,250	285.5%
Losses on disposal of capital assets	\$0	\$0	0.0%
Other expense	\$0	\$0	0.0%
<b>Total Expenses</b>	<b>\$32,033,801</b>	<b>\$125,976,691</b>	<b>25.4%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE EXTRAORDINARY ITEM</b>	<b>(\$66,805)</b>	<b>(\$3,000,000)</b>	
Extraordinary Item	\$0	\$0	
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>(\$66,805)</b>	<b>(\$3,000,000)</b>	

Actual November 2018	Fall Budget 2019	% YTD
\$28,968,342	\$118,565,959	24.4%
\$111,229	\$403,717	27.6%
\$9,750	\$137,904	7.1%
\$12,110	\$270,280	4.5%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$654,818	\$1,963,846	33.3%
\$2,242,359	\$2,582,784	86.8%
\$67,503	\$101,296	66.6%
\$358,792	\$378,632	94.8%
\$127,453	\$213,736	59.6%
\$64,337	\$19,425	331.2%
\$0	\$0	0.0%
\$35,280	\$240,738	14.7%
\$32,651,973	\$124,878,317	26.1%
\$14,690,040	\$58,326,705	25.2%
\$3,012,966	\$14,450,820	20.8%
\$5,112,872	\$19,648,152	26.0%
\$1,428,926	\$5,088,702	28.1%
\$24,244,804	\$97,514,379	24.9%
\$5,916,552	\$23,056,867	25.7%
\$1,129,904	\$4,520,903	25.0%
\$319,890	\$1,286,055	24.9%
\$1,449,794	\$5,806,958	25.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$10,825	\$5,165	209.6%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$31,621,975	\$126,383,369	25.0%
\$1,029,998	(\$1,505,052)	
\$0	\$0	
\$1,029,998	(\$1,505,052)	

Actual 2019	Spring Budget 2019	% YTD
\$116,936,224	\$118,048,898	99.1%
	\$403,717	0.0%
\$132,603	\$160,233	82.8%
	\$272,000	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$1,620,293	\$1,963,846	82.5%
\$3,564,043	\$2,257,204	157.9%
\$287,966	\$101,296	284.3%
\$605,828	\$364,479	166.2%
\$291,975	\$215,000	135.8%
\$193,837	\$19,425	997.9%
\$52,733	\$0	0.0%
\$218,434	\$240,574	90.8%
\$123,903,935	\$124,046,672	99.9%
\$59,118,641	\$58,034,757	101.9%
\$13,588,198	\$14,419,123	94.2%
\$18,774,903	\$18,689,404	100.5%
\$5,319,290	\$4,843,285	109.8%
\$96,801,031	\$95,986,569	100.8%
\$19,536,265	\$22,675,672	86.2%
\$4,519,617	\$4,774,582	94.7%
\$1,279,579	\$1,162,304	110.1%
\$5,799,196	\$5,936,886	97.7%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$42,608	\$5,165	824.9%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$122,179,101	\$124,604,292	98.1%
\$1,724,835	(\$557,621)	
\$0	\$0	
\$1,724,835	(\$557,621)	

\* Current IMR surplus as of November 30, 2019 of \$0.00 has been removed from revenue  
 \* Current School Generated Funds surplus as of November 30, 2018 of \$723,784 is included  
 \* School Generated Funds surplus as of November 30, 2018 was \$295,051 is included



# Board Agenda Item



---

## **Topic: Board Policy Review**

**Presenter:** Stu Henry  
**Meeting Date:** January 8, 2020

### **Background**

At the Spring 2019 Organizational Meeting the Board of Trustee decided that they would benefit from a review of Board Policy. Every month beginning in September 2019 the Board of Trustees will review one board policy. This month the Board of Trustees will review Board Policy #3 – Role of the Trustee. The Board of Trustees will find a copy of Board Policy #3 attached.

### **Quality Indicators:**

Policy/Administrative Procedures

QI 5.2 Takes leadership in bringing policies to Board for review.

Superintendent/Board Relations ("The First Team")

QI 6.1 Implements Board directions with integrity in a timely fashion.

### **Recommendation:**

The Superintendent of Schools recommends that the Board of Trustees accepts the review of Board Policy #3 as information.

## **ROLE OF THE TRUSTEE**

The role of the trustee is to contribute to the Board as it carries out its mandate in order to achieve its core purpose. The oath of office taken or affirmation made by each trustee when s/he assumes office binds that person to work diligently and faithfully in the cause of public education.

The Board is a corporation. The decisions of the Board in a properly constituted meeting are those of the corporation. Individual trustees exercise an effective decision making role in the context of corporate action. A trustee who is given authority by Board motion to act on behalf of the Board may carry out duties individually but only as an agent of the Board. In such cases, the actions of the trustee are those of the Board, which is then responsible for them. A trustee acting individually has only the authority and status of any other citizen of the District. Individual trustees do not have the authority to direct the District's administration and staff.

Trustees or others seeking reports or detailed information in respect to the operation of a department of the school district shall submit the request in writing to the Superintendent who shall provide a written reply. Sufficient time must be granted to permit the preparation of an adequate reply. If the Superintendent is of the opinion that the request will consume an inordinate amount of time, the Superintendent shall refer the matter to the Board prior to providing the information for direction as to whether the information is to be provided.

### **Specific Responsibilities of Individual Trustees**

1. Become familiar with District policies and procedures, meeting agendas and reports in order to participate in Board business.
2. Recognize his/her fiduciary responsibility to the District and act in the best interests of the District understanding that District needs are paramount.
  - 2.1 Vote on every Board motion, unless there is a conflict of interest.
  - 2.2 Support a majority vote of the Board as if the vote had been unanimous.
3. Provide for the engagement of parents, students and the community in matters related to education.
4. Respectfully bring forward and advocate for issues and concerns.
5. Serve as trustee liaison to schools as assigned by the Board.
6. Refer matters not covered by Board policy, but requiring a corporate decision to the Board for discussion.

7. Refer administrative matters to the Superintendent.
8. The trustee, upon receiving a complaint or an inquiry from a parent, staff member or community member about operations, will refer the parent, staff member or community member back to the teacher, Principal or department and will inform the Superintendent of this action.
9. If the complaint is about the Superintendent, the matter is to be referred to the corporate board. The complaint must be in writing and signed by the complainant. The matter must be dealt with in private by the Board.
10. Keep the Superintendent and the Board informed in a timely manner of all matters coming to his/her attention that might affect the District. Personnel matters are to be brought to the attention of the Superintendent only.
11. Attend Board meetings, and committee meetings as assigned, prepared to participate in, and contribute to, the decisions of the Board in order to provide the best solutions possible for education within the District.
12. When delegated responsibility, will exercise such authority within the defined terms of reference in a responsible and effective way.
13. Participate in Board/trustee development sessions so the quality of leadership and service in the District can be enhanced.
14. Share the materials and ideas gained with fellow trustees at a Board meeting following a trustee development activity.
15. Strive to develop a positive and respectful learning and working culture both within the Board and the District.
16. Attend School Council meetings as a Board representative upon invitation, when possible.
17. Attend, when possible, District functions/events.
18. Attend when possible extra-curricular school activities, including graduations, when designated or formally invited as Board representative.
19. Become familiar with, and adhere to, the Trustee Code of Conduct.
20. Report any violation of the Trustee Code of Conduct to the Board Chair, or where applicable, to the Vice-Chair.

## **Indemnification**

The Board will indemnify each trustee in respect of liability for any claims, actions, costs, expenses (including legal fees on a solicitor-client basis), damages, demands, fines and penalties which any or each of them may sustain, pay or incur as a result of or in connection with the lawful performance of duties as trustee, with the Board, or by reason of serving on behalf of or at the request of the Board as an officer, committee member or director of any other body, so long as such trustee, is acting honestly and in good faith with a view to the best interests of the Board.

The indemnity provided shall not apply to any matter in which it has been finally determined by a court or administrative tribunal of competent jurisdiction that the trustee, claiming indemnity has been guilty of any or all of the following actions:

- a. Fraud or dishonesty
- b. Knowingly breaching a statutory duty or obligation
- c. Assault or battery
- d. False imprisonment
- e. Intentional infringement of copyright, patents or other intellectual property rights
- f. Trustee misconduct

The Board shall be at liberty to settle any demand, claim, action or proceeding without obtaining the written consent of the trustee. If the trustee does not agree to the settlement, the Board shall be at liberty to cease defence of the action or proceeding without any further liability or obligation. If a court or administrative tribunal of competent jurisdiction determines that the trustee has committed one of the acts noted above, the Board will require the trustee, to repay all monies expended by the Board in providing for legal defence of the action or proceeding.

## **Orientation**

As a result of elections, the Board may experience changes in membership. To ensure continuity and facilitate smooth transition from one Board to the next following an election, trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives and long-range plans.

The Board believes an orientation program is necessary for effective trusteeship. All trustees are expected to attend all aspects of the orientation program.

1. In the year of an election, the District will host a preliminary orientation session for all elected candidates prior to the Organizational Meeting which will include a review of and an expression of interest in Board assignments and committees.
2. The District will offer an orientation program for all trustees that provides information on:
  - 2.1 Role of the trustee and the Board;

- 2.2 Board policy, agendas and minutes;
  - 2.3 Organizational structures and procedures of the District;
  - 2.4 Existing District initiatives, annual reports, budgets, financial statements and long-range plans;
  - 2.5 District programs and services;
  - 2.6 Board's function as an appeal body;
  - 2.7 Statutory and regulatory requirements, including responsibilities with regard to conflict of interest;
  - 2.8 Trustee remuneration and expenses.
- 3. The Board and Superintendent are responsible for ensuring the development and implementation of the District's orientation program for trustees. The Superintendent shall provide each trustee with access to the references listed in Policy 3 Appendix at the Organizational Meeting following a general election or at the first regular meeting of the Board following a by-election.
  - 4. Support will be provided within the Board governance budget for trustees attending provincial association sponsored orientation seminars.
  - 5. Incumbent trustees are encouraged to help newly elected trustees become informed about history, functions, policies, procedures and issues.

Legal Reference: Section 60, 61, 68, 72, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 246 School Act  
Section 6 Commissioner of Oaths Act

# Board Agenda Item



---

## **Topic:** Enrolment Summary Report

**Presenter:** Ron Eberts  
**Meeting Date:** January 8, 2020

### **Background**

---

The enrolment summary for November 30, 2019 and December 31, 2020 is provided as information.

### **Recommendation:**

---

The Superintendent of Schools recommends that the Board of Trustees accepts the enrolment Summary Report for DATE as information.

# RED DEER PUBLIC SCHOOL DISTRICT #104

## ENROLMENT - November, 2019

	PreK	ECS	1	2	3	4	5	6	7	8	9	10	11	12	CCE*	FTE	TOTAL	DIFF
36 A.L. GAETZ		32	43	44	40	50	52									245	261	-1
47 ASPEN HEIGHTS		42	48	43	34	34	32									212	233	1
34 BARRIE WILSON - Eng.		60	53	56	75	56	56									326	356	3
34 BARRIE WILSON - F.I.		34	32	30	37	32	27									175	192	-1
44 DON CAMPBELL		76	76	87	56	70	49									376	414	-4
49 ESCUELA VISTA GRANDE - S.B.		36	42	33	29	33	23	8	11							197	215	0
40 FAIRVIEW	28	26	37	22	32	46	30									181.4	221	1
42 G.W. SMITH	31	32	41	42	43	51	50									244.55	290	1
43 JOSEPH WELSH	30	40	42	43	57	59	43									265.5	314	8
54 MATTIE MCCULLOUGH	16	73	62	79	75	76	78									407.3	459	1
45 MOUNTVIEW - Eng.		25	31	37	25	25	33									163.5	176	-2
45 MOUNTVIEW - F.I.		33	41	40	42	25	30									194.5	211	1
48 ORIOLE PARK - Eng.		39	37	36	38	46	33									209.5	229	3
48 ORIOLE PARK - F.I.		34	29	30	21	21	30									148	165	-2
52 WEST PARK ELEM.	31	46	39	55	51	43	44									256.55	309	-5
32 G.H. DAWE	28	27	42	41	37	35	41	47	41	35						333.9	374	1
69 GLENDALE		25	47	45	34	41	48	55	62	49						393.5	406	4
55 NORMANDEAU	32	33	34	40	33	42	45	63	70	59						404.1	451	0
137 GATEWAY CHRISTIAN SCHOOL		71	74	77	73	76	79	82	82	60			1		158	639.5	675	0
62 C.M.S. - Eng.								127	103	111						341	341	4
62 C.M.S. - F.I.								73	88	87						248	248	0
65 EASTVIEW								189	194	213						596	596	-1
68 W.M.S.								182	181	165	1					529	529	2
75 L.T.C.H.S. - Eng.											376	352	381	478	4	1587	1587	-14
75 L.T.C.H.S. - F.I.											69	75	62	47		253	253	0
90 H.H.H.S.											351	305	358	362	4	1376	1376	-9
30 NORTH COTTAGE											2	8	10			20	20	1
124 R.D. REG. HOSPITAL EDUC.PROG.										1					1	4	4	2
127 DIREWOOD									1	1	1	1		1		5	5	0
128 YOUTH ASSES. CENTRE.										1		4	1			6	6	-1
129 PARKLAND YOUTH HOMES									1	1	1	2	1			6	6	0
131 OSKAYAK TREATMENT CENTRE																0	0	0
133 OUTREACH SCHOOL CENTRE												48	66	114	101	228	228	14
136 QUEST HIGH SCHOOL									4	7	20	19	22	14	2	86	86	12
132 SCHOOL WITHIN A COLLEGE														16	11	16	16	12
<b>DISTRICT TOTALS</b>	196	784	850	880	832	861	823	826	838	790	819	808	903	1042	281	10673.8	11252	31

	ENGLISH	FRENCH IMMERSION	SPANISH BILINGUAL	DISTRICT TOTALS	PREV MONTH	DIFF	SEPT TOTALS	DIFF
PreK	196	0	0	196	196	0	197	-1
E.C.S.	647	101	36	784	778	6	786	-2
ELEMENTARY	3619	467	160	4246	4244	2	4253	-7
MIDDLE SCHOOLS	2187	248	19	2454	2442	12	2447	7
SENIOR HIGH	3319	253	0	3572	3561	11	3546	26
<b>TOTALS - Nov.2019</b>	9968	1069	215	11252	11221	31	11229	23
<b>TOTALS - Nov.2018</b>	9881	1043	204	11128	11137	-9	11118	10

\*CCE - Concurrent Enrolments - informational only, not included in the total for the school

Revised 12/02/2019:10:38

**RED DEER PUBLIC SCHOOL DISTRICT #104**  
**ENROLMENT - December, 2019**

	PreK	ECS	1	2	3	4	5	6	7	8	9	10	11	12	CCE*	FTE	TOTAL	DIFF
36 A.L. GAETZ		32	43	44	40	50	52									245	261	0
47 ASPEN HEIGHTS		41	48	42	34	34	33									211.5	232	-1
34 BARRIE WILSON - ENG.		60	53	56	75	56	56									326	356	0
34 BARRIE WILSON - F.I.		34	32	30	37	32	27									175	192	0
44 DON CAMPBELL		76	76	87	56	70	48									375	413	-1
49 ESCUELA VISTA GRANDE - S.B.		36	42	33	29	33	23	8	11							197	215	0
40 FAIRVIEW	28	26	37	22	32	47	30									195	222	1
42 G.W. SMITH	31	32	41	42	43	51	50									258.5	290	0
43 JOSEPH WELSH	30	40	42	43	57	58	44									279	314	0
54 MATTIE MCCULLOUGH	16	73	62	79	76	78	79									418.5	463	4
45 MOUNTVIEW - ENG.		24	32	35	24	25	33									161	173	-3
45 MOUNTVIEW - F.I.		33	41	40	42	25	30									194.5	211	0
48 ORIOLE PARK - ENG.		39	40	35	39	46	32									211.5	231	2
48 ORIOLE PARK - F.I.		33	29	30	21	21	30									147.5	164	-1
52 WEST PARK ELEM.	32	46	42	56	51	45	44									277	316	7
32 G.H. DAWE	28	28	42	41	38	34	41	47	41	35						347	375	1
69 GLENDALE		25	47	45	34	40	47	54	61	49						389.5	402	-4
55 NORMANDEAU	32	33	34	41	34	41	44	64	71	59						420.5	453	2
137 GATEWAY CHRISTIAN SCHOOL		71	74	77	73	76	79	82	82	60			1		159	639.5	675	0
62 C.M.S. - Eng.								128	104	110						342	342	1
62 C.M.S. - F.I.								73	88	87						248	248	0
65 EASTVIEW								189	193	214						596	596	0
68 W.M.S.								182	178	165	1					526	526	-3
75 L.T.C.H.S. - Eng.											376	352	383	474	7	1585	1585	-2
75 L.T.C.H.S. - F.I.											69	75	61	47		252	252	-1
90 H.H.H.S.											349	305	357	359	4	1370	1370	-6
30 NORTH COTTAGE												2	8	9	1	19	19	-1
124 R.D. REG. HOSPITAL EDUC. PROG.										1	1	3	1		2	6	6	2
127 DIREWOOD									1	1	1	1		1		5	5	0
128 YOUTH ASSES. CENTRE.									1	1		3	1	1		7	7	1
129 PARKLAND YOUTH HOMES									1	2	1	1	1			6	6	0
131 OSKAYAK TREATMENT CENTRE																0	0	0
133 OUTREACH SCHOOL CENTRE												50	66	121	118	237	237	9
136 QUEST HIGH SCHOOL									4	10	23	18	22	13		90	90	4
132 SCHOOL WITHIN A COLLEGE														10	10	10	10	-6
DISTRICT TOTALS	197	782	857	878	835	862	822	827	836	794	821	810	901	1035	301	10767.5	11257	5
		ENGLISH		FRENCH IMMERSION	SPANISH BILINGUAL		DISTRICT TOTALS		PREV MONTH		DIFF			SEPT TOTALS			DIFF	
PreK		197		0	0		197		196		1			197			0	
E.C.S.		646		100	36		782		784		-2			786			-4	
ELEMENTARY		3627		467	160		4254		4246		8			4253			1	
MIDDLE SCHOOLS		2190		248	19		2457		2454		3			2447			10	
SENIOR HIGH		3315		252	0		3567		3572		-5			3546			21	
TOTALS - Dec.2019		9975		1067	215		11257		11252		5			11229			28	
TOTALS - Dec.2018		9878		1044	204		11126		11128		-2			11118			8	

\*CCE - Concurrent Enrolments - informational only, not included in the total for the school



# Board Agenda Item



---

**Topic: ASBA Report**

**Presenter:** Cathy Peacocke

**Meeting Date:** January 8, 2020

---

**Background**

The Board of Trustees will find attached the ASBA Reports submitted by Trustee Cathy Peacocke.

---

**Recommendation:**

The Superintendent of Schools recommends that the Board of Trustees accepts the ASBA Report as information.

## **ASBA Zone 4 Report for the Board December 2, 2019**

The Zone met on December 2 at the Wetaskiwin Regional Public Schools Central Office. Highlights detailing the entire meeting will have been emailed to the Board. Items of particular note included:

- A reminder that the 2020 ASBA Fall Conference will be held at the Delta Edmonton South Hotel.
- Trina Boymook spoke to information received in an October meeting of the Board of Directors with Dr. Robert Murray, a political analyst. He commented on:

There is a political culture shift occurring across Canada and further. We will see changes every four years when new governments come in and get rid of changes brought in by the most recent government. There are different perspectives within UCP MLAs as to what defines conservatism. The Minister of Education's Chief of Staff has a very close relationship with the Premier's Chief of Staff-they are in constant contact which can be helpful. Gene Williams is reporting directly to the Premier, his sole focus now is on developing a new funding formula. (This is inside information). This will sideline the Minister of Education on this matter. The government is counting on school boards being divided and not coming together, the government will use this against boards to choose the government's own solutions and messages. Not all MLAs are in favor of locally elected boards so meet with them to explain the role of school boards. Create champions within your community on behalf of local autonomy. Boards need to own their own decisions, do not blame the government. Some Cabinet Ministers are writing editorials that are being placed in local newspapers. This allows the government to get across their messaging without media questions.

Tell your District's story about how you will work within your reduced budget in the upcoming school year. Generate community conversations. Don't get distracted by Alberta Ed small ball items, focus on the big issues.

### **Are school districts seeing an increase in cigarette smoking?**

In Camera TEBA report

- All of the last round of negotiations have been settled. Gene Williams has said the two tiered system of TEBA is not working. Just to note the budget for TEBA went up to \$800,000 from \$600,000.
- Albert Education Rep Patricia Rijavic reviewed recent emails that have gone out from Alberta Ed to Board Chairs-those have already been forwarded to us. Expecting the curriculum panel to share their recommendations-this will trigger an engagement process.
- Old Business was brought forward to follow up on an October Zone agenda item regarding Zone 4 media releases. Board Reps were asked to seek their Boards' input on whether our releases should be labeled referencing us as ASBA Zone 4 or as

eight central Alberta boards. Laurette noted that communication was discussed at the Zone Chairs meeting which was held two days after our Zone 4 meeting. The ASBA Board of Directors will be bringing forward a potential ASBA position on how Zones handle media releases. This will be brought forward to the membership, likely at the Spring General meeting. The majority of the Zone 4 Boards Reps indicated their Boards were fine with identifying either as Zone 4 or as the central Alberta boards. With that input and until the ASBA communication process is finalized we will not identify ourselves as ASBA Zone 4 in media releases.

**Reps to go back to their Boards to ask how should we identify ourselves in media releases if not all eight boards agree on a particular issue that the majority of Boards want to send out as a media release. (Are we still the eight Central Alberta Boards as a whole, do we only identify the Boards that agree on the issue or do we only send out a media release when all eight boards agree to a media release?)**

- World Cafe discussion on what is working well for Zone meetings and what might we wish to change. We divided into groups and discussed the questions asked in a Google document.

Submitted by Cathy Peacocke, Zone 4 Board Rep

# Board Agenda Item



---

**Topic: PSBAA Report**

**Presenter:** Bill Stuebing

**Meeting Date:** January 8, 2020

---

**Background**

Trustee Bill Stuebing will provide a verbal report

---

**Recommendation:**

The Superintendent of School recommends that the Board of Trustees accepts the PSBAA Report as information.

# Board Agenda Item



---

## **Topic: Public School Boards' Association of Alberta Awards Program**

**Presenter:** Bruce Buruma, Corporate Secretary

**Meeting Date:** January 8, 2020

### **Background**

As per the attached memo, the Public School Boards' Association of Alberta recognizes those who have a positive impact on public school education through their Annual Awards Program in the following areas.

- Long Service Award
- Special Contribution to Public School Education
- Special Contribution to Public Education (Media)
- Advancing Association Business Awards
- Dick Baker Legacy

Nomination forms, including criteria, are attached for your review and recommendations. On your recommendation, administration will complete the nominations and forward to the Association for consideration.

### **Reference Source:**

- PSBAA Award Nomination Forms

### **Quality Indicators:**

Superintendent/Board Relations ("The First Team")

QI 6.6 Interacts with the Board in an open, honest, pro-active and professional manner.

QI 6.8 Provides the Board with correspondence directed to the Board or trustees.

### **Recommendation:**

The Superintendent of Schools recommends that the Board of Trustees recommend nominations to be submitted for the Public School Boards' Association of Alberta Awards Program.



December 11, 2019

## MEMO

**TO:** Member Board Chairs  
Public School Boards Council Representatives

**FROM:** Karen Becker, Chairperson, Standing Committee on Special Recognition

**COPY:** Executive Committee, Board Executive Assistants

**RE:** *Public School Boards' Association Awards Nomination Package*

---

Attached to this Memo is the *2020 Association Awards Nomination Package*. As per the Association's *Special Recognition Administrative Procedures*, the nomination package is to be sent to Member Boards on or before January 15 of each calendar year and includes the nomination form for the *Dick Baker Legacy Award*. We are sending it to you early this year to give you more time to consider who you want to nominate.

As you may have noticed, the Association's Awards Luncheon at the June 2019 Spring General Assembly felt rushed, since it took place in the middle of our busy day of Showcase Sessions. Therefore, we are going to give this special event the time and prestige it deserves at a plated dinner and Awards Ceremony on Friday evening, May 29, 2020 at our *Spring General Assembly*.

Please note that the deadline for all award nominations, including *Long Service Award* nominations, is Tuesday, March 17, 2020.

Should you have any questions regarding the Association's *Special Contribution to Public School Education; Special Contribution to Public School Education (Media); Advancing Association Business & Initiatives Awards; Dick Baker Legacy Award* or *Long Service Awards*, please feel welcome to contact me ([secondvp@public-schools.ab.ca](mailto:secondvp@public-schools.ab.ca)) or our Executive Director ([executivedirector@public-schools.ab.ca](mailto:executivedirector@public-schools.ab.ca)) directly. The award nomination forms are also available on the PSBAA website at <http://www.public-schools.ab.ca/member-resources> (scroll down to find them).

On behalf of the Standing Committee on Special Recognition members Linda Mywaart (Fort McMurray Public Schools), Melanie Reed-Zukowski (Grasslands Public Schools); and Lynn Ware (Wetaskiwin Regional Public Schools), thank you for your nominations in support of our vibrant Public Education system!

*Karen Becker, Second Vice President*



## LONG SERVICE AWARD NOMINATION FORM

Recognition of Long Service will begin following completion of eight (8) years of service as a Public School Trustee, and will occur in four (4) year increments for subsequent years. Trustees wishing to receive recognition for Long Service are encouraged to complete this form and forward it to the Association Office ([executiveassistant@public-schools.ab.ca](mailto:executiveassistant@public-schools.ab.ca)) on or before 17 March.

### NOMINEE INFORMATION

**NAME:** \_\_\_\_\_

**JURISDICTION:** \_\_\_\_\_

**YEARS OF SERVICE:** \_\_\_\_\_

### CONTACT INFORMATION

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**(Nomination Deadline: 17 March)**



## **SPECIAL CONTRIBUTION TO PUBLIC EDUCATION NOMINATION FORM**

This award is presented to a Public School Board, Trustee(s), Senior Administrator(s) or member of the public whom has made a special contribution to Public Education.

### **NOMINEE INFORMATION**

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**JURISDICTION (if applicable):** \_\_\_\_\_

### **CONTACT INFORMATION**

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**(Nomination Deadline: 17 March)**



**SPECIAL CONTRIBUTION**

Please describe the reason(s) for this nomination for example the special contribution that the nominee(s) made to Public Education.

---

---

---

---

---

---

---

---

---

---

---

**NOMINATOR INFORMATION**

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**JURISDICTION (if applicable):** \_\_\_\_\_

**CONTACT INFORMATION**

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**(Nomination Deadline: 17 March)**



## **SPECIAL CONTRIBUTION TO PUBLIC EDUCATION: MEDIA NOMINATION FORM**

This award is presented to individuals engaged in the media and / or media outlets including but not limited to social media, newspapers, reporters, and other media sources whom have made a Special Contribution to Public Education.

### **NOMINEE INFORMATION**

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**JURISDICTION (if applicable):** \_\_\_\_\_

### **CONTACT INFORMATION**

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**(Nomination Deadline: 17 March)**

**SPECIAL CONTRIBUTION**

Please describe the reason(s) for this nomination; for example the special contribution that the nominee(s) made to Public Education: Media.

---

---

---

---

---

---

---

---

---

---

---

**NOMINATOR INFORMATION**

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**JURISDICTION (if applicable):** \_\_\_\_\_

**CONTACT INFORMATION**

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**(Nomination Deadline: 17 March)**



## **ADVANCING ASSOCIATION BUSINESS AND INITIATIVES NOMINATION FORM**

This award is presented to individuals whose **SIGNIFICANT** contributions to the important work of the Association should be recognized. For Association members, this may include, but is not limited to:

- Work on Standing Committees of the Association.
- Work on Ad Hoc Committees of the Association.
- Assisting with the organizing and hosting of Association Business Meetings.
- Assisting with the work of special projects, initiatives and/ or Association events.

### **NOMINEE INFORMATION**

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**JURISDICTION (if applicable):** \_\_\_\_\_

### **CONTACT INFORMATION**

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**(Nomination Deadline: 17 March)**

**SIGNIFICANT CONTRIBUTION**

Please describe the reason(s) for this nomination for example the SIGNIFICANT contribution that the individual has made to advance Association Business or initiatives.

---

---

---

---

---

---

---

---

---

---

---

**NOMINATOR INFORMATION**

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**JURISDICTION (if applicable):** \_\_\_\_\_

**CONTACT INFORMATION**

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**(Nomination Deadline: 17 March)**



## DICK BAKER LEGACY AWARD

### NOMINATION FORM

This award is in honor of Dick Baker – friend, mentor and dedicated advocate for Public Education in Alberta. Dick’s career in Public Education reflected his unwavering commitment to placing children first and modelling respect for the stewardship of the public trust that is service as a locally elected Public School Trustee.

Integrity, compassion, respect and wisdom are the foundation of Dick’s legacy to Public Education and on behalf of the children, families, staff and communities that he served throughout his career. He was friend, colleague and mentor to many who have followed and will follow in his footsteps.

The **Dick Baker Legacy Award** is presented annually to one Public School Trustee, whom over their career in Public Education have modelled the following values:

- *Integrity* in their work as a Public School Trustee, in their relationships without exception and in their demonstrated support of Public Education in Alberta;
- *Compassion* for the children, families and communities that they serve;
- *Respect* for the stewardship of the trust that is public service for Public Education;
- *Mentoring* of fellow Public School Trustees, Senior Administrators, community leaders, those who will follow in their footsteps;
- *Leadership* that results in a positive, significant and lasting impact on Public Education within and across Alberta; and
- *Modelling* leadership that engages both the heart and mind in always placing children first.

# NOMINATION FORM

## NOMINEE INFORMATION

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**JURISDICTION (if applicable):** \_\_\_\_\_

## CONTACT INFORMATION

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**(Nomination Deadline: 17 March)**

**CAREER CONTRIBUTIONS**

Please describe the reason(s) for this nomination including a detailed example for each the five (5) values set out in the Award descriptor. Please attached a second page if needed.

---

---

---

---

---

---

---

---

---

---

---

**NOMINATOR INFORMATION**

**NAME:** \_\_\_\_\_

**POSITION:** \_\_\_\_\_

**JURISDICTION (if applicable):** \_\_\_\_\_

**CONTACT INFORMATION**

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**(Nomination Deadline: 17 March)**



# Board Agenda Item



## **Topic: Superintendent's Report**

**Presenter:** Stu Henry  
**Meeting Date:** January 8, 2020

### **Background**

While there are a number of activities currently occurring in the District the items that follow may be of particular interest to the Board of Trustees:

- November 14 - Recognition Night
- November 15 - Senior Admin Mini-Retreat at Board Office
- November 17-19 - ASBA Fall Conference
- November 22 - System Leadership Team Open House
- November 27 - Hour Zero ACT Table Top Disaster Exercise
- November 27 - Meeting with Principals re: Spring Budget preparation
- November 29 - Smile Cookie Campaign Celebration Event
- December 2 - Teacher Voice Meeting
- December 3 - Courage luncheon for CACAC
- December 3 - Principal Mentorship
- December 5 - HHHS Bike-A-Thon
- December 5 - LTCHS Winter Concert
- December 6 - Opening Keynote at Wellness Day
- December 6 - CASS Zone 4 Meeting
- December 9 - Minister's visit to EV
- December 12 - Special Board Meeting
- December 12 - HHHS Winter Celebration
- December 18 - WPES Christmas Concert
- \*\* Admin Growth with 11 schools in November/December
- \*\*Coached 26 Vice-Principals in November/December

### **Recommendation:**

The Superintendent of Schools recommends that the Board of Trustees accepts the Superintendent's Report as information.

# Board Agenda Item



---

## **Topic: Board Chair's Report**

**Presenter:** Nicole Buchanan

**Meeting Date:** January 8, 2020

### **Background**

Board Chair Nicole Buchanan will provide a verbal report.

### **Recommendation**

The Superintendent of Schools recommends that the Board of Trustees accept the Board Chair's Report as information.

# Board Agenda Item



---

## **Topic: Correspondence Received**

**Presenter:**

**Stu Henry**

**Meeting Date:**

**January 8, 2020**

### **Background**

---

The Board of Trustees will find attached correspondence received from Education Minister, Adriana Lagrange, in response to letters the Board sent to her in October regarding the use of "Public" in our name and funding for the Alberta School Council Association.



ALBERTA  
EDUCATION

*Office of the Minister*

AR107916

NOV 19 2019

Ms. Nicole Buchanan  
Board Chair  
Red Deer Public Schools  
4747 - 53 Street  
Red Deer AB T4N 2E6

Dear Ms. Buchanan:

*Nicole,*

Thank you for your October 21, 2019 letter regarding your request to add the word "public" to Red Deer School Division's school division and corporate names.

Under Section 79 of the *Education Act*, a board may change its corporate name to another name approved by the Minister by submitting a resolution. I will consider corporate name changes on a case-by-case basis once I receive the resolution.

Regarding the school division name, I indicated during a meeting with board chairs on September 12, 2019 that I require all 41 impacted public school divisions to agree to add the word "public" to their school division name before I will consider this change.

School divisions will continue to be able to choose the name they want to use on their letterhead, signs and other branding. School divisions can continue to refer to themselves as "public" or "Catholic" boards as part of their branding. Regarding the words "Catholic" or "Roman Catholic" being used in separate school divisions' names, adding these words accounts for the possibility that a Protestant separate board could potentially exist in our system again at some point in time.

I appreciate the time you took to share your concerns with me. I wish Red Deer's staff and students continued success.

Sincerely,

Adriana LaGrange  
Minister



*Office of the Minister*

NOV 18 2019

AR107931

Ms. Nicole Buchanan  
Board Chair  
Red Deer Public Schools  
4747 - 53 Street  
Red Deer AB T4N 2E6

Dear Ms. Buchanan: *Nicole,*

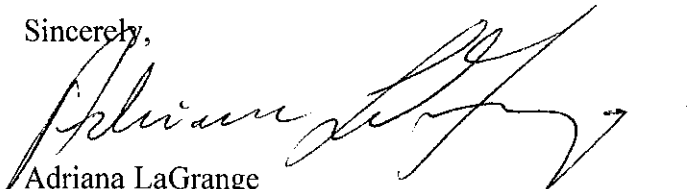
Thank you for your October 21, 2019 letter regarding the Alberta School Councils' Association (ASCA) and ASCA's role in supporting parent engagement in school councils in Alberta.

I recognize the value that Red Deer Public Schools places on school councils, and I appreciate your ongoing commitment to supporting and engaging parents through your division's school councils. Similarly, I am pleased to hear that ASCA has played a positive role in supporting school councils and building the capacity of parents to effectively engage and provide valuable input in the education system. It is important that parents understand current initiatives in education, and I recognize the support that ASCA has provided in empowering parents and supporting provincial education initiatives.

As our government moves forward with education initiatives, ASCA will continue to play an important role in supporting parent engagement and consultation on priority initiatives. Accordingly, I have approved the continuation of funding for ASCA and have directed ministry staff to ensure the conditional grant is finalized in a timely manner.

Thank you for your ongoing and active commitment to education in our province.

Sincerely,

  
Adriana LaGrange  
Minister