



## Public Board Meeting AGENDA

Wednesday, January 9, 2019

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.

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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
  7. Approval of Agenda
  8. Recognition
  9. Governance Agenda
    - 9.1 Student Services Report Chad Erickson
    - 9.2 Resubmission of Three Year Capital Plan Della Ruston
    - 9.3 Facility Maintenance Plan 2018/19 Della Ruston
    - 9.4 Quarterly Financial Report Colin Cairney
    - 9.5 Enrolment Summary Report Ron Eberts
    - 9.6 ASBA Report Laurette Woodward

9.7	PBSAA Report	Bill Stuebing
9.8	PBSAA 2019 Association Awards	Bruce Buruma
9.9	Together for Students Campaign	Bruce Buruma
9.10	Review Trustee Professional Development Plans	Stu Henry
9.11	Superintendent's Report	Stu Henry
9.12	Board Chair's Report	Bev Manning
10.	Trustee Questions	
11.	Celebrations	
12.	Adjournment	



## **Public Board Meeting**

### **Minutes**

Date: Wednesday, December 12, 2018

Time: 1:00 PM

Trustees

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

### **Call to Order**

The public meeting of the Board of Trustees was called to order at 12:00 p.m.

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

Moved By: Nicole Buchanan, Vice Chair

That the Board meet in private, the time being 12:00 p.m.

**Carried**

### **Revert to Public Meeting**

The meeting reverted to a public meeting, the time being 12:57 p.m.

**O Canada:** O Canada was sung.

### **Land Acknowledgement**

Trustee Woodward read the land recognition statement recognizing Treaty 6 and Treaty 7 territory.

### **Approval of Minutes**

Moved By: Bill Christie, Trustee

THAT the minutes for Board Meeting on November 14, 2018 be approved with the following amendment:

- Band Director of the Year Award item...remove "The Superintendent recommends" from the start of the motion.

**Carried**

### **Approval of Agenda**

Moved By: Bill Stuebing, Trustee

THAT the agenda for the Board Meeting on December 12, 2018 be approved with the following additions to be added to Trustee Questions:

- Seat belts on School Buses
- Mustard Seed Volunteer Opportunity

**Carried**

## **RECOGNITION**

### **Lindsay Thurber Comprehensive High School Senior Women's Volleyball Team**

The Lindsay Thurber Senior Women's Volleyball Team won a gold medal at the Alberta School Athletics' Association as provincial volleyball championships in Grande Prairie in November. The Board of Trustees recognize students and their coaches for this significant accomplishment.

Moved By: Laurette Woodward, Trustee

THAT The Board of Trustees recognizes the Lindsay Thurber Women's Volleyball Team for their impressive athletic achievements.

**Carried**

## **GOVERNANCE AGENDA**

### **Approval Locally Development Courses**

The Board is able to approve locally developed courses which do not follow specific provincial curriculum, but which the District wishes to offer as an alternative to students and parents.

The Board reviewed Advanced Physics 35 -5 and Design Thinking for Innovation for approval, which will then be forwarded to Alberta Education for their approval.

Moved By: Nicole Buchanan, Vice Chair

THAT the Board of Trustees approve:

- Advanced Physics 35 -5
- Design Thinking for Innovation

as locally developed courses for the period of February 1, 2019 – August 31, 2022.

**Carried**

### **Numeracy Initiative**

Numeracy is one of the priorities for Red Deer Public Schools with the goal to ensure each learner has the ability to reason and apply math numerical concepts. Learning services provided an update on the numeracy initiative focusing on the following:

- Refresh our math practice through the Pyramid of Support Model with a focus on planning, assessment and instruction
- Build capacity through positive mathematical mindset
- Analyse student achievement data and respond accordingly
- Support families to the provision of strategies and evening sessions

Moved By: Bill Christie, Trustee

THAT the Board of Trustees accept the Numeracy Initiative report as information.

**Carried**

## **Enrolment Summary**

11,128 students are registered in Red Deer Public Schools as of November 30. These include 9881 students in English programs, 1043 students in French Immersion and 204 students in Spanish Bilingual.

Moved By: Nicole Buchanan, Vice Chair

THAT the Board of Trustees accepts the Enrolment Summary Report for November 30, 2018 as information.

**Carried**

## **Class Size Report**

The Board of Trustees reviewed the 2018-2019 class-size report that includes information on class sizes by grade levels and subjects. The District needs to report these averages to the Department by January 15.

Alberta Education provides funding to the district to address class sizes for K to three class sizes as well as CTS courses.

Alberta Education also establishes targets for school jurisdictions, however funding is not provided to achieve these aside from the per-pupil allocation. With per-pupil allocation grants remaining the same for the last seven years, the district is seeing an increase in average class sizes across the district.

Trustees reviewed the detail data and asked administration questions for clarification.

Moved By: Nicole Buchanan, Vice Chair

THAT the Board of Trustees accept the unofficial 2018-2019 Class Size Report as information.

**Carried**

## **ASBA Report**

Trustee Woodward provided a report on activities of the Alberta School Boards Association.

Trustee Woodward also shared our District Survey response, which she prepared, regarding feedback to the Association on Board Autonomy. Trustees supported the content and will provide additional feedback if needed.

Moved By: Laurette Woodward, Trustee

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

**Carried**

### **PSBAA Report**

Trustee Stuebing provided a report on activities of the Public School Boards Association of Alberta.

Moved By: Bill Stuebing, Trustee

THAT the Board of Trustees accepts the PSBAA Report as information.

**Carried**

### **Lindsay Thurber Field Study Request**

The Board of Trustees reviewed a field study request for students from Lindsay Thurber to go to Cuba with a focus on Afro-Cuban contributions to music, dance and visual arts. Up to 75 students will be participating in the trip taking place in February 2020.

Moved By: Bill Christie, Trustee

THAT the Board of Trustees approve the proposed Lindsay Thurber Comprehensive High School to Cuba.

**Carried**

### **Community Engagement Update**

As part of the Board's priority to connecting with our community, The District undertook an online engagement to help our stakeholders identify:

- What makes a successful Red Deer Public Schools student?

We asked participants two questions:

- What are your hopes for students to be successful in learning, work and life?
- What opportunities should students have in our schools to be successful in life?

The next step in the process is to determine how we use the information to develop priorities and strategies for the District Education Plan.

To support that, the Board will host focus groups/town hall meetings with stakeholders to identify what the next steps should be in the process.

Moved By: Nicole Buchanan, Vice Chair

THAT the Board of Trustees receives the Community Engagement Update report as information.

**Carried**

### **Superintendent's Report**

Superintendent Henry provided a review of activities he has been involved in over the last month

In addition to the Agenda items, Superintendent Henry attended a meeting of Red Deer City Council to share information on the Community Safety Plan and the Integrated School Support project taking place at Normandeau School.

As part of the Superintendent Report, Corporate Secretary Buruma shared information on options for audio recordings of Board Meetings. Further clarification will be provided on the recommended solutions.

Moved By: Bev Manning, Chair

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

**Carried**

### **Trustee Questions**

Trustees received an update on:

- Use of seat belts on school buses: Associate Superintendent Ruston followed up with our transportation providers and Alberta Education. It was noted that additional information on research and safety testing of seatbelts on school buses is anticipated from Transport Canada and the National Transportation Safety Board (USA). This information and its recommendations will guide future directions.
- Mustard Seed Volunteer Opportunity: Trustee Macaulay shared information on opportunities to prepare school lunches with the Mustard Seed Society. Trustees welcome the opportunity to volunteer for this valued and important program.

### **Celebrations**

The Board of Trustees and Senior Administration shared celebrations of events and activities taking place in the District over the last month:



## **Adjournment**

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

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Chair

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Corporate Secretary

# Board Agenda Item



**Topic:** Student Services Report  
**Presenter:** Chad Erickson  
**Meeting Date:** January 9, 2019

## **Background**

The Student Services Department continues to work on several initiatives that support inclusion of all students in the most enabling environment.

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

- Student Services Structure
- Comprehensive Student Support
- Valuing Mental Health
- District Professional Development and Training
- Student Support Rooms
- District Programs and Enrollment
- Early Learning

## **Student Services Structure**

This year we have restructured our services in order to better serve our schools. Here is the team for the 2018/2019 school year:

Chad Erickson – Associate Superintendent, Student Services  
Denise Skelding – Administrative Assistant, Student Services  
Cathy Mottus-Landry – 1.0 FTE Coordinator (Behaviour and Elementary Liaison)  
Cindy Matheson – 1.0 FTE Coordinator (Complex Needs and Middle School Liaison)  
Brian Madill – 1.0 FTE Coordinator (Valuing Mental Health)  
Susan Parkins – 1.0 FTE Coordinator (Early Learning)  
Mark Jones – 0.5 FTE – Director Community Liaison Workers  
Trevor Pikkert – 0.2 FTE Assistive Technology

## **Comprehensive Student Support Model**

Red Deer Public Schools continues to be committed to a Comprehensive Student Support Model in all areas of child and youth development. This includes: academic, social-emotional and family supports. We believe students do best with the support of staff, families, and the greater community working together. To demonstrate our belief, we have successfully established many partnerships with other community and government agencies that work with youth to create a truly collaborative approach.

One part of the comprehensive model is the school based Learning Support Teams that have been created at each school. Each team meets weekly to plan ways to best meet the needs of

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students that are experiencing difficulty in one or more of the areas indicated above. Team members may include:

- School Administrator
- Classroom Teacher
- Learning Assistance Teacher
- Counselor (Middle and High Schools)
- Community Liaison Worker
- Educational Assistant
- Student Services Coordinator
- Cultural Resource Connector (contracted through Red Deer Native Friendship Centre)
- Mental Health Therapist (as available through partnership with Alberta Health Services)

We continue to engage in conversations with all stakeholders as we refine the ways we can best support inclusion in our schools. These rich conversations have led to the development of our Valuing Mental Health initiative.

## **Valuing Mental Health**

Through discussions within the District as well as engagement with our community, Red Deer Public has developed and is implementing its Valuing Mental Health initiative this year. The initiative ensures that coordinated, preventative, and early intervention assistance be made available to students, staff, and their families to enhance their social well-being and empower individuals and families to reach their highest potential.

The detailed plan focuses on the needs of students, staff, and families in four key areas:

- Promotion, Prevention, and Education
- Early Intervention
- Treatment
- Follow Up

Strategies included within each of the four areas for our students, staff, and families can be found in the attachment that follows.

## **Professional Development and Training**

In addition to the ongoing staff development specific to the Pyramid of Support, Student Services Coordinators have been engaging teachers and educational assistants across the district in job embedded professional development. Student Services Coordinators work directly with school staff in large groups, Learning Support Team Meetings, and in classrooms working shoulder to shoulder with individual teachers.

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This year, all staff are also engaged in training opportunities that build knowledge and understanding in areas that have been identified as priorities through staff surveys and discussions. The training includes:

## **Respect in School (all staff)**

Respect in School is an online bullying, abuse, harassment and discrimination prevention training tool, developed for school leaders: teachers, administrators, educational assistants, counselors, custodians, school bus drivers, parent volunteers, or any individuals who interact with students. This uniquely crafted curriculum provides the information and skills that school leaders require to understand, prevent and respond to incidents of bullying, abuse, harassment and discrimination.

## **Making Sense of Aggression – Neufeld Institute (K-8 staff)**

The key to making sense of aggression is to get past the violating behaviour to the emotional experience of the child and to what is missing in the child's processing or functioning. The underlying experience is one of frustration, not anger as is commonly thought. Throughout this training, Red Deer Public Staff will learn about the many faces of aggression, the role of frustration in anger, how to handle and reduce incidents and violence, and how to facilitate alternate outcomes. Greater detail about the course can be found in the attachment.

## **Making Sense of Anxiety – Neufeld Institute (9-12 staff)**

The escalating level of anxiety in our children begs for an explanation as well as a solution. Dr. Neufeld sheds light on this age-old problem, paving the way for natural interventions that can actually get to the root causes as opposed to just managing symptoms. Staff are learning about the neuroscience of anxiety, where obsessions and compulsions come from, and how to address anxiety. Greater detail about the course can be found in the attachment

## **Student Support Rooms**

It is becoming more and more apparent, that students entering our schools are presenting with increased complex and diverse needs. This year, we are piloting six Student Support Rooms in our district.

## **Vision/Goals/Philosophy of RDPD Student Support Rooms:**

1. To provide inclusive education programming for all students.
2. To proactively and effectively respond when a student is not successful in meeting the typical social, emotional and behavioural expectations in the classroom.
3. To implement an intervention program that enhances the student's opportunities to receive targeted intervention support from the staff involved with the Student Support Room. The frequency and duration of these targeted supports will be determined by the student's learning team.

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4. To provide the supports needed in a timely and effective manner with the intention of helping the student transition their learning so success can be experienced in the classroom.
5. To work with partners and parents to address unresolved problems and mental health issues.
6. To build the capacity, skills, and knowledge of our staff in responding to students who are struggling with typical social, emotional and behavioural expectations.

Adults who are with the child in the Student Support Room will be trained in the attachment-based developmental approach and how to accompany a child in emotional distress (Dr. Gordon Neufeld, Neufeld Institute).

## **District Programs 2018-2019**

Program Name	School	Grades	Number of Students
Pathways	École Oriole Park School	1-5	7
	Westpark Middle School	6-10	5
	Lindsay Thurber High School	10-12	10
Foundations	G. H. Dawe School	6-8	12
	Westpark Middle School	6-8	14
	Hunting Hills High School	9-12	14
	Lindsay Thurber High School	9-12	28
Journeys Program	Alternative School Centre	7-11	10 (2 from RDPSP)
Parkland School	Private School	3-12	9
<b>Total Number of Students</b>			<b>109</b>

**Pathways:** Designed to deliver a living skills program to students with severe to profound developmental delays who may also have physical, sensory or medical conditions.

**Foundations:** Designed to provide academic, vocational, and independent living skills instruction for students with moderate developmental delays who are functioning well below grade level.

**Journeys Learning Program:** A partnership that offers daily treatment and education to youth with complex mental health needs.

**Parkland School:** Serves students with severe to profound developmental disabilities and complex medical needs.

**Knowledge and Employability:** Designed to align with grade-level programs of study. They are intended to maximize opportunities for student success and to support high school

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completion. Students in our Knowledge and Employability Programs are working towards completion of a Certificate of Achievement (80 credits). This is done through adaptations to academic expectations and the addition of an occupational skill focus.

Knowledge and Employability courses assist students in:

- transitioning from school to the workplace and community
- preparing for ethical citizenship
- gaining recognition, respect, and value from employers

## **Early Learning**

This year we have 13 Pre-Kindergarten programs in 8 elementary schools. We also continue partnerships with Arts in Motion Playschool, Noah's Ark Playschool, and Helping Me Grow Aboriginal Playschool to provide programming for children with severe delays within a community based setting. Classroom configurations include a rich blend of children identified with severe delays, mild moderate delays, English Language Learners, community children who are typically developing, as well as children supported through the Foundation's "Bright Start" program. In total, we are serving 195 children and their families through our Pre-Kindergarten programs.

<b>Total PUF:</b>	128		<b>Total Mild/Moderate:</b>	82
<b>Kindergarten</b>	63		<b>Kindergarten</b>	26
<b>Pre-Kindergarten</b>	65		<b>Pre-Kindergarten</b>	56

The Early Learning Coordinator position provides greater efficiency and consistency of messaging for Pre-Kindergarten and Kindergarten teachers. In the role, the Student Services Coordinator:

- Supports universal programming in Pre-Kindergarten and Kindergarten (Literacy and Numeracy)
- Facilitates professional development for Pre-Kindergarten and Kindergarten
- Provides access to recommended resources
- Hosts collaborative meetings
- Collaborates with external service providers

## **Reference Source:**

Valuing Mental Health  
Respect in School  
Making Sense of Aggression  
Making Sense of Anxiety

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## **Quality Indicators:**

### Educational Leadership

- QI 1.2 The Superintendent identifies trends and issues related to student achievement to inform the Three-Year Planning process, including recommendations for innovative means to improve measurable student achievement.

### Personnel Management

- QI 4.4 Fosters high standards of instruction and professional improvement (Quality Teaching Standard).
- QI 4.5 Provides for training of administrators and the development of leadership capacity within the District.

### Organizational Management:

- QI 8.1 Ensures District compliance with all Alberta Education and Board mandates (timelines and quality).

### Leadership Practices:

- QI 10.2 Provides effective educational leadership.

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## **Recommendation:**

The Superintendent of Schools recommends that the Board receive the report from Student Services as information.

# Valuing Mental Health...

## A PRIORITY FOR RED DEER PUBLIC SCHOOLS



We recognize that mental health and wellness have become growing issues for students, staff and families across our community. Through discussions within the District, as well as engagement with our community, Red Deer Public Schools has developed and is implementing its **VALUING MENTAL HEALTH** initiative.

By enhancing the capacity of staff across the District, we are better able to meet the needs across our schools and District.

Our Staff Learning Day in February 2018 helped launch this initiative with a powerful presentation by Sheldon Kennedy. We learned more about the *Respect In School* program. Elementary staff were in-serviced on targeted mental health lessons that we are piloting this year.

Our plan focuses on the needs of students, staff and families in four key areas:

- **Promotion and Prevention**
- **Early Intervention**
- **Treatment**
- **Follow up**

The District has developed Mental Health and Wellness lessons covering a wide range of issues for students in Kindergarten to Grade 5. This year will see the development and piloting of lessons for Grades 6 to 8 and the program will expand to our high schools as well.

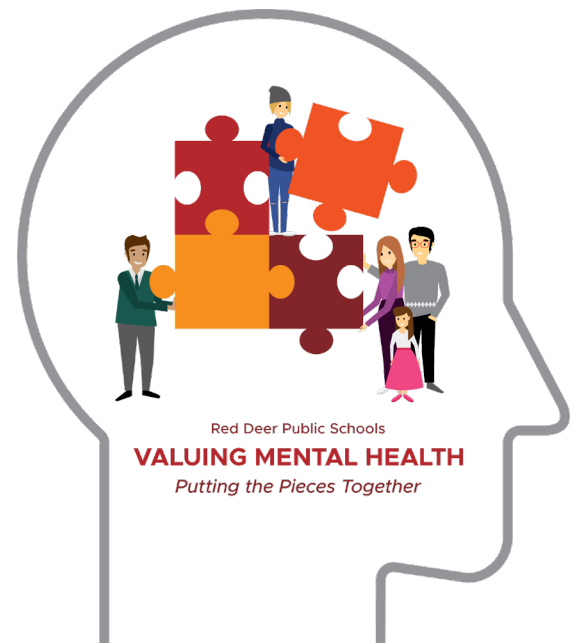
Targeted training will be provided to staff across the District through the Neufeld Institute and the following programs:

- **Making Sense of Aggression** - targeting schools serving Kindergarten to Grade 8
- **Making Sense of Anxiety** - targeting schools serving Grades 9 to 12.

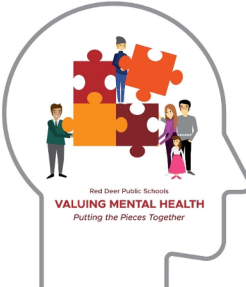



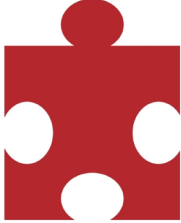

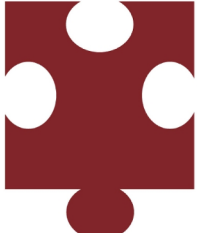

Staff will also complete on-line training using the **Respect In School** program.

Red Deer Public Schools has also developed an innovative partnership with Alberta Health Services which will enhance Mental Health Therapists available to support students in our schools. This will complement the important work our School Counsellors and Community Liaison Workers are providing as well.

**VALUING MENTAL HEALTH** will be an important focus for Red Deer Public in 2018/19. Enhancing the capacity of all staff in this area will allow us to best respond to these important needs.





 <p>Red Deer Public Schools <b>VALUING MENTAL HEALTH</b> Putting the Pieces Together</p>	 <p><b>Students</b></p>	 <p><b>Staff</b></p>	 <p><b>Families</b></p>
 <p><b>Promotion and Prevention</b></p>	<ul style="list-style-type: none"> <li>• Universal mental health literacy curriculum; K-5 pilot; 6-12 development</li> <li>• K-12 Physical Literacy and Health promotion</li> <li>• Promoting positive connections with staff and peers</li> <li>• Health Action Relationship Teams</li> <li>• Healthy Active Schools Symposium</li> <li>• Move Your Mood - School &amp; Family Challenge</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Wellness Program - Creating a culture of Wellness within RDPSP</li> <li>• Establishing Health Champions in all schools</li> <li>• Three year plan for universal training for all staff</li> <li>• RESPECT in Schools Training - all staff</li> <li>• Hour Zero Training - all staff</li> <li>• Core Training for school-based counsellors on the "Go-to Educator"</li> <li>• "Go-To Educator" Training for all staff <a href="http://teenmentalhealth.org">teenmentalhealth.org</a></li> </ul>	<ul style="list-style-type: none"> <li>• Parent Mental Health Literacy training sessions</li> <li>• Parent Nights - providing information on pertinent topics by RDPSP staff &amp; outside agencies</li> <li>• Move Your Mood - School &amp; Family Challenge</li> <li>• Newsletter information</li> </ul>
 <p><b>Early Intervention</b></p>	<ul style="list-style-type: none"> <li>• Learning Support Team meetings - collaboration by school-based teams and outside agency personnel to support individual students as required</li> <li>• School-based counselling &amp; education</li> <li>• R.I.S.E. Initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Wellness Program - Creating a culture of Wellness within RDPSP</li> <li>• Targeted training: <ul style="list-style-type: none"> <li>◦ Making Sense of Aggression</li> <li>◦ Making Sense of Anxiety</li> <li>◦ Self Regulation</li> <li>◦ The Brain Story</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Learning Support Team meetings - collaboration by school-based teams and outside agency personnel to support individual families as required</li> </ul>
 <p><b>Treatment</b></p>	<ul style="list-style-type: none"> <li>• Collaboration and coordination between schools and community services to ensure consistent, wrap-around support</li> <li>• School-based counselling support</li> <li>• Mental health therapists providing long-term support</li> <li>• Move Your Mood - Targeted Support</li> <li>• Crisis intervention</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Wellness Program - Creating a culture of Wellness within RDPSP</li> <li>• ASEBP Resources</li> <li>• Homewood Health - Employee and Family Assistance Program</li> </ul>	<ul style="list-style-type: none"> <li>• Connecting to community services for long-term support</li> </ul>
 <p><b>Follow up</b></p>	<ul style="list-style-type: none"> <li>• Follow up after treatment or intervention</li> <li>• Assessment of treatment effectiveness</li> <li>• Further treatment requirements, if necessary</li> <li>• Transition support plans for exit and/or re-entry</li> <li>• Continued monitoring, as required</li> </ul>		

# Respect In School

## Valuing Mental Health



Respect matters. We all want respect. The mission of Respect Group is, "Empowering people to recognize and prevent bullying, abuse, harassment and discrimination (BAHD) through interactive, online certification." Their goal is to eliminate bullying, abuse, harassment and discrimination by inspiring a global culture of respect.

Respect In School was developed for School Leaders: teachers, administrators, educational assistants, counsellors, custodians, school bus drivers, parent volunteers, or any individuals who interact with students.

This uniquely crafted curriculum provides the information and skills that school staff require to understand, prevent and respond to incidents of bullying, abuse, harassment and discrimination.

Respect In School is accomplished by school staff:

- Educating school leaders on the prevention of bullying, abuse, harassment and discrimination.
- Building a holistic culture of respect within the school community.
- Empowering bystanders to "step up and step in".



*Learn it. Live it. Pass it on.*

<http://respectgroupinc.com/respect-in-school/>

# Making Sense of Aggression - Neufeld Institute

## Valuing Mental Health



We know that our classrooms are becoming more complex. To respond to this we want to ensure our teachers and support staff are equipped in the best way possible.

The key to making sense of aggression is to get past the violating behaviour to the emotional experience of the child and to identify what is missing in the child's processing or functioning. The underlying experience is one of frustration, not anger as is commonly supposed. What is missing are vulnerable feelings as well as a consciousness of anything that would counter the impulses to attack. Such children are inclined to attack when they are up against things they cannot change. Such children are also unable to benefit from traditional means of discipline such as correction, confrontation, consequences and isolation. It is only as the roots of the problem are addressed that aggression can be effectively cured.

### 1 Frustration, Attachment and Aggression

- A working definition of aggression
- The many faces of aggression, including suicide
- Recognizing the non-violent forms of aggression
- The role of frustration in aggression

### 2 Tears, Temper and Attack

- Aggression as a problem of adaptation
- Impulsiveness, integration and the aggression problem
- The displacement effect in aggression
- The flight from vulnerability and the temper problem
- The role of the prefrontal cortex in aggression
- Why some children fail to grow out of aggression
- Why aggression is normal in toddlers and preschoolers

### 3 Handling and Reducing Incidents and Violence

- Why conventional approaches backfire
- Why consequences and time-outs are contraindicated in treating aggression
- How to differentiate between aggressive behaviour and an aggression problem
- Differentiating between incident management and addressing aggression
- Guidelines for incident management
- Why aggressive behaviour needs to be 'bridged'
- How to facilitate safe eruptions of foul frustration
- How to reduce attachment frustration

### 4 Facilitating Alternate Outcomes

- How to:
  - shift from aggression to frustration
  - foster a relationship with frustration
  - uncover frustration from the camouflage of behaviour and emotion
  - to help children form nonviolent intentions
  - address impulsiveness
  - prime adaptation and help utilities sink in
  - soften defenses against vulnerability
  - help children grow out of the aggression problem



# Making Sense of Anxiety - Neufeld Institute

## Valuing Mental Health



### 1 Neuroscience of Anxiety

In this session, the key discovery here is of a complex and comprehensive human alarm system. The anatomy of the alarm system is described along with how the alarm system is meant to work. When the pieces are put together, we find that there are three possible alternative outcomes to being alarmed. Before the alarm system can function optimally however, the child or adult must be capable of adaptive and integrative functioning. This functioning depends upon a well-developed and healthy limbic system and cerebral cortex. Deficits in this functioning can result in chronic and untempered alarm. The personality attributes associated with a healthy working alarm system are presented.

### 2 Anxiety, Attachment & Vulnerability

In this session, to discover what alarms us, we need to go to the science of attachment and redefine our understanding of human threat - that of facing separation in all its various forms. A comprehensive understanding of attachment provides the insights required to make sense of what is happening on the neurobiological level. The third and final key to the puzzle however, is provided by vulnerability theory, as we realize that facing separation can be a vulnerability too much to bear. The resulting blindness cripples the alarm system and divorces the anxious symptoms from the underlying alarm.

### 3 Working Model of Anxiety

In this session, the insights are combined to create a working model of anxiety. The severity of defendedness gives rise to three kinds of alarm problems: anxiety-based, agitation-based, and adrenalin-based, with a whole spectrum of manifestations. The primary focus of this session however is understanding where obsessions and compulsions come from and outlining seven classical themes in our anxieties. Recognizing the signs of anxiety is key to addressing the underlying alarm. In preparation for the application part of the course, Dr. Neufeld outlines six reasons for the escalating anxiety of our children.

### 4 Addressing Anxiety

In this final session, six surprising solutions are described for reducing the anxiety in our children. These solutions are not surprising once anxiety is understood, but they are surprising in that they run counter to most prevailing ways of dealing with anxiety. These solutions are also surprising in that they put parents in the drivers seat as the ultimate answer to childhood anxiety. What is also surprising is the profound effectiveness of these non-medical solutions, especially with children. Dr. Neufeld has been treating anxiety problems from this perspective for over forty years and in this session, describes the essence of this insight-based approach.



# Board Agenda Item



## **Topic: Resubmission of Three Year Capital Plan**

**Presenter: Della Ruston**

**Meeting Date: January 9, 2019**

### **Background**

The District's Three year Capital Plan for 2019/2022 was submitted to Alberta Education on April 1, 2018, and identified the top priorities of the Board.

On March 14, 2018, the Board identified and approved the following priorities for the Three Year Capital Plan:

1. New Grade 6-8 Middle School in North East Red Deer, 600 spaces
2. The modernization of Gateway Christian School (architectural, mechanical, and functional)
3. The modernization of Eastview Middle School (architectural, mechanical, electrical, and functional)
4. The modernization of Fairview Elementary School (full mechanical and electrical)
5. New Grade 9-12 High School, North Red Deer, 1000 spaces
6. The modernization of Glendale School (CTS upgrade, mechanical and functional)
7. The modernization of Hunting Hills (mechanical, electrical, and functional).

After examining Alberta Education building audit information, maintenance requests in the work order system, and power, gas, and water consumption, the modernization priorities that were submitted in the 2019/2022 Capital Plan were the following:

1. The modernization of Gateway Christian School (architectural, mechanical, and functional)
2. The modernization of Eastview Middle School (architectural, mechanical, electrical, and functional)
3. The modernization of Fairview Elementary School (full mechanical and electrical)
4. The modernization of Glendale School (CTS upgrade, mechanical and functional)
5. The modernization of Hunting Hills (mechanical, electrical, and functional).

After significant ongoing roofing repairs at Hunting Hills High School, an extensive scoping project was conducted by Group 2 Architecture and Interior Design along with Williams Engineering, in preparation for a full roof replacement. The original recommendation from Alberta Education was to use Infrastructure Maintenance and Renewal (IMR) funds as it was anticipated that the project would be completed over three summers at a cost of three million dollars.

During the scoping project that was undertaken during the summer and fall of 2018, Williams Engineering determined that the roof would now cost in the neighbourhood of seven million dollars and would have to be done over five summers. After a discussion with the district's Alberta Education Manager of Capital Planning, it was determined that the correct approach

# Board Agenda Item



would be to resubmit the district's 2019/2022 Capital Plan listing Hunting Hills as the first priority.

The resubmitted capital plan will include supporting documentation by third party consultants on several items such as air quality testing, building condition assessments that include mechanical and electrical systems, and the completed roofing report. Documentation will note the current risks and future risks if the issues are not addressed.

Another important consideration will be the significant enrollment pressure at Hunting Hills High School. The current utilization rate is 98 % and Baragar projections predict a utilization rate of 101% for next year and 108% by 2024.

The priorities for modernizations would change to the following:

1. The modernization of Hunting Hills (new roof, mechanical, electrical, and functional)
2. The modernization of Gateway Christian School (architectural, mechanical, and functional)
3. The modernization of Eastview Middle School (architectural, mechanical, electrical, and functional)
4. The modernization of Fairview Elementary School (full mechanical and electrical)
5. The modernization of Glendale School (CTS upgrade, mechanical and functional).

The priorities to be submitted to Alberta Education in January of 2019 in the Resubmitted Capital Plan would be as follows:

1. The modernization of Hunting Hills (new roof, mechanical, electrical, and functional)
2. New Grade 6-8 Middle School in North East Red Deer, 600 spaces
3. The modernization of Gateway Christian School (architectural, mechanical, and functional)
4. The modernization of Eastview Middle School (architectural, mechanical, electrical, and functional)
5. The modernization of Fairview Elementary School (full mechanical and electrical)
6. New Grade 9-12 High School, North Red Deer, 1000 spaces
7. The modernization of Glendale School (CTS upgrade, mechanical and functional).

The Board of Trustees is required to establish its priorities among all of its projects. It is recommended that a modernization of Hunting Hills High School be placed as the highest priority with a new middle school in Timber Ridge, as its second highest priority.

## **Quality Indicators:**

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Strategic Planning and Reporting:

- |        |  |
|--------|--|
| QI 7.2 | Facility project budgets and construction schedules are followed or timely variance reports are provided to the Board. |
|--------|--|

# Board Agenda Item



- QI 7.3 Develops short and long-range plans to meet the needs of the District and provide for continuous improvement.
- QI 7.5 The budget and three-year plan are developed according to a timeline which ensures the Board's ability to provide direction, revise priorities and is approved within Alberta Education deadlines.

## **Recommendation:**

The Superintendent of Schools recommends that the Board of Trustees approve the new priorities for the Resubmitted Three Year Capital Plan 2019/2022 as follows:

1. The modernization of Hunting Hills (new roof, mechanical, electrical, and functional)
2. New Grade 6-8 Middle School in North East Red Deer, 600 spaces
3. The modernization of Gateway Christian School (architectural, mechanical, and functional)
4. The modernization of Eastview Middle School (architectural, mechanical, electrical, and functional)
5. The modernization of Fairview Elementary School (full mechanical and electrical)
6. New Grade 9-12 High School, North Red Deer, 1000 spaces
7. The modernization of Glendale School (CTS upgrade, mechanical and functional).

# Board Agenda Item



## **Topic: Facility Maintenance Plan**

**Presenter: Della Ruston**

**Meeting Date: January 9, 2019**

### **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. A new requirement, beginning this year, requires that an IMR expenditure plan be submitted to Alberta Education by November 30. 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.

This year, four large IMR projects will see the district invest in the installation of solar panels on the roofs of Lindsay Thurber Comprehensive High School, Escuela Vista Grande, École Mountview, and Mattie McCullough Elementary School. An expression of interest was submitted to the Solar for Schools Program and work is taking place to fulfill the required criteria and enter into a contract with the Government of Alberta for significant rebates. These schools were chosen as they have roofs that are in good condition, have relatively flat surfaces, and no solar obstructions.

Other IMR funding will focus on major projects such as mechanical system enhancements and parts replacement, parking lot resurfacing, washroom upgrades, flooring, ceiling, and T bar replacements. The replacement of indoor and outdoor lighting to LED will continue. The abatement of hazardous materials and acoustic treatment in three gymnasiums is also part of the IMR plan for this school year. Scoping projects will look at some of the schools where structural issues are suspected.

Some of the larger IMR projects this year will be the shared cost for a parking lot replacement at G.H. Dawe School, the resurfacing of Eastview Middle School's front driveway, and new air handling units and a new detection and fire alarm system at Gateway Christian School.

In the January, 2018 Facility Maintenance Plan memorandum to the Board of Trustees it was reported that a large financial commitment was necessary for a new roof at Hunting Hills High School, would be paid for with IMR funds, and would occur in three phases. After an intensive scoping project, it was determined that the size and cost of this project was much larger than had been anticipated. After discussion with Alberta Education, it was recommended that an interim Capital Plan should be submitted to Alberta Education, following Board approval, prioritizing a modernization for Hunting Hills School. This change has allowed us to address several issues in district schools and move forward with the installation of solar panels.

We continue to capitalize a minimum of 30% of a school jurisdiction's IMR funding. The district has several IMR projects that fulfill this requirement.

FMP funds will be used for staffing, contracted services, and supplies. By May of last year, all district facilities successfully implemented a card access system. It was necessary to update the monitoring software to make it compatible with new operating systems. Two new vehicles were added to the Facility Services fleet this fall. With additional funding received through a rebate



# Board Agenda Item



program, we have been able to add an additional staff member for painting, drywall, and T bar installation.

This year, the district received an increase in Plant Operations and Maintenance funding of \$106,011 and a reduction in the funding for Infrastructure Maintenance and Renewal of \$367,739.

## **Reference Source:**

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2019 – Total IMR Projects

2018-2019 Facility Maintenance Plan

## **Quality Indicators:**

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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.

## **Recommendation:**

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

FACILITY	DESCRIPTION	ADDITIONAL INFORMATION	NET BUDGET AMT.
Annie L. Gaetz Elementary	Automatic door lock switch installed	Completed	\$2,300.00
Aspen Heights Elementary	Automatic flush valves and handle assemblies installed	Completed	\$3,900.00
	Toilet replacement	Completed	\$400.00
Central Middle School	Mould Study & Remediation	Summer	\$30,000.00
Don Campbell	Install Acoustic Wall Panels	Summer	\$20,000.00
Eastview Middle School	Study and Repair concrete foundations	Summer	\$13,000.00
	Resurface front driveway	Summer	\$100,000.00
	Replace heat pump controlboard in room 213	Completed	\$900.00
	Replace CIP concrete stair	Summer	\$5,750.00
	Study and repair corrosion source of Cooling Towers	Summer	\$3,785.00
	Hazardous material abatement adhered ceiling tiles	Summer	\$36,846.00
	Hazardous material abatement vinyl tile floors	Summer	\$2,870.00
	Study for Potential ACM's	Summer	\$8,851.00
	Replace Heat Pumps - Phase 1	On going	\$150,000.00
	Patch and repair SBS roofing	Summer	\$6,533.00
	Replace carpet flooring in Admin area	Summer	\$10,000.00
Escuela Vista Grande	Install 18 additional electrical receptacles	On going	\$8,975.00
	Replace ceiling tiles (100m2)	Summer	\$5,622.00
	Install 100 kW solar panels	Summer	\$210,000.00
	Replace carpet flooring with rolled flooring	Summer	\$100,000.00
	Needs new school sign with the NEW school name	Summer	\$20,000.00
Fairview	Study for Potential ACM's	Summer	\$5,981.00
	Replace classroom millwork	Summer	\$35,168.00
	Replace Kantech KT-400 4 door controller	Completed	\$1,700.00
	Replace toilet	Completed	\$300.00
	Replace 1963 carpet	Summer	\$1,959.00
	Upgrade 4 washrooms	Summer	\$30,000.00
	Replace 1966 carpet	Summer	\$13,224.00
	Replace ceiling panels	Summer	\$7,177.00
Gateway Christian	Remove vinyl asbestos floor tile	Summer	\$17,940.00
	Replace CTS air handler motor	Completed	\$1,500.00
	Replace HP #58	Completed	\$2,500.00
	Replace furnace motor for upstairs area	Completed	\$450.00
	Study cause and repair crack in slab on grade	Summer	\$11,156.00
	Study and repair structural frame connections - north 1959	Summer	\$38,876.00
	Provide fireproofing coating for roof assembly	Summer	\$8,543.00
	Upgrade site grading & drainage	Summer	\$5,981.00
	Install acoustic wall panel in gymnasium	Summer	\$20,000.00
	Repair Eye/Face wash station	Ongoing	\$1,005.00
	1959 Main Domestic Water Valves renewal	Summer	\$5,603.00

	1970 Furnance renewal	Summer	\$25,671.00
	1988 industrial air renewal	Summer	\$99,662.00
	Resurface existing parking lot with asphalt pavement	Summer	\$135,675.00
	Reroute water distribution from under slab to ceilings	Summer	\$100,000.00
	Repair or replace acoustic wall panels in 1959 stairwell	Summer	\$4,785.00
	Upgrade facility - remove vinyl asbestos floor tiles	Summer	\$35,886.00
GH Dawe K-8	Replace 2 roof skylifts	Completed	\$7,000.00
	Automatic door lock switch installed	Completed	\$2,000.00
Glendale K-8	Replace metal gutters	Summer	\$1,315.00
	Repaint gymnasium floor lines	Summer	\$16,000.00
	Pour new N sidewalk to kindergarten	Summer	\$20,000.00
	Install benches and garden bins	Summer	\$10,000.00
	Upgrade Food Fashions classroom	Summer	\$20,000.00
GW Smith	Replace glue applied ceiling tiles with T-bar ceiling	Summer	\$86,670.00
	Install acoustic wall panels	Summer	\$45,201.00
	Refinish wood gymnasium flooring	Summer	\$82,239.00
	Replace 1986 carpet	Summer	\$4,526.00
	Hazardous materials study	Summer	\$5,025.00
	Replace millwork in classrooms - 14 items	Ongoing	\$70,000.00
	Replace millwork in staff room and gymnasium kitchen	Ongoing	\$20,000.00
Hunting Hills High School	Repair gym flooring	Completed	\$2,500.00
	Install fire alarm bell in cosmetology room	Completed	\$800.00
	Replace low water cutoff on boiler 2	Completed	\$2,500.00
	Replace Kantech KT-400 4 door controller	Completed	\$1,800.00
	Replaced belts on basketball nets - safety issue	Completed	\$1,250.00
	Electric and electronic controls upgrade	Summer	\$100,000.00
	Replace exterior lighting to LED	Ongoing	\$35,000.00
	Replace interior lighting to LED	Summer	\$20,000.00
Joseph Welsh	Repair rain water leaders	Summer	\$2,155.00
	Repaint gymnasium floor lines	Summer	\$15,520.00
	Replace 1984 carpet	Summer	\$8,571.00
	Replace air handling unit in gymnasium	Summer	\$149,523.00
	Upgrade staffroom	Summer	\$60,000.00
	Repair stucco and parging ext wall - portable classroom	Summer	\$1,508.00
Lindsay Thurber High School	Repair ridging in SBS membrane (600 m2)	Summer	\$125,862.00
	Install 200 kW solar panels	Summer	\$420,000.00
	Repair stairs in Room 1710B to ensure code conformance	Summer	\$13,437.00
	Replace VCT flooring (276 m2)	Summer	\$25,475.00
	Repair surface discharge heat trace (100m)	Summer	\$21,971.00
	Regrade the drainage pipes (30m)	Summer	\$60,423.00
	Study MU VFD Control problem	Summer	\$1,099.00
	Repairs to paging system	Completed	\$1,000.00
	Gym Lighting Upgrade - Phase 2	Completed	\$650.00
	Thresholds for band room (1704) and choir room (1700)	Completed	\$800.00

	Replace HP relay module in room 1704	Completed	\$650.00
	Roof repair and flashing replacement	Completed	\$15,000.00
	Replace 2 stage fire alarm pull station	Completed	\$700.00
Mattie McCullough	Install Acoustic Wall panels in gymnasium	Summer	\$20,000.00
	Install 100 kW solar panels	Summer	\$210,000.00
	Replace carpet flooring with rolled flooring	Summer	\$9,000.00
	Automatic door lock switch installed	Completed	\$2,000.00
	Carpet replacement SW boot room	Ongoing	\$750.00
Mountview Elementary	Install 100 kW solar panels	Summer	\$210,000.00
	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
	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 ACMs (3789 m2)	Summer	\$8,971.00
	Upgrade food classroom and repair countertops (215 m2)	Summer	\$93,923.00
	Study for mould presence	Summer	\$2,990.00
	Replace built up roof	Summer	\$198,177.00
Oriole Park Elementary	Replace built up roof	Summer	\$275,000.00
	Replace carpet	Summer	\$48,586.00
	Study vinyl tile and ceiling tile	Ongoing	\$2,990.00
	Replace roof skylight	Completed	\$2,500.00
Pines	Replace fallen ceiling tiles (302 m2)	Summer	\$2,392.00
West Park Elementary	Replace flush valve	Completed	\$800.00
	Repaint floor (75 m2)	Summer	\$2,275.00
West Park Middle	Replace HP blower motor & capacitor	Completed	\$900.00
	Replace ignitioin control on furnace 3	Completed	\$525.00
SUBTOTAL OF NET BUDGETED AMT. (excluding I.T. Projects)			4,017,796.00
BUDGET BREAKDOWN			
SUBTOTAL of NET BUDGETED AMOUNT (excluding I.T. Projects)			4017796.00
TECHNOLOGY PLAN (IMR only)			
CONTINGENCY (approx. 2.75% of IMR)			500000.00
TOTAL NET BUDGETED AMOUNT (Subtotal + Technology + Contingency)			4517796.00

2018/2019 IMR FUNDING	2961885.00
CARRYOVER OF IMR FUNDS FROM 2017/2018	1777217.00
TOTAL COMBINED IMR FUNDING	4739102.00
TOTAL COMBINED IMR FUNDING LESS TOTAL NET BUDGETED AMOUNT	221306.00

**2018/19 FMP – Facility Maintenance Plan**

FACILITY	PROJECT #	DESCRIPTION	ADDITIONAL INFORMATION	NET BUDGET AMOUNT
Facility Services	.9 1981 014	Install Kantech Webstation software – District Wide		14,050.00
Facility Services	n/a	Purchase 2017 Ram 1500 truck for Mgr of Facility Services	Purchase price \$30,480.00 amortized 10 yrs	3048.00
Facility Service	n/a	Purchase of 2012 Ford E-150 Van	Purchase price \$18473.93 amortized 10 yrs	1847.40
Subtotal of NET BUDGETED AMOUNT				18945.40

# Board Agenda Item



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**Topic: 1st Quarter Financial Report**

**Presenter:** Colin Cairney

**Meeting Date:** January 9, 2018

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**Background**

The financial statements for the first quarter of the year ending November 30, 2018 are 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 year's first quarter.

The most notable difference is the increase in Base Instruction Funding due to the increase in enrolment of 217 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.

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**Reference Source:**

1<sup>st</sup> Quarter Board Statements

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**Quality Indicators:**

Fiscal Responsibility

R.E.3.4 Ensures the Board has current and relevant financial information.

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**Recommendation:**

The Superintendent of School recommends Schools that the Board of Trustees accepts the quarterly financial statements for the period ending November 30, 2018 as information.

# STATEMENT OF OPERATIONS

for the Period Ending November 30, 2018

for the Period Ending November 30, 2017

for the Period Ending August 31, 2018

	Actual November 2018	Budget 2019	% YTD
<b>REVENUES</b>			
Alberta Education	\$28,968,342	\$118,565,959	24.4%
Other - Government of Alberta	\$111,229	\$403,717	27.6%
Federal Government and First Nations	\$9,750	\$137,904	7.1%
Other Alberta school authorities	\$12,110	\$270,280	4.5%
Out of province authorities	\$0	\$0	0.0%
Alberta Municipalities-special tax levies	\$0	\$0	0.0%
Property taxes	\$0	\$0	0.0%
Fees	\$654,818	\$1,963,846	33.3%
Other sales and services	\$2,242,359	\$2,582,784	86.8%
Investment income	\$67,503	\$101,296	66.6%
Gifts and donations	\$358,792	\$378,632	94.8%
Rental of facilities	\$127,453	\$213,736	59.6%
Fundraising	\$64,337	\$19,425	331.2%
Gains (losses) on disposal of capital assets	\$0	\$0	0.0%
Other revenue	\$35,280	\$240,738	14.7%
<b>Total Revenues</b>	<b>\$32,651,973</b>	<b>\$124,878,317</b>	<b>26.1%</b>
<b>EXPENSES</b>			
<b>Salaries and Benefits</b>			
Certificated salaries (Note x)	\$14,690,040	\$58,326,705	25.2%
Certificated benefits (Note x)	\$3,012,966	\$14,450,820	20.8%
Non-certificated salaries and wages (Note x)	\$5,112,872	\$19,648,152	26.0%
Non-certificated benefits (Note x)	\$1,428,926	\$5,088,702	28.1%
<b>Total Salaries and Benefits</b>	<b>\$24,244,804</b>	<b>\$97,514,379</b>	<b>24.9%</b>
<b>Services, contracts and supplies</b>	<b>\$5,916,552</b>	<b>\$23,056,867</b>	<b>25.7%</b>
<b>Capital and debt services</b>			
Amortization of capital assets			
Supported	\$1,129,904	\$4,520,903	25.0%
Unsupported	\$319,890	\$1,286,055	24.9%
<b>Total Amortization of capital assets</b>	<b>\$1,449,794</b>	<b>\$5,806,958</b>	<b>25.0%</b>
Interest on capital debt			
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	\$10,825	\$5,165	209.6%
Losses on disposal of capital assets	\$0	\$0	0.0%
<b>Other expense</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>
<b>Total Expenses</b>	<b>\$31,621,975</b>	<b>\$126,383,369</b>	<b>25.0%</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES BEFORE EXTRAORDINARY ITEM</b>	<b>\$1,029,998</b>	<b>(\$1,505,052)</b>	
Extraordinary Item	\$0	\$0	
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<b>\$1,029,998</b>	<b>(\$1,505,052)</b>	

Actual November 2017	Fall Budget 2018	% YTD
\$29,131,478	\$117,026,883	24.9%
\$121,418	\$403,717	30.1%
\$19,500	\$162,249	12.0%
\$0	\$272,757	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$548,210	\$1,379,270	39.7%
\$1,977,935	\$2,758,178	71.7%
\$52,906	\$103,223	51.3%
\$354,356	\$346,007	102.4%
\$104,023	\$170,870	60.9%
\$83,553	\$19,529	427.8%
\$0	\$0	0.0%
\$35,296	\$248,980	14.2%
\$32,428,675	\$122,891,663	26.4%
\$14,196,560	\$57,015,221	24.9%
\$3,016,284	\$14,285,520	21.1%
\$5,044,658	\$18,785,959	26.9%
\$1,385,343	\$4,870,321	28.4%
\$23,642,845	\$94,957,021	24.9%
\$6,472,742	\$23,337,091	27.7%
\$1,200,223	\$4,774,582	25.1%
\$283,999	\$1,162,304	24.4%
\$1,484,222	\$5,936,886	25.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$18,789	\$10,665	176.2%
\$7,235	\$0	0.0%
\$0	\$0	0.0%
\$31,625,833	\$124,241,663	25.5%
\$802,842	(\$1,350,000)	
\$0	\$0	
\$802,842	(\$1,350,000)	

Actual 2018	Spring Budget 2018	% YTD
\$115,552,679	\$114,613,915	100.8%
\$362,710	\$403,717	89.8%
\$101,166	\$161,495	62.6%
\$287,324	\$275,233	104.4%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$1,848,284	\$2,096,820	88.1%
\$3,031,444	\$1,695,964	178.7%
\$190,851	\$104,469	182.7%
\$644,312	\$347,235	185.6%
\$215,452	\$166,425	129.5%
\$196,719	\$20,144	976.6%
\$0	\$0	0.0%
\$260,957	\$260,000	100.4%
\$122,691,897	\$120,145,417	102.1%
\$57,398,831	\$55,642,232	103.2%
\$13,727,072	\$14,613,530	93.9%
\$18,162,861	\$17,758,674	102.3%
\$5,223,281	\$4,609,473	113.3%
\$94,512,046	\$92,623,909	102.0%
\$21,017,739	\$22,288,301	94.3%
\$4,776,065	\$4,274,639	111.7%
\$1,162,304	\$1,248,903	93.1%
\$5,938,369	\$5,523,542	107.5%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$0	\$0	0.0%
\$47,722	\$9,665	493.8%
\$3,884	\$0	0.0%
\$0	\$0	0.0%
\$121,519,760	\$120,445,417	100.9%
\$1,172,138	(\$300,000)	
\$0	\$0	
\$1,172,138	(\$300,000)	

\* Current IMR surplus as of November 30, 2018 of \$1,267,246 has been removed from revenue  
 \* Current School Generated Funds surplus as of November 30, 2018 of \$295,050 is included  
 \* School Generated Funds surplus as of November 30, 2017 was \$331,552 is included



# Board Agenda Item



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## **Topic: Enrolment Summary Report**

**Presenter:** Ron Eberts  
**Meeting Date:** January 9, 2019

### **Background**

The enrolment summary for December 31, 2018 is provided as information.

### **Recommendation:**

The Superintendent of Schools recommends that the Board of Trustees accepts the Enrolment Summary Report for December 31, 2018 as information.

**RED DEER PUBLIC SCHOOL DISTRICT #104  
ENROLMENT - December, 2018**

	PreK	ECS	1	2	3	4	5	6	7	8	9	10	11	12	CCE*	FTE	TOTAL	DIFF
36 A.L. GAETZ		35	46	42	55	55	53									268.5	286	0
47 ASPEN HEIGHTS		42	39	34	35	41	40									210	231	2
34 BARRIE WILSON - ENG.		53	57	69	47	51	42									292.5	319	2
34 BARRIE WILSON - F.I.		24	29	36	34	27	13									151	163	0
44 DON CAMPBELL		79	84	49	68	49	60									349.5	389	0
49 ESCUELA VISTA GRANDE - S.B.		38	39	31	34	26	24	12								185	204	0
40 FAIRVIEW	30	37	28	27	45	35	38									206.5	240	-5
42 G.W. SMITH	27	34	41	43	50	54	45									263.5	294	-2
43 JOSEPH WELSH	31	36	46	50	55	46	53									283.5	317	-4
54 MATTIE MCCULLOUGH	19	53	70	73	75	78	62									394	430	1
45 MOUNTVIEW - ENG.		24	32	30	25	29	22									150	162	-3
45 MOUNTVIEW - F.I.		36	40	44	27	31	41									201	219	1
48 ORIOLE PARK - ENG.		34	37	37	47	34	44									216	233	-1
48 ORIOLE PARK - F.I.		30	32	22	23	31	21									144	159	0
52 WEST PARK ELEM.	27	35	53	48	48	41	58									279	310	5
32 G.H. DAWE	32	43	41	39	38	37	40	43	44	33						352.5	390	-3
69 GLENDALE		36	47	36	42	39	45	62	54	62						405	423	-1
55 NORMANDEAU	28	41	42	35	39	43	35	73	54	61						416.5	451	3
137 GATEWAY CHRISTIAN SCHOOL		76	79	71	74	79	80	84	60	61			1		158	627	665	-1
62 C.M.S. - Eng.								116	101	86						303	303	-2
62 C.M.S. - F.I.								75	93	80						248	248	0
65 EASTVIEW								200	215	213						628	628	2
68 W.M.S.								176	166	149	1					492	492	0
75 L.T.C.H.S. - Eng.											323	339	390	421	7	1473	1473	-7
75 L.T.C.H.S. - F.I.											83	78	63	31		255	255	0
90 H.H.H.S.											317	397	368	371		1453	1453	-4
30 NORTH COTTAGE												4	7	13		24	24	0
124 R.D. REG. HOSPITAL EDUC. PROG.						1						1		2	1	4	4	1
127 DIREWOOD										1	1	1	1	1		5	5	1
128 YOUTH ASSES. CENTRE.								1		2						3	3	-3
129 PARKLAND YOUTH HOMES										2	2	2	1			7	7	2
131 OSKAYAK TREATMENT CENTRE								1				1		1		3	3	0
133 OUTREACH SCHOOL CENTRE												27	56	140	106	223	223	13
136 QUEST HIGH SCHOOL								1	3	10	24	25	16	22		101	101	1
132 SCHOOL WITHIN A COLLEGE														19	4	19	19	0
<b>DISTRICT TOTALS</b>	<b>194</b>	<b>786</b>	<b>882</b>	<b>816</b>	<b>861</b>	<b>827</b>	<b>816</b>	<b>844</b>	<b>790</b>	<b>760</b>	<b>751</b>	<b>875</b>	<b>903</b>	<b>1021</b>	<b>276</b>	<b>10636</b>	<b>11126</b>	<b>-2</b>
	ENGLISH	FRENCH IMMERSION	SPANISH BILINGUAL	DISTRICT TOTALS	PREV MONTH	DIFF	SEPT TOTALS	DIFF										
PreK	194	0	0	194	193	1	190	4										
E.C.S.	658	90	38	786	787	-1	790	-4										
ELEMENTARY	3597	451	154	4202	4208	-6	4206	-4										
MIDDLE SCHOOLS	2134	248	12	2394	2395	-1	2394	0										
SENIOR HIGH	3295	255	0	3550	3545	5	3538	12										
<b>TOTALS - Dec.2018</b>	<b>9878</b>	<b>1044</b>	<b>204</b>	<b>11126</b>	<b>11128</b>	<b>-2</b>	<b>11118</b>	<b>8</b>										
<b>TOTALS - Dec.2017</b>	<b>9690</b>	<b>1026</b>	<b>193</b>	<b>10909</b>	<b>10902</b>	<b>7</b>	<b>10874</b>	<b>35</b>										

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

# Board Agenda Item



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**Topic: ASBA Report**

**Presenter:** Laurette Woodward

**Meeting Date:** January 9, 2019

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**Background**

Trustee Laurette Woodward will provide a verbal report

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**Recommendation:**

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

## ASBA 2019 Spring and Fall General Meeting Timeline

Spring General Meeting		Fall General Meeting	
January 2019	ASBA call for bylaw amendments sent to all Board Chairs, Zone Chairs	January 2019	ASBA call for proposed position statements sent to all Board Chairs, Zone Chairs
<b>March 4, 2019</b>	<b>Deadline</b> to submit proposed bylaw amendments to ASBA	March - May 2019	Boards submit proposed position statements to zones; timelines and process at zones' discretion.
April 4, 2019	Budget and Bylaws Bulletin sent to all member boards <i>As per bylaw requirement of 60 days prior to SGM</i>		Zones identify a maximum of 3 proposed position statements to be considered at FGM (Zone 2/3 – maximum of six)
April-May 2019	ASBA budget presented to zones	<b>May 17, 2019</b>	<b>Deadline</b> for Zones to submit proposed position statements to ASBA (Zone 2/3 – maximum of six)
<b>April 29, 2019</b>	<b>Deadline</b> for Boards to submit any proposed <b>emergent</b> policies to ASBA for the SGM.	June 2019	Policy Development Advisory Committee (PDAC) reviews proposed position statements according to development principles in GP10.
June 3, 2019	SGM: ASBA business session	Summer 2019	As directed by PDAC, ASBA staff works on wording with sponsoring boards/zones to ensure intent is reflected and background is sufficient and clear.
<b>Notification to Boards</b> <ul style="list-style-type: none"> <li>The Budget and Bylaws Bulletin is sent to all member boards 60 days prior to the Spring General Meeting.</li> <li>The Policies Bulletin is sent to all member boards 30 days prior to the Fall General Meeting.</li> </ul> <p><b>Please submit proposed bylaws and/or position statements via e-mail to: <a href="mailto:kanderson@asba.ab.ca">kanderson@asba.ab.ca</a></b></p>		Fall 2019	Sponsoring boards/zones refine proposed position statements and provide to PDAC any suggested wording changes or further background information required
		October 2019	PDAC finalizes proposed position statements and presents final wording to Board of Directors for approval.
		<b>Oct. 15, 2019</b>	<b>Deadline</b> for Boards to submit proposed emergent policies to ASBA for the FGM.
		Oct. 18, 2019	Policies Bulletin sent to all member boards
		Nov. 18, 2019	FGM: ASBA business session



# ASBA BYLAWS

June 2018

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## Bylaw 1: Definitions and Interpretation

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### 1. Definitions and Interpretation

#### 1.1. In these Bylaws, unless the context otherwise requires:

- 1.1.1. “Alternate Director” means a representative of a Zone or Metro Board who shall fill the position of Director in the event of the Director’s absence or inability to act.
- 1.1.2. “Associate Member” of the Association means:
  - 1.1.2.1. Elected First Nations boards of education under the auspices of band councils; or
  - 1.1.2.2. Métis boards of education that operate school buildings, in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.
- 1.1.3. “Association” or “The Association” means the Alberta School Boards Association.
- 1.1.4. “Board” means the board of trustees of a school district, school division, or regional division, the regional authority of a Francophone education region, or an official trustee as defined in the School Act.
- 1.1.5. “Board of Directors” means the Board of Directors of the Association, established pursuant to the provisions of these Bylaws.
- 1.1.6. “Director” means a member of the Association’s Board of Directors who represents a Zone or Metro Board.
- 1.1.7. “Full Member” of the Association means:
  - 1.1.7.1. A board of trustees of a school district, school division, or regional division, or the regional authority of a Francophone education region that has publicly elected members according to the Local Authorities Election Act or in the case of Lloydminster the Local Government Election Act, and that is an operating board as defined in the Alberta School Boards Association Act; or
  - 1.1.7.2. A board of trustees of a publicly supported school system in the City of Yellowknife, Northwest Territories, in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.
- 1.1.8. “General Election” means an election held for all Boards in accordance with the Local Authorities Election Act.

- 1.1.9. "General Meeting" means one of the Association's biannual meetings; either the Spring General Meeting or the Fall General Meeting.
  - 1.1.10. "Metro Board" means any one of the four public or separate school boards in the cities of Calgary or Edmonton with Full Member status.
  - 1.1.11. "Minister of Education" means the Minister of Education for the Province of Alberta.
  - 1.1.12. "President" means President of the Association and Chair of the Board of Directors.
  - 1.1.13. "School Act" means the School Act being Chapter S-3 of the Revised Statutes of Alberta, 2000 as amended from time to time or any successor legislation hereinafter enacted.
  - 1.1.14. "Special General Meeting" means a meeting of the Association called by the Board of Directors, or by the President, pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.
  - 1.1.15. "Student" means any person enrolled in a Full Member jurisdiction as reported by Alberta Education.
  - 1.1.16. "Substantive Motion" means a motion before the membership at a General Meeting, and includes motions relating to the Association budget, Bylaws, and policy positions.
  - 1.1.17. "Trustee" means a member of a Board with Full Member status, or an official trustee as defined in the School Act.
  - 1.1.18. "Vice-President" means Vice-President of the Association and Vice-Chair of the Board of Directors.
  - 1.1.19. "Written Notice" means notice of a meeting that:
    - 1.1.19.1. Specifies the purpose, date, time and place of the meetings, and
    - 1.1.19.2. Is delivered by any electronic means or post, meeting required timelines, exclusive of the day on which the notice is sent or mailed and exclusive of the day for which notice is given.
  - 1.1.20. "Zone" means a subset of all Boards established on a geographical or other basis pursuant to the provisions of these Bylaws.
- 1.2. In these Bylaws the singular includes the plural and the plural includes the singular.



## Bylaw 2: Entitlement of Full and Associate Members

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### 2. Entitlement of Full and Associate Members

#### 2.1. Full Members are entitled to:

- 2.1.1. Association communications materials except those designated as confidential to specific audiences;
- 2.1.2. Direct services from Association personnel at fees established annually by the Association;
- 2.1.3. Access to Association conferences and workshops at a conference rate established by the Association; and
- 2.1.4. Unrestricted participation in the business affairs of the Association.

#### 2.2. Associate Members are entitled to:

- 2.2.1. Association communication materials except those designated as confidential to specific audiences;
- 2.2.2. Direct services from Association personnel at fees established annually by the Association;
- 2.2.3. Access to Association conferences and workshops at a conference rate established by the Association; and
- 2.2.4. Attendance as guests at General Meetings at the General Meeting rate established for Full Members.

#### 2.3. In the case of either Full Members or Associate Members, if within ninety (90) days of the membership fee invoice date, neither of the following has been received by the Association:

- 2.3.1. Payment of the membership fee; nor
- 2.3.2. Evidence of intention to pay satisfactory to the Board of Directors, the member ceases to be a Full Member in good standing or Associate Member in good standing, and shall not be entitled to any entitlement of a Full Member or Associate Member noted in these Bylaws until the member has been brought into good standing and reinstated by the Board of Directors.

## **Bylaw 3: Board of Directors and Executive Committee Composition**

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### **3. Board of Directors and Executive Committee Composition**

- 3.1. The Association's Board of Directors shall consist of:
  - 3.1.1. The President;
  - 3.1.2. The Vice-President;
  - 3.1.3. One Director representing each geographic Zone, excepting where any such Zone is made up of more than 20 Boards, then that Zone shall be represented by two Directors; and
  - 3.1.4. One Director from each Metro Board.
- 3.2. The Executive Committee of the Board of Directors shall consist of the:
  - 3.2.1. President;
  - 3.2.2. Vice President; and
  - 3.2.3. Executive Director (non-voting).
- 3.3. One representative from each of the following organizations may attend non-confidential aspects of Board of Directors meetings as non-voting observers and at the expense of their respective organization:
  - 3.3.1. Alberta Catholic School Trustees' Association (Zone 7);
  - 3.3.2. Public School Boards Association of Alberta (Zone 8); and,
  - 3.3.3. Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities) (Zone 9).

## **Bylaw 4: Honourary President**

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### **4. Honourary President**

- 4.1. The Minister of Education shall be the honorary president of the Association.

## **Bylaw 5: Board of Directors Members**

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### **5. Board of Directors Members**

- 5.1. Eligibility
  - 5.1.1. Every candidate for or occupant of the office of President, Vice- President, Director or Alternate Director shall be a Trustee of a Full Member Board.

- 5.1.2. Any member of the Board of Directors ceasing to be a Trustee shall vacate his/her office, which shall be filled in accordance with provisions in these Bylaws.
- 5.1.3. An individual in receipt of the nomination for a publicly elected provincial or federal office, or who currently occupies a publicly elected provincial or federal office shall not be eligible to concurrently hold the position of President, Vice-President, Director or Alternate Director.
- 5.1.4. An individual occupying any of the following positions shall not be eligible to concurrently hold the position of President, Vice-President, Director, or Alternate Director:
- Zone Chair/Vice-Chair;
  - Appointed representatives of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9) who attend Board of Directors meetings as observers; or
  - The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).

5.2. Term

- 5.2.1. The President, Vice-President, and Directors shall be elected for a two year term and shall be eligible for re-election for one successive term of two years. The President, Vice-President, and Directors may be elected to a previously held position for more than two terms provided such re- election occurs at least one term following conclusion of the first two terms.
- 5.2.2. Director terms shall commence every November of even-numbered years for one Director and one Alternate Director for:
- Calgary RCSSD No. 1;
  - Edmonton School District No. 7;
  - Zone 2/3;
  - Zone 4; and
  - Zone 6.
- 5.2.3. Director terms shall commence every November of odd-numbered years for one Director and one Alternate Director for:
- Calgary School District No. 19;
  - Edmonton RCSSD No. 7;

- Zone 1;
- Zone 2/3; and
- Zone 5.

### 5.3. President and Vice President Elections

- 5.3.1. Election of the President and the Vice-President shall take place at a General Meeting of the Association, normally at the Fall General Meeting immediately following a General Election, and two years following (i.e. November of odd-numbered years).
- 5.3.2. Nominations shall be made from the floor and shall require a seconder.
- 5.3.3. Voting shall be by secret ballot on the basis of one vote per Full Member Board in attendance.
- 5.3.4. The candidate receiving a simple majority of votes will be the successful candidate. Announcement of results shall be limited to identifying the successful candidate.
- 5.3.5. The President and Vice-President shall take office at the conclusion of the General Meeting at which they are elected.
- 5.3.6. Notwithstanding Bylaw 5.1.1 and 5.1.2, in the year of a General Election, if the President and/or Vice-President does not run for the office of trustee or is defeated in the General Election, the President and/or Vice- President may complete his/her term of office through to the election of the new President and/or Vice-President at the General Meeting.

### 5.4. Director Elections

- 5.4.1. Election of the Directors shall be completed and confirmed in writing to the Executive Director of the Association before the opening of the General Meeting specified in these Bylaws. Members so elected shall take office at the conclusion of the General Meeting.
- 5.4.2. If a member of the Board of Directors is subsequently elected President or Vice-President, then his/her office as a member of the Board of Directors shall be filled by the Alternate Director, until such time as a new Director is elected.

### 5.5. Leaves of Absence

- 5.5.1. Any member of the Board of Directors seeking a publicly elected provincial or federal office, including the nomination for, shall take a leave of absence from the Board of Directors.
- 5.5.2. 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.

## 5.6. Vacancy

- 5.6.1. If a vacancy occurs in the office of President, it shall be filled automatically by the Vice-President.
- 5.6.2. If a vacancy occurs in the office of Vice-President, notwithstanding any provisions in these Bylaws governing the election of a Vice-President, the Board of Directors shall:
  - 5.6.2.1. Fill the vacancy from among its members until
  - 5.6.2.2. A by-election can be held at a General Meeting.
- 5.6.3. If a vacancy occurs in the office of Directors, the Metro Board or Zone shall arrange to fill the vacancy.
- 5.6.4. If a Metro Board or Zone fails to appoint a Director to the Board of Directors in accordance with the requirements of these Bylaws, then the Board of Directors may arrange to fill the vacancy.
- 5.6.5. In the event a Director fails to attend three consecutive meetings without giving due and timely notice as to the cause of non-attendance, the Board of Directors may declare the seat vacant and may arrange to fill the vacancy.
- 5.6.6. Any Trustee who fills a vacancy in the office of President, Vice-President, or Director shall be deemed to have completed a term if they served in that capacity for more than twelve months.

## **Bylaw 6: Representation and Voting at Board of Directors Meetings and at Executive Committee Meetings**

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### 6. Representation and Voting at Board of Directors Meetings and at Executive Committee Meetings

- 6.1. At Board of Directors meetings:
  - 6.1.1. The President, Vice-President, and all Directors each carry one vote.
  - 6.1.2. Quorum is seven voting members of the Board of Directors.
  - 6.1.3. A majority vote of the members present, including the Chair, shall decide all questions unless otherwise required by these Bylaws.
  - 6.1.4. In the event of a tie vote, the question is lost.
  - 6.1.5. Each Director's vote shall be recorded when a recorded vote is requested by any Director prior to the vote being taken.
- 6.2. An Alternate Director who attends a Board of Directors meeting in the place of a Director shall be entitled to vote.

- 6.3. In the event that both the Director and the Alternate Director are unable to attend a meeting of the Board of Directors, the chair of the Zone or Metro Board that the Director represents may attend that meeting of the Board of Directors and shall be entitled to vote.
- 6.4. At Executive Committee meetings where consensus is not possible, the President shall determine the course of action to be taken.

## Bylaw 7: Executive Duties

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### 7. Executive Duties

- 7.1. The President shall:
  - 7.1.1. Provide leadership to the Association, Board of Directors and Executive Committee.
  - 7.1.2. Be accountable to the Board of Directors and to the membership.
  - 7.1.3. Preside at all meetings of the Board of Directors and the Executive Committee.
  - 7.1.4. Open and preside at all conferences or General Meetings of the Association.
  - 7.1.5. Act as the primary spokesperson for the Association.
  - 7.1.6. Submit or cause to be submitted to each General Meeting a report of the Board of Directors as to financial standing and general business of the Association.
- 7.2. The President is (*ex officio*) a member of all committees.
- 7.3. The Vice-President shall take the place of the President in the event of the President's absence or inability to preside.

## Bylaw 8: Board of Directors Powers and Duties

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### 8. Board of Directors Powers and Duties

- 8.1. The business and affairs of the Association shall be under the direction and control of the Board of Directors, which may exercise all the powers of the Association which are not required by the Alberta School Boards Association Act, or by these Bylaws, to be exercised by the Association in a General Meeting.
- 8.2. Without limiting the generality of the foregoing, the Board of Directors:
  - 8.2.1. Shall appoint an Executive Director as Chief Executive Officer of the Association, establish terms of employment and salary, prescribe duties, and monitor and evaluate performance;

- 8.2.2. May delegate any or all of its powers to the Executive Director, the Executive Committee established pursuant to these Bylaws, or a committee appointed by it;
- 8.2.3. May appoint either from its own members or others such special committees as it may from time to time deem advisable and prescribe their duties and functions;
- 8.2.4. Shall pay the reasonable expenses of its members and others;
- 8.2.5. Shall pay a per diem allowance, as determined by the Association's budget, to its members and others;
- 8.2.6. Shall make provision for the payment of honoraria, as determined by the Association's budget, to Board of Directors members;
- 8.2.7. May adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting;
- 8.2.8. Shall designate a newly-created board to belong to a Zone, on an interim basis. Final designation to which Zone such Board shall belong shall occur at the next General Meeting following the date of creation of such Board;
- 8.2.9. Shall engage in strategic planning activities which establish and review short- and long-range plans to guide the Association's business and affairs;
- 8.2.10. Shall communicate and support the Association's position on issues, policies, and practices to appropriate internal and external publics;
- 8.2.11. Shall have the authority to grant honorary life memberships in the Association, which shall not entail the payment of fees by the recipient;
- 8.2.12. Shall delegate to the Executive Director responsibility for the establishment of fair salaries and reasonable working conditions for Association staff and contractors.

## **Bylaw 9: Board of Directors Meetings**

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### **9. Board of Directors Meetings**

- 9.1. Regular meetings of the Board of Directors shall be held at such time and place as may be set by resolution of the Board of Directors.
- 9.2. Special meetings of the Board of Directors may be called by providing a written statement to the Executive Director detailing the business in respect of which the meeting is desired by:
  - 9.2.1. The Executive Committee; or
  - 9.2.2. A majority of voting members of the Board of Directors.

- 9.3. Upon request for a special meeting of the Board of Directors, the Executive Director shall call such meeting by providing:
  - 9.3.1. Eight days Written Notice to each voting member of the Board of Directors;  
or
  - 9.3.2. Oral or fewer than eight days Written Notice following receipt of written consent or waiver from each voting member of the Board of Directors.
- 9.4. Meetings of the Board of Directors are open to Full Members of the Association unless a majority of voting members of the Board of Directors elect to hold part of the meeting in camera.

## **Bylaw 10: General Meetings**

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### **10. General Meetings**

- 10.1. Two General Meetings of the Association shall be held each year.
- 10.2. Unless otherwise directed by the Board of Directors:
  - 10.2.1. The Spring General Meeting shall be held during the first full week of June;  
and
  - 10.2.2. The Fall General Meeting shall be held during the third full week in November.
- 10.3. The location of the General Meeting shall be determined by the Board of Directors.
- 10.4. At least thirty days Written Notice of any General Meeting shall be provided to each Full Member and Associate Member.

## **Bylaw 11: Special General Meetings**

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### **11. Special General Meetings**

- 11.1. Special General Meetings of the Association to deal with high priority or emergent issues that require urgent direction/action and which have significant implications for Boards shall be held:
  - 11.1.1. Following an affirmative vote of seven voting members of the Board of Directors at a duly constituted meeting of the Board of Directors; or
  - 11.1.2. At the call of the President, either on their own determination of such a need, or as the result of the President being notified of by a group of Members representing not less than 40 percent of the current number of non-Metro Full Member Boards and not less than 40 percent of the current number of Full Member Metro Boards. This Special General Meeting to be called in accordance with the time frame indicated by the requesting Boards while remaining in compliance with Bylaw 11.2 below.



- 11.2. At least three business days Written Notice of any Special General Meeting shall be provided to each Full Member. Such notice shall provide background detail to enable Boards to prepare for the Special General Meeting.

## **Bylaw 12: Representation and Voting at General Meetings**

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### **12. Representation and Voting at General Meetings**

- 12.1. The Executive Director shall, subject to direction from the Board of Directors, make all necessary arrangements for registration of delegates and for voting as may be necessary.
- 12.2. Attendance
- 12.2.1. Any Trustee, upon completion of registration, shall be entitled to attend a General Meeting.
- 12.2.2. It is the duty of all delegates, including members of the Board of Directors, to register prior to attending a General Meeting.
- 12.3. Voting
- 12.3.1. The Chair of each Full Member Board has the power to cast the vote to which each Full Member is entitled, unless another Trustee for that Board is designated, in writing, to the Executive Director, prior to the General Meeting, or in an emergency situation, by the Full Member Board at the General Meeting.
- 12.3.2. Unless otherwise required by these Bylaws or the approved rules of procedure governing disposal of resolutions, all Substantive Motions will be determined under the double majority voting method, as follows:
- 12.3.2.1. Sixty percent or more of Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, based upon one vote per Full Member Board; and
- 12.3.2.2. Full Member Boards who are in attendance, who cast a vote, and who vote in the affirmative, represent 60 percent or more of the Students registered for the most recently reported period with Full Member Boards who voted in the affirmative.
- 12.3.3. For the purposes of Section 12.3.2.2, the percentage of Students enrolled in a Full Member Board shall be determined by:
- 12.3.3.1. Utilizing the total student enrollment figures for the most recent reporting period, as published by Alberta Education; and
- 12.3.3.2. Dividing the number of students enrolled in each Full Member Board by the total number of students enrolled in all Full Member Boards in attendance, who cast a vote, resulting in a percentage (rounded to the nearest 0.1 percent).

- 12.3.4. Results of the voting on Substantive Motions shall indicate how each Board cast its ballot.
- 12.3.5. Parliamentary motions and amendments to motions will be determined on the basis of one vote per Full Member Board and by a majority of the votes cast, unless otherwise required by Robert's Rules of Order or the approved rules of procedure governing disposal of resolutions.
- 12.4. A balloting committee shall be appointed at the opening of every General Meeting. It is the duty of the balloting committee to conduct the ballot voting.

## **Bylaw 13: Association Budget and Membership Fees**

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### **13. Association Budget and Membership Fees**

- 13.1. The fiscal year of the Association shall be September 1 to August 31.
- 13.2. The Association budget shall be adopted at the Spring General Meeting of the year prior to the fiscal year for which it is established.
- 13.3. Notwithstanding any provisions to the contrary in these Bylaws, or in the approved rules of procedure governing disposal of resolutions, the budget shall be open to amendment until adopted.
- 13.4. The Association budget, including analysis and fees assessed to Member Boards shall be presented in writing to Full Member Boards at least sixty days prior to the day the Spring General Meeting is to commence.
- 13.5. The fees assessment included in the budget shall be comprised of the:
  - 13.5.1. Formula for determining the annual fees including the basic fee and the weight rate per student enrolment;
  - 13.5.2. Total annual fees payable by each Full Member Board;
  - 13.5.3. Number of students used in the calculation of fees payable by a Board which shall be the total student enrollment reported to Alberta Education in the most recent reporting period;
  - 13.5.4. Annual fees payable for any Full Member Board which shall not exceed ten percent of the total annual Full Member membership fees; and
  - 13.5.5. Annual fees payable for each Associate Member which shall be \$500 less than the basic membership fee for Full Member Boards.

## Bylaw 14: Amendments to the Bylaws

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### 14. Amendments to the Bylaws

- 14.1. Amendments to these Bylaws shall be made at a General Meeting, normally at the Spring General Meeting unless otherwise permitted by the Board of Directors.
- 14.2. An amendment to these Bylaws shall take effect on the day following the conclusion of the Spring General Meeting at which such amendment is made, unless an effective date other than the close of the Spring General Meeting is specified in the resolution.
- 14.3. At least sixty days Written Notice of any Bylaw amendment shall be provided to each Full Member.

## Bylaw 15: Zones of the Association

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### 15. Zones of the Association

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

#### 15.2.1. Zone 1

- Fort Vermilion School Division No. 52
- Grande Prairie Roman Catholic Separate School District No. 28
- Grande Prairie School District No. 2357
- High Prairie School Division No. 48
- Holy Family Catholic Regional Division No. 37
- Northland School Division No. 61
- Peace River School Division No. 10
- Peace Wapiti School Division No. 76
- Northwest Francophone Education Region No. 1

#### 15.2.2. Zone 2/3

- Aspen View Public School Division No. 78
- Black Gold Regional Division No. 18
- Buffalo Trail Public Schools Regional Division No. 28
- East Central Alberta Catholic Separate Schools Regional Division No. 16
- East Central Francophone Education Region No. 3
- Edmonton Catholic Separate School District No. 7
- Edmonton School District No. 7
- Elk Island Catholic Separate Regional Division No. 41
- Elk Island Public Schools Regional Division No. 14
- Evergreen Catholic Separate Regional Division No. 2

- Fort McMurray Public School District No. 2833
- Fort McMurray Roman Catholic Separate School District No. 32
- Grande Yellowhead Public School Division No. 77
- Greater North Central Francophone Education Region No. 2
- Greater St. Albert Roman Catholic Separate School District No. 734
- Lakeland Roman Catholic Separate School District No. 150
- Living Waters Catholic Regional Division No. 42
- Lloydminster Public School Division No. 99
- Lloydminster Roman Catholic Separate School Division No. 89
- Northern Gateway Regional Division No. 10
- Northern Lights School Division No. 69
- Parkland School Division No. 70
- Pembina Hills Regional Division No. 7
- St. Albert Public School District No. 5565
- St. Paul Education Regional Division No. 1
- St. Thomas Aquinas Roman Catholic Separate Regional Division No. 38
- Sturgeon School Division No. 24
- Yellowknife Education District No. 1
- Yellowknife Separate Education District No. 2

#### 15.2.3. Zone 4

- Battle River Regional Division No. 31
- Chinook's Edge School Division No. 73
- Clearview School Division No. 71
- Red Deer Catholic Regional Division No. 39
- Red Deer Public School District No. 104
- Wetaskiwin Regional Division No. 11
- Wild Rose School Division No. 66
- Wolf Creek School Division No. 72

#### 15.2.4. Zone 5

- Calgary Roman Catholic Separate School District No. 1
- Calgary School District No. 19
- Canadian Rockies Regional Division No. 12
- Christ the Redeemer Catholic Separate Regional Division No. 3
- Foothills School Division No. 38
- Golden Hills School Division No. 75
- Prairie Land Regional Division No. 25
- Rocky View School Division No. 41
- Southern Francophone Education Region No. 4

#### 15.2.5. Zone 6

- Grasslands Regional Division No. 6

- Holy Spirit Roman Catholic Separate Regional Division No. 4
- Horizon School Division No. 67
- Lethbridge School District No. 51
- Livingstone Range School Division No. 68
- Medicine Hat Catholic Separate Regional Division No. 20
- Medicine Hat School District No. 76
- Palliser Regional Division No. 26
- Prairie Rose School Division No. 8
- Westwind School Division No. 74

15.3. Each geographic Zone numbered 1, 2/3, 4, 5, or 6 shall be governed by these Bylaws and Schedule A of the Alberta School Boards Association Bylaws, together with such other Bylaws established by the Zone which are not inconsistent with the Bylaws of the Association.

15.4. The objects of the geographic Zones shall be to work in cooperation for the mutual benefit of all members of the Alberta School Boards Association, to consider matters relating to education and school administration which are of particular interest to their areas, to encourage better understanding between Boards and the public, to work for continued improvement in the educational system, and to make recommendations to the Alberta School Boards Association.

15.5. The Executive Committee of the Board of Directors will meet annually with Zone Chairs to assist each other in communication of advocacy at the zone and provincial level and to promote the mission and strategic plan of the provincial organization.

15.6. The Board of Directors will collaborate with Zone Chairs annually to support a policy process for bringing policy proposals forward to the provincial level.

15.7. Zone 7

15.7.1. Zone 7 of the Alberta School Boards Association shall be open to all Roman Catholic boards in the Province of Alberta and the Northwest Territories of Canada.

15.7.2. Zone 7 shall be known as the Alberta Catholic School Trustees' Association.

15.8. Zone 8

15.8.1. Zone 8 of the Alberta School Boards Association shall be open to all public boards, other than Roman Catholics, in the Province of Alberta and the Northwest Territories of Canada.

15.8.2. Zone 8 shall be known as the Public School Boards' Association of Alberta.

15.9. Zone 9

15.9.1. Zone 9 of the Alberta School Boards Association shall be open to all Francophone authorities in the Province of Alberta and the Northwest Territories of Canada.

- 15.9.2. Zone 9 shall be known as the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities).

## **Bylaw 16: Expense Disclosure**

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### **16. Expense Disclosure**

- 16.1. A public reporting process of placing expense reports online will take effect January 1, 2016, for the ASBA President, Vice-President, Board of Directors and Executive Director.

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

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(As referred to in Bylaw 15.3)

### **Bylaw A1: Membership**

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

### **Bylaw A2: Finance**

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

### **Bylaw A3: Meetings**

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

### **Bylaw A4: Voting**

- A4.1 Voting for the election of the Zone Director(s) and alternate(s) to the Board of Directors of the Alberta School Boards Association shall be by secret ballot on the basis of one vote per Full Member Board. The boards of the cities of Edmonton and Calgary shall be excluded from voting for Zone Directors and the Zone Director's Alternate to the Board of Directors of the Alberta School Boards Association.

- A4.2 Voting on ordinary business or motions at annual Zone meetings shall be based upon one vote per Full Member Board in attendance, unless otherwise provided for in the Zone Bylaws.
- A4.3 Voting for Zone Chair or Vice-Chair shall be by secret ballot on the basis of one vote per Full Member Board. The election for Chair shall take place before the election for Vice-Chair.

Bylaw A5: Alberta School Boards Association Board of Directors

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

Bylaw A6: Zone Executive

- A6.1 A member of the Zone Executive shall be a trustee of a Full Member Board of the Zone.
- A6.2 The Zone Executive shall consist of:
  - a. A Chair and Vice-Chair to be elected at large at an annual meeting, either annually or biennially;
  - b. One board representative to Zone to be elected annually by each board in the Zone; and
  - c. The Zone Director(s) or Alternate(s) representing the Zone.
- A6.3 The position of Zone Chair or Vice-Chair shall not be held by:
  - a. The ASBA President, Vice-President, Zone or Metro Director, or alternate; or
  - b. The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).
- A6.4 A majority of the members of the Zone Executive shall constitute a quorum.



- A6.5 Any Zone Director ceasing to be a trustee shall vacate his/her office, which shall be filled in accordance with provisions hereinafter set out in these Bylaws.
- A6.6 If the office of Chair becomes vacant, it shall be automatically filled by the Vice- Chair.
- A6.7 If a vacancy occurs among the Directors the board or boards represented may elect a new director to fill the vacancy.

Bylaw A7: Duties and Powers of the Zone Executive

- A7.1 The business and affairs of the Zone shall be managed by and be under the direction of the Zone Executive.
- A7.2 Without limiting the generality of the foregoing, the Zone Executive shall:
- a. Appoint a Secretary-Treasurer who shall hold office until his/her successor is appointed;
  - b. Appoint such standing committees as it may deem necessary;
  - c. Appoint such delegates as may be required to represent the Zone;
  - d. Appoint, either from its own members or others, such special committees as it may from time to time deem advisable and prescribe their duties and functions;
  - e. Meet when necessary as determined by the Chair or by a majority of the members;
  - f. Forward minutes of all meetings to member boards of the Zone and to the Alberta School Boards Association;
  - g. Arrange such other meetings of the Zone as are deemed necessary to fulfill its objectives; and
  - h. Arrange to fill by election from the Zone membership a vacancy occurring during the unexpired term of office of Vice-Chair at a meeting of the Zone providing the membership of the Zone is given ten clear days' notice of the intent.

Bylaw A8: Bylaws

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

# Board Agenda Item



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**Topic: PSBAA Report**

**Presenter:** Bill Stuebing

**Meeting Date:** January 9, 2019

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**Background**

Trustee Bill Stuebing will provide a verbal report

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**Recommendation:**

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

# Board Agenda Item



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

**Presenter:** Bruce Buruma, Corporate Secretary

**Meeting Date:** January 9, 2019

### **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.



11 December 2018

## MEMO

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

**FROM:** Carol Picard, Chairperson, Standing Committee on Special Recognition

**COPY:** Executive Committee

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

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Attached to this Memo is the *2019 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 15 January of each calendar year and includes the nomination form for the *Dick Baker Legacy Award*.

Given the positive feedback received from the June 2018 Spring General Assembly, the Association's Awards Ceremony will continue to be held at the *Spring General Assembly Saturday Luncheon*.

Please note that the deadline for *Long Service Award* nominations and all other award nominations is 17 March 2019.

Should you have any questions regarding the Association's *Special Contribution to Public School Education; Special Contribution to Public Education (Media), Advancing Association Business Awards, Dick Baker Legacy Award* or *Long Service Awards*, please feel welcome to contact me ([firstdirector@public-schools.ab.ca](mailto:firstdirector@public-schools.ab.ca)) or our Executive Director ([executivedirector@public-schools.ab.ca](mailto:executivedirector@public-schools.ab.ca)) directly.

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!

*Carol Picard, Director*



## 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: 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.

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**NOMINATOR INFORMATION**

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

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

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

**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.

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**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.

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**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.

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**NOMINATOR INFORMATION**

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

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

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

**CONTACT INFORMATION**

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

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

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

**(Nomination Deadline: 17 March)**

# Board Agenda Item



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## **Topic: Together for Students Campaign**

**Presenter:** Bill Stuebing, Trustee

**Meeting Date:** January 9, 2019

### **Background**

At the Mini-Retreat on Thursday, December 13, 2018, the Board of Trustees reviewed the "Together for Success" Campaign by the Public School Boards' Association of Alberta that starts the conversation on one education system for Alberta's future.

The Board needs to approve next steps with regard to the campaign. This includes supporting the campaign in principle. Following that, it is understood the Advocacy Committee will develop a work plan reflecting the Board's direction on advancing the initiative.

### **Quality Indicators:**

Superintendent/Board Relations ("The First Team")

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

QI 6.2 Provides support to the Board re: lobby efforts on behalf of the District.

### **Recommendation:**

The Superintendent of Schools recommends that the Board of Trustees supports in principle the "Together for Students" campaign. Furthermore, it directs the Advocacy Committee to develop a work plan for the initiative.

# Board Agenda Item



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**Topic: Review Trustee Professional Development Plans**

**Presenter:** Stu Henry  
**Meeting Date:** January 9, 2019

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**Background**

At this point in time, trustees will be asked to share any upcoming plans for professional development that may have implications for our Board Governance budget.

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**Recommendation:**

The Superintendent of Schools recommends that the Board of Trustees receive this report as information.



# Board Agenda Item



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

**Presenter:** Stu Henry  
**Meeting Date:** January 9, 2019

### **Background**

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

- December 13 - Board Mini-Retreat
- December 13 - HHHS Drama Festival/Xmas Concert
- December 14 - CASS Zone Meeting
- December 17 - School Visit OPES
- December 17 - School Visit MMES
- December 18 - Agenda Review
- December 19 - Senior Admin Mini-Retreat
- December 20 - School Visit FV
- December 20 - School Visit - WPES
- December 9 - Weekly Senior Admin Meeting
- Coaching sessions with 15 vice-principals since the last Board Meeting

### **Recommendation:**

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

# Board Agenda Item



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

**Presenter:** Bev Manning  
**Meeting Date:** January 9, 2019

### **Background**

Board Chair Bev Manning will provide a verbal report

### **Recommendation:**

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

# Board Agenda Item



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## **Topic: Trustee Questions**

**Presenter:**

**Stu Henry**

**Meeting Date:**

**January 9, 2019**

### **Background**

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During this portion of the Board Meeting trustees will have an opportunity to raise questions. Where possible, an immediate response will be provided. In the event that research is necessary before a response can be provided the response will be postponed to a date after research is completed.