9:00 am 1. CALL TO ORDER T. Boymook

2. COMMITTEE OF THE WHOLE

10:00 am 3. AMENDMENTS TO AGENDA / ADOPTION OF AGENDA

4. APPROVAL OF MINUTES
4.1 Board Meeting – January 23, 2014 (encl)

5. CHAIR’S REPORT T. Boymook
5.1 Meeting with Mayor Carr – January 24, 2014 (encl)
5.2 Ardrossan Elementary Modernization Announcement – January 31, 2014
5.3 Ardrossan Junior Senior High Receives Community Initiatives Program Grant – January 31
5.4 COSC Meeting – February 5, 2014
5.5 Meeting with MLAs – February 6, 2014
5.6 Chamber of Commerce Breakfast Networking Meeting – February 6, 2014
5.7 Teachers’ Convention Luncheon – February 7, 2014
5.8 APEGA Luncheon – February 11, 2014
5.9 A New Elementary Junior High School for Fort Saskatchewan – Announced February 13
5.10 Inspiring Education Symposium – February 19, 2014
5.11 Employee Recognition Event – March 6, 2014

6. SUPERINTENDENT’S REPORT B. Beliveau
6.1 EIPS Recognized as One of Alberta’s Top 65 Employers (encl)
6.2 Canada’s Top Principals – Dan Vanderburgh
6.3 EIPS Students Strike Black Gold at PetroChallenge Event

Events:
6.5 Young Authors’ Conference – February 22, 2014
6.6 3rd Annual Student Conference – My Voice, My Future – February 25, 2014
6.7 High School Culinary Challenge Awards Dinner – March 3, 2014
6.8 Substitute Teachers’ Appreciation Week – March 10 – 14, 2014

ASSOCIATION/LOCAL REPORTS

7. ASBA Zone 2/3 MEETING B. McNeill
- January 24, 2014 (encl)
- Next Meeting – February 28, 2014

(over)
Professional Development Reports

a) ASBA Engaging Matters – Community Engagement For School Boards Conference
- T. Boymook, B. McNeill, H. Wall (encl)

b) ASBA New Trustee/Board Chair Conference
- T. Boymook, H. Wall (encl)

8. ATA LOCAL REPORT
J. Murphy (verbal)

NEW BUSINESS

9. LETTER OF SUPPORT FOR MENTAL HEALTH CAPACITY BUILDING PROJECTS
E. Zimmerman (encl)

10. THREE YEAR CAPITAL PLAN
S. McFadyen/B. David (encl)

11. TERMS OF REFERENCE - TRANSPORTATION COMMITTEE
H. Stadnick (encl)

REPORTS FOR INFORMATION

11:00 am 12. PRESENTATION - F. R. HAYTHORNE
- UNESCO SCHOOL STATUS
- Principal D. Barron and teacher K. Greif presenting
B. Beliveau (verbal)

11:15 am 13. STUDENT TRANSPORTATION UPDATE
E. Zimmerman/L. Weder (encl)

14. ADMINISTRATIVE PROCEDURE 521
EMPLOYEE BUSINESS EXPENSES
- Annual Review of Mileage Rate
S. McFadyen (encl)

COMMITTEE REPORTS

15. TRANSPORTATION COMMITTEE
- January 27, 2014
H. Stadnick (encl)

16. C2 COMMITTEE
- January 28, 2014
T. Boymook (encl)

17. TRUSTEES' REPORTS/NOTICES OF MOTION
(verbatim)

ADJOURNMENT
RECOMMENDATIONS TO FEBRUARY 20, 2014 BOARD OF TRUSTEES

2. That the Board meet In Camera.
   That the Board revert to Regular Session.

3. That the Agenda be adopted as amended or as circulated.

4.1 That the Board approve the Minutes from the January 23, 2014 Board Meeting as amended or as circulated.

5. That the Board receive the Chair’s report for information.

6. That the Board receive the Superintendent’s report for information.

7. That the Board receive for information the report from the ASBA Zone 2/3 Meeting held January 24, 2014.

7a) That the Board receive the professional development reports from the ASBA Engaging Matters – Community Engagement For School Boards Conference and the ASBA New Trustee/Board Chair Conference for information.

8. That the Board receive the report from the representative of the ATA Local #28 for information.

9. That the Board of Trustees write a Letter of Support regarding ongoing, sustainable funding for Mental Health Capacity Building Projects to the Minister of Human Services and copied to the Ministers of Health and Education as well as our local MLAs.

10. That the Board of Trustees approve the 2014/15 to 2016/17 Three-year Capital Plan for submission to Alberta Education

11. That the Board of Trustees approve the Transportation Committee Terms of Reference; and that the Terms of Reference be added to Board Policy 8 Board Committees.

12. Presentation by F. R. Haythorne Junior High Principal and teacher.

13. That the Board receive the Student Transportation Update Report for information.

14. That the Board of Trustees receive for information the report on the annual review of the mileage rate for employee business expense claims.

15. That the Board of Trustees receive the report from the Transportation Committee meeting held January 27, 2014 for information.

16. That the Board of Trustees receive the report from the C2 Committee meeting held January 28, 2014 for information.
The regular meeting of the Elk Island Public Schools Regional Division Board of Trustees was held on Thursday, January 23, 2014 in the Board Room, Central Services Administration Building, Sherwood Park, Alberta.

The Board of Trustees Meeting convened with Chair Trina Boymook calling the meeting to order at 9:00 a.m.

Board members present:  
Trina Boymook  
Jim Seutter  
Skip Gordon  
Heather Wall  
Colleen Holowaychuk  
Ray Welsh  
Barb McNeill

Board members absent:  
Lynn Patterson  
Harvey Stadnick

Administration present:  
B. Beliveau  
Superintendent  
E. Zimmerman  
Associate Superintendent  
Instructional Services  
K. Satchwell  
Associate Superintendent  
Human Resources  
S. McFadyen  
Chief Financial Officer/Secretary/Treasurer  
K. Sand  
Director, Communication Services  
J. Jarvie  
Recording Secretary

Also in attendance was B. Shields representing the ATA Local #28, D. Verhoeff, Principal, Andrew School representing the Leadership Group and members of the public.

Committee of the Whole

Moved by J. Seutter:

001/2014  
THAT the Board meet In Camera (9:00 a.m.)  
CARRIED UNANIMOUSLY

Moved by H. Wall:

002/2014  
THAT the Board revert to regular session (10:10 a.m.)  
CARRIED UNANIMOUSLY

The Board recessed at 10:10 a.m. and reconvened at 10:20 a.m. with all trustees noted above in attendance.

AGENDA

The Chair called for additions or deletions to the agenda. H. Wall requested that Policy Updates be added to the agenda (Item 14 b).

Moved by H. Wall:

003/2014  
THAT the Agenda be approved, as amended.  
CARRIED UNANIMOUSLY

APPROVAL OF MINUTES

The Chair called for confirmation of the December 19, 2013 Board Meeting Minutes.

Moved by C. Holowaychuk:

004/2014  
THAT the Minutes of the December 19, 2013 Board Meeting be approved, as presented.  
CARRIED UNANIMOUSLY
CHAIR’S REPORT
T. Boymook presented the Chair’s Report.

Moved by B. McNeill:

005/2014 THAT the Chair’s verbal report be received for information. CARRIED UNANIMOUSLY

SUPERINTENDENT’S REPORT
B. Beliveau presented the Superintendent’s Report.

Moved by C. Holowaychuk:

006/2014 THAT the Board receive the Superintendent’s verbal report for information. CARRIED UNANIMOUSLY

ASSOCIATION/LOCAL REPORTS

ASBA Zone 2/3
H. Wall advised that the next ASBA Zone 2/3 meeting will be held January 24, 2014.

ASBA Edwin Parr Teacher Award
C. Holowaychuk presented information on the ASBA Edwin Parr Teacher Award. The deadline for nominations is March 21, 2014. The Awards dinner will be held May 23, 2014.

Moved by C. Holowaychuk:

007/2014 THAT the Board receive for information the report on the ASBA Edwin Parr Teacher Award. CARRIED UNANIMOUSLY

ATA Local Report
ATA Local President B. Shields presented the ATA Local Report.

Moved by S. Gordon:

008/2014 THAT the Board receive the report from the representative of the ATA Local #28 for information. CARRIED UNANIMOUSLY

NEW BUSINESS

Partnership with Fort Sask.
T. Boymook presented the Partnership with the City of Fort Saskatchewan report.

Moved by B. McNeill:

009/2014 THAT the Board of Trustees formalize a partnership with the City of Fort Saskatchewan whereby the City will provide one School Resource Officer (SRO). CARRIED UNANIMOUSLY

ASCA Sponsorship
T. Boymook presented the Alberta School Councils’ Association Sponsorship report.

Moved by R. Welsh:

010/2014 THAT the Board of Trustees approve the sponsorship of one school council member, per school, to attend the Alberta School Councils’ Association (ASCA) annual conference April 25 to 27, 2014.

Moved by C. Holowaychuk:

011/2014 THAT 010/2014 be amended by adding “and that the deadline for submission be aligned with the ASCA deadline”. CARRIED UNANIMOUSLY
Motion 010/2014 as amended put and declared …………

"THAT the Board of Trustees approve the sponsorship of one school council member, per school, to attend the Alberta School Councils' Association (ASCA) annual conference April 25 to 27, 2014; and THAT the deadline for submission align with the ASCA deadline ".

Borrowing Resolution

S. McFadyen presented the Borrowing Resolution 2013/2014. In order to satisfy the requirements of the School Act and the needs of the Bank of Montreal, Elk Island Public Schools must provide a borrowing resolution that is approved by the Board.

Moved by J. Seutter:

012/2014 THAT the Board of Trustees (the Board) of Elk Island Public Schools (EIPS) approve the Borrowing Resolution to meet expenditures during the fiscal year 2013/2014. CARRIED UNANIMOUSLY.

DELEGATION

T. Boymook welcomed the delegation from the Boys and Girls Club, Fort Saskatchewan. She explained the hearing procedures as per Board Policy 7 – Board Operations.

K. Slikonich, and W. Serink, Executive Director of the Fort Saskatchewan Boys and Girls Club presented a power point “Partners in supporting children and youth and their families”. D. Fraser, Program Manager was also in attendance. The presenters explained the programs and services the Club provides for youth and families, their challenges and goals.

Time was afforded for trustees to ask questions of clarification.

The Board recessed at 11:25 a.m. and reconvened at 11:35 a.m.

EIPS Three Year Education Plan 2015 – 2018 Planning Process

M. Barrett presented the Elk Island Public Schools’ Three Year Education Plan 2015 – 2018 Planning Process. The planning process will be shared with Leadership, the Committee of School Councils, the ATA, ERG, parents and students. The plan will also be promoted on the website and will include an on-line engagement process.

Moved by B. McNeill:

013/2014 THAT the Board of Trustees approve the planning process for Elk Island Public Schools’ Three Year Education Plan for the three years commencing September 1, 2015. CARRIED UNANIMOUSLY.

COMMITTEE REPORTS

Teacher-Board Consultation

B. McNeill presented the report from the Teacher-Board Consultation Committee Meeting held January 13, 2014. The next meeting will be held April 15, 2014.

Moved by B. McNeill:

014/2014 THAT the Board of Trustees receive the report from the Teacher-Board Consultation Committee Meeting held January 13, 2014 for information. CARRIED UNANIMOUSLY.

BOARD POLICY UPDATES

On behalf of the Policy Review Committee H. Wall requested direction from the Board in order for the Policy Review Committee to move forward to review and amend policies. It was noted that the following policies require housekeeping amendments:

#7.1.4 – Update to include trustees new term of office

#7.8.6 – Clarify definition re ratifying the Minutes, state a timeframe when they are to be posted and add a statement about the new electronic agenda packages

#8 – add the Transportation Committee Terms of Reference
#9 1.3 – Membership needs to be amended to include the Acting Chair’s responsibility as ASBA Zone 2/3 rep. Remove subsection #5 and #7.

It was also requested that Policy 16 – Recruitment and Selection of Personnel be revisited and that all policies be reviewed because a review has not been done in three years.

Moved by B. McNeill:

015/2014

THAT the Board direct the Policy Review Committee to address housekeeping items in the Board policies as identified, revisit Policy 16; and

THAT the Board defer the review of any further policies that may require amendments to the Education Committee for discussion and direction.

CARRIED UNANIMOUSLY

REPORTS FOR INFORMATION

School Status Rept. 2012/2013

S. McFadyen presented the School Status Report 2012/2013. Policy 2 – Appendix A - Board Annual Work Plan Framework requires that the Board receive the prior year School Status Report in January of each year. Policy 15 – Program Reduction and School Closure stipulates that, in compliance with the School Act and the Alberta Closure of Schools Regulation, “because of such occurrences as changes in enrolment, demographic changes, or financial constraints, it may become necessary to modify the programs offered in a school or schools under its jurisdiction”.

Moved by J. Seutter:

016/2014

THAT the Board of Trustees (the Board) receive for information the School Status Report for the prior School year, 2012/2013. CARRIED UNANIMOUSLY

Board Budget Calendar

S. McFadyen presented the Board Budget Calendar. He noted that the dates are based on the provincial budget announcement being made in February, if the announcements are not made until March the dates may have to be amended.

Moved by H. Wall:

017/2014

THAT the Board of Trustees (the Board) receive for Information the Board Budget Calendar for the 2014/2015 school year. CARRIED UNANIMOUSLY

TRUSTEES’ REPORT/NOTICES OF MOTION

Reports presented.

The Board Chair declared the meeting adjourned at 12:08 p.m.
5.1 Meeting with Mayor Carr - January 24, 2014
Meeting with Strathcona County Mayor was a very positive meeting. Councillor Riddell and Kevin Glebe, Associate Commissioner Infrastructure and Planning Services were also in attendance.

- Mayor Carr communicated her interest in establishing a predictable meeting agreement between the Board and County Council.
- We shared our appreciation of the Fire Inspector’s presentation at the Sectional meeting. It was informative and very beneficial.
- We brought forward the need for us to work together to address school zone safety. We identified Wesboro, Pine Street, Lakeland Ridge and Ardrossan as areas that experienced major issues that need addressing. The need for some action around a parking lot behind Ardrossan was shared so that we can open a parent drop off lane at the front.
- We discussed future school sites and the joint meeting coming up on February 18th to discuss Cambrian Crossing. It was suggested that we continue these discussion at a joint meeting with the County and EICS to discuss not only our short term needs but also to get a sense of both school boards long term needs. It was also suggested that a formal committee be established to meet twice a year to talk about school site planning. This committee will be made up of both school boards and the County. It was felt that work on the development of a Terms of Reference can be part of the February 18 meeting.
- The Board was asked to give some consideration around
  1. Non-profit groups use of EIPS facilities
  2. Opportunities for the Mayor and/or Councillors to attend school events and possible tours of schools
  3. Ensure that EIPS is invited to County growth node discussions
  4. Next meeting after March 14 Board and Council as a whole

5.2 Ardrossan Elementary Modernization Announcement
January 31, 2014 Trustee Gordon and I attended a special modernization announcement assembly at Ardrossan Elementary. MLA Dave Quest announced that the school will undergo a major modernization. All areas of the building, ones that were built before the 1980s, will be replaced under this modernization project. We were very pleased to have Mayor Carr and Councillors Riddell, Beland-Quest and Smith in attendance.

5.3 Ardrossan Junior Senior Cheque presentation
January 31, 2014 Trustee Gordon and I accompanied MLA Dave Quest to Ardrossan Jr Sr High School for a Community Initiatives Program Grant cheque presentation. The $38 000 grant will go towards the replacement of seats in the school theatre.

5.4 February COSC Meeting
February 5, 2014 Trustee Stadnick, Vice Chair Holowaychuk and I attended the COSC meeting. The main topic of this meeting was Student Learning Communication. School Council representatives shared their thoughts of the current elementary report cards and how they would like achievement communicated to them.
5.5 Meeting with MLAs
February 6, 2014 the Board meet with MLAs Quest, Fenske and Olesen. At this meeting details of the Ardrossan modernization was provided and discussion was held regarding the community’s concerns over traffic at Ardrossan school locations. A breakdown of EIPS reserves was reviewed, we reviewed a recent letter to the Minister Johnson in reference to Transportation funding, need to continue support of mental health initiatives, sustainable and predictable funding, the impact to EIPS of the new inclusive education funding model and the new practice of school boards absorbing the cost of the installation of modulars. The meeting was very positive and allowed us to bring forward a number of concerns and answer questions of our MLAs. We will plan to do this on an annual basis.

5.6 Chamber of Commerce Breakfast Network Meeting
February 6, 2014 I attend the Chamber breakfast. It was very well attended. I was delight to share our recent news of being named in the top 65 Alberta Employers.

5.7 Teachers’ Convention Luncheon
February 7, 2014 Trustee Stadnick and I attended the ATA Education Partners Luncheon. The theme was A Great School for All: Our Leadership Challenge. The guest speaker was very. We enjoyed the chance to talk with some EIPS teachers. Thank you to the ATA Local for the invitation to attend.

5.8 APEGA Luncheon
February 11, 2014 I attended the APEGA luncheon along with Director of Facilities, Basil David. There was a very interesting presentation as this organization works on building public awareness. We enjoyed having a chance to connect with MLA Cathy Olesen, Mayor Katchur of Fort Saskatchewan, Strathcona County Councillors Beland-Quest and Smith and EICS Vegreville Trustee Melenka.

5.9 New School Announcement
February 13, 2014 Trustees Stadnick, Wall, Gordon, and I attended MLA Jacquie Fenske’s announcement of a new K-9 school in the City of Fort Saskatchewan. This is fantastic news for both EIPS and for the community of Fort Saskatchewan.

5.10 Inspiring Education Symposium
February 19, 2014 Trustees Welsh, McNeill and I will be attending the Alberta Education Symposium.

5.11 Employee Recognition Event
Trustees are looking forward to recognizing EIPS staff achievement over the past year at this annual Board recognition event.
EIPS Recognized as One of Alberta's Top 65 Employers

Sherwood Park... Elk Island Public Schools (EIPS) has been named one of Alberta's Top 65 Employers for 2014. Winners were announced today in a special feature published by Mediacorp in the Edmonton Journal and Calgary Herald.

"Receiving the Top 65 Employer distinction is fantastic news for EIPS," said Superintendent Bruce Beliveau. "It reaffirms our efforts to provide the best work environment possible and inspire employees to build their career within EIPS."

EIPS was recognized for its positive and engaged culture and the excellent human resource programs it offers, such as ongoing professional development opportunities, extended health benefits, and a competitive compensation program.

"Here at EIPS, our goal is to attract, recruit, and retain talented people who are aligned with our core values and who will help us achieve our vision," said Associate Superintendent Karla Satchwell. "Being named as one of Alberta's Top 65 Employers demonstrates that our work environment; benefits plans; health promotion initiatives; professional development, and training opportunities all contribute to engaged, productive employees."

To develop the Top 65 list, Mediacorp analyzed submissions from hundreds of Alberta-based employers and required candidates to participate in an extensive application process that included a detailed review of operations and human resource practices. Now entering its ninth year, Alberta's Top Employers recognizes the Alberta employers that lead their industries in offering exceptional places to work. A complete listing of Alberta's 65 Top Employers is available at http://www.canadastoplOO.com/alberta/.

Elk Island Public Schools is one of Alberta's largest school divisions serving approximately 16,600 students in 42 schools. The system employs approximately 890 full-time equivalent teaching staff and 515 full-time equivalent non-teaching staff.
Canada's Top Principals - Dan Vanderburgh

Dan Vanderburgh, Principal of Ardrossan Junior Senior High has been named one of Canada's Top Principals, a national award from The Learning Partnership, which honours excellence amongst principals throughout Canada.

"I have known Dan for over thirty years and I have witnessed his exceptional leadership skills throughout each step of his teaching career," praised Bruce Beliveau, Superintendent of Elk Island Public Schools. "What I truly admire about Dan is the tremendous respect that he has not only within Ardrossan Junior Senior High, but throughout the entire community of Ardrossan."

The Canada's Outstanding Principals program, which was developed by The Learning Partnership, has been awarding excellence in Canada's public education system for over a decade. Mr. Vanderburgh and this year's winners will join an exclusive group of more than 300 previous recipients of this prestigious honour. Principals are nominated by their peers, school staff and community members. Nominations are reviewed and final winners chosen by the National Selection Committee.

"In his role as principal, Dan has achieved tremendous success in transforming the school community with his vision of a vibrant, safe, and caring school," explained Karla Satchwell, Associate Superintendent Human Resources for Elk Island Public School. "He has inspired the staff, students, parents, and community to create a school atmosphere that encourages voice, engagement, leadership, and achievement."

All winners of the 2014 Canada's Top Principals will be heading to Toronto in late February to attend an executive leadership conference at the Rotman School of Business at the University of Toronto. To see more details about The Learning Partnership's Canada's Top Principals, please view the release and information at www.thelearningpartnership.ca.

Being named as one of Canada's Top Principals is an extraordinary honour and one well deserved by Mr. Vanderburgh for all he has done for Ardrossan Junior Senior High and the community.
EIPS Students Strike Black Gold at PetroChallenge Event

Sherwood Park... Once again, Elk Island Public Schools (EIPS) students who made the long journey from Alberta to London, England to compete in the International PetroChallenge competition came back with the prestigious award and British pounds. Bev Facey Community High students Cassidy Adam, Jennifer Weber, and Stephen Frisk placed first at the event on January 25, 2014.

"It is just unbelievable that our students were able to win this event once again," exclaimed Computer Science teacher Gerald Chung, who accompanied the team to London. "I am incredibly proud of the team who showed tremendous skill in achieving the highest score ever at this event."

At PetroChallenge, the students compete as owners of a virtual petroleum company and use a computer simulated game called OilSim created by Simprentis to wade through a variety of challenges such as bidding for the right to drill, ensuring environmental compliance, analyzing seismic data and trading shares of their company to other teams.

"It was really interesting to be exposed to so many new issues in terms of operating an oil company outside of Alberta," said Jennifer Weber. "We needed to bring our game up quickly and think more globally in all of our decisions," she explained.

This is the second year EIPS students have had the opportunity to compete in the international PetroChallenge against teams from northern European countries. Through funding from the Canadian Association of Petroleum Producers (CAPP), Suncor and Enbridge, Next Step has hosted PetroChallenge Canada for the past two years.

"PetroChallenge is a fantastic event and very engaging for our senior high students here in Alberta," said Next Step Principal Paul Pallister. "We have had such a great response from schools in Alberta that we are now in the process of expanding PetroChallenge 2014 in the fall to include students from Saskatchewan and British Columbia."

The Bev Facey team brought home a trophy and the team was awarded £1000 pound sterling.

Bev Facey Community High and Next Step are members of Elk Island Public Schools, which is one of Alberta's largest school divisions, serving more than 16,600 students in 42 schools.

-30-
Mark Saturday, February 22, 2014 on your calendars as the date for the 2014 Young Authors’ Conference!

This writing conference is held annually for students in grades 4 to 9 at F.R. Haythorne Jr. High School. Each year over 370 selected students from both Elk Island Public and Elk Island Catholic Schools are invited to spend the day with a variety of well-known children and young adult authors, illustrators and graphic artists; working with them and learning “tricks of the trade”.

My Voice, My Future Student Conference

*My Voice, My Future* was inspired by the provincial *Speak Out* initiatives, an opportunity for Alberta’s youth to share their experiences and ideas in order to help the people who make decisions about Alberta schools understand the issues that are important to students.

The annual conference began in 2012 and continues to grow, offering EIPS students the opportunity to contribute their voices to the evolution of education in our division.

© Elk Island Public Schools, 2014
January 9, 2014

Elk Island Public Schools
683 Wye Road
Sherwood Park AB T8B 1N2

This year the Canadian Culinary Federation will be holding the seventh annual High School Culinary Challenge. We would be pleased if you (and your colleagues) would support your participating high school students by attending the Awards Dinner on Monday, March 3, 2014, at the Shaw Conference Centre in Hall D. The sixteen competing high school teams (list attached) will be celebrated and the top three teams will receive special recognition. We will also be announcing this year’s scholarship winners at the dinner. Proceeds from the event will be earmarked for the High School Culinary Challenge scholarship program.

I am attaching some background information. As well, this year we have a new website that I encourage you to visit - www.highschoolculinarychallenge.ca.

We hope that you will join us on March 3 to support this very worthwhile initiative.

I would be pleased to answer any questions you may have about the challenge, the mentoring program and/or the dinner. I may be reached at 780-917-7617 or pastpresident(5)edmontonchefs.ca.

Sincerely,

Simon Smotkowicz - ■ - ■
Chair
CCF Edmonton High School Culinary Challenge

Attachments
Background Information

This project was launched by the Canadian Culinary Federation - Edmonton Branch in collaboration with NAIT and the local school districts. The competition is designed to engage and introduce high school students to the exciting possibilities of a career in the culinary arts and to encourage students to pursue culinary arts as a career. The initiative has proven to be very successful with keen interest from the Edmonton and area high schools and the students who participate. On request, chefs from the Edmonton area visit high schools to provide mentorship and coaching to teachers and students. A number of competitors have gone on to participate in the Skills Canada Alberta regional and provincial competitions.

There are three components to the challenge:

High School Culinary Challenge Competition - On Saturday, February 8, 2014, three-member student teams from 16 high schools in the Edmonton region will create six servings of a three-course meal (soup, entree and dessert) in three hours. The courses will be plated and presented for judging by top chefs in the Edmonton area. Due to limited space in the NAIT kitchen, there are no spectators allowed during the competition.

Awards Dinner - High school competitors spend the afternoon in the kitchen at the Shaw to assist the staff with preparation of the noon meal and get real hands-on experience working in a kitchen. The menu mirrors the recipes prepared during the competition.

Scholarship/Mentorship Program - All competitors are given the opportunity to apply for one of three possible scholarship/mentoring program packages. The scholarship will provide the student with the necessary funds to pay for tuition, uniforms, knives and other necessary items. Additionally the successful students will be provided a three-year apprenticeship with some of the best kitchens in town.

2014 Competing High Schools

Archbishop Jordan High School
Archbishop O’Leary High School
Archbishop Oscar Romero Catholic HS
Bellerose Composite High School
Bev Facey Community High School
Fort Saskatchewan High School
Harry Ainlay / Skill Centre
Holy Trinity-Catholic High School
Jasper Place Senior High School
Louis St. Laurent Catholic School
Paul Kane High School
Queen Elizabeth High School
Salisbury Composite High School
St. Albert Catholic High School
St. Joseph Catholic High School
School W.P.-Wagner-School
Memorandum

The Alberta Teachers’ Association

Date 2014 01 15
To Superintendents of Schools
From Kurt Moench, Associate Coordinator, Member Services (SARD)
Re Substitute Teachers’ Appreciation Week

Substitute Teachers’ Appreciation Week for the 2013/14 school year has been proclaimed by Provincial Executive Council for 2014 03 10-14. This appreciation week provides an opportunity to introduce substitute teachers to school staff and to local members. It also provides an opportunity to engage school personnel and local executives in recognizing the valuable service that substitute teachers provide. Through this action, Council hopes to draw attention to the excellent work that substitute teachers perform as active members of the Alberta Teachers’ Association (ATA).

To show appreciation of substitute teachers, school districts are encouraged, during this week especially, to

• send a letter of appreciation to substitute teachers,
• organize an appreciation tea or reception,
• organize an orientation seminar in partnership with the ATA local and your school district,
• sponsor a feature article in the local newspaper,
• be sure the school district’s professional development activities are made accessible to substitute teachers throughout the school district,
• encourage all schools to develop substitute teacher resources and information packages that contain essential school policies and procedures,
• develop school district policy that supports substitute teachers and their essential contributions to the school district, and/or
• ensure that policies and processes are in place to give substitute teachers full access to school district e-mail and other technologies as well as ongoing professional development opportunities.

The role of the substitute teacher carries the same daily responsibilities of instruction, marking, discipline and supervision as that of regular classroom teachers. The substitute teacher, however, has the disadvantage of not being able to work with students on a long-term basis while being responsible for ensuring that each day is used productively. Substitute teachers play an essential role in maintaining the continuity and excellence of the learning process.

. continued
Given the shortage of substitute teachers in some school districts this would be an opportune time to recognize them as valuable members of our profession.

KEM/mo  
cc Local Presidents  
   Local Substitute Teacher Group Chairs  
   Provincial Executive Council Executive  
   Staff Officers
1. Approval of Agenda

2. Approval of Minutes of General Meeting Held on November 29, 2013

3. Zone Business:
   3.1 Standing Item - ASBA Issues/Directives for Action

4. Zone Reports:
   4.1) Chairs Report - Attached
   4.2) Advocacy Committee Report
   4.3) Edw in Parr Report
   4.4) Labour Relations Report
   4.5) Financial Report - Attached
   4.6) U of A Field Services Report
   4.7) ERLC Report
   4.8) Comprehensive School Health Report

5. ASBA Reports:
   5.1) Zone Directors
   5.2) President
   5.3) Executive Director

6. Alberta Education Report - attached

7. Professional Development Presentations:
   7.1 Chris Mebs and Ashley Heinaranto, Box Clever
       Social Media Overview - Twitter for Trustees
   7.2 Suzanne Lundrigan, Director Communications, ASBA
       What to tw eet and w hat not to tw eet
   7.3 SIPP and SERP re Superintendents' Compensation - Presenter David Anderson
   7.4 Funding Framework - Presenter David Anderson

8. Board Sharing
9. Adjourn-Next Meeting  February 28, 2014 St. Anthony Centre 9:30 a.m.
Zone 2/3 Chair Report
January 24th,
2014 Cheryl Dumont

Happy New Year 2014 and welcome back!

Jerry Tymkow, Education Manager with Alberta Ed advises that our previous Director, Randy Clarke has now moved over to his new position with Alberta Education working in the People and Research Division - Teacher Relations. Jerry has been filling in for Randy for a while now but informs us that effective January 6, 2014; Randy Billie, Randy.billey@gov.ab.ca has assumed the role and responsibilities associated with the position of Director of Greater Edmonton Services Branch. Randy will attend the January 24, 2014 meeting at St. Anthony Center and providing the Director’s Report. I wish to thank both Randy Clarke and Jerry Tymkow for their service to our Zone and to welcome Randy Billie. Randy we look forward to working closely with you over the coming months and years.

Unlock Your Potential and Engagement Matters conferences held Jan 19th through 22nd are now completed. I hope many of you were able to attend.

My first Zone Chairs meeting was held December 18th, 2013. It was a full day meeting designed to introduce Zone Chairs to their roles and each other. We also had discussions on the various ASBA Award’s criteria and ASBA Policy and Directives for Action. Zone Chairs, Dianne Lavoie - Zone 1, Sylvia Eggerer - Zone 5 and Martha Ratcliffe - Zone 6 joined Diane MacKay from Zone 4 and I via video conferencing. The meeting was chaired by ASBA’s new Vice-Chair, Michael Janz from Edmonton Public. We met with ASBA staff Donna Engel and Teresa Ergezinger and David Anderson joined us just before lunch to ask about input to the ASBA Strategic Plan and discuss the importance of Zone to Board of Directors communication.

This meeting gave us the opportunity to share what is working well for our Zone. I spoke about our recent changes to the Labour Relations Rep role and the work of our Advocacy Committee over the last number of years.

We were able to change the deadline for the Edwin Parr submissions to March 21st to give our Edwin Parr Committee the time it needs to screen our many applicants and conduct the video conferencing interviews. We were also able to amend one of the interview questions that proved difficult the last few years. The packages were put on line just before Christmas and an email was sent to Board Chairs to advise that the information was now posted.

The Honorary Life Member Award criteria is to be changed to delete the third criteria - c) distinguished service in the field of education as the other two criteria cover this and it was deemed confusing and unnecessary. Also now nominations for this award will only be received through the Board of Director’s. Suggestions can be made through a Board of Directors member, but a formal recommendation from an individual jurisdiction or member of the community will be eliminated. Note the Minister of Education is an Honorary Life Member as are previous ASBA President’s.
Long Service Awards were discussed. It was agreed that in an election year, that eligible trustees that either do not run again or are not successful would be invited to the fall zone meeting in October to receive their Award. It was also asked that ASBA consider a proposal to change long service awards to reflect the four year terms.

Policy/Directives for Action process - Michael explained that the Policy Development Advisory Committee (PDAC) has not yet met but will be looking at policies from the Fall General Meeting and the next steps for strategic planning, tracking issues and moving forward. He also reported that Helen Clease wants to ensure there is good communication/follow up to members going forward regarding issues that are passed on the floor of the FGM.

There was an agreement among Zone Chairs to visit other zones, share best practices and Chair Reports. I have been asked to share the terms of reference of our Advocacy Committee, our process for choosing Advocacy topics and a list of recent Advocacy presentations. I will also keep Zone Chairs in the loop regarding work to be done this year by our Labour Relations Reps.

Zone Chairs and Vice Chairs in other Zones either have or are considering moving to two year terms in keeping with the new four year term of trustees.

Next Zone Chairs meeting will be in May.

February Professional Development Plan:
- Whistleblower Legislation
- School Board Finance - How it Works

March Professional Development Plan:
- Learning and Technology Policy Framework 2013 - Brian Callaghan
- TBD

Upcoming Events:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 6-7, 2014</td>
<td>Teacher's Convention</td>
</tr>
<tr>
<td>Feb 19, 2014</td>
<td>Inspiring Ed Symposium (Calgary)</td>
</tr>
<tr>
<td>Feb 24-25, 2014</td>
<td>Labour/Legal Conference</td>
</tr>
<tr>
<td>March 2-4, 2014</td>
<td>Annual Rural Education Symposium</td>
</tr>
<tr>
<td>March 9, 2014</td>
<td>Time Change - Spring Forward</td>
</tr>
<tr>
<td>March 21, 2014</td>
<td>Edwin Parr Nomination Deadline</td>
</tr>
<tr>
<td>Apr 5-7, 2014</td>
<td>NSBA Annual Conference - New Orleans, Louisiana, USA</td>
</tr>
<tr>
<td>May 8-9, 2014</td>
<td>ASBA Board of Directors Conference</td>
</tr>
<tr>
<td>May 23, 2014</td>
<td>Edwin Parr Awards Night (Zone 2/3)</td>
</tr>
<tr>
<td>Jun 2-3</td>
<td>Spring General Meeting (ASBA)</td>
</tr>
<tr>
<td>Jul 3-5, 2014</td>
<td>CSBA Annual Conference - Niagara Falls, Ontario, Canada</td>
</tr>
</tbody>
</table>

Respectively Submitted:
Cheryl Dumont (780)
293-7328
Important Dates for School Jurisdictions

- January 20, 2014 - Capital Planning Workshop, Edmonton
- January 23, 2014 - Capital Planning Workshop, Calgary
- February 19, 2014 - Inspiring Education Symposium, Calgary
- March 2-4, 2014 - Third Annual Alberta Rural Education Symposium, Canmore

Curriculum

Update on the Provincial Resource Strategy for Kindergarten to Grade 12 Education

As part of building Alberta and helping bring the vision of Inspiring Education to life, Alberta Education is working with stakeholders to develop a Provincial Resource Strategy for Kindergarten to grade 12 education. The strategy will provide clarity about which digitally based resources are required to support student learning now and in the future. In addition, the strategy will identify the roles and responsibilities of the ministry and the field with respect to resource identification, development and access.

Throughout development of the strategy, numerous sessions will be held with education partners to:
- build awareness on policy issues related to digitally based learning resources and access to them;
- deepen understanding of the issues by facilitating focused discussions; and
- elicit feedback to inform development of the strategy.

Throughout November 2013, Alberta Education engaged with over 180 staff and stakeholders at an internal ministry session, College of Alberta School Superintendents Fall Conference, School Technology Advisory Committee meeting and a Jurisdiction Technology Contacts event. During these sessions, an overview of an international e-scan was provided as well as issues to consider when developing the strategy.

Next steps include sharing the e-scan document, further engagement sessions with education partners (including students, business and industry), and closer investigation of models and strategies that could be informative to the Alberta context.

For further information, please contact Paul Lamoureux, Executive Director, Education Program Standards and Assessment Division, at PaulXamoureux@gov.ab.ca or 780-422-7793, or Bette Gray, Executive Director, Learning Supports and Information Management Division, at Bette.Gray@gov.ab.ca or 780-427-1509. Dial 310-0000 first for toll-free access in Alberta.

International Education Strategic Roadmap

Alberta Education is renewing its strategic direction for international education through the draft Strategic Roadmap for Kindergarten to Grade12 International Education (Strategic Roadmap). The Strategic Roadmap is closely aligned with the vision of Inspiring Education and will directly support the enhanced integration approach across government as defined by the new Government of Alberta International Strategy 2013: Building Markets, launched by Premier Redford in May 2013. It can be found at http://www.international.alberta.ca/documents/ABInternationalStrategy2013.pdf.
In November 2013, Alberta Education presented the Strategic Roadmap to the ministry's International Education Advisory Council that includes 20 school boards from across the province that are actively involved in international education. The full-day engagement session focused on the preliminary international education pillars, priority actions and expected outcomes outlined in the Strategic Roadmap. Participants provided constructive feedback on the Strategic Roadmap, which was well received. A revised version of the Strategic Roadmap will be presented to International Education Advisory Council members in February 2014.

Further external engagements will likely include the College of Alberta School Superintendents Learning Symposium in March 2014 and the Alberta School Councils' Association 2014 Conference and Annual General Meeting in April 2014. An official launch of the completed Strategic Roadmap is anticipated during Education Week in May 2014.

For further information, please contact Waldemar Riemer, Director, International Education Services Branch, at Waldemar.Riemer@gov.ab.ca or 780-422-1540. Dial 310-0000 first for toll-free access in Alberta.

**Think Globally Art Contest for Kindergarten to Grade 12 Students**

In celebration of International Education Week 2013, students in Kindergarten to grade 12 were invited to participate in the Think Globally Art Contest. This contest provides an opportunity for students to promote Alberta's vibrant, diverse and innovative qualities to the rest of the world. There are six themes under which students can enter their artwork: rural and urban life in Alberta, famous Alberta figures, Alberta landscapes and resources, cultures and communities in Alberta, Alberta history, and sports in Alberta. The deadline for entries is January 22, 2014.

Top selected artwork will be displayed in the Alberta Legislature Building during Education Week (May 5-9, 2014) and in Alberta's international offices. Students' artwork also may be presented to visiting foreign delegates by the Government of Alberta. Schools that submit the most student entries will be awarded with a session, facilitated by the Alberta Council for Global Cooperation, on international development and opportunities to get involved.

The Teacher's Guide for the Think Globally Art Contest and the Think Globally Art Contest Poster are available on Alberta Education's website at www.in.ted.alberta.ca/iew. Please encourage students in your school jurisdiction to participate in this contest!

For further information, please contact Waldemar Riemer, Director, International Education Services Branch, at Waldemar.Riemer@gov.ab.ca or 780-422-1540. Dial 310-0000 first for toll-free access in Alberta.

**Knowledge and Employability**

The implementation of Knowledge and Employability (K&E) courses is supported through two resources: the Knowledge and Employability Courses Handbook, Grades 8-12; and Knowledge and Employability - Career and Technology Studies (CTS) CONNECTIONS. The update to these resources is now complete, bringing them into alignment with Inspiring Education and the Ministerial Order on Student Learning. It can be found at http://education.alberta.ca/department/policy/standards/goals.aspx.

The updates to the Handbook also were necessary to align with initiatives within Alberta Education, including Inclusive Education and the Provincial Dual Credit Strategy, and to support English language learners and First Nations, Metis and Inuit perspectives and experiences in better ways. The updates to the CTS CONNECTIONS
resource were required to identify potential linkages among K&E occupational courses and CTS courses, as well as clarify the similarities and differences between these two programs.

The English and French versions of these updated resources are available on Alberta Education’s website at www.education.alberta.ca/teachers/program/know/programs.aspx and www.education.alberta.ca/francais/teachers/proigres/compl/c_e.aspx.

For further information please contact:
Sharon Styles, K&E English, Sharon.Styles@gov.ab.ca or 780-638-4132
Alan Chouinard, K&E French, Alan.Chouinard@gov.ab.ca or 780-422-1983
Bill Lomax, CTS English, Bill.Lomax@gov.ab.ca or 780-415-8191
Danielle Amerongen, CTS French, Danielle.Amerongen@gov.ab.ca or 780-422-2068.

Dial 310-0000 first for toll-free access in Alberta.

Inclusive Education

Research and Innovation - Key Action in Together We Raise Tomorrow: An Alberta Approach to Early Childhood Development Initiative

Early childhood experiences influence health and brain development and if those experiences are caring and positive ones, the result is a resilient, successful and strong person in adulthood.

The Government of Alberta and the Center on the Developing Child at Harvard University are collaborating to promote innovation in early childhood development to achieve breakthroughs in improving outcomes for young children. In Alberta, this includes facilitating communities to engage in innovative research to achieve this goal. Launched by the Center on the Developing Child at Harvard University, the Frontiers of Innovation (FOI) community now includes more than 400 members of researchers, practitioners, policy makers, philanthropists, and experts in systems change. Its goal is to catalyze substantially greater effects on the lives of young children whose needs are not being fully met by existing policies and programs. The work draws on advances in the biological, behavioral and social sciences to identify causal mechanisms that influence developmental trajectories; formulate theories of change about how to produce better outcomes; and design and test new intervention approaches and measure their effectiveness in reducing barriers to learning and strengthening the foundations of lifelong physical and mental health.

The signature feature of FOI is its commitment to the ongoing construction of theories of change, which are grounded in science and drive the design of explicit strategies focused on specific causal mechanisms to produce breakthrough gains on important outcomes.

One of the evolving theories of change that is driving the current FOI activities is the hypotheses that protecting children from the effects of toxic stress requires selective skill building, not simply the provision of information and support, for the adults who care for them. This five minute video captures this theory of change centered on this hypothesis: http://tinyurl.com/k9eypn.

Visit the following links to learn more about this research and how educational leaders and organizations throughout Alberta are mobilizing this information:

• How Our Brains Are Built by Phil McRae. Alberta Teachers’ Association, Executive Staff

• How Brains are Built - The Core Story of Brain Development video (http://www.teachers.ab.ca/Publications/ATA%20NewsA/volume-48-2013-1.4/Number-7/Pages/How-our-brains-are-built.aspx) has recently been released by the Alberta Family Wellness Initiative that presents the core story of brain development, and was developed with input from partners at the Harvard Center on the Developing Child and the Frame Works Institute.

• Driving Science-Based Innovation in Policy and Practice: A Logic Model (http://tinyurl.com/lf9w9d3) from the Center on the Developing Child at Harvard University.

For further information, please contact Denise Clovechok, Education Manager, School Accreditation and Standards Branch, at Denise.Clovechok@gov.ab.ca or at 780-643-1250. Dial 310-0000 first for toll-free access in Alberta.

New Online Resources for Learning Coaches

The webpage is designed to provide support in three areas: Creating a Collaborative Culture, Alberta’s Coaching Context, and Skills and Strategies for Coaching. A featured video with Lucy West and Katherine Casey sharing their expertise on strengthening inclusive and instructional practices on literacy and numeracy content coaching is now available at http://www.inclusiveeducationpdresources.ca/learning-coaches/strengthening-inclusive-instructional-practices.php.

For further information, please contact Stephen M. Wright, Education Manager, School and Community Supports for Children and Youth Branch, at Stephen.M.Wright@gov.ab.ca or at 780-644-4496. Dial 310-0000 first for toll-free access in Alberta.

**Teaching and Leadership**

**Moving Forward with High School Redesign**

The High School Flexibility Enhancement Pilot Project and Moving Forward with High School Redesign are examples of initiatives that bring to life the vision of Inspiring Education. This work is intended to enhance student engagement, improve student learning outcomes, and increase the likelihood of high school completion. It also is designed to bring all education stakeholders together to rethink how high schools can become increasingly student-centred and prepare students for their future.

In conjunction with the Alberta Regional Professional Development Consortium (ARPDC), there will be two opportunities for you to get involved in this work.

1. **Information Session - Moving Forward With High School Redesign**

These half-day sessions, facilitated by the ARPDC, are an opportunity for those jurisdictions/schools interested in learning more about the shifts in pedagogy and practice that can support high school redesign. These interactive sessions will focus on exploring Alberta Education high school redesign resources that are available. This session is for those beginning the journey to high school redesign or those who feel they
need more information. Follow the link for additional information available through your regional consortium at http://www.arpdc.ab.ca/movingForward/index.html.

2. Workshop for Fall 2014 Implementation - Moving Forward with High School Redesign

This half-day workshop, facilitated by Alberta Education, is intended for jurisdictions/schools having already considered how implementing high school redesign will support improved student learning outcomes, including enhanced student engagement and increased student achievement. Participants attending this session are ready to commit to the work and have:

- reflected on the High School Flexibility Enhancement literature review,
- read and discussed the foundational principles of high school redesign,
- engaged staff, students and the community

At the workshop, participants will engage in conversation around how this work will look in their jurisdiction/schools and walk through the school plan that will be submitted to Alberta Education. This session is intended for the school superintendent or his/her designate and school principals and lead teachers to a maximum of five participants per jurisdiction/school team.

Please note these workshops will be held in mid-January in Edmonton and Calgary. Travel costs to attend will not be covered by Alberta Education. Please register by January 6, 2014 using the consortia link http://www.arpdc.ab.ca/movingForward/index.html.

Through Moving Forward with High School Redesign, teachers, principals and superintendents have been encouraged and supported in working with students, parents, and community members to rethink and redesign high schools across Alberta. This work is critical to prepare students to be active, engaged and successful participants in an increasingly knowledge-based and globalized society. To learn more about the effect of High School Redesign, you are encouraged to view a new series of videos in which students, teachers, and school principals talk about the benefits of this important initiative. It can be found at https://ideas.education.alberta.ca/hsc/redesigning/movingvv/resources/.

For further information, please contact Therese deChamplain-Good at Therese.deChamplain-Good@gov.ab.ca or at 780-415-9312. Dial 310-0000 first for toll-free access in Alberta.
Questions from the Field

Q: Is the Individual Program Plan a legal document?

A: The Standards for Special Education, Amended June 2004 mandates that school jurisdictions identify students with special education needs; ensure that individual program plans (IPP) are developed, implemented, monitored and evaluated; and provide access to appropriate education programming. The IPP involves a process and is a description of that programming. Therefore, any student identified as having special education needs must have an IPP in place.

Educators and parents sometimes ask if this means that the IPP is a legal document. The IPP in Alberta is not considered a legal contract. It is a statement of intentions that outlines instructional supports, strategies and/or individual learning goals, and a method of reporting on student growth and progress. It is meant to be a working document that is reviewed and revised as a student's learning needs change. The IPP is part of a student record. For information on the Student Record Regulation, please visit www.qp.alberta.ca/documents/Regs/2006225.pdf.

For further information, please contact Leah Dushenski, Education Manager, School Accreditation and Standards, at Leah.Dushenski@gov.ab.ca or at 780-427-6894. Dial 310-0000 first for toll-free access in Alberta.
ASBA hosted workshop – Community Engagement for School Boards

The workshop consisted of varied topical presentations related to the theme “Community Engagement.” However the format was more informational rather than participatory in nature although allowing the opportunity for attendees to ask questions seeking clarification of specific statements and/or possible action plans which could be implemented within stakeholder/community engagement initiatives. All facilitators’ presentation documents available on the ASBA website.

Keynote Speaker: Dr. Don Leniham, Senior Associate at the Public Policy Forum in Ottawa. An internationally recognized expert on democracy and public engagement, accountability and service delivery.

Presentation: How Do I Engage My Community?

Collaboration and Public Engagement Framework

New Policy Environment
- Changes are: Global
  - Systemic
  - Impacts decision-making at all levels

Two Key aspects of new environment:
- Decline of deference
- Rise of Complexity:
  - Organizational Complexity
  - Policy Complexity

Why Public Engagement?
From command and control to collaboration

Effectiveness Legitimacy

Public Engagement

Public engagement is a methodology for collaboration
Shared goals requires a shared plan
Hearing/heeding Students’ Voices  
Facilitator: Eleana Yun, Manager Workforce Planning and Development Branch, Alberta Education

Leads the Provincial “Speak Out” events hosted by Alberta Education and attended by students throughout the province.

In addition, her work also involves building the capacity of educators to support First Nations, Metis, and Inuit student success.

School Boards Best Practices

Pembina Hills and Northlands School Divisions shared their community engagement initiatives.

A Word from the Wise: Experts Panel

Panelists included:
Michael Phair, served on Edmonton’s City Council for 15 years. He subsequently worked for the University of Alberta as director of community relations. He is currently an associate with IMC Consulting.

Gay Robinson, principle of Gay Robinson Consulting in Calgary, Her specialties are public consultation and facilitating large and small groups.

Joyce Tustian, consultant with Western Management, with over 30 years of executive experience in a large, urban municipality.

Shared their expertise and experiences related to the processes involved in developing and implementing “Community Engagement”

Submitted by:  
Barb McNeill, Trustee  
Elk island Public Schools
Key note speaker was Dr. Don Lenihan
Community engagement is relationship building. There are three fundamental ways of developing policy.

Look at your top goals and ask could we really achieve them on our own? The reality is we will need the help of others to achieve them. Is there a willingness to work with the school/district in achieving the goals? The challenge is getting them to buy into the goals that we want to work on. We need to go to our public and ask them if our goals are still important or do we want to still want to focus and spend energy on them? Shared goals require a shared plan.

Traditional Policy
Option/Advice → Deliberation Decision → Implementation
Elected Officials → Elected Officials → Elected Officials
This is not a workable process

Consultation Process (basic type)
Pose a question and tell us what you think. Expect anything and everything to come at you

Views → Deliberation → Action
Public → Government

Deliberation Process
Builds on the view stage by bringing the public into the solution phase. People are tired of having their time wasted. This causes them not to turn out to consultation. We have to tell them how important it is

Views → Deliberation → Action
Public → Government
**Collaborative Process**
Builds on the deliberation stage where the public are asked to create their own action plan to support the goals. They will own some of the action required.

Views ➔ Deliberation ➔ Action

Public/Government

**Evaluation: 4th stage**

Views ➔ Deliberation ➔ Action ➔ Evaluation

Public/Government

This transforms the relationship. This is a trust relationship to get people to go through the process. How do we take a bite size chunk to take people through to build that trust?

**Decision Rule.** There are two questions to determine what process to use

1. Can the decision makers define and access the options without help?
2. Can the solutions be delivered by the decision makers?

Evening session was Bee Schadeck on reaching aboriginal communities. A very enjoyable speaker. She spoke of the teacher being the heart of education and understanding is the key to relationships. I like her quote “The power to walk in others moccasins is the trait of a leader.” She referenced a TED Talk that I had emailed out to trustees. Rita Pierson: Every kid needs a champion.
Day 2
Continuing from Day 1 Key note speaker Dr Don Lenihan

Consultation can’t drag past 18 months. That is the maximum time it should go on. Dr. Lenihan took us through the collaborative process through an example with Ontario Condo Regulation.

Mid Morning Session: After five years Elean Yun from Speak Out shared background of its beginnings and where this initiative is now. It has evolved over time. There has been a move towards solution focused blog entries and a move away from the discussion board that it first started with.

Following lunch Pembina Hills School Board and Northland School Division shared their community engagement experience as part of school board best practice.

The conference wrapped up with “A word from the wise”: experts panel made up of Michael Phair, Gay Robinson and Joyce Tustian.
Gay Robinson opened with her top nine tips
1. You need to be authentic and have an authentic process. Recognize that people have a right to have a voice in the decision making process. Be committed to listening. Use the input that you heard.
2. You need to go slow to go fast. Take time in the beginning to develop a plan to get where you need to go. Build extra time into the plan giving time to do a good job. Time to build relations.
3. You can do it right or you can do it over.
4. Include people that have a different view than you. It’s not good to invite those with like minds. You want to keep these people on the inside of the process. Better to have them on the inside P***ing outwards than on the inside p***ing in.
5. We all have a role. Problem we don’t define roles well. Each player needs to have their role defined.
6. Can’t fight outrage with facts. People when outrage will not accept logic. It is best to move the discussion to values at this point.
7. Small group of people can change things. It is the passion that they hold that will get them there.
8. Feed them and they will come. Fill their mouths and their ears will open.
9. You have to believe.

Michael Phair
You aren’t going to go far if the engagement doesn’t include the whole community. The City and Boards worked in silos, which limited them moving forward. We need to both look at our assets and how we can maximize them for everyone. Many minds are better than one. You will get to a better decision when you engage many.
Joyce Tustian

They will know in a nanosecond if you are trying to snooker them. Society has changed a lot. People believe that they have a right to be part of decision making. The benefit of engagement is that it allows various stakeholders to listen to each other. You need to get beyond the interest groups. Have a process that involve the regulars and beyond. Provide them a safe environment to share, this will allow you to build trust. Public engagement will not build consensus but it will inform your decision. It was noted that if you aren’t going to listen to the results then don’t bother to consult. It is important to follow up on the decision made. We are more scared than you need to be. People are not going to engage in highly controlled environments.
1 ASBA NEW TRUSTEE AND BOARD CHAIR AND COMMUNITY ENGAGEMENT CONFERENCES

I attended these conferences in Edmonton from Jan 17 – 20/14. I attended several events throughout the conferences. The First conference was “Unlock Your Potential: New Trustees and Board Chairs”. It began on the Sunday evening and I attended the panel of retired trustees. I gained insights into governance and board dynamics. Monday, I attended a fantastic talk by Jamie Vollmer. He is an outstanding presenter. He gave us all a lot of information about engagement both in the community as a whole and in the business community. He was an entertaining story teller and a passionate advocate for public education. I attended a session on leadership entitled “Leading the Transformation”. He spoke about the need to go to the community as opposed to expecting the community to come to the board: “community’s turf, community’s convenience”. He also spoke about the power of the board, trustees and the power to increase understanding and engage local communities. Both Jim Gibson and Heather Welwood were presenters of information and guided some round table discussions on board chair and leadership. In the evening, there was a “Speed Dating with Stakeholders” event. I learned about ASBOA, CASS, ASCA, and sat down with members of Alberta Education – one of whom was Deputy Minister Greg Bass. I did have an opportunity to speak directly to Mr. Bass after the event. On the second day, I attended the breakfast talk by Deputy Minister Bass. He provided an update on Inspiring Education and the curriculum redesign timeline. Following that, there was a session “The Law and the Trustee”. There was discussion about pecuniary interest, FOIP, and Social Media. I gained a greater understanding of my role and how it is impacted by FOIP and what pecuniary consists of. This conference ended with a presentation by Dr. Don Lenihan on Community Engagement. The next conference had a concurrent start with this presentation.

From Jan 19-20/12 I attended the Community Engagement conference. Dr. Lenihan’s presentation was held over 2 sessions over 2 days. A few of the items I gleaned included: 3 different community engagement frameworks, changes in cultural milieu, questions to determine which engagement process to use. Following that presentation, Peerless Lake School and Northland School Division gave a talk about engagement in their community. That was an incredibly inspiring presentation. The school principal has had a very successful project and did their own curriculum redesign for Gr 5 science. The importance of “Traditional” teachings blended with contemporary styles has made an incredible program for their students. Truly Inspiring Education.

This was also a wonderful networking experience; meeting and engaging with other boards to share and learn through each other. There was a great deal of discussion and information sharing which is so important as we can learn from one another and stop attempting re “reinvent the wheel”.

I thoroughly enjoyed the dual conferences and am grateful for the opportunity to attend.

Submitted by H. Wall
Sunday evening opened with a Retired Trustee panel. Panelists included Carol Bazinet, Lisa Brower and Sharon Holtman. They shared their experience through a series of questions:

- What do you know now that you wished you knew then?
- What is one piece of advice you would give?
- What have you learned about the relationship with the board and the superintendent?
- What have you learned about relationships between trustees?
- What is a critical read?

Monday morning opened with keynote speaker Jamie Vollmer, The great conversation; Increasing public support for your local schools.

There is a trend of the public pushing away from schools. We are experiencing a disengagement of our public as they drift away from our schools. There is a “been there done that” attitude and the aging population focus has moved onto other things. They don’t see that it is their responsibility anymore. We need to make the connection between what we do and how it affects their lives. This is key to making those connections. We need the community to understand that what we do is important to them. Public needs to feel they have an investment and their interest is directly connected in what we are doing.

- When student achievement rises we will see a decline in crime. Decrease in crime increases property values because people want to live in low crime areas.
- Business will arrive to tap in on the human capital that exists there. All this increases tax income.
- An educated society will not use emergency rooms for everyday medical care therefore decrease in cost of health care.

Why do we think that this is taking place? What is going on that is allowing this disconnect from the community and the school?

The problem is that people will focus on the negatives. The media will focus on the negatives. When the eagle is silent the parrots will yammer. Schools are the eagle. School Boards are one of the biggest employers in our communities. We can undermine what is being said by the media by activating our staff to share the positives. It is our responsibility to exercise our power and show them the truth of education.
Ongoing engagement and conversation with the public is needed to get them more interested and engaged in what we are trying to achieve. When engaging it is important for us to understand that we need to engage on the communities’ turf and at their convenience.

Where is our public? We need to define where the community is. What are the micro communities that exist in our communities?
- Chamber
- Community leagues
- Senior centers
- Ethnic/Religious groups
- Eating establishments
- Sporting venues

Make a list of the groups, when they are meeting, main contacts and number of members. Track when you meet them and the number that was in attendance. There is mapping community’s software available that can help you track. Google maps also have a feature to assist with mapping your community and warehouse information on each group.

Example shared was a local high school culinary class hosts lunches for seniors once a week at the school for $2. This brings people into our schools to see the great things that are taking place. It allows us to be able to start a conversation with them that will engage them on what we are trying to achieve.

Example shared was agreement was made with the local diner for the school division to supply the paper placemats they use. First started with student art work. After a while they replaced the art work with a grade 8 math test. At the bottom “for the answers visit our district’s website”. They created a button on their website “answers to the placemats”

Break out session Board Chairs “Leading the Transformation (Team talk)” Jim Gibbons and Heather Welwood.

Jim Gibbons gave an overview of Inspiring Education and Regulatory Review. He shared that we can expect to see the draft regulations soon. They won’t be conducting consultation to gather feedback. They are open to hearing about any large issues. He indicated that 11 regulations are being amended, there will be seven brand new regulations, seven no regulation will be developed and two will remain the same.
It was noted that there are lots of books and research on non-profit boards but not one on the trustee model who are the elected political figures.

ASBA Taskforce Reimagining Governance is a tool to encourage discussion on shaping the future of governing school boards.

ASBA is working on how it can better support Board Chairs. The session went over the main role and responsibility of Board Chairs and asked participants what sessions/means would be most beneficial in supporting Board Chairs in their roles.

Evening Session was Speed Dating with the Education Partners

- ASBOA Association of School Business Officials of Alberta
- ATA Alberta Teachers Association
- ASCA Alberta School Councils Association
- ABED Alberta Education
- CASS College of Alberta of School Superintendents

Tuesday morning opened with the Deputy Minister of Education. He spoke of the work that is taking place with Inspiring Education.

- Curriculum Redesign information is expected to come out at the end of the month
- Will be developing a 10 year strategic plan outlining how all the initiatives will unfold. Stakeholder associations will be asked to review and provide feedback. We need to weigh the timing of the initiatives moving forward, some might have to wait while others move forward.
- There were eight successful vendors for curriculum redesign. We are the only known jurisdiction doing a complete K-12 change all at the same time, March 2016.
- Regulations are in the final stages. Hard drafts might be released. Not looking for further feedback.
- High School Redesign – we have 100 schools in the flexibility initiative with 70 schools on the waiting list. They can expect to start in September. This will bring us to have half of our high schools focus on high school redesign.
- Advance Education- We have 9 preparation institutes who are providing Education degrees. They need to be aware that what will be expected of them moving forward. Concordia is one that is putting emphasis on the Inspiring Education document as part of their program. At this point the U of A hasn’t done it to the same degree.
Second Breakout Session Board Chair Leading the Transformation (skill building) Kevin Feehan and Suzanne Lundrigan.

This portion of the session focused on the legal obligation, characteristics, attributes and duties of the Chair and working with the media.

The primary duties are

- **Fiduciary** – Good faith. Act in a trustworthy manner; inspire confidence, honest, openness and candor. Put the board and electors first.
- **Duty of Diligence** – responsible. Ensure we are making an informed decision, do our research, seek out advice and not make decisions in a vacuum, review materials in advance of the meeting, diligent in participation of the meeting.
- **Avoid conflict of interest**. Declare conflict immediately then leave the room. It needs to be properly recorded in the minutes the conflict of interest has been declared and recorded that they have left the room. They remain out of the room until after the vote has been taken. In cases if the trustee wasn’t at the meeting they are to declare their conflict of interest at the next meeting of the board and it be recorded in the minutes. For future reference. It was noted that if we enter into a contract and if it is found out later that there was a conflict of interest the contract is void.

Trustees actions must either reach or pass the reasonable person test.

The second portion of the session focused on Media Relations. Participants were given an overview of things to keep in mind when dealing with the media. We were given a hot topic and asked to create a media plan.
Letter of Support regarding ongoing, predictable, sustainable funding for Mental Health Capacity Building Projects

Recommendation

That the Board of Trustees write a Letter of Support regarding ongoing, sustainable funding for Mental Health Capacity Building Projects to the Minister of Human Services and copied to the Ministers of Health and Education as well as our local MLAs.

Background

Elk Island Public Schools has two Mental Health Capacity Building (MHCB) projects, the “KEYS” project at F.R. Haythorne and the “MODEL” project in Vegreville at A.L. Horton and Vegreville Composite. Funding has been granted in three year increments. All MHCB projects in the province have their funding expire in June 2014. In the absence of assured funding, project staff leave to find other employment.

On behalf of our students, parents and communities, we urge the government to provide funding beyond June of 2014. We believe that this is a core program than requires core funding. Funding this work on a project basis does not provide the stability necessary to address Mental Health in a consistent and on-going way. MHCB is innovative in its scope as great emphasis is placed on the integration and coordination of community resources. MHCB programming has been pivotal in our community as programming is embedded in notions of providing tools to empower others to make mental health a priority for themselves, their families and communities. Mental health has become the core of how our schools and community operate, viewing whole child, family and community health and well-being as paramount. Research indicates the significance of early intervention and the return on investment that comes from prevention and promotion programming. Our Community has experienced this first hand as MHCB assists us in building mental health capacity in schools and community. These projects are designed to intervene early on, ensuring that connections and referrals are made for children and families to seamlessly access required supports. The premise is and our experience has been, that this kind of investment in prevention will lead to less reactive needs and crisis management needs in the future and more immediately, children, youth and families are better able to self-protect and invest in their own mental health and well-being.

Submitted to: Board of Trustees  Date: February 20, 2014
Three-year Capital Plan 2014/15-2016/17

Recommendation

1. That the Board of Trustees approve the 2014/15 to 2016/17 Three-year Capital Plan for submission to Alberta Education.

Background

Communication from Alberta Education directed that Boards submit an updated Three-year Capital Plan by April 01, 2014.

Discussion

The division’s major projects remain the same as our previous submission from 2013 to 2016 with the following exceptions:

- Ecole Elementaire Ardrossan Elementary has been removed from the 3-year capital plan due to approval of a modernization for that facility. With the announcement of modernization of Ecole Elementaire Ardrossan Elementary, this moves Wye School up into the 3-year plan.
- New K-9 school has been removed from the three (3) year plan due to the Alberta Government’s announcement of a new school in Fort Saskatchewan.

The submission of priorities is set out in formats prescribed by Alberta Education. Attachment 1 presents top division priorities by project type. Attachment 2 presents the division priorities as they will appear in the electronic submission into BLIMS (Building and Land Inventory Management System), per the instruction from Alberta Education. Attachment 3 presents key information for each capital request, in the overall priority for the division. The attachments will be used together by Alberta Education in the province’s capital priorities initiative to assess funding approvals for the plan period.
The Plan is a carry forward of projects included in the 2013 to 2016 Three-year Capital Plan, into the new plan period and also reflects a sub-set from our ten (10) year facilities plan. Projects will be considered in the province’s 2014 fiscal budget. The Plan will be entered into BLIMS where Elk Island Public Schools (EIPS) project requests will be prioritized against all capital requests from the MASH sector (municipalities, advanced education, schools, and hospitals). The Plan will also be included in the District Education Plan submission to Alberta Education.

Three-year Capital Plan

The projects being put forward to Alberta Education are essential needs for the division, yet there is no guarantee that funding will be forthcoming to support the Plan as proposed. EIPS continues to seek creative and innovative solutions to best meet the needs of students and to effectively and efficiently utilize school space. Schools must live within their current facilities until funding becomes available. Facility Services will be challenged to best use the Plant Operations and Maintenance funding to maintain building infrastructure and the Infrastructure Maintenance and Renewal program funding to replace aging and failing building components.

Justification

The Plan represents the highest needs and priorities for EIPS.

Attachments
Attachment #1 – 2014/15 to 2016/17 Three-year Capital Plan – by project type
Attachment #2 – 2014/15 to 2016/17 Three-year Capital Plan – by BLIMS type
Attachment #3 – 2014/15 to 2016/17 Three-year Capital Plan – project profiles

Submitted to: Board of Trustees Date: February 20, 2014
### Lease support:

<table>
<thead>
<tr>
<th>Priority</th>
<th>School/Location</th>
<th>Leaseable Area (sq. m.)</th>
<th>Estimated Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Strathcona Christian Academy Elementary, Sherwood Park</td>
<td>4,494</td>
<td>$445,920</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Strathcona Christian Academy Secondary, Sherwood Park</td>
<td>5,283</td>
<td>$221,572</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>9,777</strong></td>
<td><strong>$667,492</strong></td>
<td></td>
</tr>
</tbody>
</table>

### New/Replacement Schools:

<table>
<thead>
<tr>
<th>Priority</th>
<th>School/Location</th>
<th>Area (sq. m.)</th>
<th>Estimated Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>New K-9 School, Sherwood Park</td>
<td>5,817</td>
<td>$16,920,199</td>
<td>3</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>5,817</strong></td>
<td><strong>$16,920,199</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Modernization:

<table>
<thead>
<tr>
<th>Priority</th>
<th>School/Location</th>
<th>Area (sq. m.)</th>
<th>Estimated Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Sherwood Heights Junior High (modernization and addition), Sherwood Park</td>
<td>7,094</td>
<td>$13,478,600</td>
<td>4</td>
</tr>
<tr>
<td>5</td>
<td>Wye School Modernization</td>
<td>3,645</td>
<td>$6,925,300</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>10,739</strong></td>
<td><strong>$20,403,900</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**

1. Leasable area and amount reflect a full year of operation.
2. Leasable area and amount reflect a full year of operation. 2013/14 dollar amount was reduced to $162,000.
3. Area reflects initial capacity of 900. Estimated cost includes construction, professional fees, project expenses, F & E, and CTS expenses, based on 2012 costs.
4. Reflects modernization of the School with the addition of a gym. Estimated costs based on 2012 costing.
## 2014/15 to 2016/17 Three-year Capital Plan – by BLIMS type

<table>
<thead>
<tr>
<th>Electronic Entry</th>
<th>BLIMS Type</th>
<th>School/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lease</td>
<td>Strathcona Christian Academy Elementary, Sherwood Park – Sherwood Park Alliance Church</td>
</tr>
<tr>
<td>2</td>
<td>Lease</td>
<td>Strathcona Christian Academy Secondary, Sherwood Park – Sherwood Park Alliance Church</td>
</tr>
<tr>
<td>3</td>
<td>New School</td>
<td>New Kindergarten to Grade 9, Sherwood Park</td>
</tr>
<tr>
<td>4</td>
<td>Modernization/Addition</td>
<td>Sherwood Heights Junior High (modernization/new gym), Sherwood Park</td>
</tr>
<tr>
<td>5</td>
<td>Modernization/Addition</td>
<td>Wye School, (modernization/new gym/increase floor area) Strathcona County</td>
</tr>
</tbody>
</table>
### School Name/Location:
Strathcona Christian Academy Elementary, Sherwood Park

### Type/Grade Configuration:
Alternative Christian – Kindergarten to Grade 6

### Capacity:
579

### Scope of Project:
Lease Support

<table>
<thead>
<tr>
<th>Year</th>
<th>Leased Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/09</td>
<td>464</td>
</tr>
<tr>
<td>09/10</td>
<td>505</td>
</tr>
<tr>
<td>10/11</td>
<td>505</td>
</tr>
<tr>
<td>11/12</td>
<td>568</td>
</tr>
<tr>
<td>12/13</td>
<td>535</td>
</tr>
</tbody>
</table>

### Rationale:
The expansion of the Strathcona Christian Academy campus was completed in 2007/08 with the opening of the elementary school. The lease support provides for the leasing of 4,494 square meters of space from the Sherwood Park Alliance Church Society for this alternative Christian program.

---

### School Name/Location:
Strathcona Christian Academy Secondary, Sherwood Park

### Type/Grade Configuration:
Alternative Christian, Grade 7 to grade 12

### Capacity:
613

### Scope of Project:
Lease Support

<table>
<thead>
<tr>
<th>Year</th>
<th>Leased Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/07</td>
<td>546</td>
</tr>
<tr>
<td>07/08</td>
<td>576</td>
</tr>
<tr>
<td>08/09</td>
<td>574</td>
</tr>
<tr>
<td>09/10</td>
<td>568</td>
</tr>
<tr>
<td>10/11</td>
<td>535</td>
</tr>
</tbody>
</table>

### Rationale:
Provides for the leasing of 5,283 square meters at the Sherwood Park Alliance Church. Transition of grades and students to the new Strathcona Christian Academy Elementary, was completed in 2007/08, resulting in a reduction in the leasable area from the...
previous 6,694 square meters.

Attachment 3 con’t.

<table>
<thead>
<tr>
<th>School Name/Location:</th>
<th>New School, Sherwood Park</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type/Grade Configuration:</td>
<td>Kindergarten to Grade 9</td>
</tr>
<tr>
<td>Capacity:</td>
<td>Core School of 900</td>
</tr>
<tr>
<td>Scope of Project:</td>
<td>New School</td>
</tr>
<tr>
<td>Rationale:</td>
<td></td>
</tr>
</tbody>
</table>

Sherwood Park is in the urban growth area of Strathcona County, with the primary housing growth area being north of Baseline Road. EIPS currently has only one (1) K-9 school (Lakeland Ridge) north of Baseline Road. Capacity of Lakeland Ridge is 861 (as per ACU report) with a current enrolment of 769.

All projections indicate that Sherwood Park and school enrolments will continue to grow. According to Baragar data, the Sherwood Park 2013 enrolment is at 6,267 for K-9 and by the year 2016 will be 6,659 for K-9 (approx. 6.3% increase). With the current utilization rates for K-9 being extremely high, there are not many options even with boundary changes.

Urban Sherwood Park has a utilization rate of 99% (2013/14 ACU) overall and is forecasted to grow. The high rate makes it difficult to address community expectations for division and alternative programs to meet students’ needs. The 2013/14 ACU report indicated the following situation for K-9:

- Pine Street Elementary at 118% utilization
- Brentwood Elementary at 106% utilization
- Wes Hosford Elementary at 104% utilization
- F.R. Haythorne Junior High at 98% utilization
- Glen Allan Elementary at 105% utilization
- Woodbridge Farms Elementary at 101% utilization
- Strathcona Christian Academy Elementary at 97% utilization
- École Campbelltown at 101% utilization
- Clover Bar Junior High at 87% utilization
- Mills Haven Elementary at 92% utilization
- Strathcona Christian Academy Secondary at 87% utilization
- Lakeland Ridge at 89% utilization
- Sherwood Heights at 75%
- Westboro at 93%

A new nine-hundred (900) capacity school is required within the Sherwood Park sector preferably by the year 2017 and in the subdivision of Summerwood (northeast sector of Sherwood Park, between Baseline Road and Highway 16) to accommodate the growing needs of the community and provide relief for the already teeming schools.
School Name/Location: Sherwood Heights Junior High, Sherwood Park
Type/Grade Configuration: Grades 7 to 9
Capacity: 690
Scope of Project: Modernization/Gymnasium Addition

<table>
<thead>
<tr>
<th>Enrollment Trends:</th>
<th>History</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/10</td>
<td>431</td>
<td>13/14</td>
</tr>
<tr>
<td>10/11</td>
<td>466</td>
<td></td>
</tr>
<tr>
<td>11/12</td>
<td>449</td>
<td></td>
</tr>
<tr>
<td>12/13</td>
<td>475</td>
<td></td>
</tr>
</tbody>
</table>

Rationale: The condition assessment conducted by the Alberta Government identifies that the infrastructure is in poor condition. Specifically, the mechanical systems were noted as “requiring immediate attention.” The electrical systems are dated and at full capacity with no option to expand current systems. The 1958, 1959, and 1985 sections are in need of modernization and are inadequate to accommodate programs. An additional gym is required as the current gym is undersized.
**School Name/Location:** Wye School, Strathcona County  
**Type/Grade Configuration:** K - 6  
**Capacity:** 424  
**Scope of Project:** Modernization  
**Enrollment Trends:**

<table>
<thead>
<tr>
<th>Year</th>
<th>History</th>
<th>Current</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/10</td>
<td>390</td>
<td>13/14</td>
</tr>
<tr>
<td>10/11</td>
<td>403</td>
<td></td>
</tr>
<tr>
<td>11/12</td>
<td>426</td>
<td></td>
</tr>
<tr>
<td>12/13</td>
<td>434</td>
<td></td>
</tr>
</tbody>
</table>

**Rationale:**
The facility was built in 1954 and has had very few upgrades over the decades. The school has original millwork and asbestos flooring in all classrooms. The mechanical systems are original and have gone beyond their life cycle. The electrical systems are aged and at capacity. The gym is very small and cannot accommodate any school functions. The 2012/13 ACU shows an enrolment of 436 with a capacity of 424 (103% utilization rate). Due to the student enrolment, the water closet restrictions will only permit us to add one (1) additional modular to the site. The current modulars are of 1974 vintage and have exceeded their life cycle. Existing parking is at a premium and parents have to park along the country road in front of the school to pick up and drop off students. The septic system is original and was designed for 150 students, 60 years ago.
 TERMS OF REFERENCE TRANSPORTATION COMMITTEE

RECOMMENDATION:

That the Board of Trustees approve the Transportation Committee Terms of Reference; and That the Terms of Reference be added to Board Policy 8 – Board Committees.

BACKGROUND:

The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the School Act.

DISCUSSION:

At the November 20, 2013 Board Meeting a Transportation Committee was approved. The Committee met on January 27, 2014 and formulated proposed Terms of Reference for consideration and approval by the Board. Following Board approval the Terms will become part of Board Policy 8 – Board Committees.

Terms of Reference – Transportation Committee

Purpose:

- To identify information and issues that need to go to the Board
- Ensure policy and practices are in compliance with the Regulations
- Be informed on the contractors’ contracts
- Review all student transportation fees
- Identify additions/changes/deletions of the Transportation Policy to the Board
- Make recommendations for advocacy direction from the Board

Membership: Two Board Trustees, Associate Superintendent of Instructional Services, Director of Student Transportation, and a recording secretary.

Power and duties: Advise and make recommendations to the Board.

Meeting frequency: Minimum of three meetings per year: Early in the school year, mid-term, when the budget is released, and as needed.

PRESENTED TO: Board of Trustees                Date: February 20, 2014
Student Transportation Update

Recommendation

THAT the Board receive the Student Transportation Update Report for information.

Background:

- Cost of Diesel fuel continues to rise. Currently diesel fuel is $1.35 per litre. The cost of fuel is impacting the Transportation budget as fuel is paid to the contractors based on the price of fuel on the 1st of each month.

- Route planning for the 2014/2015 School Year has started. We will complete an optimization to ensure equipment and routes are running at optimum efficiency. The boundary changes as a result of the EIPS boundary reviews in Urban Sherwood Park and Rural Strathcona will also be incorporated into routing changes.

- Parents will receive tentative bus schedules and invoices in April for the 2014/2015 School year.

- Current bus contracts end June of 2014. We will be tendering out our contracts as per the guidelines provided by the Alberta Government. A meeting advising all current Bus Contractors of the process will be held on February 27th at 10:00 a.m. in the Board Room.

- The Student Transportation Association of Alberta (STAA) has asked the Government to proclaim the first Monday in May of each year to be Bus Driver Appreciation Day.

- Alberta Education has formed a Regulatory Review Committee to assess and recommend changes to the current Student Transportation Regulations. Some of the regulations asked to be reviewed were the current 2.4 km walk distance as well as Student Transportation fees.

- The STAA sent a letter to the Minister of Education and Finance asking that the Fuel Contingency funding be reinstated for the 2014/2015 School Year.

Submitted to: Board of Trustees

Date: February 20, 2014
Administrative Procedure 521
Employee Business Expenses – Annual Review of Mileage Rate

Recommendation
That the Board of Trustees receive for information the report on the annual review of the mileage rate for employee business expense claims.

Background
Administrative Procedure 521 – Employee Business Expenses requires Financial Services to review the mileage rate on an annual basis, at the beginning of the new tax year, to ensure it is reasonable compared to the Canada Revenue Agency (CRA).

The EIPS current mileage rate is $0.53 per kilometre.

The CRA reasonable allowance for 2013 and 2014 is $0.54 per kilometre. This is the maximum allowance employers can provide before needing to withhold statutory deductions. For employees, this rate will not require them to include this allowance as income on their personal tax return.

Based on this information, the EIPS rate will remain at $0.53 per kilometre, which is just below the CRA suggested allowance, until the next annual review in February 2015.

Communication Plan
Following communication to the Board of Trustees, the information will be communicated to all EIPS employees.
TRANSPORTATION COMMITTEE

RECOMMENDATION:

That the Board of Trustees receive the report from the Transportation Committee meeting held January 27, 2014 for information.

MEETING HIGHLIGHTS:

1. Terms of reference
2. Government funding – advocacy letter from the Board
3. Contract renewals
4. County of Strathcona meetings

PRESENTED TO: Board of Trustees February 20, 2014
C2 COMMITTEE

RECOMMENDATION:
That the Board of Trustees receive the report from the C2 Committee meeting held January 28, 2014 for information.

MEETING HIGHLIGHTS:
1. Communication plan
2. Increasing teacher efficacy
3. Communication concerns expressed in the survey

PRESENTED TO: Board of Trustees February 20, 2014