

April 6, 2017

Call to Order

The regular meeting of the Board of Trustees of the Wolf Creek School Division No. 72 was called to order by the chair at 9:00 a.m. in the Learning Centre of the Ponoka office.

Present

Chair: L. Jess; Trustees: T. Bratland, P. Hansen, B. Huff, D. Peterson, B. Walker; Superintendent of Schools: J. Lovell; Assistant Superintendent of Schools: C. Throsteinson; Secretary Treasurer: J. Henderson; Director of People Services: A. Lovell; Assistant Secretary Treasurer: R. Hall; Recording Secretary: J. Haines

Agenda Item 1.2 - Treaty Six Land Agreement Acknowledgement

Chair Jess recited the Treaty Six Land Agreement Acknowledgement.

Agenda Item 2.0 - In Camera

98.17
Meeting of the
Whole

Moved by B. Walker that the Board hold a meeting of the whole with all persons excluded except Mr. Lovell, Mrs. Thorsteinson, Mr. Henderson, Mr. Hall, Mrs. Lovell, and Mrs. Haines.

Carried Unanimously.

Mrs. Thorsteinson and Mrs. Lovell withdrew from the meeting.

99.17
Open Meeting

Moved by P. Hansen that the Board revert to an open meeting.

Carried Unanimously.

Agenda Item 1.1 - Adopt Agenda

100.17
Adopt Agenda

Moved by D. Peterson that the agenda for the April 6, 2017 regular Board Meeting be adopted as follows:

1. Call to Order
 - 1.1 Treaty Six Land Agreement Acknowledgement
 - 1.2. Adopt Agenda
2. In Camera
3. Appointments
 - 3.1 10:15 a.m. Jacquie Hansen - Alberta School Councils Association
 - 3.2 1:00 p.m. Budget Presentation / Discussion
4. Superintendent's Report
5. Action Items
 - 5.1 Additions to the Agenda
 - 5.2 Minutes 03.16.17
 - 5.3 WCPS Friends of Education Award
 - 5.4 Crestomere School Tour
 - 5.5 Non Resident Tuition Fee
 - 5.6 Base Calendar - Policy 19 School Calendar Guiding Principles
 - 5.8 Recall Motions for Home Education School Code
 - 5.9 FNMI Education Gathering Event - April 26-28, 2017
 - 5.10 RDC Career Expo April 27, 2017
 - 5.11 Student Voice
 - 5.12 Imagine Canada Invitation - April 24, 2017
 - 5.13 Meeting Dates with Red Deer Catholic Regional Schools
 - 5.14 Teachers Building Leaders Awards
6. Trustee Reports
7. Information Items
 - 7.1 ASBA Zone 4



- 7.2 PSBAA
- 7.3 Board Highlights
- 7.4 Fiscal Monitoring
- 7.5 Consultations on Bill 1 Regulations
- 7.6 Update - Meeting with Mayor Christie and STARS
- 7.7 Board Policy 22

Carried Unanimously.

Appointments

Mrs. Jacquie Hansen entered the meeting.

Agenda Item 3.1 - 10:15 a.m. Jacquie Hansen - Alberta School Councils Association

Mrs. Jacquie Hansen, Executive Director, Alberta School Councils Association, presented on the structure and functioning of the Alberta School Councils Association.

Mrs. Hansen withdrew from the meeting.

Superintendent's Report

Mr. Lovell spoke to the attached report.

Action Items

Agenda Item 5.1 - Additions to the Agenda

101.17
Addition to the
Agenda

Moved by P. Hansen that the Board approve the addition of Agenda Item 5.15 - Teacher Advisory Group Meeting to the agenda.

Carried Unanimously.

Agenda Item 5.2 - Minutes 03.16.17

102.17
March 16, 2017
Minutes Accepted

Moved by D. Peterson that the minutes of March 16, 2017 be accepted as presented.

Carried Unanimously.

Agenda Item 5.3 - WCPS Friends of Education Award

103.17
WCPS Friends of
Education Award to
Burman University

Moved by P. Hansen that the Board accept the nomination of Burman University as the recipient of the Wolf Creek Public Schools Friends of Education Award to be presented at the 2017 Retirement and Recognition Banquet.

Carried Unanimously.

Agenda Item 5.4 - Crestomere School Tour

No action taken.

Agenda Item 5.5 - Non Resident Tuition Fee

104.17
Non Resident Tuition
Fee Set for 2017-
2018

Moved by B. Huff that the Board set the Non Resident Tuition Fee at \$12,935.00 for the 2017-2018 school year.

Carried Unanimously.



Agenda Item 5.6 - Base Calendar - Policy 19 School Year Guiding Principles

105.17
Addition to Policy 19

Moved by B. Huff that the Board amend Policy 19 to reflect "*K. Collaboration - Prior to board review of the calendar, the ATA Local #3 Executive will be provided with an opportunity to review and provide feedback to the Superintendent.*"

Carried Unanimously.

Agenda Item 5.7 - Recall Motions for Home Education School Code

106.17
Rescind Motion 92.17

Moved by B. Huff that the Board rescind motion 92.17

Carried Unanimously.

107.17
Request Alberta
Education to
Reinstate Code 4321
to Home Education

Moved by B. Huff that the Board direct the Superintendent to request Alberta Education to reinstate school code 4321 as the Wolf Creek Public Schools Home Education Program code.

Carried.

108.17
Superintendent to
Apply for Summer
School Program Code

Moved by D. Peterson that the Board direct the Superintendent to apply for a Summer School Program code from Alberta Education.

Carried Unanimously.

Agenda Item 5.8 - Budget Meeting Date

109.17
Budget Meeting April
10, 2017

Moved by P. Hansen that the Board hold a Budget Meeting April 10, 2017 beginning at 4:30 p.m. in the Learning Centre of the Division Office.

Carried Unanimously.

Agenda Item 5.9 - FNMI Education Gathering Event April 26-28, 2017

It was the consensus of the Board to treat this conference as a Conference of Choice should trustees wish to attend.

Agenda Item 5.10 - RDC Career Expo April 27, 2017

110.17
Authorize Trustee to
Attend RDC Career
Expo

Moved by P. Hansen that the Board authorize the attendance of Trustee Huff as representative of Wolf Creek Public Schools at the RDC Career Expo, April 27, 2017.

Carried Unanimously.

Agenda Item 5.11 - Student Voice

111.17
Student Voice
Committee Meeting
& PR Committee
Meeting

Moved by B. Huff that the Student Voice Committee hold a meeting May 9, 2017 beginning at 9:00 a.m. with the PR Committee meeting to follow.

Carried Unanimously.

Agenda Item 5.12 - Imagine Canada Invitation - April 24, 2017

112.17
Authorize Trustee to
Attend Imagine
Canada Celebration

Moved by D. Peterson that the Board authorize the attendance of Trustee Huff to the Imagine Canada celebration April 24, 2017.

Carried Unanimously.

Agenda Item 5.13 - Meeting Dates with Red Deer Catholic School Board

113.17
Provide Dates for
Meeting with Red
Deer Catholic
Regional School

Moved by D. Peterson that the Board provide dates of either May 8 or 11, 2017 to meet with the Red Deer Catholic Regional School Board.

Carried Unanimously.



Agenda Item 5.14 - Teachers Building Leaders Awards

No action taken.

Agenda Item 5.15 - Teacher Advisory Group Meeting

114.17
Trustee Authorized to
Attend TAG Meeting

Moved by B. Walker that the Board authorize Trustee Peterson to attend the Teacher Advisory Group meeting April 12, 2017.

Carried Unanimously.

Agenda Item 6.1 – 7.3 were presented for information.

The Board recessed for lunch at 1:00 p.m. and reconvened at 1:20 p.m. with the following persons in attendance:

Chair: L. Jess; Trustees: T. Bratland, P. Hansen, B. Huff, D. Peterson, B. Walker; Superintendent of Schools: J. Lovell; Secretary Treasurer: J. Henderson; Assistant Secretary Treasurer: R. Hall; Recording Secretary: J. Haines

Appointments

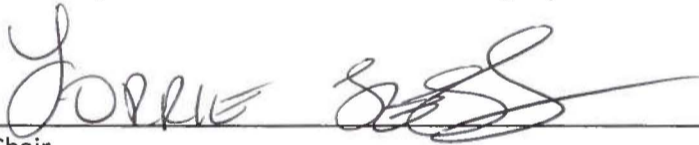
Agenda Item 3.2 - Budget Presentation

Mr. Lovell and Mr. Hall presented an overview of the preliminary budget information for comment and feedback discussion.

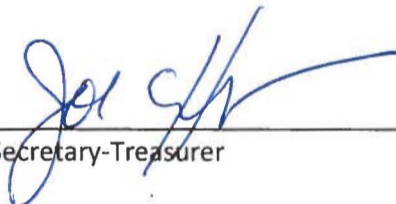
Adjournment

115.17
Meeting Adjourned

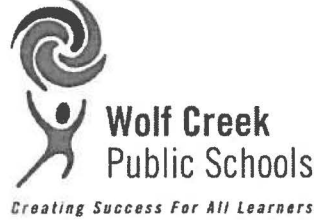
Moved by P. Hansen that the board meeting adjourn. Time 3:35 p.m.



Chair



Secretary-Treasurer



SUPERINTENDENT'S REPORT
Office of the Superintendent
for
April 6, 2017

Summer School Update

Plans continue to be put in place for the new Summer School program. Korey Von Kuster was recently hired as the new Principal and Tracy Nikolai was recently hired as the new Administrative Assistant. Teachers are being interviewed this week as the educational program needs are identified through the registration process that is underway. The program is being promoted across all Wolf Creek schools and throughout Central Alberta via posters, newspapers, radio and websites. More info can be found at www.wolfcreek.ab.ca/summer

April Diploma Exams

Diploma exams are being written by over 200 students across WCPS in April. This is significantly higher than last spring where about 45 students were supported. The number of students that are writing at various times of the school year has been increasing as students choose to complete courses sooner or participate in credit recovery and complete Diploma Rewrites. Staff from Learning Services and Technology Services are supporting these exams and will soon be preparing to support final exams in June. Significant preparation and supports are put into place for each exam section during the year.

Kindergarten Task Force

Committee members met again this past week and are finalizing some recommendations for the Superintendent to review in early April. The discussions have been excellent as committee members discussed instructional and assessment supports that tie into early years programming. The recommendations will be shared with the board later this spring.

Literacy Supports - Leveled Literacy Intervention (LLI)

Almost 30 teachers from across WCPS will be participating a two day training event held by WCPS through a partnership with CARC. This training day will be held April 27 & 28 and will focus on introducing K-3 teachers to LLI that have not been already inserviced with this literacy intervention.

School Based Literacy Supports

Learning Coaches and Learning Services team members continue to work with schools in utilizing Scholastic and Pearson literacy resources as well as complete Fountas and Pinnell assessments to measure growth in literacy development. We also continue to work with Burman University on a literacy partnership intervention project that is taking place at École Lacombe Upper Elementary School.

Career and Technology Foundations (CTF) Support

Learning Services team members are continuing to meet with school principals in schools where CTF is being implemented this fall from Grade 5-9. This curricular program is part of the Ministry's mandate to help students build their understanding of the world around them as they identify and apply career and life skills. CTF also supports the development of numeracy, literacy and competencies for student-focused learning opportunities. Many of our schools are also utilizing community partnerships with local businesses, careers and guest speakers to be involved in the program delivery. More information can be found around CTF at:

<https://education.alberta.ca/career-and-technology-foundations/program-of-studies/>

Bright Futures Play Academy (BFPA)

Soon, there will be community events held across WCPS promoting our pre-kindergarten program with Bright Futures Play Academy. These community events also involve our partner agencies such as Parent Link, the Early Years Coalition and paraprofessionals such as speech pathologists to provide information to parents about supporting literacy development. Recently an article in the Blackfalds Life reported on this community partnership. It is linked below.

<https://blackfaldslife.com/2017/03/wolf-creeks-bright-futures-has-parent-sessions/>

We currently have some very full programs with over 25 families on waiting lists due to the early registrations in some communities, particularly in Blackfalds. We now have nearly 300 children registered for fall pre-kindergarten programming across WCPS. We continue to receive so many positive comments about this program from parents on a regular basis. As per the board's motion earlier this year, Learning Services has explored potential expansion of BFPA in other schools. School administration within the communities of Crestomere, Clive and Blackfalds have discussed expansion opportunities to gather input. These communities are eager to see expansion of BFPA and have support from their community partners should the board wish to expand the program.

Dual Credit and Post Secondary Partnerships

Wolf Creek continues to explore dual credit opportunities and partnerships across Alberta for our High School students to participate in to further expand their learning. More detailed information on these partnerships and the opportunity for WCPS students will be shared with the board shortly as these details are finalized as part of our spring planning. Partnerships with Red Deer College are being discussed in a number of business and trades areas. Of



particular interest is an exciting new partnership with Oil Industry Partners and Northern Lights School Division on Rig Training. Details on this partnership are further [described in this link](#).

Library Advisory Committee

The committee members of the Library Advisory Committee have a busy month ahead with several school tours on April 11 and a meeting on April 24. Further work is planned for May including attendance at CARC's Learning Commons Conference to learn more about how we can program and support students in our libraries across WCPS.

Educational Assistant Advisory Group

The next session of the Educational Assistant Advisory Group will take place on Friday, April 7, 2017. The group will meet at the Lacombe Memorial Centre from 9 a.m. to 3:30 p.m. The agenda will highlight the Impact Assessment Process, EA Roles / Rubric, EA Guidelines, and a follow-up from the communication document that was part of the January 27 session.

Aspiring Leaders- Influencer Training

On May 8 & 9 the Aspiring Leaders Cohort will participate in Influencer Training with the Zone 4 Aspiring Leaders group. Influencer is a Vital Smarts Training that teaches participants to diagnose behaviour using six sources of influence. It teaches participants how to respond and influence behaviour to help others. The session will be held in Red Deer and facilitated by Corrine Thorsteinson.

ACE Plan Review

The Superintendents' Team and members of the Division Office Support Team will be reviewing School ACE Plans on June 13, 15 and 16th. A schedule for ACE Review meetings at Division Office or by Google Hangout along with some guiding questions will be sent at a later date to schools who will have an opportunity to report on their progress in 16-17 towards their school goals that align with the WCPS Three Year Plan.

Leadership Practices Inventory (LPI) Feedback Tool for School Administrators

All school administrators will administer the LPI 360 in either the 16/17 School Year or the 17/18 School Year for follow up feedback from the goals they set based on last year's administration of the LPI. Administrators will share this survey with their teachers and support staff to seek feedback on the frequency of 35 observable behaviours in five leadership practices.

Teachers Advising and Guiding (TAG) Meeting

The second TAG meeting of this school year will take place on April 12. TAG is designed to bring teachers together twice a year to meet with WCPS' Superintendent and other senior leaders.

These meetings focus on discussing challenges or areas requiring clarity while providing engaging learning experiences to strengthen our focus and direction.



The two focus areas for this meeting include an overview and feedback on our goals and strategies relating to First Nations, Metis and Inuit student success and a review of the draft Teaching Standards.

Inclusive Learning Services - Local Data

ILS Department has been providing Administrators and Inclusion Coaches with up to date data on Individual Program Plan (IPP) Goal Completion. This is a local data set that we are collecting in WCPS for the first time to monitor how ALL our students are doing across the system. The response from Schools has been excellent in that it continues to surface the progress our students are making. The Administrators and Inclusion Coaches also use this data to monitor their school goals and ensure appropriate programming is in place for students with IPP Goals.

Inclusion Coach Update

Inclusion Coaches have met once a month throughout the year. Their last meeting was on March 14th. This group has been extremely busy supporting our diverse students and building capacity with teachers and support staff. To continue to build their tool kit, the Inclusion Coaches have had a variety of professional development opportunities including being able to partner and spend some time learning from each other. At their past meeting coaches shared their visits at schools across the division and highlighted collaboration opportunities and new learning. They also had additional inservicing in the areas of: Executive Functioning, Level B assessment protocol, PODD communication (communication books supporting students who have limited verbal communication abilities), and explored of relevant websites that house tools to support their students and staff. The Inclusion Coaches are an integral part of the Intervention and their connectedness between the Intervention team and ILS has helped bridge supports for our most complex students.

FNMI Resources for Librarians

Curriculum Redesign is underway across the province. There is a strong focus on First Nations, Métis, and Inuit content and a commitment to reflect the importance of engaging all students and teachers to learn alongside each other in the spirit of respecting diversity and honouring commitments made to our First Nations, Métis, and Inuit communities.

In order to meet the needs of learners in WCPS, Teacher Librarians/Librarians must have the opportunity to build understanding and review resources that are appropriate for First Nations, Métis, and Inuit content and curricular connect.

WCPS is proposing to host a Librarian Conference in the Fall in conjunction with Wetaskiwin Public Schools and CARC. The day will focus on cultural activities and authorized resources. More information will follow as specifics become available.

FNMI Cohort Expansion

Many of you aware of the FNMI Task Force Cohort in the Ponoka sector, and the great success we have had building capacity with this group. The Task Force consists of teachers from all



three Ponoka schools, Elders, and a SSW representative. They meet each month and focus on First Nation, Metis, and Inuit History, Culture, and Instructional Strategies.

We are thrilled with the professional development opportunities that the FNMI cohort provides for their school sites, and feel this is an integral part of ensuring staff members are prepared to meet Alberta Education's fundamental goal of inspiring all students to achieve success and fulfillment, and reach their full potential.

School Social Work/FSLW

March is National Social Work Month. We would like to acknowledge the hard work and dedication of our WCPS Social Workers/FSLW's. Social Workers' greatest strength and greatest responsibility is the Power to Empower: from helping communities organize and move through change, to planning and delivering social programs, as well as responding to crisis on the front lines, social workers promote mental health, support families, and engage with communities. We are grateful for the support they provide for WCPS Students.

School Resource Officer

The SRO Guide is currently being created through collaboration between Amber and Barb, Lacombe Police Service, RCMP, and School Admin representatives from each SRO area. The plan is to have a final draft that can be shared with all School Administrators at their June Administrator meeting.

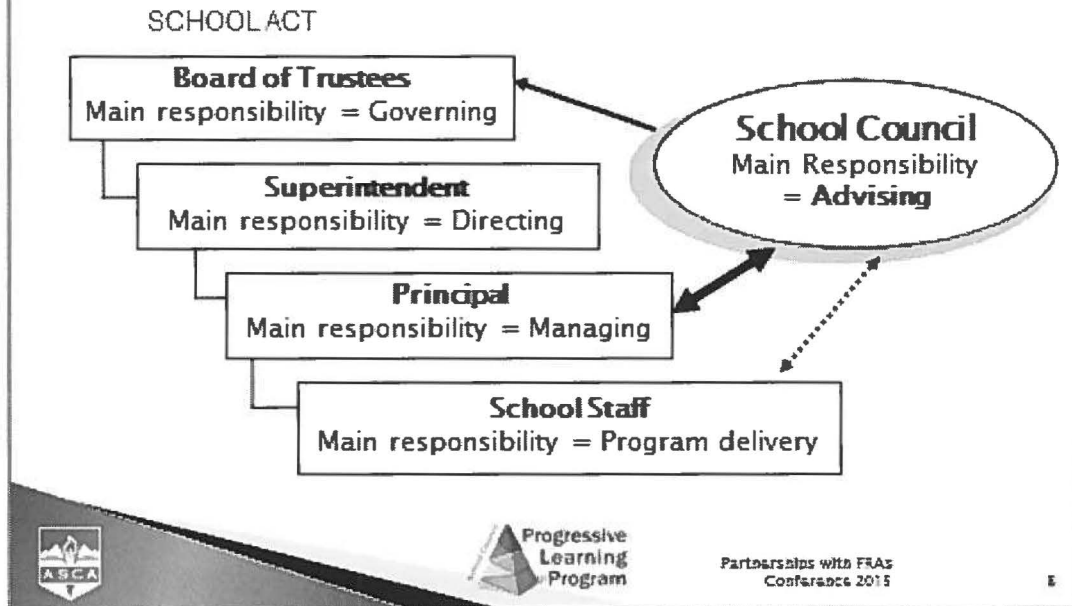
Cst. Jackie Tessel, Ponoka RCMP SRO, will now be serving Mecca Glen school in addition to the Ponoka Schools and Crestomere.

Mental Health First Aid

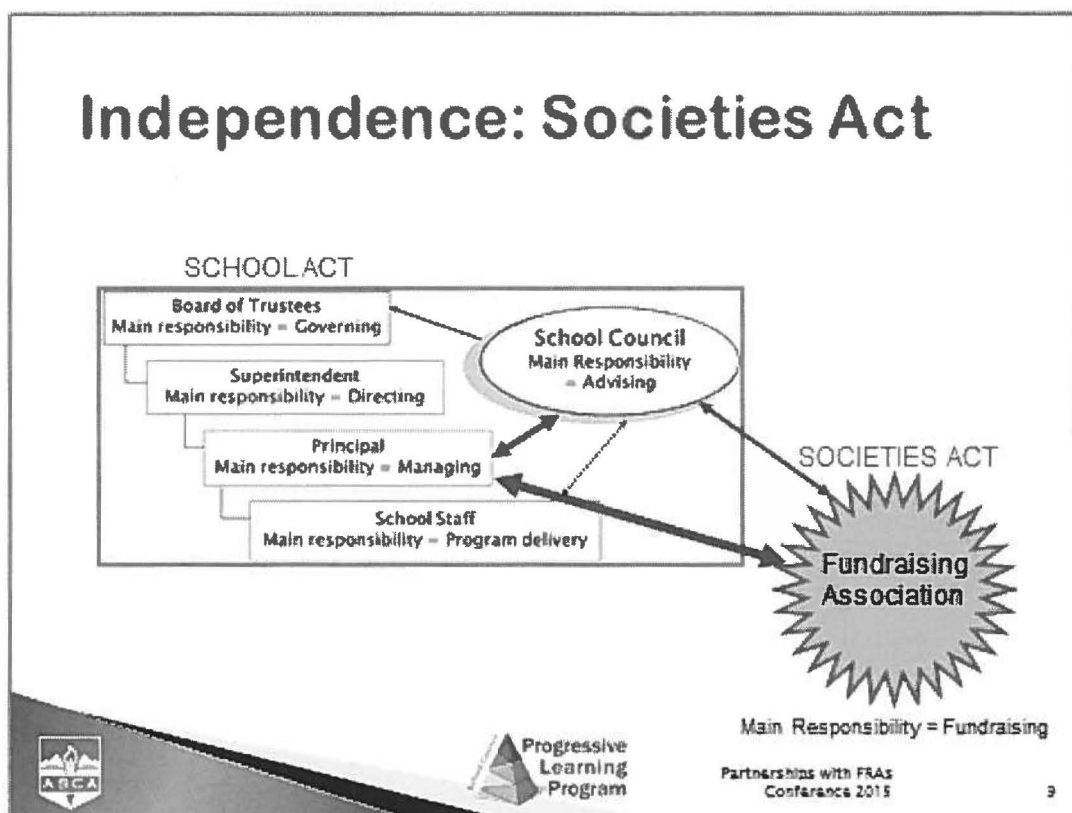
A total of 50 Administrative Assistants and Educational Assistants have recently been trained in Mental Health First Aid!



Interdependence: School Act



Independence: Societies Act



School Council & Fundraising Association Existence and Comparison

School Council: Advisory body given its authority to exist through the School Act.

School councils are collective associations of parents, teachers, secondary students, principals, staff and community representative(s) who work together to effectively support and enhance student learning. They provide one means for members of the school community to provide advice and consult with the principal and to advise the board or the charter board.

School councils were created in 1995 and established under the *School Act*. School councils are mandatory for all schools in the public education system, including charter schools. Their purpose is to be advisory to the principal and the board respecting matters related to the school.

School Councils may:

- advise the principal and the board respecting any matter relating to the school,
- perform any duty or function delegated to it by the board in accordance with the delegation,
- consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister,
- consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and
- do anything it is authorized under the (*School Councils*) regulations (113/2007) to do.

Source: Alberta School Act (Section 22); School Councils' Regulation 113/2007; Alberta School Councils' Association

Society: Incorporated entity given its authority to exist through the Societies Act.

A society is an independent legal entity, a corporate 'person' that exists separate and apart from its members. Because of this, the members cannot be held personally responsible for the debts of the society. However, the Directors (elected "decision makers") can be personally named, and held personally responsible, in any litigation involving the Society. Societies are not covered by any insurance policies other than those they purchase themselves.

Societies are similar to non-profit companies, and **must direct any profits back into fulfilling the objectives of the organization.**

Societies can:

- buy, sell and own property, including land
- enter into contracts
- sue others
- be sued

Societies can't

- issue shares
- declare dividends for members
- distribute property among the members during the lifetime of the society

Source: <http://www.servicealberta.ca/Societies.cfm> ; Alberta School Councils' Association



SCHOOL ACT – SECTION 22

Revised Statutes of Alberta 2000 Chapter S-3

Current as of October 1, 2005

School Council

- 22 (1)** A school council shall be established in accordance with the regulations for each school operated by a board.
- (2) The majority of the members of a school council shall be parents of students enrolled in the school.
- (3) A board of a separate school district or a division made up only of separate school districts, by resolution, may require that the parents of students enrolled in a school operated by the board who are members of the school council must also be of the same faith as those who established the separate school districts, whether Protestant or Roman Catholic.
- (4) A school council may, at its discretion,
- (a) advise the principal and the board respecting any matter relating to the school,
 - (b) perform any duty or function delegated to it by the board in accordance with the delegation,
 - (c) consult with the principal so that the principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister,
 - (d) consult with the principal so that the principal may ensure that the fiscal management of the school is in accordance with the requirements of the board and the superintendent, and
 - (e) do anything it is authorized under the regulations to do.
- (5) Subject to the regulations, a school council may make and implement policies in the school that the council considers necessary to carry out its functions.
- (6) A school council may make bylaws governing its meetings and the conduct of its affairs
- (7) Subject to the regulations, a board may develop and implement policies respecting school councils.
- (8) A board shall establish an appeal process or conflict resolution procedure under which the principal or the school council may apply respecting disputes on policies proposed or adopted for a school.
- (9) The Minister, on the request of the board, may dissolve a school council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with this Act and the regulations.
- (10) The Minister may make regulations
- (a) respecting the election or appointment of the members of a school council and the term or other conditions of election or appointment and the dissolution of a school council;
 - (b) respecting the roles of the principal and the school council of a school and their respective powers, duties and responsibilities;
 - (c) respecting any other matter the Minister considers necessary respecting school councils;
 - (d) exempting a school or class of schools from the application of this section.
- 1988 cS-3.1 s17;1990 c36 s6;1994 c29 s8;1995 c27 s3 Source:

Alberta School Council Resource Manual VI Alberta Home and School Councils' Association © 2006, revised 2007.



A handwritten signature in black ink, appearing to be a stylized name or initials, located in the bottom right corner of the page.

School Councils Regulation

Alberta Regulation 113/2007

School Act

SCHOOL COUNCILS REGULATION

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Definitions

In this Regulation,

- (a) "Act" means the *School Act*;
- (b) "board" has the meaning given to it in the Act;
- (c) "establishment meeting" means a meeting to be held under section 2 to establish a school council;
- (d) "executive" means the executive of a school council;
- (e) "model of governance" means the process and structure used by a school council to make decisions regarding its business and affairs;
- (f) "school community" in respect of a school means
- (i) students enrolled in the school and their parents,



- (ii) children enrolled in an Early Childhood Services program at the school and their parents,
- (iii) the school staff, and
- (iv) other persons who have an interest in the school;
- (g) "school day" means a day scheduled for the purpose of instruction, examinations or other student activities where student-teacher interaction and supervision are maintained.

School council must be established

- 2** If a school that is required to have a school council has no school council, the school must, in accordance with section 3, hold an establishment meeting within 40 school days after the start of the school year.

Notice of establishment meeting

- 3(1)** If a school is required to hold an establishment meeting, the principal must give notice to the following persons of the meeting:
- (a) a parent of each student enrolled in the school;
 - (b) a parent of each child enrolled in an Early Childhood Services program at the school;
 - (c) the school staff;
 - (d) other members of the school community who, in the principal's opinion, should be given notice.
- (2)** A notice under subsection (1) must
- (a) describe the purpose of the meeting,
 - (b) set out the time, date and location of the meeting, and
 - (c) be given at least 10 school days before the date of the meeting.
- (3)** A notice to persons referred to in subsection (1)(d) must
- (a) meet the requirements set out in subsection (2), and
 - (b) either
 - (i) be posted in 2 or more locations that are accessible to the public in the area around the school, or
 - (ii) be advertised in a publication that is circulated to the general public in the area around the school.



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Principal may establish advisory committee

- 4 If there are fewer than 5 parents in attendance at an establishment meeting or if an establishment meeting is not successful in establishing a school council, the principal may establish an advisory committee for that year to carry out one or more of the duties or functions of a school council.

Chair and secretary at establishment meeting

- 5 The principal must decide who is to act as the chair and who is to act as the secretary at an establishment meeting.

Agenda at establishment meeting

- 6(1) The persons attending an establishment meeting must
- (a) decide, subject to section 8, on the size of the school council,
 - (b) decide on the model of governance for the school council,
 - (c) decide, subject to subsection (2), on the term of office of each member of the school council,
 - (d) elect, subject to subsection (2), the initial members of the school council referred to in section 8(1)(d),
 - (e) decide, subject to section 9, on the size of the executive,
 - (f) decide on the term of office of each member of the executive, and
 - (g) elect the initial members of the executive.
- (2) For greater certainty, but without restricting the generality of subsection (1)(a), the persons attending an establishment meeting may decide that for the purposes of section 8(1)(d), the school council may include all parents of students enrolled in the school who wish to be members.

Right to vote at establishment meeting

- 7 Despite section 6, only persons who attend the establishment meeting and are
- (a) parents of students enrolled in the school, or
 - (b) parents of children enrolled in an Early Childhood Services program at the school are entitled to vote on matters raised at the meeting.

School council membership

- 8(1) A school council must include the following members:
- (a) the principal of the school;



- (b) at least one person who is a teacher at the school, elected or appointed by the teachers at the school;
 - (c) if the school includes a senior high school program, at least one person who is a student enrolled in the high school, elected or appointed by the students enrolled in the high school;
 - (d) subject to section 22(2) of the Act, parents of students enrolled in the school.
- (2) The members of a school council referred to in subsection (1) may establish a process to appoint as members of the school council one or more persons who are not parents of students enrolled in the school but who have an interest in the school.
- (3) The members of a school council referred to in subsection (1) may establish a process to appoint or elect as members of the school council one or more persons who are parents of children enrolled in an Early Childhood Services program at the school.

School council executive

- 9(1) A school council must have a chair and any other members of the executive determined by the persons attending an establishment meeting.
- (2) A parent of a student enrolled in the school must be elected chair of the executive.
- (3) Despite subsection (2), a member who is not a parent may be elected chair of the executive if no parent is willing to be nominated as chair.
- (4) Subject to subsection (2), every member of a school council is eligible to be elected as a member of the executive.

Faith of school council members

- 10 Unless a resolution has been passed under section 22(3) of the Act, the members of a school council may be of any faith

Remuneration of school council members

- 11 No member of a school council shall receive any remuneration for acting as a member of the council.

Prohibition against incorporation

- 12 No school council shall incorporate under the *Societies Act* or Part 9 of the *Companies Act*.

Responsibilities of board

- 13(1) A board must provide the school council with an opportunity to provide advice on the development of the school's
- (a) mission, vision and philosophy,



- (b) policies,
 - (c) annual education plan,
 - (d) annual results report, and
 - (e) budget.
- (2) A board must provide the school council with the school's provincial testing program results and other provincial measures and a reasonable interpretation of those results and measures.
- (3) A board must at all reasonable times allow the school council free and full access to timely and accurate information of the board that is publicly available, including board policies and minutes of board meetings.

Duty to report to the board

- 14(1) The chair of a school council must prepare and provide to the board by September 30 of each year a report
- (a) summarizing the activities of the school council in the previous school year, and
 - (b) including a financial statement relating to money handled by the school council in the previous school year, if any, and how the funds were used.
- (2) A school council must retain at the school a copy of the minutes for each meeting of the school Council and make them available to the board or the public on request.
- (3) School council must retain the minutes for each meeting of the school council for at least 7 years.

Date for first meeting of school council

- 15 For any school year, the first meeting of the school council must be held within 20 school days after the start of the school year or as specified in the bylaws of the school council.

Suspension of school council

- 16(1) If a quorum is not available for a meeting of a school council and the meeting has been re-scheduled on 2 or more occasions, the board may suspend the operation of the school council until the following year.
- (2) If the operation of a school council is suspended, the principal may establish an advisory committee to carry out one or more of the duties or functions of the school council until a new school council is established under subsection (3).
- (3) If the operation of a school council is suspended under subsection (1), a new school council must be established within 40 school days after the start of the next school year in accordance with sections 2 to 9.



Bylaws of school council

- 17(1)** Each school council may make bylaws respecting the conduct of its business and affairs including, without limitation, bylaws
- (a) respecting the calling of regular, special or annual meetings of the school council;
 - (b) subject to section 6, respecting the election of members of the school council;
 - (c) subject to section 6, respecting the election of members of the executive;
 - (d) respecting the role of the chair and other members of the executive relating to the conduct of the school council's affairs;
 - (e) respecting the number of times the school council must meet each year;
 - (f) respecting the location of school council meetings;
 - (g) respecting the number of school council members that constitutes a quorum at meetings of the school council;
 - (h) respecting a conflict resolution process for internal school council disputes.
- (2)** A Bylaw under subsection (1) does not come into force unless it is approved by a majority of
- (a) parents of students enrolled in the school, and
 - (b) parents of children enrolled in an Early Childhood Services program at the school who vote at a special meeting of the school council called for that purpose.
- (3)** The bylaws continue in force from year to year unless
- (a) they are amended at a special meeting of the school council called for that purpose, and
 - (b) the amendment is approved in accordance with subsection (2).

Fees prohibited

- 18** No school council shall be charged a fee for the use of the school or school facilities for the purpose of holding a meeting of the school council.

Exemptions

- 19** The following are exempt from the application of section 22 of the Act and this Regulation:
- (a) a school for resident students of the Government as described in section 44(7) of the Act that is provided in an institution approved by the Minister;



A handwritten signature in black ink, appearing to be a stylized 'J' or 'S' followed by a flourish.

(b) a school for students that is provided in an institution approved by the Minister.

Repeal

20 The *School Councils Regulation* (AR 171/98) is repealed.

Expiry

21 For the purpose of ensuring that this Regulation is reviewed for ongoing relevancy and necessity, with the option that it may be repassed in its present or amended from following a review, this Regulation expires on June 30, 2017.

Coming into force

22 This Regulation comes into force on July 1, 2007





Alberta School Councils' Association

School Council Growth Goal Considerations for School Districts

Parental engagement is a constant priority for school boards because parents are a district's number one supporters. By including school council growth goals in your district three year education plan, you send a clear message that parents through school council are an important partner in the learning successes of students and the overall culture of a school community.

School councils exist to provide an engagement forum for school boards to gather information, get to know parents and have some fun at the same time. School councils are legislated in the School Act and provide for a captive audience usually once/month and so are the natural place for conversation to take place. Given that school councils can tremendously impact the culture of a school community, district support to them is key. As with any position, parents on school councils should be provided the opportunity to develop in this work, have knowledge in their roles and contribute meaningfully to the school community.

The questions below are written to guide discussion at the school district level. As you look at your current school councils, their cultures and practices, you might identify one or two ways to improve and support school council effectiveness. Small changes can have lasting impact. Alberta School Councils' Association has many tools to provide support to both the district and school councils to get your school councils off in the right direction.

Questions to consider

What are the strengths that school councils bring to the district?

How many different ways do parents in your school communities participate/access the school council?

Eg. Monthly meetings, committee work, planned events, email/other communication

How does your district encourage participation on school councils?

How does your district assist principals and parents to understand their legislated roles on/with school council?

Growth Goals February, 2017

Jacquie Hansen, Executive Director ASCA

jacquieh@albertaschoolcouncils.ca (780) 451-7145

In what ways are your school councils able to interact with each other to share experiences, skill development, goals, etc.?

What kinds of opportunities are there for trustees to interact regularly with school councils?

Does your school district support and encourage school council development? Workshops, webinars, the ASCA Conference and AGM.

Does your school board celebrate the work of parents who give their time to school councils?

Have you identified any particular strategies in your 3Yed plan specifically supporting school councils?

Are you currently engaging your school councils in feedback on any of the initiatives being undertaken by Alberta Education? If yes, which ones? Eg. Inclusion, Safe and Caring, Learning Technology Policy Framework, Professional Standards, Curriculum re-design, First Nations Metis and Inuit curriculum.

Are your school councils given the opportunity to provide input into the school and district budget and/or policies? Or 3 Year Education Plan?

If so, in your opinion, is the feedback process effective, could it be improved?

If you were to identify barriers to parents participating on school councils, what might those be?

- Geography - Too far to travel
- Meetings are inconvenient
- Parents are too busy
- It's all about fundraising
- Perception that decisions are made without consultation, or that consultation is not meaningful
- Turnover of principals
- Uninviting/unwelcoming school council leadership (parents and/or principal)
- Childcare challenges
- Lack of understanding of the purpose of school councils
- Other:

Growth Goals February, 2017

Jacquie Hansen, Executive Director ASCA

jacquieh@albertaschoolcouncils.ca (780) 451-7145



Workshop series designed to enhance school council effectiveness and parent engagement in public education.

School Council Foundation Workshops

| Foundation | 1.5 hour each |
|--|---|
| Introduction | Understanding some of the language in the education community, the legislation that mandates the rights, responsibilities and choices of school councils, as well as their value and importance, is the first step to creating a meaningful, vibrant school council and school community. |
| Establishment | School council establishment must follow legislated requirements. Provided those requirements are met, school councils are permitted flexibility and choice in how they operate. Parents will make the decisions resulting in the official establishment of their school council. |
| Purpose | Understanding the legislated role of school councils including which topics/areas are open for discussion and which require caution helps to prevent tension and dysfunction within a school council and the school community. Learning how to identify the work of school councils, how to frame a "personal issue" from a school council perspective and how to broach sensitive topics is essential for new and returning members. |
| Fundraising Association Partnership Purpose | Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what, is essential. |
| Meeting Management | Meaningful school council meetings require strong leadership and clear, easy to follow processes for all participants. Having a solid <i>Agenda</i> , some simple <i>Rules of Order</i> and learning how to <i>Direct Discussion</i> will help to ensure the school council meetings are not a waste of anyone's valuable time. Every meeting participant will benefit from this workshop! |
| Tools for Effective School Councils | Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. Strategies to increase the effectiveness of school councils will be offered. |
| Productive Meetings | Productive school council meetings rely on all school council members contributing to the value and success of the school council. Understanding the role of Chair and principal, as well as the importance of meaningfully engaging other members, is vital. Use of consistent processes, expectations, ongoing documentation, evaluation and recognition are essential. |
| Building Relationships in the Education Community | Building relationships within the Education Community can help school councils to be more effective in the school community. With a focus of supporting and enhancing student learning, <i>Internal Relationships</i> are informative, collaborative, and respectful of boundaries and authorities. |
| Relationship Building in Your Local Community | School councils can build relationships with people, businesses and organizations in their community to support their work in the school. These <i>External Relationships</i> , established with a focus to support and enhance student learning, should be informative, collaborative, and respectful of boundaries and authorities. |

School Council Operation Workshops

| Operation | 2 hours each |
|-----------------------------|--|
| Mission and Vision | Mission defines the purpose of a group, the reason for being. Vision communicates that purpose through values; reveals desired outcome or ideal state. Clearly understanding and communicating the school council purpose, mission and vision is essential to engaging the school community. |
| Operating Procedures | A school council has discretion to decide what works best for them, within the context of legislation and their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution. |



Policies and Practices

School council policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include; communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation and social media.

Effective Engagement in Your School Community

School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Not easily accomplished, effective engagement means many different things. Explore what this means in your school community, and how it might be achieved.

Creating a 1 Year Plan

Meaningful involvement, recruitment and effective engagement require planning. A plan should be simple to communicate and achievable - given the time and resources available. Evaluation and potential modification are vital to the creation of ongoing plans.

School Council Expansion Workshops

Expansion 2.5 hours each

Understanding the School Results Report, Accountability Pillar and 3 Year Plan

Schools, school districts and Alberta Education have a responsibility to assess and report on the status of student success and school community satisfaction, to identify areas requiring improvement, and to implement improvement strategies. Understanding the meaning and importance of the three provincially mandated tools which guide this work will assist a school council to identify meaningful paths of participation.

Developing a 3 Year Plan

Meaningful involvement, participation and effective engagement require planning. A plan should be simple to communicate and achievable - given the time and resources available. Evaluation and potential modification are vital to ongoing development of plans.

Fundraising Association Foundation Workshops

Foundation 1.5 hour each

Fundraising Association Introduction

Incorporation of a legal society in Alberta requires specific steps. It is vital that individuals considering this action have clear understanding and knowledge relating to the society's operations and role within the school community, prior to creating this legal entity.

Fundraising Association Purpose

Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. They can choose how to raise and spend funds, but cannot compel the principal or school community to participate/accept funds. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what is essential.

Fundraising Association Operation Workshops

Operation 2 hours each

Mission, Vision and Objects of Incorporation

The mission and vision should be aligned with the *Objects of Incorporation*. The registered *Objects of Incorporation* provide the legal justification for the existence of the society. The mission defines the purpose of a group; the moral or social reason for being. Vision communicates that purpose through values; reveals desired outcome or ideal state.

Fundraising Association Bylaws

An incorporated fundraising association/society has the discretion to decide what bylaws work best for them, in keeping with the Societies Act, and within the context of their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution, bylaw changes, and dissolution.

Fundraising Association Policies and Practices

Fundraising association policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include: communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation and social media.

Providing development sessions, information sharing and resources for the school community, the provincial event offers opportunity to engage with the Education Ministry and network with school council members from across Alberta.



Alberta School Councils Conference & AGM

April 28-30, 2017 Delta Edmonton South

The 2017 event considers the path forward

Alberta's progressive education environment.

Sessions will offer elements of Alberta's "Future Ready" initiative including curriculum development, embracing diversity, inclusive learning and commitment to the Truth and Reconciliation Commission (TRC).

The three day event is Friday, Saturday and Sunday with options to purchase an event pass or individual event tickets.

In addition, pre-session workshops are offered on Friday afternoon starting at 2:15 pm.

The Resource Gallery opens on Friday at 4:00 pm until 7:00 pm with over 30 exhibits displaying products, services and resources relevant in public education.

"Winners Circle" features a variety of prizes available to be won by delegates visiting the Resource Gallery.

Saturday sessions, keynote address, and an evening banquet are presented prior to the Sunday business meeting and election of the ASCA Board of Directors.

EVENT SCHEDULE AT A GLANCE*

Friday April 28

| | |
|-------------------|--|
| 1:30 pm - 7:30 pm | Registration |
| 2:15 pm - 4:00 pm | Pre-sessions |
| 4:00 pm - 7:00 pm | Resource Gallery |
| 7:00 pm - 9:30 pm | Welcome Social The Blanket Exercise |

Saturday April 29

| | |
|--------------------|--|
| 7:00 am | Registration |
| 7:00 am | Breakfast |
| 8:00 am | Opening Greetings |
| 8:15 am - 9:00 am | Minister of Education Honourable David Eggen |
| 9:15 am - 10:15 am | Breakout Sessions |
| 10:15 am | Resource Gallery & Refreshments |
| 10:45 am | Keynote Address |
| 11:15 am | Networking & Resource Gallery |
| 11:45 am | Lunch |
| 12:30 pm | Plenary Presentation |
| 1:30 pm - 2:30 pm | Breakout Sessions |
| 2:30 pm | Resource Gallery & Refreshments |
| 3:15 pm - 4:30 pm | Breakout Sessions |
| 6:00 pm - 9:30 pm | Banquet Event - Dinner, Awards, Entertainment |

Sunday April 30

| | |
|--------------------|--------------------------|
| 8:00 am - 9:00 am | Registration |
| 8:00 am - 9:00 am | Breakfast |
| 9:00 am - 12:00 pm | Business Meeting |
| 12:00 - 12:45 pm | Lunch |
| 12:45 pm - 2:00 pm | Meeting, Board Elections |

***NOTE - schedule may be subject to change**

Visit www.albertaschoolcouncils.ca for schedule details and online registration information.





Alberta School Councils Conference & AGM

April 28-30, 2017 Delta Edmonton South

The Blanket Exercise

The Blanket Exercise is an interactive learning experience to share the historic and contemporary relationship between Indigenous and non-Indigenous peoples in Canada.

Minister's Address

Education Minister, Honourable David Eggen

Keynote Speaker

Chief Wilton Littlechild, Commissioner
Truth and Reconciliation Commission (TRC) of Canada

Plenary Session

Fentanyl and Emerging Drugs in Alberta
Constable Cherie Jerebic, Edmonton Police Service

Pre-Sessions Friday April 28

"Everything About Putting up a Playground in Your Community" PlayWorks Inc.

Conflict Resolution

Alternative Dispute Resolution (ADR) Institute of Alberta

SESSION TOPICS PREVIEW *

Saturday April 29

School Councils and Climate Leadership

Respectful Schools Toolkit

Becoming a Trustee

Managing Child and Adolescent Anxiety

Active Kids = Active Minds

Fundraising Association Partnership Purpose

Supporting Students with Exceptional Needs

Preventing Online Exploitation of Youth

School Strategies for Gender Inclusion

Practical Supports for Inclusion

Education for Reconciliation

School Council Purpose

Meeting Management

Creating Healthy School Communities

Is the Golden Rule the Bullying Antidote?

An Introduction to Gender Diversity at School

Learning Technology Policy Framework

Supporting Engagement in Literacy

Tools for Effective School Councils

Exploring Career Option Resources

Curriculum Development

*** NOTE - topics may be subject to change**

Visit www.albertaschoolcouncils.ca for schedule details and online registration information.





Alberta School Councils Conference & Annual General Meeting (AGM)

Friday April 28 • Saturday April 29 • Sunday April 30

2017 REGISTRATION FEES

Registration deadline is 12 noon on Monday, April 24, 2017.

| Ticket | Description / Includes | ASCA Member Rate | Non-Member Rate |
|---|--|-------------------------|---------------------------------------|
| Event Pass* | | \$350 | \$475 |
| Friday April 28 4:00 pm - 9:00 pm | Friday Resource Gallery, Reception and Social. | | |
| Saturday April 29 7:00 am - 9:00 pm | Saturday breakfast, lunch, plenary, breakout sessions and Resource Gallery. Saturday evening Banquet dinner and entertainment. | | |
| Sunday April 30 8:00 am - 2:00 pm | Sunday breakfast, lunch, business meeting. | | |
| | *(Excludes Pre-sessions Fri) | | |
| Individual Event Tickets: | Covers specific events only | | |
| Friday Evening Social 4:00 pm - 9:00 pm | Resource Gallery, Reception, Welcome Social | \$85 | \$95 |
| Saturday Daytime 7:00 am - 4:30 pm | Breakfast, lunch, plenary, breakout sessions and Resource Gallery | \$265 | \$385 |
| Saturday Evening Banquet 6:00 pm - 9:00 pm | Gourmet dinner, awards, entertainment | \$60 | \$65 |
| Sunday Annual General Meeting 8:00 am - 2:00 pm | Breakfast, lunch, business meeting, board elections | \$90 | \$110 |
| Friday Pre-sessions 2:15 pm - 4:00 pm | (*NOT included in Event Pass) | \$50 | \$60 |
| Hotel Room | Single or double occupancy (or \$164 deluxe + tax) | \$149 + tax | Book and pay the Hotel directly |

Online registration with payment only – please print and bring proof of payment to the event.

Please Note - there is a \$35 administration fee for cancellations. NO refunds issued after April 24, 2017.

Delegate substitution is accepted after April 24th with a \$35 charge.






Slide 1

Working with your School Councils


Wolf Creek Public Schools
Board of Trustees Meeting
April 6, 2017




Alberta
School Councils' Association

Slide 2

Overview...



- Established in 1929
- AFHSA (1929) to AHSCA (1995) to ASCA (2014)
- Evolves over the years as parental involvement in public education changed
- Provincially recognized as "parent voice"
- Provides support for school council effectiveness and greater parental engagement in education



Wolf Creek Board of Trustees
April 2017

Slide 3

How do we serve members?

2016 - 2017 Board of directors

Governing, stewarding, leading...



Wolf Creek Board of Trustees
April 2017




Slide 4

Dual Mandate

We are a liaison to government and stakeholders providing the "perspective of parents" on educational issues

Provide Development Opportunities to School Councils/School Districts

An effective school council in every Alberta school.



Alberta Education
W of Dwork Board of Education
April 2017

Slide 5



Advocacy = Voice = Influence

Issues resolution process (AGM)

Provincial external committees

Key messages


Raising awareness to school councils




Alberta Education
W of Dwork Board of Education
April 2017

Slide 6

Who do we work with?



```
graph TD
  A[Alberta Education] --- B[ASCA Parents]
  A --- C[ADA Teachers]
  A --- D[ASBA School Boards]
  A --- E[CASS Superintendents]
  A --- F[ACROA Secretary Treasurers]
```



Alberta Education
W of Dwork Board of Education
April 2017



Slide 7

Does ASCA Make a Difference?

- Assessment
- School Fees
- Education Act Regulations
- Working standards for teachers, principals and system leaders
- Curriculum Re-design Consultations
- Surveys
- Budgetary considerations

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Slide 8

ASCA Objectives

- An effective school council in every Alberta school (Vision)
- Enabling parents to be meaningfully involved
- Fostering positive, collaborative relationships
- Focusing on student achievement and school improvement

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Slide 9

Clarification...

| | |
|--|--|
| School Council | Parent/Fundraising Association/Society |
| <ul style="list-style-type: none">- School Act (Education Act)- support and enhance student learning- advisory only | <ul style="list-style-type: none">- Societies Act- recreational, cultural, scientific, or charitable interest- legal authority, ability and liability |


No school council shall incorporate under the Societies Act or Part 5 of the Companies Act, unless it complies with the provisions of the Act.

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Slide 10

Legislation

- School Act, Section 22
- School Councils Regulation 113/2007
- Board Policy & Admin Procedures
- School Council Operating Procedures & Policies



W of Omb. Board of Education April 2011

Slide 11

Legislated to...



Advise the principal and the board respecting matters relating to the school.

W of Omb. Board of Education April 2011

Slide 12

A School Council May:
(at its discretion,)

- Advise the principal and the board respecting any matter relating to the school, SA 22(4)(a)
- Perform any duty...delegated to it by the Board... SA 22(4)(b)
- Decide operating procedures for itself SA 22(6) Regs 6(1), (2), 8, 17
- Carry out activities related to its advisory role SA 22(4)(e), 22(5)
- Handle monies Regs 14(1)(b)

W of Omb. Board of Education April 2011



Slide 13

What Must a School Council Do?
(Not optional)

- Ensure membership is a majority of parents SA 22(2).
and include principal, 1 teacher rep and 1 student rep (if a high school)
Regs 8(1)
- Report to the Board! Regs 14(1)
- Keep minutes at the school...for at least 7 years!
Regs 14(2)(3)
- Notify all parents of any proposed bylaw/operating
procedure changes. Regs 17(2)(3)

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13

Slide 14

A School Board Must...
(No "ifs, ands or buts")

Enable school councils to be established. SA 22(1) Regs 2

Provide school councils with opportunities to:

- **Advise** SA 22(6), Regs 13(1)
- **Discuss** Regs 13(2), **and**
- **Be Informed** Regs 13(3)

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14

Slide 15

What is the Principal's Role?

Principals are mandated in legislation to be a School Council Member! Regs 8(1)(a)

- ✓ Educational Leader
- ✓ Manager
- ✓ Communicator
- ✓ Coordinator
- ✓ Listener
- ✓ Liaison to the Board




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Slide 16

School Board Engagement with School Councils

- The number one objective of a trustee and school board is to engage with community
- School councils are the natural, legislated entity for engagement to occur
- It's not *just* a parent meeting
- SC's exist to support the school and school board.
- FACT: Students are more successful when parents are engaged.



BC School Board & Trustees April 2017

Slide 17

ASCA is Here to Help!




BC School Board & Trustees April 2017

Slide 18

School Council Growth Goals

- As you develop your three year education plan, do you have growth goals for your school councils?
- Do you have plans to specifically increase engagement with your school councils?




BC School Board & Trustees April 2017



Slide 19

Developing Wolf Creek School Councils
to be as effective as they can be!

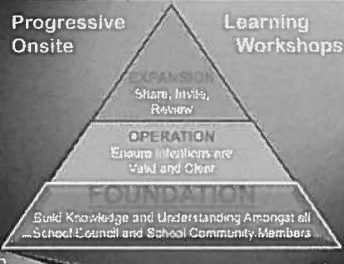
- Workshops/Webinar Wed
- Presentations/Sessions
- Resources
- Support – mentoring and coaching
- Skill building sessions
- Materials
- Conference, Annual General Meeting and networking opportunities
- School Council Engagement Task Force



Wolf Creek Board of Education April 2011

Slide 20



Progressive Onsite Learning Workshops



Wolf Creek Board of Education April 2011

Slide 21

Phone Consultations

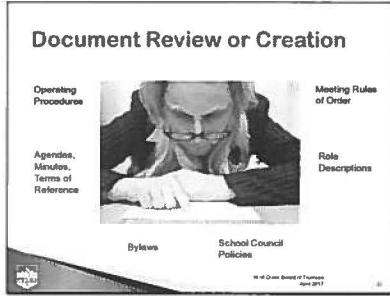


Email Assistance

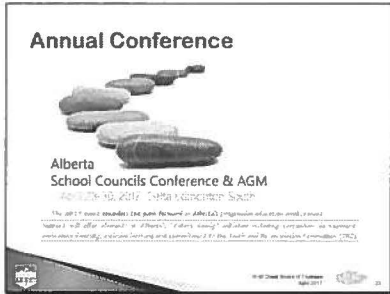
Wolf Creek Board of Education April 2011



Slide 22



Slide 23



Slide 24



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Slide 25

New SCRG!!

Updated! Condensed!! Digital!!!

**School Council
Resource Guide**

Alberta School Councils: A reach plan

This Resource Guide is the Alberta School Council Resource Manual (2016), revised 2022.
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Alberta School Councils
April 2022

Slide 26

Recap...

School Councils...

- are legislated advisory bodies
- must exist in every school operated by a board

School Boards...

- must provide opportunities to
 - Advise, Discuss and Be Informed

ASCA...

- is here to help!

Alberta School Councils
April 2022

Slide 27

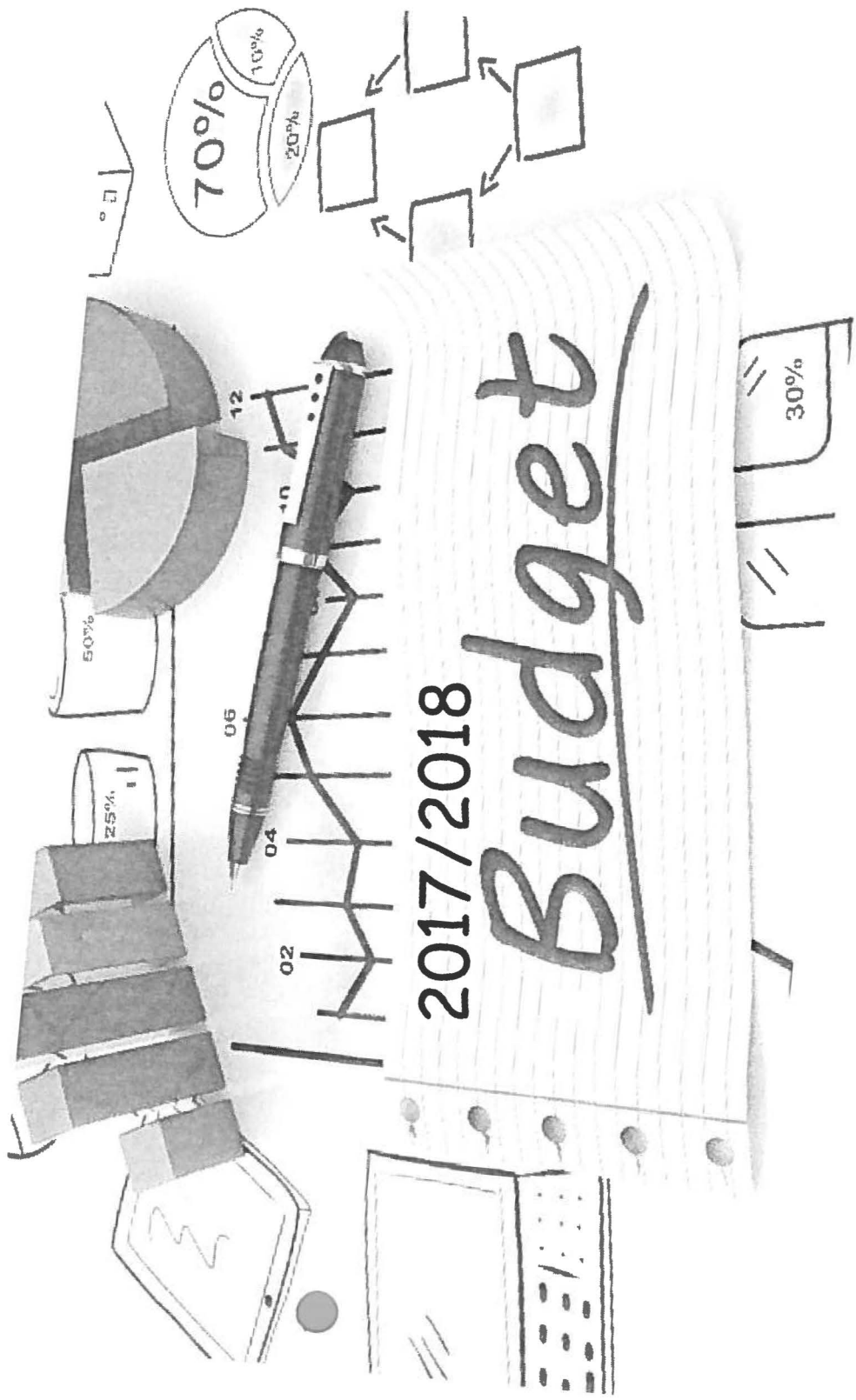
Resources and More Info

1.800.661.3470
780.454.9867
@ABSschoolcouncils
parents@albertaschoolcouncils.ca
www.albertaschoolcouncils.ca

Alberta School Councils
April 2022

JO





PR

Overview of Budget Review Process To-Date

- Budget announced March 16, 2017
- **March 23** - Roger met with Superintendent and Assistant Superintendents to provide general overview of budget.
 - \$800,000 deficit to be addressed to balance (maintain \$2 million operating reserve)
- **March 24 - 31**
 - Jayson met with each Department Lead (Mark, Amber, Corrine, Greg, Roger, Len, John) one-on-one to review each budget in detail.
 - The goal was to arrive at a balanced budget scenario to bring forward to Board.
- **April 3**
 - Full meeting with all Department Leads to review each proposed department budget.



Priorities in the Budget Review Process

- Board has reaffirmed their commitment to maintaining optimal teaching and learning conditions (teacher FTE, EAs, ICs, SSWs).
- Three-Year Education Plan is the **primary driver** for our allocations.
 - Each department has framed their budget around how funding will drive our goals and strategies forward.
 - This proposed budget will maintain most of our current strategies BUT some adjustments will need to be made due to some reallocations of resources.
- Thoughtexchange feedback from the fall parent and staff engagement also played into the budget review and recommendations. Examples include:
 - Maintaining reasonable class sizes, enhancing programming for small high schools, maintaining student supports (ie. SSW, EAs)



What this budget means for WCPS?

1. This proposed budget leaves the Board with a **\$2 million operating reserve**.
2. This budget contemplates the possibility of **additional revenue at year-end** (August 31, 2017) which would then be brought to the Board for review and allocation to identified areas of need (like this past year). Such "hot spots" as additional teachers, EAs, resources, etc can be addressed at that time IF additional funds are available.



What this budget means for WCPS?

1. Overall, government funding has **remained the same**.
2. Overall teacher FTE and educational assistant FTE maintained (excluding adding 10 EAs and 2.6 teachers in the fall due to reserves).
3. 155 student enrollment increase (95 are funded as ELL and M&M in Bright Futures)
4. The majority of the \$800,000 deficit has been addressed through central office reductions (approximately \$530,000).
 - a. Includes **reducing five positions** while reallocating dollars to address key needs:
 - i. Restoring the Custodial Foreman position and two apprentices (plumber and carpenter) in Facilities and Maintenance Department.
 - ii. Restoring the Coordinator position in Learning Supports (not filled when previous coordinator left in the fall), additional SSW FTE (1.8) and additional Inclusion Coach FTE (2.25)



2017/2018 Revenue



- **Alberta Education Funding (non directed) projected increase of \$1,183,291 Row 20**
 - A good news budget for school boards for the most part
 - Alberta Education grant rates remained the same as in 2016/2017
 - Alberta Education is funding enrolment increases
 - This is reflected in Rows 2,3,4 and is resulting in an **additional \$1,092,533 in funding.**
 - Class Size funding **increased** as a result of the increased enrolment in the amount of **\$50,215**
 - Alberta Education has changed the cap on CEU's earned in high school from a maximum 60 CEU's to a maximum 45 CEU's. This impacts only our Outreach school CEU funding but is estimated at approximately **\$60,000 decrease in funding.** (Row 15)
 - New funding in the form of Instructional Materials Fees Reduction Grant reflected in Row 9
 - Small School by Necessity is currently projected at a **decrease of \$54,623** Row 16
 - Transportation grant projected **decrease of \$315,838** Row 19

A handwritten signature in black ink, consisting of stylized, overlapping loops and curves.

2017/2018 Revenue



- Alberta Education - Directed

- Revenue that must be expended in accordance with directed grant requirements
- Row 22-37 Overall this area projects an **increase of \$85,085**.
- This increase is matched by a projected increase of the same amount in the expenditure lines associated with the grant.
- Infrastructure Maintenance Renewal (IMR) Row 24 shows an **increase in grant revenue of \$120,000**. This is in accordance with the recommendations from the Plant Operations and Maintenance study. A further recommendation was the budget should be developed for the IMR area that is reflected in our overall budget.
- There are estimates included in this budget that have not been changed to reflect the 17/18 year. These are not fully known yet but will be updated as revealed. The expenditure would be updated at the same point with a net change of zero to the bottom line.

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Other Government of Alberta - Row 38

- This reflects funding received from other Government of Alberta departments.
- The major change in this revenue resulted from the announcement by Child and Family Services to fund the liaison grant for the period April 1, 2017 to August 31, 2017. This funding is being placed in a deferred revenue for this year and brought into the 2017-2018 year. This grant is bring an **additional \$127,585** into 2017/2018 income.
 - This allows for hiring liaison at higher FTE for longer periods as the funding is known.



Federal Government - Row 41

- ● Funding received from the Federal Government for First Nation students living on reserve
- Funding is received for the following:
 - General tuition based on actual cost per student
 - Special education funding for identified students
 - Special grant for native aides and counsellors
 - **Decrease in funding of \$73,535**
 - Projected decrease of 10 students

JS

Fees - Row 41

School Fees

- Fees in this budget projection total \$816,823. The previous 16/17 projection was \$1,331,013. This is a decrease of \$514,190.
 - This does not include School Generated Fund fees projections at this point. This could add an additional \$787,800 to the budget revenue for fees. These are not allocated revenue.
 - This budget reflects a **decrease in fees of \$478,000** to match the new fee reduction grant we are receiving. The full impact of Bill 1 is not known at this point but may result in a restructuring of how our schools charge non instructional materials fees.
 - Fees can include many different cost recovery fees such as fees for field trips, adult student fees, non resident student fees, swimming fees, agenda fees, etc.
- This 2017/2018 review of fees that the government will perform is encompass the remainder of fees besides our instructional materials fee.

JS

Revenue Total



- ● Projected Revenue for Wolf Creek School Division is \$88,073,769
 - **This is an increase in our revenue from the 2016/2017 adjusted budget of \$752,232**
 - This mitigates some of the impacts of the additional funds allocated in the fall of 2016 to utilize our 2015/2016 surplus.
 - The adjusted budget had a total deficit of \$1,784,561 excluding the projected surplus for School Generated Funds of \$149,700.
 - The increased revenue has lessened the required reductions to our expenditures in order to balance the budget for 2017/2018.
 - School Generated Funds has been excluded as the surpluses or deficits generated in this area are not included in our allocation pool for purposes of this discussion. They will however, have an impact on the bottom line once the budget is complete.

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Expenditures Total Row 64



- The Adjusted Budget 2016/2017 had non school generated funding spending of \$89,106,098.
- This spending was increased in the fall to accommodate the utilization of reserves in accordance with Board reserve balance requirements.
- If we had no increase in revenue then we would have had to cut \$1,784,561 from our overall budget.
- As a result of the increase in revenue primarily due to student projections our reduction in expenditures required to balance is \$1,032,329.

JJ

Fall Changes Review



- \$ (451,080) Revenue decreased primarily due to enrolment variance
- \$ (246,505) Certified Staff increase approved
- \$ (590,760) Non Certified Staff increase approved
- \$ (75,000) Capital budget >\$1,000 but <\$5,000
- \$ (100,539) Board and System administration reviews and hiring costs
- \$ (55,043) Thought Exchange
- \$ (20,000) Advisory Groups
- \$ (18,900) CRM Training Day
- \$ (15,000) Support Staff Conference
- \$ (15,000) Rock The Diploma
- \$ (14,200) School support
- \$ (5,000) Apply to Education
- \$ (28,000) FNMI and Safe and Caring supports

\$(1,635,027) total additions to budget expenditures in the fall

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Decrease of \$62,130

Board and System Administration - Row 47

- ● Board Operations, Education Services, and Business Services
- Includes such things as provincial body memberships, liability insurance, and the costs of operations for all those areas.
- The net impact is a decrease of \$62,130. The main reasons are due to the following:
 - Decrease 1.0 FTE staff
 - Increase \$30,000 projected election costs
- Potential issues:
 - Liability insurance costs are not known at this time
 - Staffing is a concern both from a succession viewpoint as well as the impact of a leave of absence is an unknown.



Increase of \$302,929

Bright Futures - Row 48



Wolf Creek Public Schools

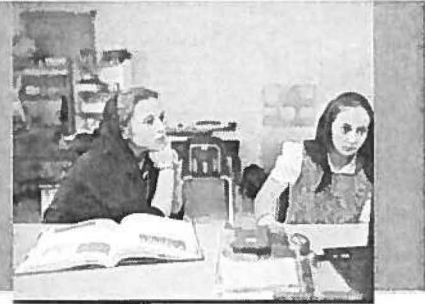


- Budget is projecting an expansion of the program to Crestomere, Clive, and an additional classroom in Iron Ridge Elementary Campus
- 1.55 FTE increase to Certified Staff, 1.41 FTE increase to Educational Assistants, 1.0 FTE increase to Admin Assistants (required with expansion or no expansion)
- **Additional allocation required after new fee generation is \$219,040**
- Note: There are 95 students in our 2016/2017 Bright Futures program that have been identified with mild or moderate or English as a Second Language. These identified and coded students do qualify for the Base ECS instruction grant of \$4,100.74 per student.



No Change at this point

Colony Allocation - Row 49

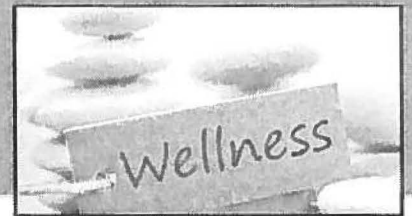


- ● Colony allocation reflects expenditures for colony school operations.
 - All colony revenues and expenditures are pooled for the benefit of all colony budgets.
 - The full Alberta Education grants generated by colony students is distributed directly to the pool.
 - This allows for provincial funding surpluses over costs to be distributed among colonies with deficits prior to individual colonies to be assessed.
 - A base school requirement for teachers, educational assistants and supplies is set for all schools. Individual colonies can then contribute extra dollars to increase educational assistant time beyond the FTE mandated by the jurisdiction.
 - This budget includes an additional \$66,138 in our revenues as contributions from Colonies. The current year budgets have not been completed yet. This will have no impact on the bottom line but may change revenues and expenditures slightly.

JJ

Decrease of \$27,985

Division Allocations - Row 50



● This reflects the following:

- Courier Service - no change at two days per week
- Copyright - no change in costing assessed by Alberta Education
- Student Accident Insurance - no change and allows students who do not choose to get the individual accident insurance to still have a recovery avenue
- Wellness allocation - This reflects a decrease as the University of Alberta grant of \$25,000 is finished in the 2016/2017 year. At this point we do not know whether this grant will be allocated for further years. The remaining allocation towards wellness is \$35,000 in this budget.

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Increase of \$178,633

Facilities - Row 51



- Facilities department is a support department for ensuring a safe and warm learning environment from an operational standpoint.
- A Plant Operations and Maintenance review was performed in the 2016/2017 year by an outside consultant. Recommendations included in that report are reflected in this budget.
 - **Transfer of an additional \$120,000 of administration wages to the Infrastructure Maintenance Renewal (IMR) program do to the necessary planning and administration.**
 - Hiring of the Custodial Foreman
 - Hiring of two additional apprentices (plumber and carpenter) to assist in succession planning.
 - The **increase** to this budget area is **\$178,633**.
 - This amount includes the **\$120,000** increase in IMR which also has a \$120,000 increase in IMR revenue for a **net change of zero on the bottom line**.
 - Debenture interest was decreased by **\$13,966**. This is also a decrease in jurisdiction revenue for the same amount and a **net impact of zero**.
 - Utility costs have been **decreased by \$62,700** to reflect current projections.
 - Facilities department costs reflect an **increase of \$135,299** to accommodate the new apprentices.
 - Each general line was reviewed for accuracy and adjusted as needed.



Decrease of \$159,542

Fixed Distribution - Row 52



- Allocations that reflect required amounts for the jurisdiction.
 - Amortization costs of \$4,345,086 reflect the expensing of capital items over the useful life of the asset.
 - Items that were funded with a specific grant are considered supported and have a matching revenue line. This amount currently totals \$3,360,498.
 - The remaining balance of \$984,588 is being transferred to capital reserves for future capital replacement.
 - Online banking fees - **no change**
 - ATRF contributions made on our behalf and has a matching revenue
 - Xerox allocation has **no change** as we have a signed agreement
 - Outreach school lease costs are projected to **increase by \$6,388**
 - Insurance costs reflect a projected decrease of \$165,930



Decrease of \$103,206

Inclusive Learning - Row 53

- Inclusive Learning Services budget changes
 - \$(24,589) Department operation costs
 - \$ 231,034 Inclusion Coaches
 - \$(442,800) Inclusive Learning Educational Assistants Allocation
 - \$ 73,400 Social Social Worker/ Liaison
 - \$ (19,271) Wolf Creek Academy
 - \$ 2,400 School Resource Officer
 - \$ (26,034) Outside Programming
 - \$ (22,304) Regional Collaborative Delivery
 - \$ 97,458 First Nations Success
 - \$ 22,500 Safe and Caring
 - \$ 5,000 Support Staff Conference
 - \$ - Building Collaboration and Capacity
- **Total decrease in allocation of \$103,206**

JJ

Decrease of \$103,206

Inclusive Learning - Row 53

- Major changes to Inclusive Learning Allocation
 - Reduction of the 10 Level 4 Educational Assistants that were allocated in the Fall of 2016 utilizing reserve funding back to the spring budget FTE of 134 EA's.
 - **Increase in Social Worker FTE by 1.8** to reflect current projected needs and additional funding from CFSA
 - Increase in Inclusion Coaches to 16.0 from 13.75 FTE. This is an increase of 2.25.
 - New allocation for Safe and Caring of **\$22,500** to support provincial mandate
 - Decrease in outside programming that reflects discontinuation of support of Journey's program but increased costs for student attendance at outside programs.
 - Reduction in RCSD expenditures to reflect projected funding decreases.
 - Reduction in department operations budget
 - Increased need to support First Nations Success to fulfill jurisdiction and provincial mandates



No Change at this point

Institutional Program - Row 54

- • Institutional program at Centennial Centre is funded mostly by Alberta Education.
 - Budget is submitted in the spring and finalized in the fall with any unspent dollars being returned to the province. The revenue matches the expense with no impact on the bottom line.
 - Wolf Creek does pay for costs that the institutional budget will not support such as 90% of administration allowance for the principal.
 - Alberta Health Services does contribute \$106,000 towards the cost of a teacher for the adult programming that is provided at that school.



Decrease of \$498,630

Learning Supports - Row 55

- Learning Supports consists of the following:
 - **\$(555,768)** Learning Supports and System Improvement department budget
 - **\$(34,862)** Enhanced Learning Model allocation
 - **\$ 92,000** Rock the Diploma Allocation
 - The allocation changes are the result of an extensive review of needs with the focus of district priorities
- The major changes to the Learning Supports department budget:
 - Reduction of 3.0 FTE learning coaches with a cost of \$309,420
 - Transfer of \$154,710 in funding to support instructional leadership FTE increase.
 - Budget line reductions totalling \$91,638 in learning supports and \$34,862 in Enhanced Learning
 - Increase funding to support the very successful Rock the Diploma program.



Increase of \$19,000

Occupational Health and Safety - Row 56

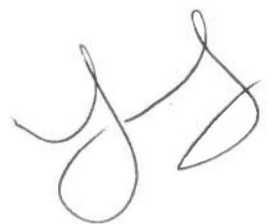
- ● Department operations budget of \$194,000
 - Increase of \$19,000 is reflective of a budget review that occurred with the Health and Safety committee.
 - The considerations were based on emergent needs in that area for the 2017/2018 year.
 - There has been on change in this budget over a number of years.



Increase of \$460,733

Operational Budgets - Row 55

- School Operations allocation - this plus fees and miscellaneous revenue supports operations at schools
 - Salary and Benefits
 - Administrative Assistants
 - Librarian
 - Cafeteria
 - General Educational Assistants
 - Other Expenditures
 - Paper and supplies
 - Xerox colour copy costs
 - Books
 - Supplemented Professional Development
- Increased by \$460,773 is due to the allocation of the Fees reduction grant directly to school allocations.
- A new allocation model for school operational budgets has been developed that will be utilized this year.
- The total impact of Bill 1 is not known at this point and may result in additional funding losses at schools due to other fees that cannot be charged. There is a review of fees currently happening so there will be a delay in schools knowing what they can charge.



Decrease of \$460,733

People Services - Row 58



- People Services encompasses a number of areas with a large budget allocation
 - Teacher Allocations
 - Classroom Teacher Allocations - decrease by 3.15 FTE to original spring budget allocation of 329.90. The board allocated 2.46 FTE in the fall of 2016 utilizing reserve funds.
 - Instructional Leadership Allocations - Increase by 1.5 FTE with transfer of \$154,710 in from the learning supports budget
 - CTS teacher support for Bluffton Jr High increase by 0.23 FTE
 - Administrative Allowances - no change in projection but will change based on student numbers.

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Decrease of \$460,733

People Services - Row 58

- \$(477,023) Teacher Allocation
- \$ - Administration Retreat
- \$ 12,250 Administration Assistant Professional Development
- \$ 4,000 Mentorship and Cohort
- \$ - People Services Department
- \$ - Substitute Teacher Allocation
- \$ - Teacher Professional Development Allocation
- \$ - Disability Management and Long Term Illness Allocation
- \$ - Educational Assistant Advisory Group

\$(460,773) Total Reduction to People Services area



No Change at this point

Program Unit Funding - Row 59

- ● Funding that comes in must be spent directly on the students
 - Educational Assistant is the majority of the budget
 - Specialized supports
 - Supplies
- The coordinator that looks after this is allocated 0.60 FTE to the PUF budget. This time allocation is being reviewed.
- Alberta Education has removed the application review process for PUF submissions in favour of a final review audit.
- Funds unspent must be returned to Alberta Education.

SD

Increase of \$4,722

Superintendent - Row 61

● ● Consists of:

- Operational Furniture and Equipment >\$1,000 and <\$5,000
 - The \$75,000 allocated in the fall has been retained in this budget
 - Requests for 2016/2017 totalled approximately \$100,000 in 16/17. The majority of requests that schools made were granted.
- Professional Learning Fund
 - \$25,000 Fund for learning opportunities at Superintendent discretion
- Superintendent Learning Initiatives
 - Current allocation balance is \$107,660
 - Is utilized for various things such as CRM supports and furniture and equipment
 - Provides the ability for Superintendent to support emergent items



Decrease of \$155,000

Technology - Row 64

- ● Technology supports for the school division
 - Decreased by \$155,000
 - 21st Century Learning Symposium is being handled by CARC. Attendees will need to access their teacher PD allocation.
 - Staff member on leave is not returning and will not be replaced.
 - Capitalization of some technology has allowed the expenditure to be amortized over time instead of requiring school board to accumulate reserves.
 - This change allows some items in the technology refresh to be replaced with capital reserves being accumulated over time.



Decrease of \$70,398

Transportation - Row 63

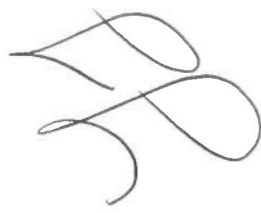
- ● Transportation of students
 - Reviewed all expenditure lines to ensure budgets reflected the projected requirements
 - The budget allocation is reduced by \$70,398. Approximately half of this is due to the reduction in our fuel budget line. This is a potential risk to the budget.
 - No route changes are reflected in this budget.
 - At this point in time the Blackfalds area requirements indicate the potential for another bus route but due to the new school opening in September 2017 this will be reviewed in the fall.
 - Transportation is always reviewing bus routes





Budget Risks

- **1. Enrolment Decreases**
 - 2. Utility Costs**
 - 3. Insurance Costs**
 - 4. Fuel Costs**
- 



Board Considerations

- yes
- no
- maybe

- **\$34,884,526 Classroom Teacher Allocation**
 - **340.895 FTE**
 - 329.900 Regular School Classroom Teacher Allocation
 - 2.670 Institutional School
 - 3.100 Wolf Creek Academy
 - 5.000 Colony School
 - 0.225 CTS Program Support
- **\$3,511,917 Instructional Leadership Allocation (Admin Time)**
 - **34.05 FTE**



Board Considerations

- yes
- no
- maybe

- **16.0 FTE Inclusion Coach Allocation**
 - Reviewed needs of all schools
 - Additional requirements on coaches for Bright Futures program
- **20.295 FTE Social Worker Allocation**
 - Reviewed needs of all schools
 - Additional requirements on social workers for Bright Futures program
- **134 FTE Educational Assistant Allocation**
 - 133 FTE allocation
 - 1 FTE contingency
 - This allocation could be impacted by AP440



Board Considerations

- yes
- no
- maybe

- **Bright Futures Play Academy**

- **Expenditure Allocation increase of \$302,929** to a total of \$1,085,195 (16/17 \$782,266)
- **Additional Revenue increase of \$83,880** to a total collected of \$395,080 (16/17 \$311,200)
- **Net increase in costs to Wolf Creek Budget \$219,049**
- Staffing
 - 6.52 FTE Play Academy Teachers (increase of 1.37 FTE)
 - 5.414 FTE Educational Assistants (increase of 1.169 FTE)
 - 1.0 Administrative Assistant (increase of 1.0 FTE)
- Increases
 - Administrative Assistant to support program
 - New Play Academy at Crestomere School
 - New Play Academy at Clive School
 - Additional classroom at Iron Ridge Elementary Campus

