

Northland School Division

# Board Agenda



**October 29, 2021**



# NORTHLAND SCHOOL DIVISION REGULAR BOARD MEETING NO. 21-08 AGENDA

**Location:** DoubleTree West Edmonton Hotel  
16615 109 Ave. NW Edmonton  
Room: SBCC #5

Zoom Meeting

**Meeting ID:**

**Passcode:**

**Phone:** 1 (587) 328-1099

**Date & Time:** Friday, October 29, 2021

12:30 pm – 4:30 pm

*If you would like to join the public meeting, please contact Media Relations Manager, Curtis Walty at 780-624-2060, ext. 6183 or [curtis.walty@nsd61.ca](mailto:curtis.walty@nsd61.ca)*

Note: If agenda is ahead of schedule, items will be moved up

## A. CALL TO ORDER - Chair Guild

No.	Title	Responsible	Action	Page No.
1.	Recognition of Traditional Lands	Chair		-
2.	Opening Prayer, Cultural Reflection or Reflection	Trustee		-
3.	Approval of Agenda	All	Motion	-
4.	In-Camera	All	Motion in/out of in-camera	-

## B. MINUTES

No.	Title	Responsible	Action	Page No.
1.	Board Meeting Minutes, September 17, 2021	All	Motion	<b>05</b>
2.	Business Arising from Previous Meetings - Board Action Items	Superintendent Dr. Spencer-Poitras	Information	<b>13</b>



**NORTHLAND SCHOOL DIVISION  
REGULAR BOARD MEETING NO. 21-08  
AGENDA**

**C. CONSENT AGENDA (Motion to approve)**

No.	Title	Responsible	Action	Page No.
1.	Superintendent Report	Superintendent Dr. Spencer-Poitras	Information	16
2.	Previous Board Chair Report	Previous Chair Guild	Information	19
3.	Committee and/or Board Representative Reports	Trustees	Information	-
4.	Trustee Activity Reports/Association Reports	Trustees	Information	-

**D. ACTION ITEMS**

No.	Title	Responsible	Action	Page No.
1.	Monthly Financial Report	Secretary-Treasurer Aird	Information	20
2.	Student Engagement, Attendance & Completion Report	M. Owens, Director of Student Engagement, Attendance and Completion	Information	22
3.	Monthly Enrolment Report	M. Marran, Associate Superintendent of Human Resources	Information	27
4.	2022 Budget Update	Secretary-Treasurer Aird	Information	29
5.	ASBA Fall General Meeting <ul style="list-style-type: none"> <li>● Review of ASBA Bylaw Bulletin</li> </ul>	Superintendent Dr. Spencer-Poitras	Information	33
6.	PSBAA Fall General Meeting <ul style="list-style-type: none"> <li>● Association Bylaws</li> </ul>	Superintendent Dr. Spencer-Poitras	Information	64

**E. TECH TALK WITH CHERYL OSMOND, EXECUTIVE ASSISTANT - EXPENSE CLAIMS**

**F. MONITORING REPORTS (Motion to Approve)**

No.	Title	Responsible	Action	Page No.
1.	Awards/Celebrations (1:00 p.m.) <ul style="list-style-type: none"> <li>● Edwin Parr Recipient</li> <li>● Northland Online School</li> </ul>	Superintendent Dr. Spencer-Poitras	Information	-
2.	Previous Board Chair Highlights	Previous Chair Guild	Information	99
3.	Superintendent Highlights	Superintendent Dr. Spencer-Poitras	Information	106
4.	Associate Superintendent Report	Deputy Superintendent Dr. Tim Stensland	Information	109



**NORTHLAND SCHOOL DIVISION  
REGULAR BOARD MEETING NO. 21-08  
AGENDA**

5.	First Nation, Metis, and Inuit Department Update	Superintendent Dr. Spencer-Poitras	Information	<b>118</b>
6.	IT Department Report	Superintendent Dr. Spencer-Poitras	Information	<b>119</b>
7.	Facilities Department Report	Secretary-Treasurer Aird	Information	<b>122</b>

**G. PRELIMINARY DISCUSSION OF BOARD ITEMS**

No.	Title	Responsible
1.	Board Orientation	Superintendent Dr. Spencer-Poitras
2.	ASBA Fall General Meeting Attendance	Superintendent Dr. Spencer-Poitras
3.	PSBAA Fall General Meeting Attendance	Superintendent Dr. Spencer-Poitras

**H. ADJOURNMENT & CLOSING CULTURAL REFLECTION**





## NORTHLAND SCHOOL DIVISION

### BOARD MEETING NO. 21-07

### MINUTES

Location:                    Zoom Meeting

Date: Friday, September 17, 2021    Time: 9:00 a.m.

Membership					
x	Carmen Laboucane	Trustee Ward 1	✓	Dr. Nancy Spencer-Poitras	Superintendent of Schools
✓	Cathy Wanyandie	Trustee Ward 2	✓	Dr. Tim Stensland	Deputy Superintendent
✓	Randy Anderson	Trustee Ward 3	✓	Douglas Aird	Secretary-Treasurer
✓	Jesse Lamouche	Trustee Ward 4	✓	Curtis Walty	Media Relations Manager
x	Louis Cardinal	Trustee Ward 5	✓	Murray Marran	Associate Superintendent of Human Resources
✓	Silas Yellowknee	Trustee Ward 6	✓	Mark Owens	Director of Student Engagement, Attendance & Completion
✓	Robin Guild	Chair Ward 7	✓	Cheryl Osmond	Executive Assistant
✓	Loretta Gladue	Trustee Ward 8			
✓	Dr. Rubi Shirley	Trustee Ward 9			
x	Jules Nokohoo	Vice-Chair Ward 10			
x	Skye Durocher	Trustee Ward 11			

#### A.     **CALL TO ORDER**

##### 1.     **Call to Order**

Chair Guild called the meeting to order at 9:06 a.m. with a traditional land acknowledgment.

##### 2.     **Opening Reflection**

Trustee Shirley provided the opening prayer, cultural reflection or reflection.

##### 3.     **Adopt Agenda**

MOTION: Trustee Anderson moved that the Board of Trustees acknowledge that Trustees have reviewed and approved the agenda.

**25318/21 CARRIED**

##### 4.     **Remembering Staff Members - K. Walmsley and C. Janvier**

A moment of silence was held in remembrance of the two NSD employees; Kathryn Walmsley, teacher at Elizabeth School and Christine Janvier, Family Wellness Worker in Chard who passed away this summer.

Superintendent Dr. Spencer-Poitras spoke about each of the two women separately and the gifts that both instilled on the children in the classrooms and in their communities.



## NORTHLAND SCHOOL DIVISION

### BOARD MEETING NO. 21-07

### MINUTES

In addition, Superintendent Dr. Spencer-Poitras reflected on how Kathryn and Christine's warmth, positive attitude, and kindness will be greatly missed by students, staff and community members.

**5. In-Camera**

MOTION: Trustee Lamouche moved that the meeting goes in-camera at 9:11 a.m.

**25319/21 CARRIED**

**6. Regular Session**

MOTION: Trustee Anderson moved that the meeting revert to regular session at 10:00 a.m.

**25320/21 CARRIED**

Trustee Wanyandie left the meeting at this time.

Recess: 10:00 a.m. - 10:10 a.m.

<b>B. MINUTES</b>
-------------------

**1. Board Meeting Minutes - June 25, 2021**

Motion: Trustee Shirley moved that the Board of Trustees approve the June 25, 2021 Corporate Board Meeting minutes as presented.

**25321/21 CARRIED**

**2. Special Board Meeting Minutes - August 24, 2021**

MOTION: Trustee Lamouche moved that the Board of Trustees approve the August 24, 2021 Special Board Meeting minutes as presented.

**25322/21 CARRIED**

**3. Board Action Items**

Motion: Trustee Anderson moved that the Board of Trustees receive as information the Board Action items, as attached.

**25323/21 CARRIED**



## NORTHLAND SCHOOL DIVISION

### BOARD MEETING NO. 21-07

### MINUTES

#### C. CONSENT AGENDA

##### 1. Adopt Consent Agenda

MOTION: Trustee Shirley moved that the Board of Trustees approve the Consent Agenda which approves the following items:

- C1. Superintendent Report
- C2. Board Chair Report
- C3. Committee and/or Board Representative Reports
- C4. Trustee Activity Reports/Association Reports

**25324/21 CARRIED**

#### D. ACTION ITEMS

##### 1. Monthly Financial Report

MOTION: Trustee Shirley moved that the Board of Trustees approve as information, the Monthly Financial Report as attached.

**25325/21 CARRIED**

##### 2. Student Engagement, Attendance & Completion Report

M. Owens, Director of Student Engagement, Attendance and Completion presented to the Board of Trustees the Division's attendance as of June 30, 2021.

MOTION: Trustee Lamouche moved that the Board of Trustees accept as information the Student Engagement, Attendance & Completion Report, as attached.

**25326/21 CARRIED**

##### 3. Long Service & Retirement Awards Celebration

MOTION: Trustee Yellowknee moved that the Board of Trustees approve, in accordance with the Alberta Provincial COVID-19 Guidelines, hosting the Long Service and Retirement Awards Celebration in person on October 14th and 15th and will revert to hold via Zoom pending guidelines.

**25327/21 CARRIED**





## NORTHLAND SCHOOL DIVISION

### BOARD MEETING NO. 21-07

### MINUTES

Trustee Wanyandie joined the meeting at this time.

#### 4. **Bus Contractor Tender Update and Award**

Superintendent Dr. Spencer-Poitras gave an update on the Bus Contractor Tender for the Peavine to High Prairie routes.

MOTION: Trustee Anderson moved that the Board of Trustees approve the Bus Contractor Awards to Dorothy Anderson in the amount of \$303,000 for route 442 and to Al Anderson in the amount of \$303,000 for route 450.

**25328/21 CARRIED**

Recess: 11:35 a.m. - 11:50 a.m.

#### 5. **Fort McKay School, Land and Buildings Transfer Request**

Secretary-Treasurer Aird gave an update on the transfer of the Fort McKay School, land and buildings to the Fort McKay First Nation.

MOTION: Trustee Yellowknee moved that the Board of Trustees approve Administration to begin preparing for the transfer of the Fort McKay School, land, and buildings to the Fort McKay First Nation, in anticipation of the opening of the First Nation School in September 2022.

**25329/21 CARRIED**

Recess: 12:00 p.m. - 12:52 p.m.

#### 6. **Education Services Agreement**

Secretary-Treasurer Aird provided an overview of the Fort McKay First Nation Education Services Agreement to the Board of Trustees.

MOTION: Trustee Shirley moved that the Board of Trustees approve the Education Services Agreement with the Fort McKay First Nation and authorize the Superintendent of designate to execute the agreement.

**25330/21 CARRIED**



## NORTHLAND SCHOOL DIVISION

### BOARD MEETING NO. 21-07

### MINUTES

#### 7. Superintendent Evaluation Report

MOTION: Trustee Wanyandie moved that the Board of Trustees approve the Superintendent Evaluation Report as developed in the Evaluation Workshop of September 15, 2021 as an accurate accounting of the Superintendent's performance for the period of September 1, 2020 to August 31, 2021; and further, the Board of Trustees authorizes the Board Chair to make any required technical edits and to sign the report on behalf of the Board of Trustees.

**25331/21 CARRIED**

#### 8. Board Evaluation Report

MOTION: Trustee Lamouche moved that the Board of Trustees approve the Board Self-Evaluation report as developed at the facilitated workshop on September 16, 2021, and that the Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for the Board of Trustees consideration as deemed appropriate.

**25332/21 CARRIED**

<b>E. TECH TALK</b>
---------------------

Deputy Superintendent Dr. Stensland provided an update and demonstration on the Hapara software, which included the additional resources that were added this past summer, and how students and teachers utilize the program.

<b>F. MONITORING REPORTS</b>
------------------------------

MOTION: Trustee Lamouche moved that the Board of Trustees approve as information, the Monitoring Reports, as presented and attached.

- F1. Awards/Celebrations
- F2. Board Chair Highlights
- F3. Superintendent Highlights
- F4. Human Resources Department Report
- F5. Communication Department Report
- F6. Associate Reports

**25333/21 CARRIED**



## NORTHLAND SCHOOL DIVISION

### BOARD MEETING NO. 21-07

### MINUTES

#### AWARDS/PRESENTATIONS

The Board of Trustees recognized Bruce Joudrey, Principal of Bishop Routhier School and students Kashis L'Hirondelle and Cianna Cunningham who earned year-end attendance awards. Bishop Routhier School had the highest overall school attendance of 86% for the 2020-2021 school year.

Mr. Joudrey read a letter to the Board of Trustees from Kashis L'Hirondelle.

Recess: 2:16 p.m. - 2:25 p.m.

#### G. PRELIMINARY DISCUSSION OF BOARD ITEMS

No items were discussed.

#### H. ADJOURNMENT & CLOSING PRAYER/CULTURAL REFLECTION

##### 1. Adjournment

MOTION: Trustee Yellowknee moved that the Board of Trustees declare the meeting adjourned at 3:16 p.m..

**25334/21 CARRIED**

##### 2. Closing Prayer, Cultural Reflection or Reflection

Trustee Yellowknee provided the closing prayer, cultural reflection or reflection.



**NORTHLAND SCHOOL DIVISION**

**BOARD MEETING NO. 21-07**

**MINUTES**

---

Robin Guild, Board Chair

---

Dr. Nancy Spencer-Poitras,  
Superintendent of Schools

---

Douglas Aird, Secretary-Treasurer



Meeting	Date of Meeting	Assigned To	Agenda Item	Task	Due Date	Status	Action
Board	1/23/2021	Administration	Hillview School	Administration and Trustees to reach out to the Leadership, parents and staff to find out why students are attending school in High Prairie instead of Hillview; remind them of the potential risk of losing the school.	5/1/2021	In Progress	



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** OCTOBER 29, 2021  
**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools  
**SUBJECT:** Approval of Consent Agenda  
**REFERENCE(S) & ATTACHMENTS:**

**RECOMMENDATION:**  
**THAT the Board of Trustees approves the consent agenda which approves the following items:**

- C1 - Superintendent Report**
- C2 - Board Chair Report**
- C3 - Committee and/or Board Representative Reports**
- C4 - Trustee Activity Reports/Association Reports**

\*\*\*\*\*

**BACKGROUND:**

The consent agenda process is based on the assumption that everyone reads all the consent agenda items, and asks questions outside the meeting. Questions about the items can be directed to the Superintendent, who will answer them by email, letting all trustees know the question, and the response.

Consent agenda items can be pulled from the consent agenda and put into the regular agenda if a trustee feels there needs to be action on something contained in the item. This needs to be done prior to the approval of the agenda and simply requires a trustee to request the item be pulled from the consent agenda and placed on the regular agenda.

**RISK ANALYSIS:**



# Superintendent's Report

OCTOBER 29, 2021

<b>Principal Meeting</b>	<b>September 14, 2021</b>
Met with all the principals to discuss the following topics: back to school plan, field trips, visitors, nomination day, school council meetings, school crisis plans, professional learning days, etc.	
<b>Superintendent Evaluation</b>	<b>September 15, 2021</b>
Met with the Board of Trustees and T. Gunderson with ASBA to review the Superintendent's evaluation.	
<b>Corporate Board Evaluation</b>	<b>September 16, 2021</b>
Participated in the Corporate Board evaluation with the Board of Trustees.	
<b>McLennan Ross LLP Meeting</b>	<b>September 16, 2021</b>
Met with McLennan Ross LLP to discuss legal issues.	
<b>Corporate Board Meeting</b>	<b>September 17, 2021</b>
Participated in the Corporate Board meeting in Edmonton.	
<b>Alberta Education Meeting</b>	<b>September 20, 2021</b>
Met with Alberta Education.	
<b>McLennan Ross LLP Meeting</b>	<b>September 21, 2021</b>
Met with McLennan Ross LLP to discuss legal issues.	
<b>Math Minds/Jump Math</b>	<b>September 21, 2021</b>
Met with B. Davis with Math Minds/Jump Math to discuss the Division's participation with the Math Minds/Jump Math online program.	
<b>ASBA Zone 1 Meeting/Edwin Parr Awards</b>	<b>September 22, 2021</b>
Attended the virtual ASBA Zone 1 meeting and Edwin Parr Awards Celebration.	
<b>McLennan Ross LLP Meeting</b>	<b>September 22, 2021</b>
Met with McLennan Ross LLP to discuss legal issues.	
<b>MacEwan University Meeting</b>	<b>September 24, 2021</b>
Met with C. Burrows from MacEwan University along with C. Johnson, Associate Superintendent with NSD to discuss the Policing in Canada course for the dual credit program.	



<b>McLeann Ross LLP Meeting</b>	<b>September 27, 2021</b>
Met with McLennan Ross LLP to discuss legal issues.	
<b>Principal Meeting</b>	<b>September 29, 2021</b>
Attended the Principals' meeting with Deputy Dr. Tim Stensland, and Associate Superintendents Cal Johnson and Scott Meunier.	
<b>TEBA Engagement Session</b>	<b>October 4, 2021</b>
Participated in the TEBA Engagement session via Zoom.	
<b>Zone 1 Curriculum Review Meeting</b>	<b>October 4, 2021</b>
Attended the virtual Zone 1 Curriculum Review meeting.	
<b>Agenda Review Meeting</b>	<b>October 5, 2021</b>
Participated in the monthly Agenda Review Meeting for the October 29, 2021 Board meeting.	
<b>Alberta Education Meeting with Minister of Education</b>	<b>October 5, 2021</b>
Attended the virtual meeting with Minister of Education Hon. LaGrange where she gave an update on managing COVID, public reporting and contact information.	
<b>CASS &amp; Alberta Education Meeting with Deputy Minister</b>	<b>October 6, 2021</b>
Attended the virtual meeting with the Deputy Minister Andre Tremblay clarifying the new COVID requirements.	
<b>Principal Meeting</b>	<b>October 7, 2021</b>
Provided an update to the Principals on COVID protocols.	
<b>Bigstone Health Meeting</b>	<b>October 12, 2021</b>
Joint meeting with Bigstone Education, Bigstone Health and NSD to discuss the mandatory contact tracing.	
<b>Long Service &amp; Retirement Awards Celebration</b>	<b>October 14, 2021</b>
Hosted the Long Service & Retirement Awards celebration in Peace River.	
<b>McLennan Ross LLP Meeting</b>	<b>October 19, 2021</b>
Met with McLennan Ross LLP to discuss legal issues.	
<b>Meeting with Ray Yellowknee</b>	<b>October 20, 2021</b>
Met with Ray Yellowknee to discuss the Policing Course in the dual credit program.	

<b>Alberta Education Meeting</b>	<b>October 20, 2021</b>
Met with Alberta Education regarding COVID reporting.	
<b>Meeting with Alberta Education</b>	<b>October 22, 2021</b>
Met with Nathan Freed and Ron Taylor with Alberta Education to discuss NSD Education Plan.	
<b>NSD Professional Learning Day</b>	<b>October 22, 2021</b>
Welcomed staff to the NSD Professional Learning Day.	







**NORTHLAND SCHOOL DIVISION**  
**Budget to Actual Variance (PRELIMINARY)**  
**as of August 31, 2021**

REVENUE	2020-2021					
	Budget	YTD Budget	YTD	Variance	%	
Alberta Education	\$46,143,365	\$ 46,143,365	\$ 47,031,761	\$ 888,396	2	
Federal Government & First Nations	15,349,464	15,349,464	\$13,036,518	(2,312,946)	(15)	
Other Revenue	\$2,678,420	2,678,420	\$2,618,480	(59,940)	(2)	
	<u>\$ 64,171,249</u>	<u>\$ 64,171,249</u>	<u>\$ 62,686,759</u>	<u>\$ (1,484,490)</u>	<u>(2)</u>	
<b>EXPENSES</b>						
Schools (inc. school cert. staff)	\$ 24,556,710	\$ 24,556,710	\$ 22,986,717	\$ 1,569,993	6	
Instructional Support	7,667,034	7,667,034	5,415,962	2,251,072	29	
Instructional Supply	7,628,664	7,628,664	5,942,236	1,686,428	22	
External Services	4,521,543	4,521,543	4,973,695	(452,152)	(10)	
Board and System Administration	3,108,717	3,108,717	2,628,311	480,406	15	
Operations and Maintenance	10,504,182	10,504,182	\$11,643,531	(1,139,349)	(11)	
Transportation	4,611,762	4,611,762	\$3,692,529	919,233	20	
	<u>\$ 62,598,612</u>	<u>\$ 62,598,612</u>	<u>\$ 57,282,982</u>	<u>\$ 5,315,630</u>	<u>8</u>	
<b>NET SURPLUS (DEFICIT)</b>	<u>\$ 1,572,637</u>	<u>\$ 1,572,637</u>	<u>\$ 5,403,777</u>	<u>\$ 3,831,140</u>		
<b>Salaries and Benefits Detail</b>						
Certificated salaries and benefits	\$ 21,567,108	\$ 21,567,108	\$ 19,727,085	\$ 1,840,023	9	
Uncertificated salaries and benefits	15,743,015	15,743,015	14,091,308	1,651,707	10	
	<u>\$ 37,310,123</u>	<u>\$ 37,310,123</u>	<u>\$ 33,818,393</u>	<u>\$ 3,491,730</u>	<u>9</u>	

**VARIANCE ANALYSIS**

**Overall - The fiscal year has ended and despite the pandemic, we are on track for a very positive result.**

Both revenues and expenses are on track per the Fall Budget Update.

There are a number of year-end adjustments to come adjusting both revenues and expenses.

The calculation to adjust our estimated Federal/First Nation billings to actuals is the largest of these.

We have received 98% of our planned revenues but spent just 92% of our planned expenses.

**Revenue**

Revenue is on track with the budget (-2%) with adjustments pending.

Provincial funding and COVID funding has been received in line with the initial budget.

The 27% reduction in Federal/First Nations revenues forecast in the Fall Budget update (\$12,046,517) was accurate.

Lower Federal/First Nations tuition rates have been slightly offset by additional students and federal COVID support.

Other revenues including SGF and donations have diminished from the pandemic in line with expenses (-2%)

**Expenses**

The \$5.3M (8%) favorable variance is prior to adjustments. Pandemic operational changes more than offset Covid costs.

Schools are 6% under budget due primarily to the pandemic, reducing subs and other expenses

Certificated salaries are 9% under budget (\$1.8M)

External Services is slightly overbudget due to Housing investment and forecast costs

Maintenance is 11% overbudget due to pandemic costs, contract custodial, insurance over plan and additional R&M

Pandemic-related slowdowns have reduced costs for Instructional Support, Supply and Transportation (\$5.0M)

Watching:	Budget	YTD Budget	YTD	Variance	%
Housing	\$ 1,404,991	\$ 1,404,991	\$ 1,502,711	\$ (97,720)	(7)
Housing Renovations Program	\$ 1,900,000	\$ 1,900,000	\$ 1,146,804	\$ 753,196	40
Pedagogical	\$ 689,950	\$ 689,950	\$ 767,123	\$ (77,173)	(11)

**Housing** - Net Underbudget 7% YTD

Overall 19 units have been renovated, 6 in progress and 5 in planning, from the program total of 37 units.

**Pedagogical** - Overbudget 11%

The budget had only 4 peds while there are and were planned to be 5.



NORTHLAND SCHOOL DIVISION  
**ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **DATE:** OCTOBER 29, 2021

**SUBMITTED BY:** Dr. Nancy Spencer-Poitras, Superintendent of Schools

**ORIGINATOR:** Mark Owens, Director of Student Engagement, Attendance, and Completion

**SUBJECT:** Student Engagement, Attendance, and Completion Report for September 2021

**REFERENCE(S):**

**ATTACHMENTS:** Student Engagement, Attendance, and Completion Report for September 2021

<b>RECOMMENDATION:</b>
<b>THAT the Board of Trustees receive as information the Student Engagement, Attendance, and Completion Report as of September 2021, as attached.</b>

\*\*\*\*\*

<b>BACKGROUND:</b>
<b>RISK ANALYSIS:</b>



## The Northland School Division

### Director of Student Engagement, Attendance and Completion Board Attendance Report

## September 2021

Monthly Attendance Rates from previous year to current year (September 2020 to September 2021)

*Strategy 1.1: Standardize attendance tracking processes*

Month	2020-2021	2021-2022	Difference
September	76%	66%	-10%
October	73%		
November	76%		
December	73%		
January	68%		
February	59%		
March	60%		
April	56%		
May	58%		
June	48%		

### September Highlights

- ❖ Startup and Training for teachers, principals and secretaries
- ❖ Attendance Improvement Planning and Reporting Document October 8 deadline
  - All schools have created the start of the planning document
  - Excellent strategies moving forward in recognition and positive school culture.
- ❖ Support for schools moving forward
  - Director of Student Engagement, Attendance and Completion
  - Powerschool Set up and reporting through Gayle Dlugosz and Hazel Shearer
  - OSAR: (Office of Student Attendance and Re-Engagement) for resources and support
- ❖ Schools working with students and families to support their needs
- ❖ Positive feedback from Alberta Education Oversight Committee on the efforts of Northland School Division through the first two meetings.

**Let us celebrate the success in over 80% school attendance rate for the month of September!!!**

*Strategy 2.3: Create and atmosphere of respect and appreciation for individuals*

School	Principal	Attendance Rate for September 2021
Conklin Community School	Christopher Turpin	90%
Grouard Northland School	Rachel Starr	86%
J.F. Dion School	Angela Sanregret	82%

**September 2020 to September 2021 attendance rates by individual school**

	Sept 2020 (In-School)	Sept 2020 (At-Home)	September 2021
Bishop Routhier	88%	93%	72%
Gift Lake	52%	56%	66%
Grouard Northland	85%	84%	86%
Hillview	76%	100%	66%
Paddle Prairie	77%	84%	52%
Susa Creek	84%	100%	75%
Average	77%	86%	69%
Calling Lake	81%	89%	65%
Chipewyan Lake	61%	n/a	31%
Mistassiniy	60%	35%	53%
Pelican Mountain	82%	100%	60%
St. Theresa	73%	73%	71%
Average	71%	74%	56%
ADCS	80%	74%	68%
Anzac	75%	n/a	71%
Bill Woodward	60%	91%	70%
Conklin	44%	57%	90%
Elizabeth	85%	94%	72%
Father R Perin	69%	43%	69%
Fort McKay	76%	88%	65%
JF Dion	76%	88%	82%
Average	71%	76%	73%

**Highlighted in green shows improvement for in school attendance rates from last year**



### Individual School Attendance rates by percentile for September 2021

	95-100	90-94	80-89	70-79	60-69	50-59	Below 50
Bishop Routhier	18%	8%	25%	10%	6%	18%	16%
Gift Lake	21%	11%	14%	6%	14%	7%	26%
Grouard Northland	44%	15%	18%	5%	8%	8%	3%
Hillview	9%	9%	17%	9%	17%	17%	22%
Paddle Prairie	5%	6%	9%	10%	13%	8%	50%
Susa Creek	22%	19%	7%	7%	26%	4%	15%
Average	20%	11%	15%	8%	14%	10%	22%
Calling Lake	21%	6%	7%	16%	16%	8%	25%
Chipewyan Lake	14%	0%	0%	10%	0%	5%	71%
Mistassiniy	9%	6%	13%	11%	7%	10%	44%
Pelican Mountain	12%	8%	3%	15%	12%	12%	38%
St. Theresa	22%	16%	12%	10%	11%	9%	20%
Average	16%	7%	7%	12%	9%	9%	40%
ADCS	18%	15%	17%	10%	11%	3%	25%
Anzac	16%	12%	14%	14%	13%	11%	19%
Bill Woodward	25%	9%	15%	10%	10%	12%	21%
Conklin	53%	16%	16%	5%	5%	0%	5%
Elizabeth	17%	13%	22%	13%	11%	5%	20%
Father R Perin	16%	9%	10%	13%	21%	11%	20%
Fort McKay	2%	6%	26%	11%	23%	17%	15%
JF Dion	18%	33%	16%	10%	11%	5%	7%
Average	21%	14%	17%	11%	13%	8%	16%

### Attendance by grade division (K-3, 4-6, 7-9 and High School) for September 2021

ECS	Grades 1-3	Grades 4-6	Grades 7-9	Grades 10-12
68%	70%	72%	61%	51%

**Monthly Attendance Winners (Drawn from all students attending 90% or higher during the month of September 2021)**

*Strategy 2.3: Create and atmosphere of respect and appreciation for individuals*

<b>Grade Grouping</b>	<b>Student Name</b>	<b>School Attending</b>	<b>% Attendance Achieved</b>
ECS to Gr. 3	Koda Willier	Grouard Northland	97%
Grade 4-6	Caleb Morris	Father R. Perin	100%
Grade 7-9	Keenan Soosay	Conklin	97%
Grade 10-12	Jaycee Kreutzer	Bill Woodward	99%



**NORTHLAND SCHOOL DIVISION  
ADMINISTRATION RECOMMENDATION TO THE BOARD**

**TO:** THE BOARD OF TRUSTEES **Date:** OCTOBER 29, 2021  
**SUBMITTED BY:** Dr. Nancy Spencer-Poirtras, Superintendent of Schools  
**SUBJECT:** October Enrolment Report  
**ORIGINATOR:** Murray Marran, Associate Superintendent of Human Resources  
**REFERENCE(S) &  
ATTACHMENTS:**

**RECOMMENDATION:**

**THAT the Board of Trustees receive as information, the October 1, 2021 Student Enrolment Report, as attached.**

\*\*\*\*\*

**BACKGROUND:**

Administration will provide a monthly update of student enrollment .

**RISK ANALYSIS:**

It is important for the Division to be aware of student enrollments, as this affects how Northland is able to organize and deliver services. A monthly update will be provided to the Board as information.



**Northland School Division - Monthly Enrolment Update for 2021-2022**

<b>Schools</b>	<b>May 31st 2021</b>	<b>Sept 30th 2021</b>	<b>Oct 2021</b>	<b>Nov 2021</b>	<b>Dec 2021</b>	<b>Jan 2022</b>	<b>Feb 2022</b>	<b>Mar 2022</b>	<b>Apr 2022</b>	<b>May 2022</b>
Athabasca Delta Community School	149	142								
Anzac Community School	91	92								
Bill Woodward School	100	102								
Bishop Routhier School	60	52								
Calling Lake School	114	115								
Career Pathways School	100	96								
Chipewyan Lakes School	22	21								
Conklin School	20	19								
Elizabeth School	111	86								
Father R. Perin School	78	80								
Fort McKay School	57	54								
Gift Lake School	125	110								
Grouard Northland School	60	31								
Hillview School School	33	23								
J.F. Dion School	69	61								
Mistassiniy School School	250	285								
Paddle Prairie School	113	106								
Pelican Mountain School	30	13								
St. Theresa School	297	259								
Susa Creek School	31	25								
Northland Online School	n/a	47								
<b>TOTAL</b>	<b>1,910</b>	<b>1, 819</b>								

**Summary - We have enrolled 95% of the students from year-end.  
Down 91 students in total.**





**Northland School Division  
October 29, 2021**

## 2022 BUDGET STATUS UPDATE

### CONTEXT

- Completing the Fall Budget Update for the Nov 26, 2021 Board Meeting
- Collaborative process highlighting focus areas, emerging issues & changes from spring
- Approved May 29, 2021, Budget 2022 supports the Education Plan and 2022 goals,
- Planned revenues and expenses are slightly lower than last year, surplus of \$0.6M
- Provincial funding essentially frozen for the last three years
  - “Bridge Funding” (\$4.5M in 2021-22) to transition between the old and new funding models. Preparation continues for a potential “fiscal cliff”.
- Key assumptions include minimal COVID impacts, School Food Services (hot lunch program) maintained (\$2.2M), Federal/First Nation tuition steady and minimal inflation
- Strategy to continue to invest in improvements and technology, to contain non-educational operating costs, focus resources on classrooms and to make strategic investments with any surpluses to provide long-term benefit

### MAY BUDGET - OVERVIEW

	<u>Budget May 2022</u>	<u>Budget May 2021</u>	<u>Actual Results Aug 31, 2020</u>	<u>Budget May 2020</u>
Revenues	\$ 60,573,394	\$ 64,171,249	\$ 57,579,222	\$ 63,395,625
Expenses	59,989,503	62,598,612	57,351,357	64,621,983
Surplus (Deficit)	\$ 583,891	\$ 1,572,637	\$227,865	(\$ 1,226,358)
Enrolment	1,919 E	1,922 E	1,918 A	2,080 E

### KEY ASSUMPTIONS

#### ENROLLMENT

- The enrollment level and mix will be based on actual school data
  - Forecast to be virtually unchanged from September 2020
  - Due to the pandemic enrollment has fluctuated - monitored carefully

## REVENUES

- The province will hold us harmless from enrollment shifts (one year)
- The new funding framework and formula has been implemented
  - The Division is funded more as a whole, and for program totals (like Transportation) than on a per student basis
  - The Weighted Moving Average approach and early grant decisions have stabilized funding and moderated the financial impact of enrollment changes
  - The Five-Year Investment and the School Food Services Funding grants ended
  - There is a \$4.5M bridging grant this year to support transition to the new funding model. It is expected this will decline/disappear in future
- Forecast federal revenues have declined by \$3M (19.8%) year over year due primarily to lower audited tuition rates. These will be set in November with the audit.

## EXPENSES

- School Food Services continues per the Board motion (~\$2.2M annually)
- Staff costs - Inflation at 0% has been factored into salaries/benefits and key contracts
  - The pandemic has reduced support staffing. The division is carefully reviewing vacancies/unfilled roles to ensure cost containment and sustainability
    - MNP analyzed corporate services operational efficiency, and additional savings and opportunities have been identified
- Investments in technology and housing continue with available funds and are being offset by reallocation of funds, travel reductions and other cost containment measures
- The end of the Five Year Investment Grant continues to be built into the cost structure
- The cost for property, liability and fleet insurance will be known with the bid in October
  - 2021 included a 23% increase (Total is \$1.3M),
  - The GOA covered the property insurance increase (\$228K)
- Staffing is being allocated, based on priorities and need in discussions with principals. Tuition agreements may specify staffing levels
- Transferable expense budgets at schools are a reflection of the change in student enrolment, and are calculated using an allocation model
- Small schools are now staffed at 2.40 fte minimum
  - A dedicated language instructor at every school continues
  - Funds set aside for community engagement/school councils.
- Housing continues to be costly - changes to utility recoveries, maintenance approach and the 37 Unit \$3.9M Improvement Plan will help with sustainability by reducing costs
- Flexibility is needed to move money between all departments, depending on the need.
- Vehicles – the replacement program ensures the fleet supports learning goals
- Buses – Four buses replaced yearly to maintain the 15 year average age (59 bus fleet)

## **BUDGET APPROACH**

### **Collaborative process**

- Principals, Directors, Associates reviewing opportunities and change impacts to meet budget targets
- Pupil Teacher Ratio updated and managed, based on actual enrollments
- Principals finalize site priorities, based on plans, focus areas and requirements

### **Division-wide:**

- COVID Impacts continue but are forecast to diminish - including cleaning, janitorial, equipment, supplies and reductions in substitutes
- Educational priorities for refreshing literacy and numeracy funded
- Carryforwards - School Surplus/deficits, deferred revenues and any surplus
- Northland Online School within existing resources
- Rate changes - teacher/support staff costs, key contracts, carbon tax, utilities, ASEBP
- Staff changes - FTE's, deployment and classifications
- Federal Calculation - update with November actuals and finalize 2020
- The Board of Trustees budget remains at the 2019-20 level
- Five Year Investment carry-forward, redeployment of funds/ surpluses
- The transition from ISC to Educational Service Agreements for funding flows continues

### **Departments**

- The Division will be working to change our organizational culture so support teams, services and processes are more customer oriented, efficient and networked
- Departments and key cost centres will operate within envelopes, based on previous years adjusted for innovations, Division priorities, and savings opportunities
- Learning Services will be resourced to continue to lead and support students' educational growth, assessment and development
- Human Resources will be funded to support schools, build engagement, leverage technology, lead OH&S and drive the culture
- Maintenance - Strategy and CMR investments have reduced costs and elevated our schools, offset by COVID janitorial costs. Focus on strategy, quality and leadership.
- Business Services - will be harvesting efficiencies, improving services, implementing gains from the MNP Operational Review, leveraging Atrieve, supporting more self-serve, procurement initiatives, KPI's and Administrative Procedure updates
- School Food Services - revisiting demand dynamically at each site (COVID)
- Transportation - technology upgrades and data management strategy continue, expand driver recruitment/training, review vehicle fleet, replace 4 of 59 buses annually
- Housing - complete 37 unit \$3.9M rebuild project, additional renovations and upgrades to ignite staff engagement and reduce unplanned maintenance based on funding.

### **Forecast and Budget Changes**

Principals, Directors, Associates reviewing opportunities/ impacts

- Collaborative variance process to plan and forecast
- Flexibility will be needed to move funds, depending on circumstances







## **Bylaw Bulletin Fall General Meeting 2021**

This Bulletin is intended to provide 60-days Written Notice of Bylaw amendments. A revised Bylaw & Policy Bulletin will be distributed on October 15 with additional information for the 2021 Fall General Meeting.

This Bylaw Bulletin was prepared by the 2020-21 ASBA Policy Development Advisory Committee:

Trina Boymook, ASBA Vice-President, Chair  
Lorrie Jess, ASBA President  
Cheryl Dumont, Zone 2/3 Director  
Daryl Scott, Zone 4 Director  
Trina Hurdman, Calgary Board of Education Director

For more information contact:  
Alberta School Boards Association  
Suite 1200, 9925 – 109 Street  
Edmonton, AB T5K 2J8  
Telephone: 780.451-7311  
[www.asba.ab.ca](http://www.asba.ab.ca)



## Table of Contents

<b>Executive Summary</b> .....	4
<b>Bylaw Amendments</b> .....	
Omnibus Amendment (Bylaws 1.1.8, 2.3-2.4, 3.3, 14.3, 15.8-15.10, 16.1, Schedule A6.3b, and Editorial Amendments) .....	5

## Executive Summary

---

The Bylaw Bulletin outlines the information required for the Business Session of the ASBA Fall General Meeting on November 15, 2021.

The Bylaw Bulletin is intended to share Bylaw amendments that will be brought forward to the Business Session of the November 15, 2021 Fall General Meeting with the necessary 60 days Written Notice. All other information for the Fall General Meeting will be circulated in the Budget & Policies Bulletin on October 15, 2021.

### Bylaw Amendments

Amendment of the Bylaws shall be governed by the following excerpts from Bylaw 14:

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

## **Omnibus Amendment – Bylaws 1.1.8, 2.3-2.4, 3.3, 14.3, 15.8-15.10, 16.1, Schedule A6.3b, and Editorial Amendments**

---

Sponsored by ASBA Board of Directors

### **Proposed Resolution**

**BE IT RESOLVED THAT**, a new clause be added as section 1.1.8 to the ASBA Bylaws as follows and all subsequent section numbers throughout 1 be amended accordingly:

1. 1.1.8 “Fraternal Organizations” means The Alberta Catholic School Trustees’ Association, the Public School Boards’ Association of Alberta, and the Fédération des conseils scolaires francophones de l’Alberta (Federation of Francophone School Authorities).

**BE IT FURTHER RESOLVED THAT**, section 2.3 of the ASBA Bylaws be struck in its entirety and replaced with amendments and the addition of 2.4, as follows:

2. 2.3 Full Members or Associate Members are expected to pay fees in a timely manner.  
2.4 Full members or Associate Members are required to provide notice of membership withdrawal prior to membership fee invoice date.

**BE IT FURTHER RESOLVED THAT**, section 3.3 of the ASBA Bylaws be struck in its entirety.

**BE IT FURTHER RESOLVED THAT**, section 14.3 of the ASBA Bylaws be amended accordingly:

3. 14.3 At least thirty days Written Notice of any Bylaw amendment shall be provided to each Full Member.

**BE IT FURTHER RESOLVED THAT**, sections 15.8-15.10 of the ASBA Bylaws be struck in its entirety and replaced as follows:

4. 15.8 Fraternal Organizations
  - 15.8.1 The Alberta Catholic School Trustees’ Association, the Public School Boards’ Association of Alberta, and the Fédération des conseils scolaires francophones de l’Alberta (Federation of Francophone School Authorities) shall be known as the ASBA’s Fraternal Organizations.
  - 15.8.2 Fraternal Organizations may attend non-confidential aspects of Board of Directors meetings as non-voting observers and at the expense of their respective organization.
  - 15.8.3 The President, Vice-President, and Appointed representatives of any ASBA Fraternal Organization are not eligible to concurrently hold the position of ASBA President, Vice-President, Director, or Alternate Director.

**BE IT FURTHER RESOLVED THAT,** section 16.1 of the ASBA Bylaws be amended accordingly:

5. 16.1 A public reporting process of placing expense reports online is applicable to the ASBA President, Vice-President, Board of Directors and Chief Executive Officer.

**BE IT FURTHER RESOLVED THAT,** section A6.3b of the ASBA Bylaws be amended accordingly:

6. 6.3b. The President or Vice-President of the Alberta Catholic School Trustees' Association, the Public School Boards Association of Alberta, and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities).

**BE IT FURTHER RESOLVED THAT,** sections of the ASBA Bylaws be updated to accommodate editorial amendments reflecting the change in title from "Executive Director" to "Chief Executive Officer."

### **Background**

Over the spring of 2021, the Association engaged in a Governance Review process completed by MNP. Upon conclusion of MNP's review of the Association's Bylaws and Governance Policies, final deliverables were provided to PDAC for review and recommendation. At the September 9, 2021 meeting of the ASBA Board of Directors, these deliverables were recommended by the Board of Directors for consideration by the Membership at the 2021 Fall General Meeting.

### **Attachments**

- 1) ASBA Bylaws – Track Changes Enabled ([Attachment A](#))



# ASBA BYLAWS

Revised September ~~June~~ 2021



## Table of Contents

---

<b>Bylaw 1: Definitions and Interpretation.....</b>	<b><u>333</u></b>
<b>Bylaw 2: Entitlement of Full and Associate Members .....</b>	<b><u>665</u></b>
<b>Bylaw 3: Board of Directors and Executive Committee Composition .....</b>	<b><u>676</u></b>
<b>Bylaw 4: Honourary President .....</b>	<b><u>776</u></b>
<b>Bylaw 5: Board of Directors Members .....</b>	<b><u>776</u></b>
<b>Bylaw 6: Representation and Voting at Board of Directors Meetings and at Executive Committee Meetings.....</b>	<b><u>10109</u></b>
<b>Bylaw 7: Executive Duties.....</b>	<b><u>101110</u></b>
<b>Bylaw 8: Board of Directors Powers and Duties .....</b>	<b><u>111110</u></b>
<b>Bylaw 9: Board of Directors Meetings.....</b>	<b><u>121211</u></b>
<b>Bylaw 10: General Meetings .....</b>	<b><u>131312</u></b>
<b>Bylaw 11: Special General Meetings .....</b>	<b><u>131312</u></b>
<b>Bylaw 12: Representation and Voting at General Meetings.....</b>	<b><u>131413</u></b>
<b>Bylaw 13: Association Budget and Membership Fees .....</b>	<b><u>151514</u></b>
<b>Bylaw 14: Amendments to the Bylaws.....</b>	<b><u>161615</u></b>
<b>Bylaw 15: Zones of the Association.....</b>	<b><u>161615</u></b>
<b>Bylaw 16: Expense Disclosure .....</b>	<b><u>191918</u></b>
<b>Bylaw 17: Meetings by Electronic Means.....</b>	<b><u>191918</u></b>
<b>SCHEDULE A: FORMING BYLAWS FOR ZONES 1, 2/3, 4, 5 AND 6 .....</b>	<b><u>212119</u></b>

## Bylaw 1: Definitions and Interpretation

---

### 1. Definitions and Interpretation

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

1.1.1. “Alternate Director” means a representative of a Zone or Metro Board who shall fill the position of Director in the event of the Director’s absence or inability to act.

1.1.2. “Associate Member” of the Association means:

1.1.2.1. Elected First Nations boards of education under the auspices of band councils; or

1.1.2.2. Métis boards of education that operate school buildings, in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.

1.1.3. “Association” or “The Association” means the Alberta School Boards Association.

1.1.4. “Board” means the board of trustees of a school division, the regional authority of a Francophone education region, or an official trustee as defined in the Education Act.

1.1.5. “Board of Directors” means the Board of Directors of the Association, established pursuant to the provisions of these Bylaws.

1.1.6. “Director” means a member of the Association’s Board of Directors who represents a Zone or Metro Board.

1.1.7. “Education Act” means the Education Act being Chapter E-0.3 of the Statutes of Alberta, 2012 as amended from time to time or any successor legislation hereinafter enacted.

1.1.7.1.1.8. “Fraternal Organizations” means The Alberta Catholic School Trustees’ Association, the Public School Boards’ Association of Alberta, and the Fédération des conseils scolaires francophones de l’Alberta (Federation of Francophone School Authorities).

1.1.8.1.1.9. “Full Member” of the Association means:

1.1.8.1.1.9.1. A board of trustees of a school division, or the regional authority of a Francophone education region that has publicly elected members according to the Local Authorities Election Act or in the case of Lloydminster the Local Government Election Act, and that is an operating board as defined in the Alberta School Boards Association Act; or

- ~~1.1.8.2.1.1.9.2.~~ 1.1.9.2. A board of trustees of a publicly supported school system in the City of Yellowknife, Northwest Territories, in respect of whom the Association has received the membership fee as invoiced for the current membership year or received evidence of intention to pay satisfactory to the Board of Directors.
- ~~1.1.9.1.1.10.~~ 1.1.10. “General Election” means an election held for all Boards in accordance with the Local Authorities Election Act.
- ~~1.1.10.1.1.11.~~ 1.1.11. “General Meeting” means one of the Association’s biannual meetings; either the Spring General Meeting or the Fall General Meeting.
- ~~1.1.11.1.1.12.~~ 1.1.12. “Metro Board” means any one of the four public or separate school boards in the cities of Calgary or Edmonton with Full Member status.
- ~~1.1.12.1.1.13.~~ 1.1.13. “Minister of Education” means the Minister of Education for the Province of Alberta.
- ~~1.1.13.1.1.14.~~ 1.1.14. “President” means President of the Association and Chair of the Board of Directors.
- ~~1.1.14.1.1.15.~~ 1.1.15. “Special General Meeting” means a meeting of the Association called by the Board of Directors, or by the President, pursuant to the provisions of these Bylaws. Unless the context otherwise requires, provisions in these Bylaws that apply to a General Meeting also apply to a Special General Meeting.
- ~~1.1.15.1.1.16.~~ 1.1.16. “Student” means any person enrolled in a Full Member jurisdiction as reported by Alberta Education.
- ~~1.1.16.1.1.17.~~ 1.1.17. “Substantive Motion” means a motion before the membership at a General Meeting, and includes motions relating to the Association budget, Bylaws, and policy positions.
- ~~1.1.17.1.1.18.~~ 1.1.18. “Trustee” means a member of a Board with Full Member status, or an official trustee as defined in the Education Act.
- ~~1.1.18.1.1.19.~~ 1.1.19. “Vice-President” means Vice-President of the Association and Vice-Chair of the Board of Directors.
- ~~1.1.19.1.1.20.~~ 1.1.20. “Written Notice” means notice of a meeting that:
- ~~1.1.19.1.1.20.1.~~ 1.1.20.1. Specifies the purpose, date, time and place of the meetings, and
  - ~~1.1.19.2.1.1.20.2.~~ 1.1.20.2. Is delivered by any electronic means or post, meeting required timelines, exclusive of the day on which the notice is sent or mailed and exclusive of the day for which notice is given.
- ~~1.1.20.1.1.21.~~ 1.1.21. “Zone” means a subset of all Boards established on a geographical or other basis pursuant to the provisions of these Bylaws.

1.2. In these Bylaws the singular includes the plural and the plural includes the singular.

## Bylaw 2: Entitlement of Full and Associate Members

---

### 2. Entitlement of Full and Associate Members

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

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

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

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

~~2.3. In the case of either Full Members or Associate Members are expected to pay fees in a timely manner, if within ninety (90) days of the membership fee invoice date, neither of the following has been received by the Association:~~

~~2.3.2.4. Full members or Associate Members are required to provide notice of membership withdrawal prior to membership fee invoice date.~~

~~2.3.1. Payment of the membership fee; nor~~

~~2.3.2. Evidence of intention to pay satisfactory to the Board of Directors, the member ceases to be a Full Member in good standing or Associate Member in good standing, and shall not be entitled to any entitlement of a Full Member or Associate Member noted in these Bylaws until the member has been brought into good standing and reinstated by the Board of Directors.~~

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

---

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

#### 3.1. The Association's Board of Directors shall consist of:

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

## Bylaw 4: Honourary President

---

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

## Bylaw 5: Board of Directors Members

---

- 5. Board of Directors Members
  - 5.1. Eligibility
    - 5.1.1. Every candidate for or occupant of the office of President, Vice- President, Director or Alternate Director shall be a Trustee of a Full Member Board.
    - 5.1.2. Any member of the Board of Directors ceasing to be a Trustee shall vacate his/her office, which shall be filled in accordance with provisions in these Bylaws.
    - 5.1.3. An individual in receipt of the nomination for a publicly elected provincial or federal office, or who currently occupies a publicly elected provincial or federal office shall not be eligible to concurrently hold the position of President, Vice-President, Director or Alternate Director.

5.1.4. An individual occupying any of the following positions shall not be eligible to concurrently hold the position of President, Vice-President, Director, or Alternate Director:

- Zone Chair/Vice-Chair;
- Appointed representatives of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9) who attend Board of Directors meetings as observers; or
- The President or Vice-President of the Alberta Catholic School Trustees' Association (Zone 7), the Public School Boards Association of Alberta (Zone 8), and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities – Zone 9).

## 5.2. Term

5.2.1. The President, Vice-President, and Directors shall be elected for a two year term and shall be eligible for re-election for one successive term of two years. The President, Vice-President, and Directors may be elected to a previously held position for more than two terms provided such re-election occurs at least one term following conclusion of the first two terms.

5.2.2. Director terms shall commence every November of even-numbered years for one Director and one Alternate Director for:

- Calgary Catholic School Division;
- Edmonton Public School Board;
- Zone 2/3;
- Zone 4; and
- Zone 6.

5.2.3. Director terms shall commence every November of odd-numbered years for one Director and one Alternate Director for:

- Calgary Board of Education;
- Edmonton Catholic Separate School Division;
- Zone 1;
- Zone 2/3; and
- Zone 5.

## 5.3. President and Vice President Elections

- 5.3.1. Election of the President and the Vice-President shall take place at a General Meeting of the Association, normally at the Fall General Meeting immediately following a General Election, and two years following (i.e. November of odd-numbered years).
  - 5.3.2. Nominations shall be made from the floor and shall require a seconder.
  - 5.3.3. Voting shall be by secret ballot on the basis of one vote per Full Member Board in attendance.
  - 5.3.4. The candidate receiving a simple majority of votes will be the successful candidate. Announcement of results shall be limited to identifying the successful candidate.
  - 5.3.5. The President and Vice-President shall take office at the conclusion of the General Meeting at which they are elected.
  - 5.3.6. Notwithstanding Bylaw 5.1.1 and 5.1.2, in the year of a General Election, if the President and/or Vice-President does not run for the office of trustee or is defeated in the General Election, the President and/or Vice-President may complete his/her term of office through to the election of the new President and/or Vice-President at the General Meeting.
- 5.4. Director Elections
- 5.4.1. Election of the Directors shall be completed and confirmed in writing to the Chief Executive Officer~~Executive Director~~ of the Association before the opening of the General Meeting specified in these Bylaws. Members so elected shall take office at the conclusion of the General Meeting.
  - 5.4.2. If a member of the Board of Directors is subsequently elected President or Vice-President, then his/her office as a member of the Board of Directors shall be filled by the Alternate Director, until such time as a new Director is elected.
- 5.5. Leaves of Absence
- 5.5.1. Any member of the Board of Directors seeking a publicly elected provincial or federal office, including the nomination for, shall take a leave of absence from the Board of Directors.
  - 5.5.2. The Board of Directors shall have the authority to grant leaves of absence to its members, including determination of conditions and length, subject to provisions contained in these Bylaws.
- 5.6. Vacancy
- 5.6.1. If a vacancy occurs in the office of President, it shall be filled automatically by the Vice-President.
  - 5.6.2. If a vacancy occurs in the office of Vice-President, notwithstanding any provisions in these Bylaws governing the election of a Vice-President, the



Board of Directors shall fill the vacancy from among its members until a by-election can be held at a General Meeting.

- 5.6.3. If a vacancy occurs in the office of Directors, the Metro Board or Zone shall arrange to fill the vacancy.
- 5.6.4. If a Metro Board or Zone fails to appoint a Director to the Board of Directors in accordance with the requirements of these Bylaws, then the Board of Directors may arrange to fill the vacancy.
- 5.6.5. In the event a Director fails to attend three consecutive meetings without giving due and timely notice as to the cause of non-attendance, the Board of Directors may declare the seat vacant and may arrange to fill the vacancy.
- 5.6.6. Any Trustee who fills a vacancy in the office of President, Vice-President, or Director shall be deemed to have completed a term if they served in that capacity for more than twelve months.

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

---

- 6. Representation and Voting at Board of Directors Meetings and at Executive Committee Meetings
  - 6.1. At Board of Directors meetings:
    - 6.1.1. The President, Vice-President, and all Directors each carry one vote.
    - 6.1.2. Quorum is seven voting members of the Board of Directors.
    - 6.1.3. A majority vote of the members present, including the Chair, shall decide all questions unless otherwise required by these Bylaws.
    - 6.1.4. In the event of a tie vote, the question is lost.
    - 6.1.5. Each Director's vote shall be recorded when a recorded vote is requested by any Director prior to the vote being taken.
  - 6.2. An Alternate Director who attends a Board of Directors meeting in the place of a Director shall be entitled to vote.
  - 6.3. In the event that both the Director and the Alternate Director are unable to attend a meeting of the Board of Directors, the chair of the Zone or Metro Board that the Director represents may attend that meeting of the Board of Directors and shall be entitled to vote.
  - 6.4. At Executive Committee meetings where consensus is not possible, the President shall determine the course of action to be taken.

## **Bylaw 7: Executive Duties**

---

## 7. Executive Duties

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

## Bylaw 8: Board of Directors Powers and Duties

---

### 8. Board of Directors Powers and Duties

- 8.1. The business and affairs of the Association shall be under the direction and control of the Board of Directors, which may exercise all the powers of the Association which are not required by the Alberta School Boards Association Act, or by these Bylaws, to be exercised by the Association in a General Meeting.
- 8.2. Without limiting the generality of the foregoing, the Board of Directors:
  - 8.2.1. Shall appoint ~~an Executive Director as~~ Chief Executive Officer of the Association, establish terms of employment and salary, prescribe duties, and monitor and evaluate performance;
  - 8.2.2. May delegate any or all of its powers to the ~~Executive Director~~ Chief Executive Officer, the Executive Committee established pursuant to these Bylaws, or a committee appointed by it;
  - 8.2.3. May appoint either from its own members or others such special committees as it may from time to time deem advisable and prescribe their duties and functions;
  - 8.2.4. Shall pay the reasonable expenses of its members and others;
  - 8.2.5. Shall pay a per diem allowance, as determined by the Association's budget, to its members and others;

- 8.2.6. Shall make provision for the payment of honoraria, as determined by the Association's budget, to Board of Directors members;
- 8.2.7. May adopt policy positions on matters which arise between General Meetings and shall submit these for ratification at the next General Meeting;
- 8.2.8. Shall designate a newly-created board to belong to a Zone, on an interim basis. Final designation to which Zone such Board shall belong shall occur at the next General Meeting following the date of creation of such Board;
- 8.2.9. Shall engage in strategic planning activities which establish and review short- and long-range plans to guide the Association's business and affairs;
- 8.2.10. Shall communicate and support the Association's position on issues, policies, and practices to appropriate internal and external publics;
- 8.2.11. Shall have the authority to grant honorary life memberships in the Association, which shall not entail the payment of fees by the recipient;
- 8.2.12. Shall delegate to the ~~Chief Executive Officer~~Executive Director responsibility for the establishment of fair salaries and reasonable working conditions for Association staff and contractors.

## Bylaw 9: Board of Directors Meetings

---

### 9. Board of Directors Meetings

- 9.1. Regular meetings of the Board of Directors shall be held at such time and place as may be set by resolution of the Board of Directors.
- 9.2. Special meetings of the Board of Directors may be called by providing a written statement to the ~~Chief Executive Officer~~Executive Director detailing the business in respect of which the meeting is desired by:
  - 9.2.1. The Executive Committee; or
  - 9.2.2. A majority of voting members of the Board of Directors.
- 9.3. Upon request for a special meeting of the Board of Directors, the ~~Chief Executive Officer~~Executive Director shall call such meeting by providing:
  - 9.3.1. Eight days Written Notice to each voting member of the Board of Directors; or
  - 9.3.2. Oral or fewer than eight days Written Notice following receipt of written consent or waiver from each voting member of the Board of Directors.
- 9.4. Meetings of the Board of Directors are open to Full Members of the Association unless a majority of voting members of the Board of Directors elect to hold part of the meeting in camera.

## Bylaw 10: General Meetings

---

### 10. General Meetings

- 10.1. Two General Meetings of the Association shall be held each year.
- 10.2. Unless otherwise directed by the Board of Directors:
  - 10.2.1. The Spring General Meeting shall be held during the first full week of June; and
  - 10.2.2. The Fall General Meeting shall be held during the third full week in November.
- 10.3. The location of the General Meeting shall be determined by the Board of Directors.
- 10.4. At least thirty days Written Notice of any General Meeting shall be provided to each Full Member and Associate Member.
- 10.5. A quorum for any General Meeting shall consist of a majority of the Full Member Boards. The business of a General Meeting will not proceed if a quorum is not present throughout the meeting.

## Bylaw 11: Special General Meetings

---

### 11. Special General Meetings

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

## Bylaw 12: Representation and Voting at General Meetings

---

### 12. Representation and Voting at General Meetings

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

- 12.4. A balloting committee shall be appointed at the opening of every General Meeting. It is the duty of the balloting committee to conduct the ballot voting.

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

---

### 13. Association Budget and Membership Fees

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

## Bylaw 14: Amendments to the Bylaws

---

### 14. Amendments to the Bylaws

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

## Bylaw 15: Zones of the Association

---

### 15. Zones of the Association

- 15.1. The President or their designate is an ex-officio non-voting member of all geographic Zones.
- 15.2. All Full Member Boards shall belong to a Zone of the Association.
- 15.3. Subject to the provisions of these Bylaws, for the purpose of the formation of geographic Zones of the Association, the Province shall be divided as follows and each geographic Zone shall consist of designated Boards as follows.
  - 15.3.1. Zone 1
    - Fort Vermilion School Division
    - Grande Prairie and District Catholic Schools
    - Grande Prairie Public School Division
    - High Prairie School Division
    - Holy Family Catholic Regional Division
    - Northland School Division
    - Peace River School Division
    - Peace Wapiti Public School Division
    - Conseil Scolaire du Nord-Ouest
  - 15.3.2. Zone 2/3
    - Aspen View Public Schools
    - Black Gold School Division
    - Buffalo Trail Public Schools
    - East Central Alberta Catholic School Division
    - East Central Francophone
    - Edmonton Catholic Separate School Division
    - Edmonton Public School Board
    - Elk Island Catholic Schools
    - Elk Island Public Schools

- Evergreen Catholic Separate School Division
- Fort McMurray Public School Division
- Fort McMurray Roman Catholic Separate School Division
- Grande Yellowhead Public School Division
- Conseil Scolaire Centre Nord
- Greater St. Albert Roman Catholic Separate School Division
- Lakeland Roman Catholic Separate School Division
- Living Waters Catholic Separate School Division
- Lloydminster Public School Division No. 99
- Lloydminster Catholic School Division
- Northern Gateway Public Schools
- Northern Lights Public Schools
- Parkland School Division
- Pembina Hills School Division
- St. Albert Public Schools
- St. Paul School Division
- St. Thomas Aquinas Roman Catholic Separate School Division
- Sturgeon Public Schools
- Yellowknife Education District No. 1
- Yellowknife Catholic Schools

#### 15.3.3. Zone 4

- Battle River School Division
- Chinook's Edge School Division
- Clearview Public Schools
- Red Deer Catholic Regional Schools
- Red Deer Public Schools
- Wetaskiwin Regional Public Schools
- Wild Rose School Division
- Wolf Creek Public Schools

#### 15.3.4. Zone 5

- Calgary Catholic School Division
- Calgary Board of Education
- Canadian Rockies School Division
- Christ the Redeemer Catholic School Division
- Foothills School Division
- Golden Hills School Division
- Prairie Land Public School Division
- Rocky View School Division
- Conseil FrancoSud

#### 15.3.5. Zone 6

- Grasslands Public Schools



- Holy Spirit Roman Catholic Separate School Division
- Horizon School Division
- Lethbridge School Division
- Livingstone Range School Division
- The Medicine Hat Catholic Board of Education
- Medicine Hat Public School Division
- Palliser School Division
- Prairie Rose Public Schools
- Westwind School Division

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

15.5. The objects of the geographic Zones shall be to:

15.5.1. Provide a forum for Members to network, share information, generate solutions, advise ASBA Board of Directors and Alberta Education Representatives, grow as a trustee or as a board and support good governance;

15.5.2. Inform and support ASBA's mission, vision and strategic direction through application and consultation at the Zone level;

15.5.3. Work in partnership for the mutual benefit of Members;

15.5.4. Serve as a conduit on issues and concerns of Members between General Meetings;

15.5.5. Support a harmonized approach to advocacy and communication efforts through the development of ASBA advocacy initiatives informed by Zone contexts and/or coordinated at the Zone level where applicable; and

15.5.6. Aid in building mutual understanding of and ensuring consideration of Zone contexts throughout education priorities and issues.

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

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

#### 15.8. Fraternal Organizations

15.8.1. The Alberta Catholic School Trustees' Association, the Public School Boards' Association of Alberta, and the Fédération des conseils scolaires francophones de l'Alberta (Federation of Francophone School Authorities) shall be known as the ASBA's Fraternal Organizations.

15.8.2. Fraternal Organizations may attend non-confidential aspects of Board of Directors meetings as non-voting observers and at the expense of their respective organization.

15.8.3. The President, Vice-President, and Appointed representatives of any ASBA Fraternal Organization are not eligible to concurrently hold the position of ASBA President, Vice-President, Director, or Alternate Director.

#### ~~15.7. Zone 7~~

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

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

#### ~~15.8. Zone 8~~

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

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

#### ~~15.9. Zone 9~~

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

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

## Bylaw 16: Expense Disclosure

---

### 16. Expense Disclosure

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

## Bylaw 17: Meetings by Electronic Means

---

### 17. Meetings by Electronic Means

17.1. The Board of Directors may determine that a meeting be held entirely by electronic means including, without limitation, a teleconference or video conference that permits all participants to communicate adequately with each other during the meeting.

- 17.2. For the purpose of this Bylaw, a “meeting” includes a General Meeting, a Special General Meeting, a meeting of the Board of Directors, a meeting of the Executive Committee and a meeting of any other committee of the Board of Directors.
- 17.3. If the Board of Directors determine a meeting will be held by electronic means the Written Notice of that meeting must state the electronic means by which the meeting is to be held.

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

---

(As referred to in Bylaw 15.3)

### **Bylaw A1: Membership**

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

### **Bylaw A2: Finance**

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

### **Bylaw A3: Meetings**

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

### **Bylaw A4: Voting**

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

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

Bylaw A5: Alberta School Boards Association Board of Directors

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

Bylaw A6: Zone Executive

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

- A6.4 A majority of the members of the Zone Executive shall constitute a quorum.
- A6.5 Any Zone Director ceasing to be a trustee shall vacate his/her office, which shall be filled in accordance with provisions hereinafter set out in these Bylaws.
- A6.6 If the office of Chair becomes vacant, it shall be automatically filled by the Vice- Chair.
- A6.7 If a vacancy occurs among the Directors the board or boards represented may elect a new director to fill the vacancy.

Bylaw A7: Duties and Powers of the Zone Executive

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

Bylaw A8: Bylaws

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

Bylaw A9: Communications

A9.1 The President or their designate is the official spokesperson for the Association, including geographic Zones 1, 2/3, 4, 5, and 6.

A9.2 Any document prepared by geographic Zones that contains ASBA's name or logo and/or Zone name that is intended for public release shall require prior approval by ASBA.







Public School Boards' Association of Alberta

# Association Bylaws

Approved at PSBAA AGM: October 18, 2019

Amended at PSBAA AGM: October 15, 2020

## PUBLIC SCHOOL BOARDS' ASSOCIATION OF ALBERTA BYLAWS

### DEFINITIONS / INTERPRETATION

#### 1.1 In these bylaws:

- (a) "associated with a Member" means a Trustee of, or executive staff person employed by, and with a system-wide responsibility to, a Member;
- (b) "Member" means a school jurisdiction established under the *Education Act* (Statutes of Alberta, 2012, Chapter E-0.3 and amendments or successor legislation thereto) or the *Northland School Division Act* (2017 and amendments or successor legislation thereto), which meets the conditions for membership set out in Article 5 of these bylaws and which joins the Association;
- (c) "Member Representative" or "Representative" means a Trustee of a Member, who has been appointed by the Member to be its representative at meetings.
- (d) "Alternate Representative" means a Trustee of a Member who has been appointed by the Member.
- (e) "Council" means the Public School Boards Council.
- (f) "weighted vote" means one ballot which represents one vote for every one hundred dollars of supplementary fees paid in the current year. The outcome of the vote on any question decided by the use of weighted votes shall be determined by counting the total votes represented on every ballot cast in favor of the question and comparing that number to the total votes represented on every ballot cast against the question.
- (g) "Special Resolution" means a resolution passed by the vote of not less than 75% of the votes cast, with a quorum being present.

### NAME

- 2.1 The name of the Association shall be the **Public School Boards' Association of Alberta**, hereinafter referred to as the "Association".

### SEAL

- 3.1 The Association shall have a seal which shall be retained in the custody of the Executive Director, and its use shall be authenticated by the signatures of the Executive Director and the President, or either Vice-President of the Association.

### HEAD OFFICE

- 4.1 The head office shall be situated in Edmonton in the Province of Alberta or in such other place within the province as the Association may determine.

### MEMBERSHIP

#### Qualifications for Membership

- 5.1 Membership shall be open to any public or separate school jurisdiction or First Nations Education Authority that has in place a Regional Education Agreement which includes the federal and provincial governments in Alberta that, at the time it joins the Association and during the term of its membership:
- (a) subscribes to the Objects of the Association;
  - (b) pays the membership and any other fees and assessments provided for in these by-laws; and,
  - (c) agrees to be bound by, and acts in accordance with, these bylaws.

#### Withdrawal of Membership

- 6.1 A Member may only withdraw from membership in the Association after giving notice in writing to its head office on or before 01 April in a fiscal year (Article 47.1) and the withdrawal will have effect on the last day of the Association's fiscal year in which notice is given.

### **Suspension / Termination of Membership and Expulsion of Member**

- 7.1 Privileges of membership shall be suspended during the time that any Member is in arrears regarding payment of dues.
- 7.2 The membership of any Member which has not paid the annual Association dues (at 60 days of the commencement of the fiscal year) shall be deemed to be terminated.
- 7.3 Any Member, upon a majority vote of all Members of the Association in good standing, may be expelled from membership for any cause which the Association may deem reasonable.

### **ASSOCIATE AND HONOURARY MEMBERSHIP**

#### **Associate Membership**

- 8.1 The Association may establish varieties of Associate membership, and attach thereto such terms, conditions, benefits and privileges, and may charge such fees therefore as the Association in its sole discretion shall decide.

#### **Honourary Membership**

- 9.1 Honourary membership is the highest honour that the Association can accord, and the Association may extend honourary membership to any person who it decides has made an extra-ordinary contribution to the advancement of public school education in a community or for the benefit of communities throughout Alberta.
- 9.2 The Association may determine the benefits and privileges which will be extended to Honourary Members.

### **GENERAL MEMBERSHIP MEETINGS OF THE ASSOCIATION**

#### **Annual General Meeting**

- 10.1 The Annual General Meeting shall be held each year on a date to be fixed by the Executive Committee which shall be not more than 15 months following the last Annual General Meeting. (Article 18.1)
- 10.2 The following matters may only be decided at a duly constituted Annual General Meeting:
  - (a) the adoption of the budget for the up-coming fiscal year;
  - (b) the borrowing of money;
  - (c) the adoption of any special levy on Members;
  - (d) the adoption or amendment of a fee schedule for Members;
  - (e) any amendments to the bylaws, including the adoption of replacement bylaws;
  - (f) the election of the officers and directors;
  - (g) the review of the financial statements; and,
  - (h) the appointment of an independent third party to conduct a review of the financial statements for the current fiscal year.
- 10.3 Any matter which may be decided at a Special Meeting may be decided at an Annual General Meeting (Article 11.3).

#### **Special Meetings**

- 11.1 Special Meetings may be called by motion of the Executive Committee and/or the Council.
- 11.2 Members may decide the following matters at a Special Meeting:
  - (a) the adoption of any special levy on Members;
  - (b) reports from Standing or Ad Hoc Committees or from the Council;
  - (c) emergent items as identified through motion by the Executive Committee and / or motion of the Council;
  - (d) conduct a by-election to fill vacancies on the Executive Committee (Article 22.4).
- 11.3 Any matter which may be decided at a Special Meeting may be decided at an Annual General Meeting.

**Meetings Conducted by Means of Appropriate Technologies**

- 12.1** The Association may not conduct the Annual General Meeting, Special Meetings, or meetings of the Council by means of electronic devices and telecommunications systems;
- 12.2** The Association may conduct Executive Committee Meetings, Standing Committee Meetings, and/or Ad Hoc Committee Meetings by means of electronic devices and telecommunication systems, provided that:
- (a) proper notice of the date, time, and means of communication has been given to each participant; and,
  - (b) each participant of the Committee has access, at the time of the meeting, to the medium of the meeting, so as both to provide to, and receive from, unimpeded communication from all other participants.

**Meetings of the Association: Quorum**

- 13.1** An Annual General or Special Meeting may be called to order when a quorum consisting of one-half of the Members is present.

**Meetings of the Association: Voting & Weighted Votes**

- 14.1** Voting on resolutions at meetings, including meetings of the Council, shall be on the basis of one Member, one vote.
- 14.2** Prior to the debate on any resolution which would result in a fee from Members, any Member(s) may request the use of a weighted vote ballot.
- 14.3** A weighted ballot shall be used for Special levies.
- 14.4** In the case of a call for the use of a weighted ballot immediately prior to the question being called, the Member who has requested the weighted ballot shall be afforded the opportunity to withdraw the request.

**THE COUNCIL****Establishment and Composition**

- 15.1** There shall be a Council, consisting of the Executive Committee and one Representative of each Member.
- 15.2** The Executive Committee Members are *ex officio* on the Council without the right to participate in the deliberations of the Council and without the right to vote.

**Authority and Quorum of the Council**

- 16.1** The Council is authorized to act on behalf of the membership in all matters, except that it may not decide any matters that are to be determined at an Annual General Meeting or Special Meeting (Article 10.2 and Article 11.2). A quorum is sixty percent of the Council.
- 16.2** Subject to the overriding authority of an Annual General Meeting or Special Meeting, the Council may:
- (a) organize its meetings and make rules about the conduct of its meetings;
  - (b) propose, advocate, question or oppose measures or occurrences which would affect public education;
  - (c) consider and adopt positions for and on behalf of the Association;
  - (d) engage the public on the state of education in Alberta;
  - (e) recommend a fee schedule and budget to Members each year;
  - (f) consider and adopt policies for the Association.

**OTHER PROVISIONS RE: THE ANNUAL GENERAL MEETING, SPECIAL MEETINGS, AND MEETINGS OF THE COUNCIL****The Chairperson of Annual General Meetings, Special Meetings, and Meetings of the Council**

- 17.1** The President, and in the absence of the President, the First Vice-President, and in the absence of both, the Second Vice-President, shall chair Annual General and Special Meetings of the Association and meetings of the Council. Such meetings may not be convened except by the President or one of the Vice-Presidents of the Association.

**Notice of General Meetings**

**18.1** Members shall be given a minimum of 40 (forty) days' notice, provided in writing, of the date, time and location of the Annual General Meeting. The notice shall include the agenda for the Annual General Meeting, and such additional information as is necessary to convey the sense of all matters which have come to the attention of the Executive Committee and are required or likely to be raised at the meeting.

**Notice of Meetings of the Council and Special Meetings**

**19.1** Members shall be given a minimum of 25 (twenty-five) days' notice, provided in writing, of the date, time and location of any Special Meeting or any meeting of the Council. The notice shall include the agenda for the Special Meeting or meeting of the Council, and such additional information as is necessary to convey the sense of all matters which have come to the attention of the Executive Committee and are likely to be raised at the meeting.

**Charges for Meetings/Events**

**20.1** Members, Associate Members and invited guests may attend General, Special or Council Meetings. Attendees shall be charged a registration fee.

**REPRESENTATIVES, PARTICIPATION BY OTHERS, AND VOTING AT ALL ASSOCIATION MEETINGS**

**21.1** Each Member designates one of its Trustees to be its Representative and one to be its Alternate.

**21.2** In the absence of the Representative or Alternate, the Chairperson of the Member Board shall be regarded as the Representative.

**21.3** The designation referred to in section 21.1 shall remain in effect until it is revoked, or until the person named ceases to be a Trustee of the Member, or until the designation is superseded by a subsequent designation by the Member.

**21.4** The Representative, or in the absence of the Representative, the Alternate, or in the absence of the Alternate, the Chairperson shall vote on behalf of the Member.

**21.5** For Council Meetings, all participants may actively engage in the Agenda.

**Resignations and Deemed Resignations**

**22.1** If a person resigns from, or otherwise ceases to hold the office of Trustee, that person is deemed to have resigned from an elected/ appointed position within the Association, on the date that the newly elected Trustee of the Member is sworn into office (See Article 38).

**22.2** If a person resigns from or otherwise ceases to hold the office of an executive staff position of a Member, that person is deemed to have resigned from an appointed position in the Association on the day that s/he resigns from said employment, excepting the provisions contained in Article 38.1.

**22.3** If a person is a Trustee or executive staff person of a jurisdiction for which the fees or other assessments are in arrears, that person is deemed to have resigned from any elected or appointed position in the Association on the date that the jurisdiction's membership is suspended by motion of the Executive Committee.

**In Camera Meetings**

**23.1** There are occasions when it is in the interest of the Association to discuss matters In Camera. As a general rule, such items may include, but are not limited to, land, labour and legal.

**23.2** Members may remain for and participate in the In Camera Meeting.

## **THE EXECUTIVE COMMITTEE**

### **The Composition and Quorum of the Executive Committee**

- 24.1** There shall be an Executive Committee of the Association composed of the President, the First Vice-President, the Second Vice-President and two Directors from the membership at large. Any Member with a student enrollment of 50,000 students or more will be entitled to name a Director to the Executive Committee, except in the circumstance where a Trustee of the eligible Member holds the Office of President or Vice Presidents and/or elected Directors. The Executive Director of the Association is *ex officio*. A quorum for the Executive Committee shall be fifty percent plus one.
- 24.2** The President shall be the Chairperson of the Executive Committee.
- 24.3** For the purposes of the Societies Act, the Executive Committee shall be considered the Board of Directors.

### **The Mandate of the Executive Committee**

- 25.1** Subject to these bylaws and any resolution adopted by the membership of the Association at a Special or Annual General Meeting, the Executive Committee shall be responsible for and shall have the power to:
- (a) conduct the affairs of the Association including, but not limited to, the power to hire, remunerate, direct, evaluate the performance of, and discharge any Executive Director; and
  - (b) represent the Association and delegate individuals to represent the Association.

### **Rules Governing the Executive Committee**

- 26.1** Notice of the time, date, and place of each meeting of the Executive Committee shall be given to each member of the Executive Committee not less than seven (7) days before the time the meeting is to be held, provided that any member of the Executive Committee may waive notice of a meeting before or during the meeting and such waiver shall be deemed the equivalent of receipt of due notice of the meeting.
- 26.2** The Executive Committee may conduct its meetings by means of electronic devices and telecommunication systems, provided that:
- (a) proper notice of the date, time, and means of communication has been given to each member of the Committee; and
  - (b) each Committee member has access, at the time of the meeting, to the medium of the meeting, so as both to provide to, and receive from, all other participants, unimpeded communication.

### **The Term of Office of Officers of the Association (Members of the Executive Committee)**

- 27.1** The term of office for the President, both Vice-Presidents, and two Directors, is two years, and the incumbents are eligible to be re-elected to the same position only once in immediate succession.
- 27.2** The term of office of every elected officer commences on the day of her/his election, at the adjournment of the meeting at which they are elected and shall expire on the day of the election for the successor, at the adjournment of the meeting at which the successor is elected.
- 27.3** Any Trustee who has served in the position of President, Vice President, or elected Director for greater than ten months shall be deemed to have completed a term.

### **Powers and Duties of the President**

- 28.1** The President shall promote the Objects of the Association.
- 28.2** In the absence of an Association position, the President may respond to queries and in doing so reflect the Objects of the Association and communicate that the expressed response has not been ratified by the Members.
- 28.3** S/he shall chair Annual General and Special Meetings and all meetings of the Council and the Executive Committee and shall perform such other tasks as may be mandated to her/him by resolution of the membership, the Council, or the Executive Committee. (The President is, *ex officio*, a member of all committees. Article 31.1)

**Powers and Duties of the Vice-Presidents & Directors**

- 29.1** The First Vice-President, or in the event that the First Vice-President is unable to act, the Second Vice-President, shall perform the duties and fulfill the responsibilities of the President in the absence of the President, or in the event that the President is unable to act. The two Vice-Presidents shall assist the President in promoting the Objects of the Association. Each shall perform such other tasks as may be mandated to her/him by resolution of the membership or of the Council or of the Executive Committee.
- 29.2** A Director shall undertake tasks as may be mandated and assigned by resolution of the membership, Council, or the Executive Committee, and shall assist in promoting the Objects of the Association.

**Powers and Duties of the Executive Director**

- 30.1** The Executive Director is the Chief Executive Officer.
- 30.2** The Executive Director shall:
- (a) keep a record of all meetings of the general membership, including the Council, and the Executive Committee;
  - (b) maintain the bank accounts and financial records;
  - (c) ensure that the business is conducted in accordance with the law, prudently, and with due regard for the Objects of the Association, the reputation of the Association, and the needs of Members;
  - (d) advise the Executive Committee and Committee Chairs regarding process and potential impact of decisions; and
  - (e) carry out such other duties as the Executive Committee from time to time may direct.

**EX OFFICIO OFFICES – THE PRESIDENT AND THE EXECUTIVE DIRECTOR**

- 31.1** The President is *ex officio* on all committees, with the right to participate in all deliberations of any committee, including the right to propose that any matter be put to a vote and the right to vote on any matter put to a vote by the committee.
- 31.2** The Executive Director is *ex officio* on all committees, with the right to participate in all the deliberations of each committee, but without the right to vote on any matter put to a committee, and without the right to propose that any matter be put to a vote by a committee.

**NOMINATIONS AND ELECTIONS**

- 32.1** An election to elect a President, First Vice-President, and a Director shall be conducted during the course of the Annual General Meeting held in each odd-numbered year.
- 32.2** An election to elect a Second Vice-President and a Director shall be conducted during the course of the Annual General Meeting held in each even-numbered year.
- 32.3** Normally the Association shall conduct a by-election at any Annual General Meeting or Special Meeting, as required.
- 32.4** In exceptional circumstances, the Executive Committee may, by motion, call a Special Meeting for the purposes of calling a by-election to fill a vacancy on the Executive Committee.

**The Returning Officer**

- 33.1** The Executive Committee shall appoint a Returning Officer to conduct a general election or by-election, whether for one or more positions.
- 33.2** The Returning Officer shall conduct the election according to the Association Administrative Procedures which provide for the proper and efficient conduct of the election.
- 33.3** The only appeal from an act or omission or ruling of the Returning Officer is to the membership, which appeal must be made at the earliest opportunity following the act or omission or ruling about which the appeal is made.

**Resign to Run**

- 34.1** Should a current officer of the Executive Committee wish to run for a different office on the Executive Committee, that individual must first resign from the current office on the Executive Committee before s/he is eligible to seek any other office on the Executive Committee.

**Procedures for Elections**

- 35.1** Nominations for the office of President, or First or Second Vice-President, or First or Second Director at large shall be made by speaking from the floor, at a properly constituted Annual General Meeting or Special Meeting.
- 35.2** No candidate may be nominated unless s/he has given her/his written consent to the nomination and such consent must be indicated to the Members by the person nominating the candidate.
- 35.3** At any General or Special Meeting at which a general election or more than one by-election occurs, the nomination and election shall be conducted first for the office of President, if an election is required. The results of the vote, if any, shall be announced, after which the nomination and election for the First Vice-President shall be conducted, if an election is required. The results of the vote, if any, shall be announced, after which the nomination and election for the Second Vice-President shall be conducted, if an election is required. The results of the vote, if any, shall be announced, after which the nomination and election for the First Director shall be conducted, if an election is required. The results of the vote, if any, shall be announced, after which the nomination and election for the Second Director shall be conducted, if an election is required. The results of the Vote, if any, shall be announced.
- 35.4** No person may be nominated, elected, or appointed to the Executive Committee who is a Trustee of a Member jurisdiction of which another Trustee is already an Executive Committee Member, for the same or an overlapping term.

**Secret Ballot, and Election**

- 36.1** Voting for the Executive Committee Members shall be conducted by secret ballot, and each Member shall have one vote for each office.
- 36.2** The candidate will be elected who receives the number of votes which is greater than the number received by any other candidate for the office.
- 36.3** The Returning Officer shall have a vote only in the event of a tie, in which case, the vote of the Returning Officer shall be determined by placing the names of the candidates who have received the greatest number of votes in a suitable container from which one name shall be drawn and the person whose name is drawn shall be declared elected.

**VACANCIES IN THE OFFICES OF THE ASSOCIATION**

- 37.1** The President, in the event that s/he ceases to be a Trustee of a Member solely by reason of not being returned as a Trustee in local elections, may continue to serve as President until the adjournment of the next Annual General Meeting, but in no case for more than 60 days from the day s/he ceases to hold the office of Trustee.

**Removal from Office**

- 38.1** The Association may remove the President, either Vice-President and/or elected Directors at large from office prior to the expiry of that Officer's term of office, by adopting, at an Annual General Meeting, Council Meeting or Special Meeting, a resolution declaring the office vacant.
- 38.2** The resolution referred to in Article 38.1 must be distributed in printed form to all members twenty-five (25) days in advance of the meeting at which it is intended to vote on the resolution.



**STANDING AND AD HOC COMMITTEES****The Financial Review Committee**

- 39.1** There shall be a Standing Committee of the Association known as the Financial Review Committee, which shall include three people: an Executive Committee Member, a Member Representative, and a Secretary Treasurer of a Member, who shall serve as the Chairperson. The Member Representative shall be elected at the Annual General meeting and the Secretary Treasurer representative will be appointed by resolution of the Council.
- 39.2** It shall be the responsibility of the Financial Review Committee to meet with an independent third party for the purpose of reviewing the annual financial statements, as required, and to report annually to the membership on the financial condition of the Association (See also Article 52.1).

**Other Standing Committees**

- 40.1** The Association, at a Special or Annual General Meeting, or at a meeting of the Council, may establish other Standing Committees by the adoption of a resolution.

**Ad Hoc Committees**

- 41.1** The Association may establish Ad Hoc Committees from time to time by the adoption of a resolution at a Special or Annual General Meeting or at a meeting of the Council.

**The Mandate and Rules Governing Standing and Ad Hoc Committees**

- 42.1** The Council shall make and publish policies:
- (a) regarding notice to Members about the establishment, make-up, mandate, and progress;
  - (b) about the criteria for membership (expectations of Members), how nominees will be invited and chosen to serve on committees, the term of office, the eligibility to be reappointed, and related matters; and
  - (c) establishing the management, communications, and reporting practices required of Standing and Ad Hoc Committees other than the Executive Committee and the Financial Review Committee.

**Membership and Quorum of Standing and Ad Hoc Committees**

- 43.1** Membership in a Standing or Ad Hoc Committee is open to any Trustee or executive staff of a Member, upon the expression of interest by that Trustee or executive staff and subject to such policies as the Council adopts and publishes pursuant to article 42.1. A quorum for a meeting of any Standing or Ad Hoc Committee shall be at least fifty percent of the named members of the committee.

**INDEMNIFICATION OF MEMBERS OF THE EXECUTIVE COMMITTEE AND OTHERS**

- 44.1** The Association shall indemnify every officer, the Executive Director, and all employees and her/his heirs, executors and administrators against all losses, costs and expenses, including solicitor and client fees, reasonably incurred by her/him in connection with any action, suit or proceeding to which s/he may be made a party by reason of her/his being or having been an officer, the Executive Director, or an employee of the Association. Any such losses, costs and expenses incurred or suffered by the Association by reason of, or arising out of, or in connection with these indemnification provisions shall become an expense of the Association.

**MEMBERSHIP FEES**

- 45.1** An annual membership fee shall be payable by each Member according to rates that are established by a resolution of the membership.
- 45.2** The Executive Committee may adopt a system from time to time to pro-rate membership fees, and such pro-rating may entail reasonable incentives to join the Association, represented by rebates or discounts for the initial membership during part of a year only.

**SPECIAL LEVIES**

- 46.1** Members are liable for such Special Levies according to such terms and conditions as may be approved by motion of the membership.
- 46.2** Notwithstanding a motion to withdraw from membership within the Association, Members are liable for such Special Levies in place prior to the date Notice of Withdrawal is delivered to the Association, according to such terms and conditions as may be approved by motion from the membership;
- a) Where a notice of motion for Special Levy is given after the date on which a Member has delivered its notice to withdraw from the Association, that Member shall:
    - i. be excluded from voting on that motion; and
    - ii. if approved, be exempt from payment of that Special Levy.
  - b) Where a motion for Special Levy is given before the date on which a Member has delivered its notice to withdraw from the Association, and voted on after a Member has delivered its notice to withdraw from the Association but prior to its effective date of withdrawal, that member shall:
    - i. be permitted to vote on the motion; and
    - ii. be liable for the Special Levy in full if that Special Levy is due in full prior to the date of withdrawal of that Member; or
    - iii. be liable for that portion of the Special Levy that is due prior to the date of withdrawal of that Member and exempt from that portion of the Special Levy that is due after the date of withdrawal of that Member.

**FISCAL YEAR**

- 47.1** The fiscal year shall be January 1<sup>st</sup> to the following December 31<sup>st</sup>.

**BUDGET**

- 48.1** At each Annual General Meeting the Executive Committee shall present a budget and fee schedule to the membership for the upcoming fiscal year as proposed by the Council. A budget and fee schedule must be adopted by the membership.
- 48.2** During the fiscal year, council may approve the expenditure of unrestricted reserves to a maximum of \$25,000 per year for emergent, irregular, or discretionary expenses that are recommended for action by the Executive Committee.

**PAYMENTS TO OFFICERS AND APPOINTEES OF THE ASSOCIATION**

- 49.1** Any payment to the President, the Vice-Presidents, Directors, a Member Representative, or Member of any Standing or Ad Hoc Committee, other than a payment which represents a re-imbusement for necessary and reasonable costs incurred in doing the work of, or on behalf of, the Association, must be:
- (a) specifically authorized by the membership; or,
  - (b) authorized by a policy adopted by the Members.

**BORROWING**

- 50.1** For the purpose of carrying out its objectives, the Association may, by resolution, borrow or raise or secure monies, and the repayment thereof, in such a manner as it deems fit, provided that in no case shall any debentures be issued without the sanction of a Special Resolution, of which, additionally, a weighted ballot shall be required.

**INVESTMENTS**

- 51.1** The Executive Committee is authorized to invest surplus funds in securities maturing within two years, issued or guaranteed by the Government of Canada or any of the provinces of Canada, or the five largest Schedule A (Bank Act) banks in Canada, or the Alberta Treasury Branches or a credit union the deposits of which are guaranteed by the Government of Alberta.

#### **FINANCIAL REVIEWS AND STATEMENTS**

**52.1** The Executive Committee shall each year:

- (a) prior to the Annual General Meeting, cause an audit of the financial books, records and accounts of the Association, to be completed by an independent third-party auditor named by the Association at the preceding Annual General Meeting; and,
- (b) present to the Annual General Meeting a copy of the audited financial statements for the fiscal year which ended prior to the said meeting.

#### **BOOKS, RECORDS, AND ACCOUNTS MAY BE INSPECTED**

**53.1** The books, records and accounts and minutes of the proceedings of meetings of the Association and its Executive Committee shall be kept by the Executive Director and may be inspected by a representative of any Member at the Association's head office during regular business hours.

#### **RULES OF ORDER**

**54.1** The business shall be conducted according to the rules contained in Roberts' Rules of Order, to the extent they are applicable to, and not inconsistent with, the bylaws or any specific rules of order adopted by the Association.

**54.2** The Association may adopt Standing Orders to govern the conduct of the business, to the extent that such Standing Orders are not inconsistent with the bylaws.

#### **BYLAW AMENDMENTS**

**55.1** Written notice of motion to amend any bylaw shall be sent to all Members at least 40 (forty) days prior to the date of the meeting at which it is proposed to vote on the proposed amendments.

**55.2** Any resolution to amend, rescind, or replace the bylaws is a Special Resolution.

**55.3** The Executive Committee may make changes to the bylaws for the sole purpose of:

- (a) correcting punctuation, grammatical, cross reference and formatting errors; and
- (b) complying with a request from Alberta Corporate Registry to align with Alberta legislation or is a derivative of the required amendment.

Any amendments made under the authority of 55.3 shall be presented to the next annual general meeting for ratification.

#### **NOTICE**

**56.1** Written application, or delivery in writing or in printed form, or written notice, or designation in writing is deemed to be provided to the Association if it is delivered by regular mail, or by courier service, or by facsimile transmission, or by e-mail, to the attention of the Executive Director of the Association, at the office of the Association:

#12, 10227 – 118 Street NW  
Edmonton, AB T5K 2V4  
(780) 479 8080 (Office)  
[executivedirector@public-schools.ab.ca](mailto:executivedirector@public-schools.ab.ca) (email)

#### **COMING INTO FORCE**

**57.1** These bylaws, and any Special Resolution to amend or replace these bylaws, do not come into force until such time as Corporate Registry has approved them.



**PUBLIC SCHOOL BOARDS'**  
ASSOCIATION OF ALBERTA

**Bylaws**

**of the**

**Public School Boards' Association of Alberta**

**V.10**

Revision approved by Membership:  
Filed and approved by Corporate Registry:

## TABLE OF CONTENTS

ARTICLE 1 GENERAL	1
1.01 Definitions and Interpretation	1
1.02 Interpretation	2
1.03 Fiscal Year	2
1.04 Head Office	2
1.05 Notice to Association	2
ARTICLE 2 NAME	2
ARTICLE 3 MEMBERSHIP	2
3.01 Primary Members	3
3.02 Associate Members	3
3.03 Honorary Members	4
3.04 Life Members	4
3.05 Resignation	4
3.06 Suspension / Termination of Membership or Expulsion of Member	4
3.07 Representatives	5
ARTICLE 4 OFFICERS	5
4.01 President	6
4.02 First Vice-President	6
4.03 Second Vice-President	6
ARTICLE 5 NOMINATIONS AND ELECTIONS	6
5.01 Elections	6
5.02 By-election	7
5.03 Eligibility	7
5.04 Resign to Run	7
5.05 Procedures for Nominations and Elections	7
ARTICLE 6 MEMBERSHIP MEETINGS	8
6.01 Annual General Meeting	8
6.02 Special General Meetings	8
6.03 Electronic Meetings	8

6.04 Electronic Voting	9
6.05 Closed Session	9
6.06 Notice	9
6.07 Quorum	9
6.08 Chair	9
6.09 Weighted Ballot Vote	9
ARTICLE 7 BOARD OF DIRECTORS	10
7.01 Composition	10
7.02 Authority	10
7.03 Director Fiduciary Duties	10
7.04 Document Execution	11
7.05 Board Meetings	11
7.06 Closed Session	11
7.07 Term of Office	11
7.08 Quorum	11
7.09 Office Vacancies	12
7.10 Removal from Office	12
ARTICLE 8 EXECUTIVE DIRECTOR	12
ARTICLE 9 COUNCIL	12
9.01 Composition	12
9.02 Authority of the Council	13
9.03 Notice	13
9.04 Quorum	13
9.05 Chair	13
ARTICLE 10 COMMITTEES	14
10.01 Standing Committees	14
10.02 Other Standing Committees	14
10.03 Special (ad hoc) Committees	15
10.04 Committee Membership	15
10.05 Terms of Reference	15
10.06 Reporting	15
10.07 Quorum	15

ARTICLE 11 FINANCIAL	16
11.01 Membership Fees	16
11.02 Attendance and Registration Fees	16
11.03 Special Levies	16
11.04 Budget	16
11.05 Payments to Officers and Appointees of the Association	16
11.06 Borrowing	17
11.07 Investments	17
11.08 Financial Audit and Statements	17
11.09 Books, Records, And Accounts May Be Inspected	17
11.10 Indemnification of Directors, Officers, Executive Director, and others	17
ARTICLE 12 PARLIAMENTARY AUTHORITY	18
ARTICLE 13 AMENDMENTS AND REVISIONS OF THE BYLAWS	18
13.01 Amendments and Revisions	18
13.02 Non-Substantive Revisions	18
13.03 Effective Date	18
ARTICLE 14 DISSOLUTION	18
Amendment and Revision History	19

**ARTICLE 1 GENERAL****1.01 Definitions and Interpretation**

In these Bylaws, unless context requires otherwise:

- (a) "Act" means the Societies Act of Alberta.
- (b) "Association" and "PSBAA" mean the Public School Boards' Association of Alberta
- (c) "Associate Members" means a class of members set forth in Article 3 Membership.
- (d) "Audit" means a financial review engagement.
- (e) "Board", "Directors", or "Board of Directors" mean the directors, as a body, of the Association.
- (f) "Bylaws", "this document", "herein", and all similar expressions mean these Bylaws of the Association as amended from time to time.
- (g) "Closed Session" means to restrict attendance at a particular meeting, for confidential matters such as land, labour, legal or other sensitive matters, to only members of that specific group, and special invitees, employees, or staff that may be necessary. Unless otherwise stated herein, to enter a Closed Session requires a majority vote.
- (h) "Council" means the Council of the Public School Boards' Association, which serves as a consultative and engagement member committee and provides counsel and recommendations to the Board between Membership Meetings.
- (i) "Executive Director", means "Executive Director and Chief Executive Officer" of the Association.
- (j) "Ex-officio" means by virtue of office. Unless stated otherwise herein, , ex-officio members hold the same rights and privileges of the other members including the right to vote.
- (k) "Fiscal Year" means the fiscal year of the Association.
- (l) "Good Standing" means the status of members who have paid their fees.
- (m) "Honorary Members" means a class of members set forth in Article 3 Membership.
- (n) "Life Members" means a class of members set forth in Article 3 Membership.
- (o) "Majority" means more than 50% (more than half) of those entitled to vote.
- (p) "Membership" or "Members" refers collectively to Primary Members, Associate Members, Honorary Members, and Life Members of the Association.
- (q) "Membership Meetings" means the annual general meetings and special general meetings of the Association.
- (r) "Objects of the Association" or "Objects" means the Objects of the Association as filed with Alberta Corporate Registry, a copy of which shall be posted on the Association's website.
- (s) "Primary Member" means a class of members set forth in Article 3 Membership.
- (t) "Representative" means a school board trustee chosen to represent and vote on behalf of a Primary Member.
- (u) "Special Resolution" means a resolution adopted by not less than three-quarters (75%) of those present and voting at a meeting at which not less than twenty-one (21) days written notice has been provided. The written notice shall include the resolution.



- (v) “Special Rules of Order” means rules adopted by the Association that supersede parliamentary procedural rules in the parliamentary authority with which they may conflict; and may be adopted by the Association by two-thirds vote with notice, or a majority of the entire Membership. Any special rules of order adopted by the Association, separately from the Bylaws, should be kept with, but separate from, the Bylaws.
- (w) “Trustee” means a school board trustee.
- (x) “Weighted Ballot” means one ballot represents one vote for every one hundred dollars of supplementary fees paid in the current year.

### **1.02 Interpretation**

These Bylaws shall be interpreted to comply with the Societies Act of Alberta (“Act”). Where the provisions of these Bylaws conflict or are irreconcilable with Act, the Act shall prevail. Singular shall include plural, and vice versa.

### **1.03 Fiscal Year**

The fiscal year shall be January 1 to December 31 of each year.

### **1.04 Head Office**

The Board may determine the location of the head office within the Province of Alberta.

### **1.05 Notice to Association**

Written application, or delivery in writing or in printed form, or written notice, or designation in writing may be provided to the Association by regular mail, or by courier service to the head office of the Association, or by e-mail to the attention of the Executive Director of the Association. The date of the notice shall be deemed the date received and acknowledged by the head office of the Association.

## **ARTICLE 2 NAME**

The name of this association shall be Public School Boards’ Association of Alberta.

## **ARTICLE 3 MEMBERSHIP**

Subject to the articles herein, there shall be four classes of members in the Association, namely Primary Members, Associate Members, Honorary Members, and Life Members. The Board of Directors may, by resolution, approve the admission of the members of the Association. Members may also be admitted in such other manners as may be prescribed by the Board by resolution. The following conditions of Membership shall apply:

### **3.01 Primary Members**

#### **(a) Qualifications**

Primary membership shall be open to any board of any public school jurisdiction or separate school jurisdiction in Alberta or out of province, and any First Nations Education Authority which has a Regional Education Agreement with the federal and the Alberta governments at the time it joins the Association and during the term of its membership.

Primary Members shall:

- i. subscribe to the Objects of the Association;
- ii. pay the Primary Member fees and any other fees provided for in these Bylaws; and
- iii. agree to be bound by, and act in accordance with, these Bylaws.

#### **(b) Rights and Privileges**

Primary Members, in Good Standing, shall:

- i. be entitled to full participation in Membership Meetings, that is the right to notice, attend, make motions, to speak in debate, and to vote; and
- ii. be entitled to one vote at Membership Meetings; except in cases of an authorized Weighted Ballot vote.

### **3.02 Associate Members**

#### **(a) Qualifications**

Associate membership shall be open to any individual, except a Trustee of a school board which is not a Primary Member; and shall be open to any organization, except a school board that would qualify as a Primary Member. The Board shall determine the criteria for Associate membership and all applications shall require the approval of the Board.

Associate Members shall:

- i. subscribe to the Objects of the Association;
- ii. pay the Associate Member fee; and
- iii. agree to be bound by, and act in accordance with, these Bylaws.

#### **(b) Rights and Privileges**

Associate Members, in Good Standing, shall:

- i. be entitled to receive notice and may attend Membership Meetings, but shall not make motions, speak in debate, nor vote; and
- ii. be entitled to receive notice and attend Council meetings; and may, at the discretion of the chair, participate in the discussion, but shall not vote.

### **3.03 Honorary Members**

#### **(a) Qualifications**

An Honorary Member of the Association shall be awarded to an individual to recognize an extraordinary contribution to the advancement of public school education in a community or for the benefit of communities throughout Alberta. The Board shall determine the criteria for, and the awarding of, an Honorary Membership.

An Honorary Member shall:

- i. subscribe to the Objects of the Association; and
- ii. agree to be bound by, and act in accordance with, these Bylaws.

#### **(b) Rights and Privileges**

An Honorary Member shall be entitled to receive notice and may attend Membership Meetings, but shall not make motions, speak in debate, nor vote.

### **3.04 Life Members**

#### **(a) Qualifications**

A Life Member in the Association shall be awarded to an individual to recognize an extraordinary contribution to the Association and its Members. The Board shall determine the criteria for, and the awarding of, a Life Membership.

A Life Member shall:

- i. subscribe to the Objects of the Association; and
- ii. agree to be bound by, and act in accordance with, these Bylaws.

#### **(b) Rights and Privileges**

A Life Member shall be entitled to receive notice and may attend Membership Meetings, but shall not make motions, speak in debate, nor vote.

### **3.05 Resignation**

A Member may resign from the Association by giving written notice to the attention of the Executive Director at the head office of the Association before April 1. The date of the notice shall be deemed the date received and acknowledged by the head office of the Association. The resignation shall be effective on the last day of the Association's fiscal year in which notice is given.

### **3.06 Suspension / Termination of Membership or Expulsion of Member**

- #### **(a) Privileges of Membership shall be suspended during the time that any Primary or Associate Member is in arrears regarding payment of fees.**

- (b) A Primary or Associate Member who has not paid the annual Association fees within sixty (60) days of the commencement of the fiscal year shall be deemed to be terminated. Upon a majority vote of Primary Members in Good Standing, a Member may be expelled for any cause which the Association may deem reasonable.

### **3.07 Representatives**

- (a) Primary Members shall select a Representative to represent and vote on behalf of the Primary Member at Membership, Council, and committee meetings, and:
- (b) The Representative shall have the designated vote on behalf of the Primary Member at all Association meetings.
- (c) In the absence of the Representative, an Alternate shall be deemed the Representative. In the absence of both Representative and the Alternate, the chair of the Primary Member shall be deemed the Representative.
- (d) Primary Members shall notify the Association in writing of the names of the persons chosen as, and any changes to:
  - i. a Representative,
  - ii. an Alternate, and
  - iii. the chair of the Primary Member.
- (e) The names of Representative, Alternate, and the chair of the Primary Member shall remain in effect until the Primary Member notifies the Association (in writing) otherwise, or until a person named ceases to hold office as a Trustee.
- (f) A Representative, Alternate, and chair of a Primary Member, and other individuals associated with the Primary Member may attend Association meetings; however, only the Representative shall be deemed to have the designated vote on behalf of the Primary Member.
- (g) A Representative elected or appointed shall resign or be deemed resigned when that individual is no longer a Trustee or when the Primary Member is not in Good Standing.

### **ARTICLE 4 OFFICERS**

In addition to director duties and responsibilities, Officers shall perform the duties provided herein and any other duties as prescribed for the office in the adopted parliamentary authority.

#### **4.01 President**

The President shall:

- (a) promote the Objects of the Association;
- (b) be the official representative of the Association;
- (c) in the absence of an official position of the Association, the President may respond to queries and in doing so reflect the Objects of the Association and communicate that the expressed response has not been ratified at a Membership Meeting;
- (d) preside at all Membership, Council, and Board meetings;
- (e) be free to appoint a parliamentarian;
- (f) be ex-officio a member on all committees, except a nominating committee, with the right to receive notice, make a motion, participate, and vote; and
- (g) fulfil such other duties as may be assigned by the Membership or the Board.

#### **4.02 First Vice-President**

The First Vice-President shall:

- (a) assist the President in promoting the Objects of the Association;
- (b) perform the presiding duties of the President in the absence of or at the request of the President;
- (c) fill the unexpired term if a vacancy occurs in the office of President; and
- (d) fulfil such other duties as may be assigned by the Membership, the Board, or the President.

#### **4.03 Second Vice-President**

The Second Vice-President shall:

- (a) assist the President in promoting the Objects of the Association;
- (b) perform the presiding duties of the President in the absence of both the President and the First Vice-President;
- (c) fill the unexpired term if a vacancy occurs in the office of First Vice-President; and
- (d) fulfil such other duties as may be assigned by the Membership, the Board, or the President.

### **ARTICLE 5 NOMINATIONS AND ELECTIONS**

#### **5.01 Elections**

Elections shall be held at the annual general meeting as follows:

- (a) the President, the First Vice-President, and the First Director shall be elected in each odd-numbered year;
- (b) the Second Vice-President and the Second Director shall be elected in each even-numbered year.

**5.02 By-election**

If required, a by-election may be held at any annual general meeting or, in exceptional circumstances, the Board may call a Special Meeting for the purposes of a by-election to fill a vacancy on the Board.

**5.03 Eligibility**

No person may be nominated, elected, or appointed to the Board who is a Trustee of a Primary Member of which another Trustee is currently an officer or director on the Board, whether for the same or an overlapping term.

**5.04 Resign to Run**

Should a current officer or director wish to run for a different office on the Board, that individual must first resign from the current office before becoming eligible to seek another office.

**5.05 Procedures for Nominations and Elections**

The election for the offices of President, First Vice-President, Second Vice-President, First Director, or Second Director shall be at a properly constituted annual general meeting or special general meeting. The procedures shall include:

- (a) The Nominating Committee presents its report at a Membership Meeting with the names of eligible candidates who have submitted applications and provided consent;
- (b) The chair of the Membership Meeting shall call for further nominations from the floor;
- (c) Candidate(s) may not be nominated from the floor unless the candidate is eligible and consents to the nomination;
- (d) The nomination and election for each office shall be completed and the results announced prior to proceeding, and shall be conducted in the following order:
  - i. President, if an election is required;
  - ii. First Vice-President, if an election is required;
  - iii. Second Vice-President, if an election is required;
  - iv. First Director, if an election is required; and,
  - v. Second Director, if an election is required.
- (e) Each Primary Member shall have one vote for each office;
- (f) The election shall be conducted by secret ballot unless there is only one candidate for election in which case the candidate may be elected by acclamation;
- (g) The candidate receiving the greatest number of votes shall be declared elected; and
- (h) In the event of a tie, the names of the candidates who tied with the greatest number of votes shall be placed in a suitable container from which one name shall be drawn and the person whose name is drawn shall be declared elected.

## **ARTICLE 6 MEMBERSHIP MEETINGS**

### **6.01 Annual General Meeting**

- (a) The annual general meeting shall be held each year on a date to be fixed by the Board not more than fifteen (15) months following the previous annual general meeting.
- (b) Business to be transacted at an annual general meeting shall include:
  - i. the budget for the up-coming fiscal year;
  - ii. the borrowing of money;
  - iii. any special levies on Primary Members;
  - iv. the fee schedule for Primary Members;
  - v. amendments to the Bylaws, or a bylaws revision;
  - vi. the election of the officers and directors;
  - vii. the annual financial statements;
  - viii. the appointment of an independent third party to conduct a financial statement review for the current fiscal year;
  - ix. reports of the board, officers and standing committees; and
  - x. any other business that may arise.

### **6.02 Special General Meetings**

- (a) Special general meetings may be held for specific matters as indicated in (b) that may arise and require action before the next annual general meeting. The only business that can be transacted at a special general meeting is that which has been specified in the notice of the meeting.
- (b) Business transacted at a special general meeting may include one or more of the following:
  - i. special levies on Primary Members;
  - ii. by-election to fill vacancies on the Board; or
  - iii. clearly articulated emergent item(s).
- (c) Special general meetings may be called by:
  - i. the President; or
  - ii. a majority of the Board; or
  - iii. upon written request to the President an identified purpose by at least one quarter (25%) of the Primary Members.

### **6.03 Electronic Meetings**

Membership, Council, Board, and committee meetings may be held in person or by teleconference, videoconference, or any electronic medium provided that all persons participating shall be able to hear each other at the same time. The notice of the electronic meeting shall include an adequate description of how to participate in the

meeting.

#### **6.04 Electronic Voting**

Electronic voting may be used at Membership, Council, Board, and committee meetings; and a secure internet balloting system may be used as required.

#### **6.05 Closed Session**

If in the best interest of the Association and upon a majority vote, certain matters may be considered in a Closed Session at a Membership Meeting.

#### **6.06 Notice**

Written notice for Membership Meetings shall be provided to Members as follows:

- (a) for annual general meetings, at least twenty-one (21) days in advance of the meeting;
- (b) for special general meetings, at least twenty-one (21) days in advance of the meeting; and
- (c) the notice shall include the agenda and any relevant information.

#### **6.07 Quorum**

At least a majority of Primary Members shall constitute a quorum at Membership Meetings.

#### **6.08 Chair**

The President, and in the absence of the President, the First Vice-President, and in the absence of both, the Second Vice-President, shall chair the meeting. In the absence of the President and both Vice-Presidents, Primary Members may appoint a temporary chair.

#### **6.09 Weighted Ballot Vote**

Voting at Membership Meetings shall be based on one Primary Member, one vote; with the exception of the authorized use of a Weighted Ballot vote.

- (a) A Weighted Ballot vote may be used for any resolution which would result in special levies from Members as per Article 11.03; and a Weighted Ballot vote shall be used for borrowing as per Article 11.06.
- (b) Prior to the debate on a resolution which would result in special levies from Primary Members, a motion to use a Weighted Ballot vote may be made, seconded, and if adopted, a Weighted Ballot vote shall be used.
- (c) The mover has the right to request permission to withdraw the motion for a Weighted Ballot vote prior to the vote, the permission of which may be granted upon approval by unanimous consent or a majority vote.



## **ARTICLE 7 BOARD OF DIRECTORS**

### **7.01 Composition**

- (a) The Board shall be composed of the President, the First Vice-President, the Second Vice-President, First Director, Second Director, and any Director who qualifies as per 7.01 (b).
- (b) Any Primary Member with a student enrollment of 50,000 students or more will be entitled to name a Director to the Board, except in the circumstance where a Trustee of the eligible Primary Member currently holds the office of President or Vice Presidents and/or elected Directors.
- (c) The Executive Director of the Association is an ex-officio member of the Board with no voting privileges.

### **7.02 Authority**

The Board shall be subject to the authority granted by the Membership and these Bylaws. The Board shall have the authority to:

- (a) conduct the affairs of the Association;
- (b) hire, remunerate, direct, evaluate the performance of, and discharge an Executive Director;
- (c) represent the Association and delegate individuals to represent the Association;
- (d) fix the date, hour, and place of Board meetings;
- (e) make recommendations to the Membership;
- (f) declare an office vacant when an officer has three (3) consecutive absences from meetings or has resigned from the office;
- (g) adopt rules as needed to carry on the business of the Board, provided such rules are not in conflict with these Bylaws or any Special Rules of Order adopted by the Association; and
- (h) perform such other duties as specified in these Bylaws.

### **7.03 Director Fiduciary Duties**

Directors shall abide by the Bylaws, the relevant legislation that governs the Association, and the fundamental duties for overseeing the Association.

The fundamental duties are:

- (a) **Duty of Care:** Exercise reasonable skill and competence as expected from a person in ordinary circumstances.
- (b) **Duty of Diligence:** Attend meetings and be informed regarding the governance and the issues that affect the Association.
- (c) **Duty of Loyalty:** Act with honesty and in good faith with a view to the best interests of the Association.

#### **7.04 Document Execution**

- (a) The Association may have a corporate seal in the form approved by the Board, which shall be retained in the custody of the Executive Director.
- (b) The Board may from time to time appoint any officer or officers or any person or persons on behalf of the Association to sign contracts, documents, or instruments in writing generally; or to sign specific classes of contracts, documents, or instruments in writing; or to affix the Association's corporate seal; or any combination of the preceding.
- (c) All cheques, drafts, or orders for the payment of money shall be signed by two authorized signatories. The Board shall determine the signatories of the Association.

#### **7.05 Board Meetings**

- (a) Notice of the time, date, and place of each meeting of the Board shall be provided to each member of the Board.
- (b) Any member of the Board may waive notice of a meeting before or during the meeting and such waiver shall be deemed the equivalent of receipt of due notice of the meeting.
- (c) The Board may conduct its meetings in person or as stated in Article 6.03.

#### **7.06 Closed Session**

If in the best interest of the Association and upon a majority vote, the Board may consider certain matters in a Closed Session.

#### **7.07 Term of Office**

The President, First Vice-President, Second Vice-President, and Directors shall:

- (a) assume their duties at the close of the meeting at which they are elected;
- (b) serve a term of two years or until their successors are elected;
- (c) be eligible to be re-elected to the same position only once in immediate succession; and
- (d) be deemed to have completed a term if served in the position for greater than ten months.

#### **7.08 Quorum**

A majority of the board members shall constitute a quorum.

**7.09 Office Vacancies**

If the President ceases to be a Trustee of a Primary Member, solely by reason of not being returned as a Trustee in local elections, they may continue to serve as President until the adjournment of the next annual General Meeting, but in no case for more than 60 days from the day the President ceases to hold the office of Trustee.

**7.10 Removal from Office**

The Association may remove the President, First Vice-President, Second Vice-President, and/or elected Directors from office prior to the expiry of the term of office by a Special Resolution at an annual general meeting or special general meeting.

**ARTICLE 8 EXECUTIVE DIRECTOR**

The Executive Director is the Executive Director and Chief Executive Officer. The Executive Director shall:

- (a) report to the Board as a whole, not to individual officers or directors;
- (b) keep a record of all meetings of the Membership, the Council, and the Board;
- (c) maintain the bank accounts and financial records;
- (d) ensure that the business is conducted in accordance with the law, prudently, and with due regard for the Objects of the Association, the reputation of the Association, and the needs of Members;
- (e) at Board, Council, Membership, and committee meetings, advise regarding process and potential impact of decisions;
- (f) be ex officio a member on all committees, with the right to notice, attend, and participate, but without the right to make a motion or vote; and
- (g) carry out such other duties as may be assigned by the Board.

**ARTICLE 9 COUNCIL**

The Council ("Council") is established by the Association to meet between Membership Meetings or as may be requested by the Board.

**9.01 Composition**

- (a) The Council shall be composed of:
  - i. one Representative of each Primary Member;
  - ii. the members of the Board who shall serve ex-officio with no voting privileges;
  - iii. the Executive Director who shall serve ex-officio with no voting privileges, and,
  - iv. other individuals associated with Members and invited guests who shall have no voting privileges.
- (b) The members of the Board, the Executive Director, other individuals associated with Members, and invited guests may, at the discretion of the chair, participate in the discussion.

### **9.02 Authority of the Council**

- (a) The Council may act on behalf of the Membership as authorized in these Bylaws.
- (b) The Council shall organize its meetings and establish rules for the conduct of its meetings provided such rules are not in conflict with these Bylaws or any Special Rules of Order adopted by the Association.
- (c) If in the best interest of the Association and upon a majority vote, the Council may consider certain matters in a Closed Session.
- (d) The Council shall deliberate and report to the Board on the following matters:
  - i. propose, advocate, question or oppose measures or occurrences which would affect public education;
  - ii. consider positions for and on behalf of the Association;
  - iii. engage the public on the state of education in Alberta;
  - iv. recommend a member fee schedule;
  - v. recommend a budget each year;
  - vi. propose policies for the Association; and
  - vii. propose policies for standing and special committees, except for the Financial Review Committee, on the following matters:
    - a. notice to members about the establishment, make-up, mandate, and progress;
    - b. criteria for membership, how nominees will be invited and chosen to serve on committees, the term of office, the eligibility to be reappointed, and related matters; and
    - c. management, communications, and reporting practices required of standing and special committees.

### **9.03 Notice**

Written notice for Council meetings shall be provided to all Members at least twenty-one (21) days in advance of the meeting. The notice shall include the agenda and any relevant information.

### **9.04 Quorum**

At least sixty percent of Council shall constitute a quorum.

### **9.05 Chair**

The President, and in the absence of the President, the First Vice-President, and in the absence of both, the Second Vice-President, shall chair the meeting. In the absence of the President and both Vice-Presidents, Primary Members may appoint a temporary chair.

## **ARTICLE 10 COMMITTEES**

### **10.01 Standing Committees**

Standing committees are established on a permanent basis, carry out assigned functions, report, and make recommendations to the respective appointing power (Association, Board, or Council).

#### **(a) Financial Review Committee**

The Financial Review Committee is a standing committee and shall be composed of three people: a Board member, a Representative, and a Secretary-Treasurer of a Primary Member who shall serve as the chairperson of the committee. The Representative shall be elected at the annual general meeting and the Secretary-Treasurer of a Primary Member shall be appointed by the Board.

Duties of the Financial Review Committee shall include:

- i provide the necessary financial information to the approved independent third party for the purpose of preparing the review engagement report and the annual financial statements; and,
- ii report to Membership at the annual general meeting on the financial condition of the Association.

#### **(b) Nominating Committee**

The Nominating Committee is a standing committee and the Board shall appoint one or more persons to the Nominating Committee. The Board shall establish policies and procedures for the nomination and election process which are not inconsistent with these Bylaws and the parliamentary authority or any Special Rules of Order adopted by the Association.

Duties of the Nominating Committee shall include:

- i review nomination applications and confirm eligibility requirements are met;
- ii obtain acceptance of the nomination and assurance that each person will serve in the specified office if elected;
- iii provide a report at the Membership Meeting that includes the names of all eligible candidates for officer and director positions in the order listed in the Bylaws; and
- iv carry out other duties assigned by the Board.

### **10.02 Other Standing Committees**

Other standing committees may be established, amended, or dissolved by the appointing power. If by amendment to these Bylaws, the Bylaws shall include name, composition, manner of selection, and duties.

**10.03 Special (ad hoc) Committees**

Special (ad hoc) committees may be established as deemed necessary for specific tasks and for a limited duration. As may be authorized, the appointing power (Association, Board, or Council) may delegate to a committee the consideration of items of business and/or carry out the work.

**10.04 Committee Membership**

- (a) A standing or special committee is open to any Trustee or executive staff of a Primary Member, upon the expression of interest and subject to such policies as the Board may adopt and publish. The appointing authority shall select the committee members and committee chairs. The Board has the authority to appoint, remove, or fill a vacancy on standing or special committees established at a Membership Meeting as may be required between Membership Meetings.
- (b) The President shall be ex-officio a member of all committees, except the Nominating Committee.
- (c) If in the best interest of the Association and upon a majority vote, a committee may consider certain matters in a Closed Session.

**10.05 Terms of Reference**

The appointing power shall adopt the terms of reference for committees. If not established by the appointing power within a reasonable time, the Board shall establish the terms of reference for the respective committees.

**10.06 Reporting**

- (a) Standing committees and special committees established at a Membership Meeting shall report at a Membership Meeting and to the Board between Membership Meetings.
- (b) Standing and special committees established by the Board shall report to the Board.
- (c) Standing and special committees established by Council shall report to Council.

**10.07 Quorum**

At least a majority of committee members shall constitute a quorum.

## **ARTICLE 11 FINANCIAL**

### **11.01 Membership Fees**

- (a) Annual Membership fees shall be payable by each Member according to rates that are established by the Association.
- (b) The Board may adopt a system from time to time for Membership fees to be on a pro-rata basis, which may entail reasonable incentives to join the Association, represented by rebates or discounts for the initial Membership during part of a year only.

### **11.02 Attendance and Registration Fees**

All Members may attend Membership and Council meetings. A registration fee shall be required to attend.

### **11.03 Special Levies**

- (a) A majority vote by Weighted Ballot at a Membership Meeting shall be required to adopt a resolution for special levies. The written notice of the meeting shall include the resolution for special levies.
- (b) Primary Members shall be liable for special levies according to such terms and conditions as may be approved at a Membership Meeting.

### **11.04 Budget**

- (a) At each annual general meeting, the Board shall present for adoption a budget and fee schedule, as endorsed by Council, to the Membership for the upcoming fiscal year.
- (b) On recommendation of the Council, the Board is authorized to use unrestricted reserves to a maximum of \$25,000 per year for emergent, irregular, or discretionary expenses.
- (c) The Board is authorized to use restricted reserves for the respective purposes during the fiscal year and shall report the expenditures at the annual general meeting.

### **11.05 Payments to Officers and Appointees of the Association**

- (a) Any payment to the President, the Vice-Presidents, Directors, a Representative, or member of a Standing or Ad Hoc Committee, except a payment which represents a reimbursement for necessary and reasonable costs incurred in doing the work of, or on behalf of, the Association, must be:
  - i. specifically authorized at a Membership Meeting; or
  - ii. authorized by a policy adopted at a Membership Meeting.

#### **11.06 Borrowing**

- (a) For the purpose of carrying out its Objects, the Association may by Special Resolution borrow or raise or secure the payment of money in any manner it deems fit, and in particular by the issue of debentures, and:
- i. in no case shall debentures be issued without the sanction of a Special Resolution;
  - ii. a Weighted Ballot vote shall be used; and
  - iii. The notice of the Membership Meeting shall include the Special Resolution and the terms of the repayment.
- (b) The Board, without authorization as specified in Article 11.06(a), may secure and authorize the use of credit cards and an overdraft protection for its accounts.

#### **11.07 Investments**

The Board is authorized to invest surplus funds in securities maturing within two years, issued or guaranteed by the Government of Canada or any of the provinces of Canada, or the five largest Schedule A (Bank Act) banks in Canada, or the Alberta Treasury Branches or a credit union the deposits of which are guaranteed by the Government of Alberta.

#### **11.08 Financial Audit and Statements**

The Board shall each year:

- (a) prior to the annual general meeting, ensure an Audit of the financial books, records and accounts of the Association, to be completed by an independent third-party auditor named by the Association at the preceding annual general meeting; and
- (b) ensure a copy of the Audit report with the annual financial statements for the previous fiscal year is presented at the annual general meeting.

#### **11.09 Books, Records, And Accounts May Be Inspected**

The books, records and accounts and minutes of the proceedings of meetings of the Association and its Board shall be kept by the Executive Director and may be inspected by a Representative at the Association's head office during regular business hours, with reasonable notice.

#### **11.10 Indemnification of Directors, Officers, Executive Director, and others**

The Association shall indemnify every officer, the Executive Director, and all employees and their heirs, executors and administrators against all losses, costs and expenses, including solicitor and client fees, reasonably incurred by her/him in connection with any action, suit or proceeding to which s/he may be made a party by reason of his / her being or having been an officer, the Executive Director, or an employee of the Association. Any such losses, costs and expenses incurred or suffered by the Association by reason of, or arising out of, or in connection with these indemnification provisions shall become an expense of the Association.



## **ARTICLE 12 PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these Bylaws, and any Special Rules of Order adopted by the Association.

The order of precedence is legislation, Bylaws, Special Rules of Order, parliamentary authority.

## **ARTICLE 13 AMENDMENTS AND REVISIONS OF THE BYLAWS**

### **13.01 Amendments and Revisions**

These Bylaws may be amended or revised by Special Resolution at a Membership Meeting.

### **13.02 Non-Substantive Revisions**

- (a) The Board may approve non-substantive revisions that do not alter the interpretation or meaning of the Bylaws, including:
- i. correcting typographical, punctuation, grammatical, cross reference and formatting errors;
  - ii. complying with a request from Alberta Corporate Registry to align with Alberta legislation or is a derivative of the required amendment; and
  - iii. any non-substantive revisions made under the authority of 13.02 shall be presented at the next annual general meeting for ratification.

### **13.03 Effective Date**

Amendments and revisions shall come into effect upon approval by Corporate Registry.

## **ARTICLE 14 DISSOLUTION**

The Association may be dissolved by Special Resolution at a Membership Meeting, in which case the assets shall be liquidated and distributed in accordance with the Act.

### **Amendment and Revision History**

Revision by Public School Boards' Association of Alberta:  
Approved by Corporate Registry:  
Amended by Public School Boards' Association of Alberta:  
Approved by Corporate Registry:

DRAFT



## BOARD CHAIR HIGHLIGHTS

**October 29, 2021**

---

### NSD Educator Selected as ASBA Zone 1 Edwin Parr Winner

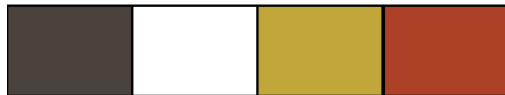
Northland School Division (NSD) congratulates Andrew Belsheim, Anzac Community School for being selected for the Alberta School Boards Association (ASBA) Zone 1 Edwin Parr Teacher Award recipient. The Edwin Parr Teacher Award recognizes first-year teachers that demonstrate exemplary dedication and commitment in the field of education. Andrew is the third NSD educator to win the Zone 1 Edwin Parr Teacher Award.

The announcement was made during the ASBA Zone 1 Virtual Fall Awards Ceremony on September 22, 2021. Andrew will now be recognized with other Edwin Parr Teacher Award winners from Zone 2,3,4,5 and 6 on November 14, 2021, at the ASBA Fall General Meeting in Edmonton.

### 2021 School Board Elections



#### School Board Elections Official Results



Northland School Division (NSD) announced the official results and vote counts from October 18, 2021, School Board Elections. The Organizational and first Regular Board Meeting for the new Board is scheduled for Friday, October 29, 2021. The 2021-2025 Board of Trustees will be sworn in before the start of the Organizational Meeting. I would like to take this opportunity to thank the outgoing trustees for their hard work, dedication and accomplishments over the last four years. It was a pleasure to work with each of them. To view the official results, visit the Northland School Division website.

<https://www.nsd61.ca/about-us/division-news/post/school-board-elections-official-results>.

---

## Board celebrates staff at Long Service Awards



The Board celebrated staff at the Long Service Awards at the Chateau Nova in Peace River on October 14, 2021. The event recognized staff who have achieved 20, 25, 30, 35, 40 years of service and retirees. It was truly an honour and a pleasure to be with the recipients for this special event along with other members of the Board of Trustees. It was very exciting to finally celebrate a number of staff who have contributed so much to

Northland School Division.

The work school division staff take on is not easy, even during the best of times. What they have been able to accomplish during a challenging time due to COVID-19 is remarkable. The commitment the recipients have made has not gone unnoticed and we truly appreciate the sacrifices they have made to ensure Northland students are successful. On behalf of the Board of Trustees, thank you for your service to Northland School Division and congratulations!

## Correspondence Received

### *Northern Gateway Public Schools*

The Division received copies of letters that were addressed to Hon. Jason Kenney, Premier of Alberta and to Hon. Adrianna LaGrange, Minister of Education from Londa Wigton, Board Chair with Northern Gateway Public Schools stating the Board's concern around masking in the schools and parents protesting. Copies of the letters have been included.

### *Public School Boards' Association of Alberta*

Memo from PSBAA dated October 7, 2021 outlining the agenda for the 2021 Annual General Meeting.

On October 20, 2021, the PSBAA President Cathy Hogg sent a memorandum to all Member Boards, Trustees and Board Executive Assistants giving an update on the Fall Conference and Annual General Meeting which is scheduled for November 17-19, 2021. A copy of the letter has been included.

PSBAA Fall Conference Agenda has been attached for review.

<b>Upcoming Events</b>	
November 14 - 16, 2021	ASBA Fall General Meeting
November 17 - 19, 2021	PSBAA Fall Conference
November 25, 2021	NSD Board Orientation
November 26, 2021	Corporate Board Meeting

---

September 27, 2021

Honourable Jason Kenney  
Premier  
307 Legislature Building  
10800 – 97 Avenue  
**EDMONTON**, Alberta  
T5K 2B6

Dear Premier Kenney:

The September 14, 2021, Regular Board Meeting of Northern Gateway Public Schools saw a number of parents protesting in front of our School Board Office, and a number of parents presenting as delegates, their concerns around masking in the schools. Of course the Board of Trustees heard these concerned parents, asked questions and discussed the issue thoroughly. However, we decided, by Board motion, to uphold the masking requirements outlined by the Back to School Plan, as shared by our Superintendent. This motion and debate were certainly divisive not only for our board, but also for our communities. Of course in a most untimely manner, the following day the government introduced masking requirements for schools. At that same September 14 Board meeting, another motion passed that required the Chair to write a letter to both the Premier and Education Minister, expressing our concerns around the expectation of Boards, to make important health decisions for their school communities.

Northern Gateway Board of Trustees appreciates that the Alberta Government recognizes the autonomy of school boards in the majority of decisions related to education. However, this decision was very disappointing and the NGPS Board of Trustees has a fundamental disagreement with the province's approach to placing health decisions in the hands of School Boards and School Division staff. Health matters are not within our legislated scope and any determination in this area should be the sole responsibility of the health authority.

Our commitment is to provide learning environments in our schools that are as safe as possible, as well as ensuring the continuation of in-person learning for our students. Our parents and communities expect this and there is a fundamental trust that parents expect their community schools to be safe spaces for their children. We believe that we share this priority with the Government of Alberta, and that providing this safe environment requires clear public health guidelines at all times, but most especially during a global pandemic.

Thank you for your time and consideration.

Sincerely,



Linda Wigton  
Board Chair

cc: Honourable Adriana LaGrange, Minister of Education  
Shane Getson, MLA Lac Ste. Anne-Parkland  
Todd Loewen, MLA Central Peace-Notley  
Martin Long, MLA West Yellowhead  
Lorrie Jess, President, ASBA  
Board Chairs



September 27, 2021

Honourable Adriana LaGrange  
Minister of Education  
423 Legislature Building  
10800 – 97 Avenue  
**EDMONTON**, Alberta  
T5K 2B6

Dear Minister LaGrange:

The September 14, 2021, Regular Board Meeting of Northern Gateway Public Schools saw a number of parents protesting in front of our School Board Office, and a number of parents presenting as delegates, their concerns around masking in the schools. Of course the Board of Trustees heard these concerned parents, asked questions and discussed the issue thoroughly. However, we decided, by Board motion, to uphold the masking requirements outlined by the Back to School Plan, as shared by our Superintendent. This motion and debate were certainly divisive not only for our board, but also for our communities. Of course in a most untimely manner, the following day the government introduced masking requirements for schools. At that same September 14 Board meeting, another motion passed that required the Chair to write a letter to both the Premier and Education Minister, expressing our concerns around the expectation of Boards, to make important health decisions for their school communities.

Northern Gateway Board of Trustees appreciates that the Alberta Government recognizes the autonomy of school boards in the majority of decisions related to education. However, this decision was very disappointing and the NGPS Board of Trustees has a fundamental disagreement with the province's approach to placing health decisions in the hands of School Boards and School Division staff. Health matters are not within our legislated scope and any determination in this area should be the sole responsibility of the health authority.

Our commitment is to provide learning environments in our schools that are as safe as possible, as well as ensuring the continuation of in-person learning for our students. Our parents and communities expect this and there is a fundamental trust that parents expect their community schools to be safe spaces for their children. We believe that we share this priority with the Government of Alberta, and that providing this safe environment requires clear public health guidelines at all times, but most especially during a global pandemic.

Thank you for your time and consideration.

Sincerely,



Linda Wigton  
Board Chair

cc: Honourable Jason Kenney, Premier  
Shane Getson, MLA Lac Ste. Anne-Parkland  
Todd Loewen, MLA Central Peace-Notley  
Martin Long, MLA West Yellowhead  
Lorrie Jess, President, ASBA  
Board Chairs



**MEMORANDUM**

**Date:** October 20, 2021

**To:** Member Boards  
Trustees  
Board Executive Assistants

**From:** Cathy Hogg, PSBAA President

**Copy:** Superintendents  
Executive Committee  
Troy Tait, Executive Director and CEO

**Re:** **Fall Conference and Annual General Meeting Update**

---

I begin this letter with a sincere congratulations to the returning trustees and a sincere welcome to the new trustees for Albert's public schools. Your board has been a committed member to the Public School Boards Association of Alberta, recognizing it as the leading voice for public school education in Alberta. We are grateful for that continued support. It is our hope that we will not only maintain the current membership but with your voices, grow the membership.

In these challenging times, to be entrusted by your communities, and to govern over your respective divisions is a great honour. With that honour comes great responsibility and the PSBAA is here to support you in any way that we can. Our strength has come, in part, from our strong support for one another as boards across the province with similar challenges and victories that we share and learn from. Today our communities are more divided than ever and that certainly compounds the challenges that face us as boards. Some of that divisiveness may spill into our board rooms. This is where it is so important that we lean on and into the democratic process that we are blessed to have in our province. Our belief in the democratic process is reflected in our Mission Statement,



“We believe that Public Schools are the first choice of our communities where all of our children learn and live the values of democracy together, reflecting our hope and shaping the future of our communities.”

I look forward to seeing both the new faces and familiar faces at our upcoming Fall Conference and Annual General Meeting on November 17-19, 2021. We are offering a hybrid event this year as we are mindful that some members may be less than comfortable with in person meetings. Having said that, I would like to inform you that we have confirmation that our venue requires proof of vaccination and is adhering to the in-person meeting protocols set out by the Government of Alberta. With those safety measures in place, we can focus on other important factors. We believe it is most important that as many of your board as possible attend in person. You then have the benefit of meeting fellow trustees from across the province. We learn so much from one another when we build those important relationships. We all know that we can have more opportunities to discuss and process the information in front of us when we are face to face. At this AGM there is also the very important election process and again in person allows us to gain valuable insight into the candidates for the various positions. (Perhaps, you may decide to put your name forward).

Another important consideration is the contractual commitment with the venue. This is a multi-year contract and last year there was no penalty for cancellation of the in-person conference because of the strict guidelines enacted by the Government of Alberta. This year is different. This venue is able to accommodate us in person within the provincial health regulations therefore if we cancel, we are liable for all contractual agreements. In order to accommodate those wanting to attend via zoom we have incurred an additional and substantial audio-visual expense. I leave this information with you for your consideration. Again, I do hope to see many of you in person.

For more information please go to the association’s website (<https://public-schools.ab.ca/event/psbaa-fall-events-agm/>).

I wish each of you the very best in finding your path forward.



PUBLIC SCHOOL BOARDS'  
ASSOCIATION OF ALBERTA

## 2021 Fall Conference

November 17-19, 2021

DoubleTree by Hilton Hotel, 16615 109 Avenue NW, Edmonton, AB

### Wednesday, November 17, 2021

6 p.m. *Lieutenant Governor Lois E. Hole Dinner & Lecture  
with David King, former first Executive Director of PSBAA,  
former Alberta MLA and Minister of Education*

### Thursday, November 18, 2021

*Master of Ceremonies - Sandra Woitas*

9 a.m. *PD Session with Tom Gentzel, former Executive Director, NSBA  
Why School Boards Matter (and what you should do about it)*

5:30 p.m. *Mayfield Dinner Theatre: Buddy - The Buddy Holly Story*

### Friday, November 19, 2021

9 a.m. - 3 p.m.

*Annual General Meeting of the  
Public School Boards' Association of Alberta*

REGISTER TODAY:  
[PUBLIC-SCHOOLS.AB.CA](http://PUBLIC-SCHOOLS.AB.CA)



# Superintendent's Highlights

October 29, 2021

## **COVID-19 Update**

### **Government of Alberta**

The Government of Alberta continues to encourage all eligible teachers, staff, students, parents and guardians to get immunized against COVID-19.

An in-school COVID-19 vaccination program was developed collaboratively between Alberta Education, Alberta Health and Alberta Health Services to provide access to immunizations in schools in September and October for eligible students in Grades 7 to 12, school staff and families. Consistent with the consent process for routine school immunizations, parental or guardian consent for students is required. I strongly encourage school authorities to take advantage of this program.

Alberta has no specific provincial legislation that requires K-12 students to have specific vaccinations to attend in person school. Alberta Education is not considering mandating vaccines for students in the K-12 education system. School authorities cannot deny their students access to education due to their immunization status.

### **Facilities Department**

The majority of NSD school HVAC systems are older and the Facilities Department is working to maximize outside air and will be upgrading the filtration system to the Merv 13 from the MERV 7. Experts are saying that the more particles that can be trapped, the better our chances are at combating any coronavirus contaminants. NSD will continue to keep COVID protocols above provincial requirements.

## **Learning Loss Application for Funding**

In May 2021, the Alberta Government announced that they will be providing an additional \$45 million dollars in funding to help students who fell behind during the pandemic.

On October 4, 2021, NSD submitted the grant application to Alberta Government for the additional funding which will assist with students in literacy and numeracy.

## **NSD Professional Learning Day**

There are eight scheduled common professional learning days across NSD. This allows staff to work across the jurisdiction on topics and/or to work as a school on specific topics. For example a large group of grades 4, 5, and 6 teachers may work together on a specific topic, like teaching in a multi grade classroom. Main areas of focus include numeracy, literacy, 21st-century learning with the integration of technology, plant-based learning. In addition, there is a math minds project that involves five schools that are focussing on helping teachers to reach greater success with math instruction.

## Student Services

Speech Language Pathologist's (SLP) and Occupational Therapist's (OT) have been busy working in the schools. They started screening students in Wabasca on August 30th and 31st. The schools are receiving services as they submit consent forms to the department. Currently, the service providers are traveling into most communities and have been able to make 3 trips in person to Fort Chipewyan. The first trip one SLP and one OT went to the school and the next two trips had 2 SLP's and 1 OT. This is a community which had complete virtual service last year due to Covid limitations.

Schools have been doing a great job in getting consents in early this year. In some of the schools there are many more students getting services than previous years. This is due to the wonderful work school based staff are doing working with the families in the communities. In the last two weeks consents have been coming in from the new online school for the students to access SLP and OT.

The division wide PD day on October 22nd saw a number of school based EA's working with Khan Communications on how best to support their students during speech sessions; how to be ready, what they need, how to read the reports, as well as how to track the progress of the students.

Currently we have 3 students who are working with the Behaviour/Autism Specialist. This has been all remote work currently, however, we are using technology in many ways. Teachers have been extremely open to setting up cameras so we can watch and record what is happening, so that we can better support the teacher, to support the student.

## NSD Honoured Staff at Long Service Awards



Northland School Division honoured staff at the Long Service Awards at the Chateau Nova in Peace River on October 14, 2021. The event recognized staff who have achieved 20, 25, 30, 35, 40 years of service and retirees. Congratulations to the 2020 and 2021 recipients.

**Helena Welsh, Athabasca Delta Community School Teacher  
honoured for 25 years of service**



**Laurie Couillard, Payroll Clerk at Central Office, honoured for 40 years of service**

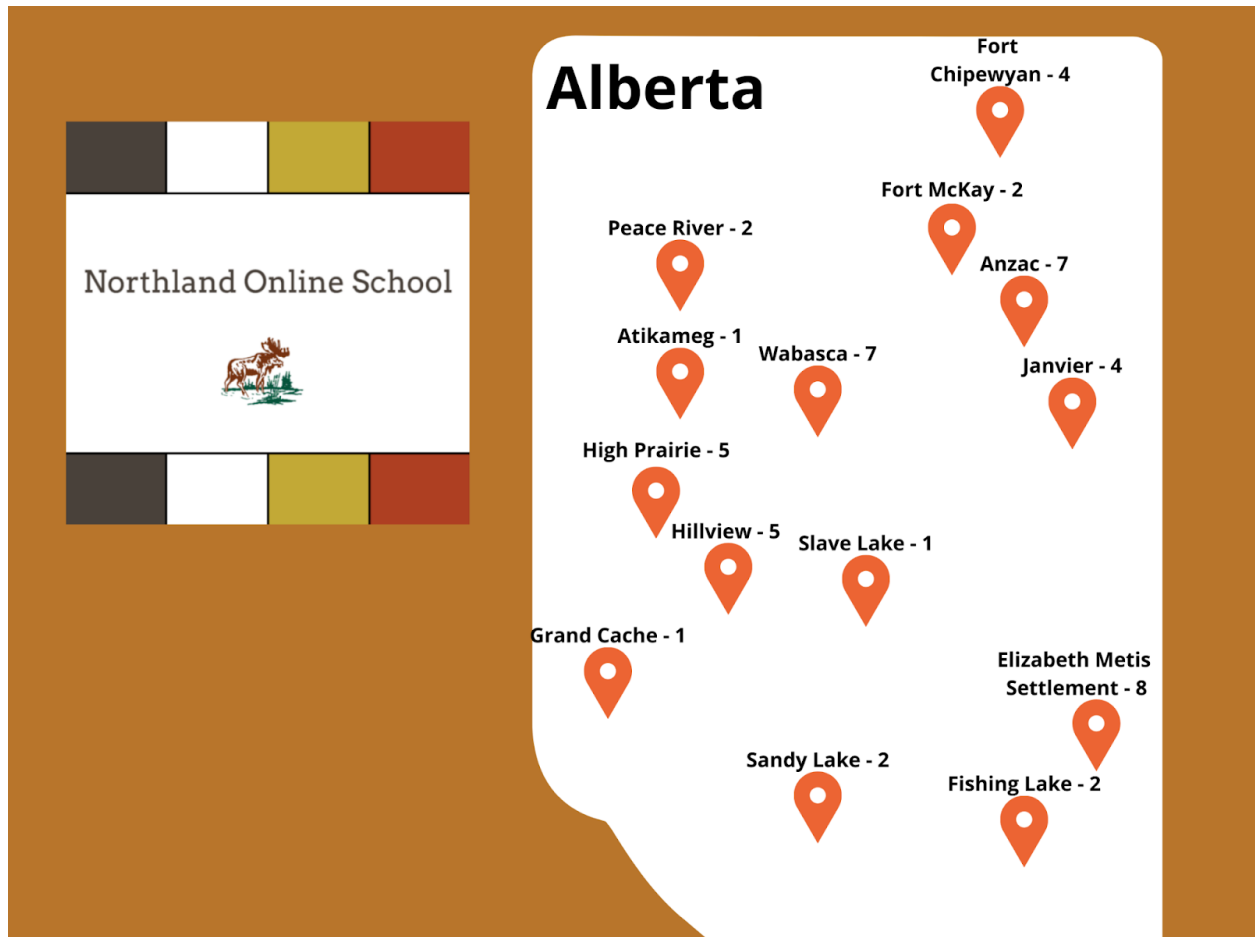
**Deputy Superintendent's Report  
October, 2021  
Dr. Tim Stensland**

**Northland Online School**

**Northland Online School Facts:**

- Kindergarten to Grade 9
- 52 students registered from across our Division
- 4 of the 52 students are from outside of Northland School Division
- All subjects taught, including PE, Language and culture, as well as options.

**Map of our Online School Students' Location**



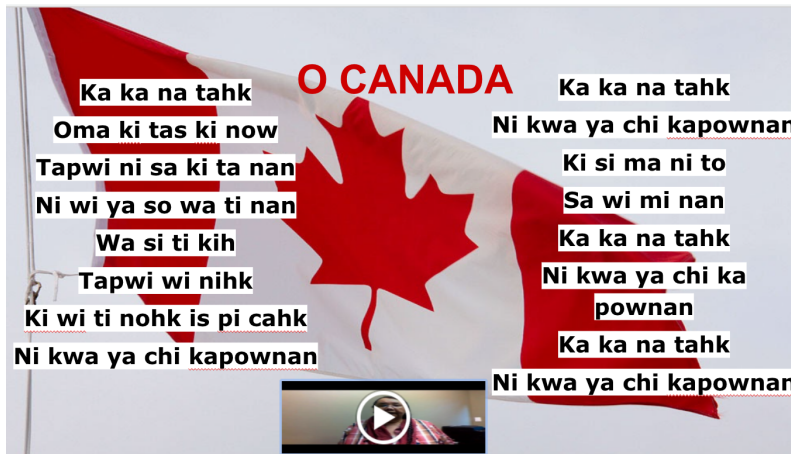
**Images That Demonstrate Our Learning**

**Whole School Assembly**

- Every morning all of our students and staff meet for a 15-20 min assembly to connect, discuss important upcoming events and dates, birthdays, and to share anything that the

classes have been working on. Each day we do a new 'Stretch of the Day', and play a 'Mindful Moment' video

- It allows our students to have the feeling of attending an assembly, and a great way to all connect each day!
- We begin with a Land Acknowledgement, and then listen to Virginia Cardinal, a Cree teacher from St. Theresa school, sing 'O Canada' in Cree (photo below).



- Photo below from our Whole School Assembly on Orange Shirt Day.



### Cultural Pride Sharing Events

- On the Friday of our 'Truth and Reconciliation Week', we hosted our first of many Cultural Pride Sharing Events. Our students, their families, and community members were all invited to join and share their knowledge, language, stories, and traditions.
- Below are a few examples of what our students shared:
- Kaden Cardinal (below), a grade four student from Cold Lake, shared a photo slideshow of him and his family hunting, processing and skinning a moose, and of cultural events in their community! Kaden paired the song 'Remember Me' by Fawn Wood with his photo slideshow.



- Marian Wanderingspirit-Kaskamin (below) lives in Fort Chipewyan, and she is a grade four student. Marian performed an amazing Jingle dance for us all, which we were all so excited to watch! Marian answered many questions from students and staff. Like, how she learned how to dance, and all about her regalia! Marian explained that all of her regalia was hand sewn by her mother, Erin!





### Virtual Presentations

- On the Friday of our Truth and Reconciliation Week, we hosted a virtual performance with James Jones AKA Notorious Cree (he is viral on social media) & Kendra Jessie. We invited all the schools from NSD to join in and view the presentation. Over 90 participants, including 30 classes across our division joined us for this special presentation. James and Kendra performed a hoop dance and a fancy shawl dance, and answered our students questions!







### Grade 4/5 Sharing their Creations



Kindergarten/Grade 1 Class



Students in K/1 collected and analyzed leaves and then used the book "Leaf Man" by Lois Ehlert to inspire an art project!



### Online Grade 4/5 Cartoon



### Pumpkins in Fall

Drawings by Kindergarten and Grade 1



Sadie



Kennedy

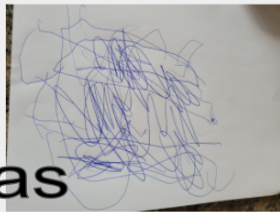


Dougie

Kylie



Lucas



Learn more about the Northland Online School at:

<https://www.northlandonlineschool.ca/>

<https://www.facebook.com/NorthlandOnlineSchool/>

## **Funding for Learning Disruption**

New funding is available for school authorities to start targeted programming to support students in Grades 1 to 3 who are experiencing difficulties as a result of COVID-19-related learning disruptions.

Alberta Education indicates that preliminary research estimates that up to 30 per cent of students in grades 1-3 in the fall may need additional supports following the COVID-19 disruptions. In our initial assessment we found that the number of students who qualify in the at risk category is considerably higher than the 30 percent the province anticipated.

We have assessed the grade 2 & 3 students and applied for additional funding. We are awaiting a decision on how much funding is allocated to NSD. In late November we will do the assessment of our grade 1 students and make the application for funding.

The interventions will involve intensive literacy and numeracy interventions for up to a 16 week period.



## FIRST NATIONS, METIS AND INUIT DEPARTMENT UPDATE OCTOBER 2021

Debbie Mineault, Supervisor of FNMI Culture and Land Based Learning

---

### **Indigenous Languages in Education (ILE) Grant Update**

NSD is in the final stage of the two-year Indigenous Languages in Education project. The final stage includes the development and creation of 3-D syllabic resources to assist with language development. Two CNC machines will be used over the next year to create 3-D syllabic resources for each class/student to use in NSD. This will increase pedagogical training to support instructor development for early childhood education and K-12 teaching/learning Cree and Dene language resources in Northland School Division.

### **Professional Development for Instructors**

As NSD continues to build fluency and retention in Cree and Dene languages, instructors will be using the Berlitz method, along with TPR, TPR-S and Accelerated Integrated Method.

This method was first referenced in the First Nations Education Steering Committee (FNESC) in Language Curriculum Building Guide (2016)

<https://www.fnesc.ca/wp/wp-content/uploads/2016/04/614108-FNESC-LANGUAGE-BUILDING-CURRICULUM-BOOK-290316-B-F-with-Cover.pdf>.

*“The use of question-and-answer exchanges between teachers and students is at the heart of the Berlitz Method. Through questioning techniques, learners interact with the teacher and each other using the language, and thus enhance their communicative abilities” p33.*



## Information Technology/Educational Technology Board Report (IT/ET)

**OCTOBER 2021**

Michael Maciach, Director of Educational Technology

---

### **IT/ET Staffing**

- The IT/ET department is now fully staffed with the addition of two new computer technicians.

### **Information Technology (IT)**

#### **Devices and Infrastructure**

- Over the summer, the IT department repaired and refurbished approximately 250 chromebooks.
- 400 new chromebooks have been placed in schools so far this school year.
- Over the last two school years, 800 new Chrome devices have been purchased and deployed to schools.
- Over the current school year, IT projects will include evergreening of some interactive whiteboards in schools where these devices have reached the end of life and wifi enhancement in school locations where additional access points are needed to ensure adequate coverage.
- As part of the ongoing evergreening process this school year, we will continue to migrate teachers from desktops to laptops in an effort to give them more flexibility for teaching.

### **Managing Repairs and Maintenance**

#### **SchoolDude Ticketing System**

- SchoolDude is Northland School Division's ticketing system that allows for all technology service requests to be collected and managed in one location.
- Since the beginning of the 2021/22 school year, 137 support tickets have been submitted through SchoolDude while during that same time, 140 tickets have been completed and closed.
- During the 2020/21 school year, 480 tickets were submitted through SchoolDude.
- Department staff have provided support for all of the following ticket areas with email/user account logins and passwords being the number one ticket support request.
  - User accounts
  - Hardware/software
  - Wifi/Internet access
  - School Infrastructure





## Information Technology/Educational Technology Board Report (IT/ET)

OCTOBER 2021

Michael Maciach, Director of Educational Technology

---

- Student devices
- Educational technology

### Educational Technology (ET)

#### Hapara Learning Management System

- Hapara is a platform for teachers and learners to create highly personalized learning experiences that deepen collaboration and differentiation throughout the learning cycle. Teachers are able to streamline the process by tracking progress, submissions, and providing feedback to their learners. Learners use the easy and intuitive student interface to manage their assignments and customize their submissions, giving them greater ownership of their learning.
- Over the summer, several Northland teachers worked to create Hapara workspace courses that align with the Alberta Program of Studies. This summer project was a collaborative effort that involved Northland School Division partnering with several other school divisions from across Alberta. These workspaces will be added to the Hapara library for educators across Alberta to use.
- In September, a division wide professional learning session was held to introduce Northland educators to Hapara dashboard, Hapara highlights, and Hapara workspaces.
- Since the 2020/21 school year, several Northland educators have become certified as Hapara Champion Educators.
- New features added to Hapara for the 2021/22 school year are a digital library containing resources and textbooks that can be added to a student's "digital backpack" and a district library that allows school divisions to customize the content and workspaces available to students and teachers.

#### Virtual Learning Experiences

- On October 5th and 7th, the Cobblestone Collective hosted co-taught lessons for Northland students and teachers.
- A co-taught lesson is a lesson that involves a technology learning experience for teachers and their students together. Students use their Chromebooks to participate while the live lesson streams into the classroom. Each lesson showcases the ideas and strategies allowing both the teacher and students to learn new technology skills through modeling and the incorporation of Google's Applied Digital Skills lesson content.



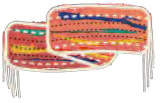
## Information Technology/Educational Technology Board Report (IT/ET)

**OCTOBER 2021**

Michael Maciach, Director of Educational Technology

---

- The lesson on October 5th focused on K-6 students and telling emoji stories using Google Docs while the lesson on October 7th focused on the grade 7-12 audience and creating art using Google Sheets.
- Since the beginning of the school year, many Northland students and teachers have participated in several virtual technology skill learning experiences that have involved making art with digital tools, learning how to code, exploring geography and the world with Minecraft, and creating digital stories based on literature related experiences.



## Northland School Division Facilities Report

Northland School Division

Wayne Turpin,  
Division Facilities Manager,

Douglas Aird,  
Secretary Treasurer

October 29, 2021



### Agenda

- Key Changes
- High Level Review & Highlights
- Potential Projects - Insurance Risk Management
- Housing Program
- Energy Management
- Selected Projects
- Workload
- Strategic Plan and Priorities
- Wrap



## Key changes 2020-21

- Personnel upgrades
  - Kirk Pardy, Robert Simpson, Scott Gough
- Housing Program operations
  - Feb 2021 supported by Facilities Manager, new staff
- OH&S frontline operations added to Facilities
- Overall approach - develop core competencies; support and lead a dynamic blended team of in house staff, casuals and contractors
- Recognizes funding pressures, core competencies, dynamic needs and skills

3



## High Level Review - COVID

- Covid continued to take a lot of time
  - Configuring and reconfiguring classrooms
  - Implementing everchanging safety protocols as they were announced
  - Rearranging cleaning schedules and finding additional custodial staff
  - Electrostatic sprayers acquired for all 20 schools and disinfection schedules set up
  - Additional handheld sprayers acquired to improve ability to disinfect quickly as required
  - Division cleaning standards manual drafted

4



## High Level Review - CMR

- Capital Maintenance and Renewal (CMR) submission resulted in \$2.5 M to Improve Facilities (April 2020 to March 2021)
  - This allowed some catch-up with aging infrastructure and implementation of remote operations strategy/ controls upgrades
  - Division had requested just over \$9 million
  - Round 2 of CMR for this year – Division had again requested close to \$9 million, received total of \$676,000 for April 2021 to March 2022
  - Key point – our Division has a lot of deferred maintenance due to insufficient Infrastructure Maintenance and Renewal (IMR) funds over many years.

5



## Highlights of Current CMR Expenditures

- Partial Roofing projects
  - Calling Lake and Father Perin ~300K
- Phase 2 of controls work at Calling Lake and Grouard ~115K
- Extensive repairs at Chipewyan Lake - weeping tile, roof, sump work, bat remediation ~ 270K

6



## Highlights of 2020-21+ Projects (not CMR related)

- Cook shelter at Pelican Mountain
- Duct cleaning at Grouard,
- New sidewalks at Paddle Prairie,
- Water main break at Conklin required re-engineering (in process)
- Roof Top Unit (RTU) study and repair at Elizabeth and Susa Creek
- Planning for new Mistassiniy School.

7



## Setting up CTS shops

- Discussion on facility infrastructure needs/modifications at various schools
- Re-acquired CTS assets from Little Buffalo



8



## Potentials - Insurance Risk Management Requirements

- Fire panel replacement
  - Bishop Routhier and Calling Lake,
- Fire alarm monitoring - 6 schools
  - move to Division wide one stop – one number
- Fire alarm upgrades at St. Theresa
- Boiler repairs at Mistassiniy and St. Theresa.
- Propane tank recertified at Pelican Mountain
- Work continuing on Alberta Risk Managed Insurance Consortium (ARMIC) Priority List

9



## Housing Program

- A total of 94 units in active use spread across Division
- Approved funded Renovation Plan (\$3.9 million total)
  - Completed 19 of 37 Units (Deep Renovation)
  - 6 units currently under construction with another 5 in planning stages
  - 7 renovation projects remaining to manage
- Repairs and Maintenance - Numerous projects completed this summer improving overall quality
- Customer Service - user friendly app for 24/7 service, KPI's coming

10



# Housing Program

- Planning:
  - Review and revise strategic plan including developing options for some separation from division
  - New housing options and replacement locations
  - New approaches to contracting
  - Reviewing completed units - quality control
  - Surplus assets - potential sale (excess housing/ land)
  - Continuing hunt for opportunities to improve all aspects of Housing to ignite engagement, and enhance the team member experience



*Northland*  
School Division

## Energy Management - NORTHLAND SCHOOL DIVISION



### Goals

- More comfortable schools
- Reduced operational costs (lower utility bills)
- 27% energy reduction over 10 years



### Strategy

1. Aggregate utility bills
2. Identify worst performers
3. Develop potential projects
4. Implement projects
5. Repeat

**Northland Energy Management Charter**  
Last Updated January 25, 2011

The members of the Northland Facilities team met for an integrated workshop on January 8, 2010. The purpose of the workshop was to create a framework for future energy management work, and to identify organizational goals and priorities. The following guiding principles, strategies, and goals were established by consensus among the team.

**GUIDING PRINCIPLES**

The purpose of defining guiding principles is to identify a set of values that will be used to make decisions and prioritize projects.

1. **Balance of Simple and Efficient Systems** – to strike a balance between efficiency and simplicity when selecting equipment and designing systems; efficiency to optimize energy savings, and simplicity to streamline maintenance efforts.
2. **Standardization of Equipment** – when practical, to standardize the equipment selection and sequencing of operations across schools in the district for ease of training, maintenance and troubleshooting.
3. **Remote Access** – to design and install remote access (network) for all schools, to reduce the amount of time being required to perform routine repairs and to troubleshoot system faults.

**ENERGY MANAGEMENT STRATEGIES**

- **Local Contractors** – to support and encourage and skill development in our schools' communities by developing trusted relationships with local contractors who can support the work of district facilities staff.
- **Staff Training** – to ensure that Facilities staff have sufficient training to operate, maintain, and troubleshoot existing buildings systems. The outside Consultant and administrators will sufficient knowledge to fully support the work of Facilities staff.
- **Green Fund** – to invest potential \$500,000 annual energy savings back into projects to ensure capitalization of further energy efficiency upgrades. Future conditions of our schools are dependent on the reinvestment of these savings; predicted conditions based on our consultant's forecasts are dependent on projection of these funds.

© 2011 Rede Inc. All rights reserved. 2011-08-02 | 1-780-223-8011 | E-Engagement |



## Energy Management - NORTHLAND SCHOOL DIVISION

### Key Performance Indicators – All Energy

Metric	Desired Trend	Baseline (2016-17)	2017-18	2018-19	2019-20	2021-22	Target (2026-27)
Energy Use (ekWh/m <sup>2</sup> )	↓	446	425	400	356	340	327
Energy Reduction	↑	--	5%	10%	20%	24%	27%
% Schools Remotely Controllable	↑	5%	5%	55%	60%	85%	100%
\$\$ Saved	↑	--	\$67,485	\$203,630	\$335,600	TBA	

\*All values are weather normalized. 2020-2021 values are estimated, as data is only 90% complete.

## Energy Management - NORTHLAND SCHOOL DIVISION

### Key Performance Indicators - Electricity

Metric	Desired Trend	Baseline (2016-17)	2017-18	2018-19	2019-20	2021-22	Target (2026-27)
Energy Use (kWh/m <sup>2</sup> )	↓	117	111	97	82	81	75
Energy Reduction	↑	--	5%	17%	30%	31%	37%

\*All values are weather normalized. 2020-2021 values are estimated, as data is only 90% complete.

# Energy Management - NORTHLAND SCHOOL DIVISION

## 2020-21 Projects

### Controls Upgrades:

- Anzac
- Athabasca Delta
- Calling Lake
- Chip Lake
- Conklin
- Elizabeth
- Father Perin
- Fort McKay
- Grouard
- Paddle Prairie
- Pelican Mountain

### Lighting Upgrades:

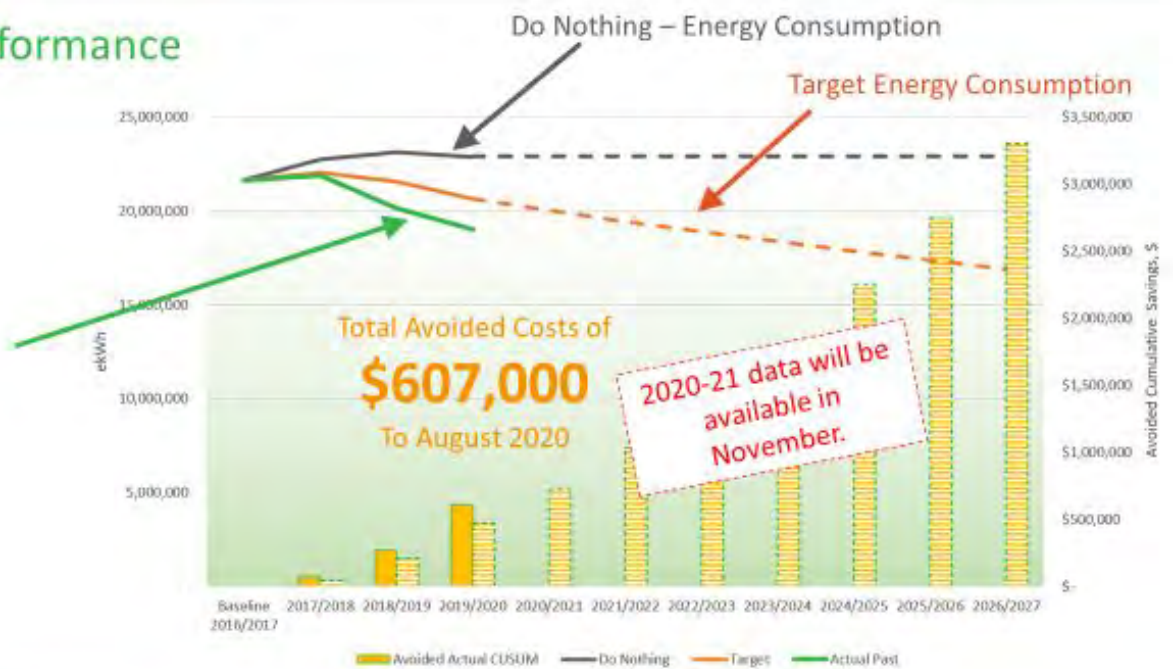
- Elizabeth
- Father Perin
- Gift Lake
- Hillview
- Pelican Mountain
- Susa Creek

Rede

# Energy Management - NORTHLAND SCHOOL DIVISION

## Targets & Performance

Performance to Aug 31, 2020



\*All values are weather normalized.

Rede

## Priorities for Energy Savings

- On track for hitting targets – savings are looking great.
- Project work to date has been focused on electricity reductions.
- Next priority will be in driving down some of the fuel use, with mechanical upgrades.

17



## Selected Projects



Pelican Mountain  
Cook Shelter

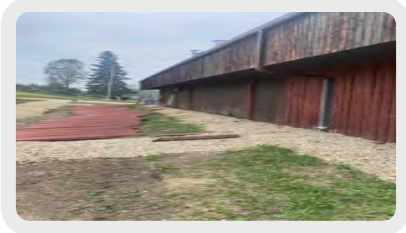


Calling Lake Roof  
Roofing Two years  
in a row

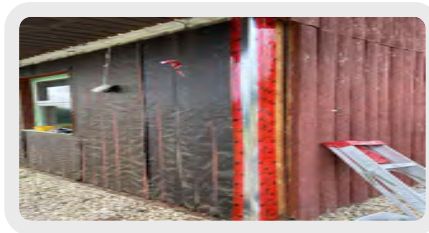


Paddle Prairie Sidewalk

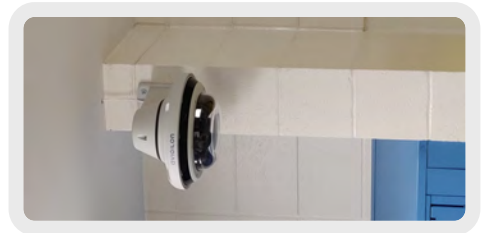
## Selected Projects (Continued)



Chipewyan Lake  
Siding

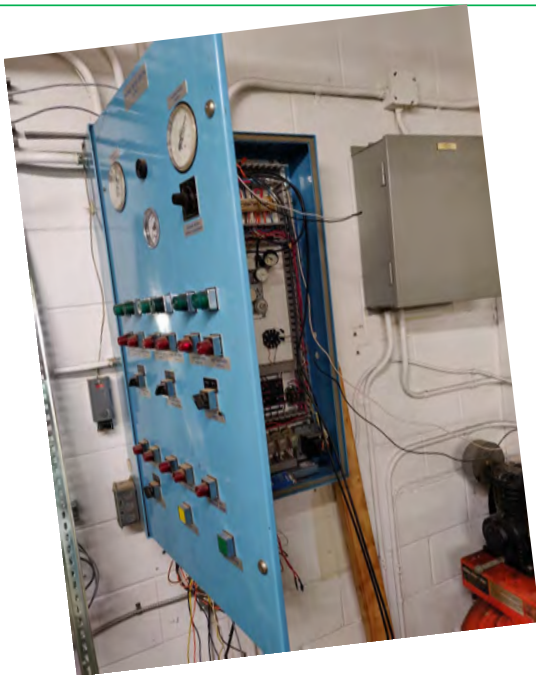


Chipewyan Lake  
Bat Proofing



Security enhancements

Camera upgrades help provide safer schools and reduce vandalism



Underway - Replacing old controls  
New skill sets, learning and growth for our technicians

# Work Requests by Area for 2020/2021 School Year

Parameters		Filters	
Location	<input type="text" value="All"/>	Room/Suite#	<input type="text"/>
Source	<input type="text" value="All"/>	Area	<input type="text" value="All"/>
Start Date	<input type="text" value="9/1/2020 12:00"/>	Task Type	<input type="text" value="All"/>
End Date	<input type="text" value="8/31/2021 12:00"/>	Assigned To	<input type="text" value="All"/>
		Vendor	<input type="text" value="All"/>
		Task Class	<input type="text" value="All"/>

## Task Stats by Location

	Closed	New	Pending	ReOpened	Declined	Total
NSD No. 61 Area 1	498	1	101		3	603
NSD No. 61 Area 2	198	1	225		8	432
NSD No. 61 Area 3	406	1	89	2	12	510
<b>Total</b>	<b>1102</b>	<b>3</b>	<b>415</b>	<b>2</b>	<b>23</b>	<b>1,545</b>



## Diverse Workload

- All projects require constant awareness and oversight
- Large area to cover – a lot of driving time.
- In addition to ongoing projects, staff will also get requests such as:
  - shelving installs, furniture moving, broken or sticky door locks, sprung doors (*sometimes because of being improperly propped open*), sticky windows, broken playground equipment, window blinds not working, toilets plugged, light switches not working, sink drain issues, odors in the rooms, freezers not working, gophers digging holes in the playground, rodents in the school, bats flying in the corridors, security alarms, malfunctioning fire alarm sensors and trouble reports, roof leaks, - the list goes on and on.....
- Requests are prioritized and assigned in Maintenance Care



## Strategic Plan and Priorities

- **Service Quality**
  - Drive Customer Service culture and metrics
  - Ongoing Maintenance Care services requests (All staff, all facilities)
- **Operations Excellence**
  - Wind-down COVID support as appropriate
  - Energy conservation approach and carbon tax containment
- **High Performance Culture**
  - Division-wide, blended team, focus on development and performance mgmt.
  - Custodial plan - leverage spend for supplies, process simplification, standards and safety improvements
- **Project Success**
  - Support for the build and launch of the New Mistassiniy School
  - Remote operations controls/monitoring project
  - CTS Complex - Paddle Prairie
  - Follow up for Gift Lake School - Infrastructure with drainage and boiler/controls
  - Priority improvement projects as funding comes available
- **Value-Add** - Financial and utility analytics to drive savings

23



*Northland*  
School Division

# Questions?



*Northland*  
School Division