




# AGENDA

Edmonton School District No. 7  
One Kingsway  
Edmonton, Alberta

McCauley Chambers  
Tuesday, February 4, 2014  
2:00 p.m.

Board Meeting #6

- A. O Canada 
- B. Roll Call
- C. Approval of the Agenda
- D. Communications from the Board Chair
- E. Communications from the Superintendent of Schools
- F. Approval of the Minutes
  - 1. DRAFT – Board Meeting #5 – January 21, 2014
- G. Comments from the Public and Staff Group Representatives  
*(NOTE: Pre-registration with the Board Office [780-429-8021] is required by 4:30 p.m. Monday, February 3, 2014 to speak under this item.)*
- H. Reports:
  - 2. Revised Board Chair Discretionary Expenses Allowance Report 2012-2013  
(Information)
  - 3. Student Population Projections  
(Information – Response to Request for Information #006)
  - 4. Bereavement  
(Information – With Introduction)
- I. Other Committee, Board Representative and Trustee Reports
- J. Trustee and Board Requests for Information
- K. Notices of Motion
- L. Meeting Dates
- M. Adjournment

**BOARD OF  
TRUSTEES**

Sarah Hoffman  
Board Chair

Michael Janz  
Board Vice-Chair

Sherry Adams  
Orville Chubb  
Michelle Draper  
Ken Gibson  
Nathan Ip  
Cheryl Johner  
Ray Martin

**MINUTE BOOK**

**Board Meeting #5**

Minutes of the Board Meeting of the Trustees of the Edmonton School District No. 7 of the Province of Alberta held in McCauley Chambers in the Centre for Education on Tuesday, January 21, 2014 at 3:00 p.m.

**Present:**

**Trustees**

Sherry Adams  
Orville Chubb  
Michelle Draper

Ken Gibson  
Sarah Hoffman  
Nathan Ip

Michael Janz  
Cheryl Johner  
Ray Martin

**Officials**

Jim Davies  
David Fraser

Mark Liguori  
Kathy Muhlethaler

Darrel Robertson  
Sandra Stoddard

**Board Chair:** Sarah Hoffman

**Recording Secretary:** Manon Fraser

**A. O Canada** 

Miss Atiya Dato, a Grade 11 student from Victoria School, sang O Canada.

**B. Roll Call:** (3:00 p.m.)

The Superintendent advised that all Trustees were present.

**C. Approval of the Agenda**

**MOVED BY Trustee Janz:**

**“That the agenda for the January 21, 2014 board meeting be approved as printed.” (UNANIMOUSLY CARRIED)**

## MINUTE BOOK

### **D. Communications from the Board Chair**

The Board Chair noted the District ad that appeared in the *Edmonton Journal* and *Edmonton Examiner* on January 15<sup>th</sup> for *Maintenance Workers' Appreciation Day* acknowledging and thanking district members of CUPE Local 784 for their ongoing contributions to creating safe, comfortable and healthy environments in which students and staff can learn and work. A lunch was also held for the District's maintenance staff last Wednesday.

The Board Chair noted the Provincial Government announcement today with respect to modernization projects for the following schools: Ross Sheppard, Belgravia, Vimy Ridge and Alberta School for the Deaf. A replacement school or modernization project in a mature neighbourhood was also announced.

### **E. Communications from the Superintendent of Schools**

The Superintendent advised that Samuel Brown Weasel and Ashley Herrington, students at Eastglen School, have been chosen to attend the Verna J. Kirkness Science Education Program at the University of Manitoba in May. Samuel and Ashley will become temporary students on campus, members of a research team conducting experiments, attend lab meetings and each will receive a Nexus 7 tablet. He congratulated both students.

The Superintendent advised that the public consultation meetings regarding the growth accommodation plan have concluded. All of the information received from both the on-line survey and consultation process is currently being reviewed and analyzed to determine emerging themes and options. The options will be examined to determine their viability through the lens of the following criteria:

- Does the option address space capacity at the school?
- Does the option provide quality learning environments for all students?
- Can the option be put in place for September 2014?
- Is the option financially feasible?
- Is the option sustainable into the coming years?

The Administration is also analyzing options that will impact communities in the least way possible.

## MINUTE BOOK

The Board Chair noted a number of Trustees attended the growth accommodation plan public consultation meetings. The meetings were well attended and she expressed appreciation for the extra efforts made such as the provision of translation services as well as the participation of staff from schools in the surrounding areas.

### **F. Minutes**

#### 1. Board Meeting #4 – December 17, 2013

Trustee Janz noted a correction is required to page eight of the minutes. The second last sentence of Trustee Gibson's comments should read: *The Superintendent acquitted himself remarkably well and the community was extremely impressed.*

Trustee Janz also noted he was withdrawing the motion regarding the process for the awarding of new schools at this time (the notice of motion is reflected on page nine of the minutes). He noted he may bring forward another notice of motion on this subject at a later date.

#### **MOVED BY Trustee Janz:**

**“That the minutes of Board Meeting #4 held December 17, 2013 be approved as amended.” (UNANIMOUSLY CARRIED)**

### **G. Comments from the Public and Staff Group Representatives**

The Board heard from Ms Daunine Pardely regarding the restructuring of boundaries for Winterburn School.

### **H. Reports**

#### 2. Motion re Child Care Poverty Reduction

#### **MOVED BY Trustee Janz:**

**“That, in alignment with the Premier's 2012 goal to end child poverty and District Priority #1 (provide supports and programs that will enable all students to complete high school), the Board write a letter to the Premier in support of the Child Care Poverty Reduction Report authored by the Alberta College of Social Workers, Public Interest Alberta, and the Edmonton Social Planning Council.”**

There was a short break at this point.

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**The Board Chair** called the question.

**IN FAVOUR:** Trustees Adams, Draper, Hoffman, Ip, Janz, Johner and Martin

**OPPOSED:** Trustees Chubb and Gibson

The Motion was **CARRIED**.

3. Locally Developed Courses for Semester Two

**MOVED BY** Trustee Martin:

**“That the following locally developed courses and resources be approved for use in Edmonton Public Schools:**

**New courses acquired by Edmonton Public Schools**

<b>Course Name</b>	<b>Level – Credit</b>	<b>Approval Period</b>
<b>Abnormal Psychology (Pembina Hills Regional Division #7)</b>	<b>35 (5 credit)</b>	<b>February 2014 – August 2014</b>
<b>Advanced Dance (from Lethbridge School District #51)</b>	<b>15 (3 or 5 credit) 25 (3 or 5 credit) 35 (3 or 5 credit)</b>	<b>February 2014 – August 2014</b>
<b>Band (Calgary School District #19)</b>	<b>25 (5 credit) 35 (5 credit)</b>	<b>February 2014 – August 2016</b>
<b>Forensic Science Studies (Pembina Hills Regional Division #7)</b>	<b>35 (5 credit)</b>	<b>February 2014 – August 2016</b>
<b>Leadership, Character &amp; Social Responsibility (Golden Hills School Division #75)</b>	<b>15 (3 or 5 credit) 25 (3 or 5 credit) 35 (3 or 5 credit)</b>	<b>February 2014 – August 2016</b>
<b>Musical Theatre in Performance (Fort McMurray Public School District #2833)</b>	<b>25 (5 credit) 35 (5 credit)</b>	<b>February 2014 – August 2014</b>
<b>Performing Arts (Grande Yellowhead Public School Division #77)</b>	<b>15 (3 or 5 credit) 25 (3 or 5 credit) 35 (3 or 5 credit)</b>	<b>February 2014 – August 2015</b>

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<b>Popular Culture (Parkland School Division #70)</b>	<b>25 (3 or 5 credit) 35 (3 or 5 credit)</b>	<b>February 2014 – August 2016</b>
<b>Professional Development in the Arts (from Calgary School District #19)</b>	<b>35 (3 or 5 credit)</b>	<b>February 2014 – August 2014</b>
<b>Rock and Pop (St. Albert Public School District #5565)</b>	<b>15 (5 credit) 25 (5 credit) 35 (5 credit)</b>	<b>February 2014 – August 2015</b>
<b>Triathlon (Red Deer Public District #104)</b>	<b>25 (5 credit) 35 (5 credit)</b>	<b>February 2014 – August 2015</b>
<b>Vocal Jazz (Calgary School District #19)</b>	<b>15 (3 or 5 credit) 25 (3 or 5 credit) 35 (3 or 5 credit)</b>	<b>February 2014 – August 2016’</b>

Trustee Johner requested information regarding the Popular Culture Course.

The Administration undertook to post a copy of the Popular Culture Course outline on the Board Intranet Site (BIS) for Trustee information.

**The Board Chair called the question.**

**The Motion was UNANIMOUSLY CARRIED.**

4. Lost Prizes Program  
(Response to Request for Information #002)

The Board heard a presentation by Amiskwaciy Principal Fred Hines.

A copy of Principle Hines’ presentation as well as a document titled ‘Lost Prizes: Manitoban and International Initiatives to Identify and Develop the Talents of At-Risk Populations’ will be posted on the Board Intranet Site (BIS) for Trustee information.

5. Student Population Growth and Proposed New Schools  
(Response to Request for Information #007)

The report was discussed.

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### 6. Bereavements

Vice-Chair Janz reported on the passings of Mr. Barry Kokotailo, a member of the District's exempt staff; Ms Joyce Sydora, a member of the District's support staff; and Mrs. Lora Berry, a member of the District's teaching staff.

#### **MOVED BY Trustee Janz:**

**“That the report be received with regret and the actions of the Administration in this regard be confirmed.” (UNANIMOUSLY CARRIED)**

#### **I. Comments from the Public and Staff Group Representatives – 5:00 p.m.**

There were no registered speakers.

#### **J. Other Committee, Board Representative and Trustee Reports**

Trustee Adams, the Board's representative on the Edmonton Public Schools Foundation Board of Governors, reported on the following Foundation activities:

- The Wrap-and-Roll fundraiser at Kingsway Garden Mall in December raised \$14,951.56 (\$500 more than last year). She thanked the staff who volunteered their time.
- January 23, 2014 – information lunch at Lauderdale School
- February 11, 2014 – information lunch at Mee-Yah-Noh School
- February 21, 2014 – information lunch at Mee-Yah-Noh School
- April 11, 2014 – information lunch at Tipaksan School
- April 25, 2014 – information lunch at Princeton School

Trustee Adams noted the launch of the full-day kindergarten program at Beacon Heights School will take place January 30, 2014. The program has been funded by a generous five-year contribution made by the Bill Comrie family.

Trustee Adams noted the *Ready to Dine 2* culinary fundraiser event will be held at W.P. Wagner School on February 13, 2014.

Trustee Ip congratulated the students, staff and community of Sweet Grass School, in particular teacher Lisa Camarta's Grade 6 class, who through their hard work and creativity, raised \$1,200 for Typhoon Haiyan relief efforts. He noted he was present at Sweet Grass School on Monday, January 20, 2014 when the Honourable Heather Klimchuk, Minister of

## MINUTE BOOK

Culture, presented a \$500,000 cheque of matching typhoon relief funds to the Canadian Red Cross.

Trustee Johner, the Board's representative on ASBA Zone 23, noted the next general meeting will take place Friday, January 24, 2014.

Trustee Chubb acknowledged the work of district staff regarding the growth accommodation public consultation meetings. He attended all of the meetings and commended, in particular, the principals who volunteered their time to facilitate at the meetings.

Trustee Hoffman, the Board's representative on the Alberta School Boards Association (ASBA) Board of Directors, reported that the Board of Directors held their strategic planning meetings last week. There may be a fifth strategic planning priority for the upcoming year related specifically to labour and the need to ensure there is an effective model for school boards to have their voices heard regarding negotiating collective agreements. The final recommendation will be brought to the Board of Directors in the spring; however, she will bring forward the recommendation to the Board for consideration prior to final approval by the Board of Directors.

**K. Trustee and Board Requests for Information – None.**

**L. Notices of Motion – None.**

**M. Next Board Meeting Date: Tuesday, February 4, 2014 at 2:00 p.m.**

**N. Adjournment (5:15 p.m.)**

**The Board Chair adjourned the meeting.**

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Sarah Hoffman, Board Chair

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Dr. Sandra Stoddard, Executive Director  
Governance and Strategic Support Services



**DATE:** February 4, 2014

**TO:** Board of Trustees

**FROM:** Sarah Hoffman, Board Chair 2012-2013

**SUBJECT:** Revised Board Chair Discretionary Expenses Allowance Report 2012-2013

**ORIGINATOR:** Dr. Sandra Stoddard, Executive Director Governance and Strategic Support Services

**REFERENCE:** [Trustees' Handbook: Section 10.5 – Board Chair Discretionary Allowance](#)

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**ISSUE**

The Board Chair Discretionary Allowance Report 2012-2013 was brought to Board on December 3, 2013 for information (Attachment II). It was subsequently noted that an expense of \$304.01 incurred in September 2012 as well as a credit of \$48.61 for an expense in December 2012 were omitted from the report. A revised summary of expenses indicating the changes made have been attached (Attachment I).

There was a total of \$786.46 in expenses incurred under the Board Chair's discretionary allowance for the period September 1, 2012 to November 5, 2013.

**ATTACHMENTS & APPENDICES**

ATTACHMENT I Revised Board Chair's Allowance Expense Report 2012-2013  
ATTACHMENT II December 3, 2013 Board Report – Board Chair Discretionary Expenses Allowance Report 2012-2013

SS:mmf

**BOARD CHAIR DISCRETIONARY EXPENSE ALLOWANCE**  
**Expense Summary for Period Sept. 1, 2012 – Nov. 5, 2013**  
 UPDATED as of February 4, 2014

Closing balance Aug 31, 2012 \$ 421.07  
 Allocation Sept. 1, 2012 \$ 2,000.00  
 Opening balance 2012-2013 year \$ 2,421.07

Date of Expense	Vendor/Location	Purpose	Amount	Balance
				<b>2,421.07</b>
6-Sep-12	Metro Boards Meeting in Calgary	Board Chair's Travel Claim (added)	\$ 304.01	\$ 2,117.06
22-Sep-12	Culina Muttart Restaurant	Lunch with former AUMA President, Bob Hawkesworth	\$ 38.41	\$ 2,078.65
17-Dec-12	Mikado Restaurant	Supper with Board Chair Nancy McClure, Chair Wildrose Public, to discuss ASBA Resolutions	\$ 53.99	\$ 2,024.66
15-Dec-12	Red Arrow Bus Line	Vice-Chair Michael Janz's Meeting with Minister in Calgary (on behalf of Board Chair)	\$ 140.00	\$ 1,884.66
16-Dec-12	The Main Dish 903 General Ave NW Calgary	Vice-Chair Janz lunch meeting regarding community consultation strategies and outreach	\$ 36.00	\$ 1,848.66
18-Dec-12	Checker/Yellow Cabs	Cab Fares to and From Bus Depot in Calgar -- Vice-Chair Michael Janz's Meeting with Minister in Calgary (on behalf of Board Chair)	\$ 30.70	\$ 1,817.96
19-Dec-12	South Beauty Restaurant	Lunch with Dr. Wei Li of the Confuscious Institute to discuss the conference in Beijing, China	\$ 48.61	\$ 1,769.35
19-Dec-12	South Beauty Restaurant - CREDIT	Lunch with Dr. Wei Li of the Confuscious Institute to discuss the conference in Beijing, China - CREDIT	\$ 48.61	\$ 1,817.96
22-Apr-13	Zocalo Flowers	Flowers for staff appreciation week	\$ 99.75	\$ 1,718.21
8-Oct-13	Zacalo Flowers	Bereavement bouquet for staff member (for father's passing)	\$ 83.60	\$ 1,634.61
		Closing Balance as of November 5, 2013		<b>\$1,634.61</b>

Summary: Opening balance 2012-13 \$ 2,421.07  
**Total expenses 2012-13 \$ 883.68**

Note: Effective October 22, 2013, the Board Chair discretionary allowance will be \$2153.80  
 Any unused portion from the previous Board Chair will not be carried forward into the following year.

**DATE:** December 3, 2013

**TO:** Board of Trustees

**FROM:** Sarah Hoffman, Board Chair 2012 - 2013

**SUBJECT:** Board Chair Discretionary Expenses Allowance Report 2012 - 2013

**ORIGINATOR:** Dr. Sandra Stoddard, Director, Governance and Strategic Support Services

**RESOURCE STAFF:** Heather Lightfoot

**REFERENCE:** [School Board Governance and Operations – Trustee Handbook: Remuneration and Allowances](#)

## ISSUE

In accordance with the Board's procedures, the Board Chair is granted an annual discretionary expense allowance for expenses incurred related to the role of Board Chair. The Board Chair is required to provide a written annual report outlining the nature and purpose of expenses incurred under the Board Chair Discretionary Expense Allowance.

## BACKGROUND

On September 14, 2010 the Board approved granting the Board Chair an annual discretionary expense allowance of \$2,000 for expenses incurred related to the role of Board Chair. These funds were allocated to support additional business that may arise from the duties associated with the board chair position. As per the Trustee Handbook, all expenses from the Board Chair's discretionary allowance are required to be signed off by the Vice-Chair prior to reimbursement.

## CURRENT SITUATION

A report of the expenses incurred under the Board Chair's discretionary allowance for the period of September 1, 2012 to November 5, 2013 is attached (Attachment I).

## KEY POINTS

- Closing balance reflects unused portion and carry over on August 31, 2012 in the amount of \$421.07.
- Allocation for September 2012 – 2013 year in the amount of \$2,000.00.
- Opening balance for the 2012 – 2013 year in the amount of \$2,421.07.
- There were a total of 6 transactions incurred for the period of September 1, 2012 to November 5, 2013 amounting to \$531.06.
- All discretionary expense claims were signed off by the Vice-Chair prior to reimbursement.
- As per the Trustee Handbook, the unused portion will not be carried forward to the 2013 – 2014 allocation.
- Effective October 22, 2013 the Board Chair discretionary allowance will be \$2,153.80.

## ATTACHMENTS & APPENDICES

ATTACHMENT I Board Chair Discretionary Expense Allowance: Expense report 2012-2013.

SS:hjl



**DATE:** February 4, 2014

**TO:** Board of Trustees

**FROM:** Darrel Robertson, Superintendent of Schools

**SUBJECT:** Student Population Projections (Response to Request for Information #006)

**ORIGINATOR:** David Fraser, Executive Director, Corporate Services

**RESOURCE STAFF:** Leanne Fedor, Lorne Parker, Jim Ray, Amy-Irene Seward

**REFERENCE:** December 3, 2013 Board Meeting (Trustee Chubb)

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**ISSUE**

The following information was requested: Provide information regarding student population projections by school-based and geographic location.

**BACKGROUND**

Enrolment projections are used as a planning tool to assist in student accommodation and program planning. Projections are also used by schools and administration to plan budgets and staffing complements for the upcoming school year. Annually, enrolment projections are completed by the Planning department in December and January in order to plan for September of the following school year. Projections are made for the District as a whole, as well as on a school-by-school basis.

The District conducts an annual enrolment projection using available external demographic data and a review of historical and current district enrolment data. Census and other demographic data provide valuable information, as well as overall school aged residency in Edmonton. Principals are invited to provide input to their projections by responding to the first draft projection for their school. Principals' input at the outset of the process provides useful qualitative information about local conditions to improve the accuracy of the projections.

Factors considered in projections include but are not limited to:

- The study of current population growth and attrition to a school on a community basis;
- Projected population and housing construction;
- Annual analysis of demographic and economic forecasts (national, provincial and civic);
- Direct input from principals on school enrolment and local conditions on a school by school basis;
- Program distribution activities (district centre alternative and special education programs); and
- Attendance area amendments.

The process for district enrolment projections is as follows:

- District staff prepare a district wide projection.
- Once a district wide projection is established, the first draft of school by school projections is produced using the aforementioned demographic data. Any optimal enrolment limits a school may have are adhered to during this process.

- Kindergarten projections are produced using historical enrolment numbers as well as growth and development data.
- The first draft of school projections is sent to the respective principal for feedback and/or suggested changes. If the principal agrees with the initial projection it is considered to be signed off and complete.
- School requests for changes are discussed centrally and the projection is adjusted where feasible.
- Projections for specific alternative and district centre special needs programs are balanced and amended where necessary.
- Final drafts are prepared and signed off by principals.
- When all school by school projections are completed the information is forwarded to budget services.
- Schools use their projection to facilitate planning for the upcoming school year in terms of staffing and organization of classes.

### **CURRENT SITUATION**

The process for district enrolment projections for the 2014-2015 school year has been delayed in response to the ongoing work of the District Accommodation Plan. As a large number of district schools could potentially be affected by the outcomes of the District Accommodation Plan, it was believed that the enrolment projection process should be delayed.

Work will begin on enrolment projections for the upcoming school year shortly after decisions have been made with regard to recommended options within the District Accommodation Plan.

This table represents a ten year history of district enrolment as well as the projection for that given year.

<b>Year</b>	<b>September 30 Actual Enrolment</b>	<b>September 30 Projected Enrolment</b>	<b>% Difference</b>
<b>2004</b>	80155	81200	1.30 %
<b>2005</b>	79133	78600	0.67 %
<b>2006</b>	80263	78600	2.07 %
<b>2007</b>	79232	80600	1.61%
<b>2008</b>	79608	78701	1.14 %
<b>2009</b>	79894	79034	1.08 %
<b>2010</b>	79911	79799	0.14 %
<b>2011</b>	80767	79698	1.32 %
<b>2012</b>	83442	80595	3.41 %
<b>2013</b>	86554	84552	2.31 %

With respect to the table above:

- Over the past 10 years the average variation between the district projection and actual September 30 enrolments is 1.51 per cent.
- The higher variations in projected and actual enrolments in 2012 and 2013 can be attributed to the after effects of rapid population growth (12.1 per cent population change in Edmonton between 2006 and 2011).

- Beginning in 2011, the District no longer received provincial data on the number of four year old children residing in each City of Edmonton neighbourhood. This demographic information was previously used to produce Kindergarten projections. The method in which kindergarten projections were done had to be adapted due to the absence of this data.

**KEY POINTS**

- Traditionally, our newest schools are projected to have the greatest increase in student enrolment year over year. This can be attributed to the small cohort of Grade 9 students leaving the schools and the large cohort of students entering the schools in Kindergarten. Schools which are designated receiving schools for new and rapidly developing neighbourhoods typically have growing enrolment from students residing within these neighbourhoods.
- Projections do not take into account the possibility of initiatives or programming changes that occur prior to the next school year, which could affect enrolment. For example, recommendations to the Superintendent that are in development during or after the enrolment projection process would not have been factored into the projection process as they were not yet approved.
- Projected enrolments cannot be predicted with 100 per cent accuracy due to several factors which impact schooling choices. Within the timeframe of the completion of enrolment projections in early February of each year and September 30 of the following year many variables can change. Enrolment projections are dependent on a variety of demographic, social and economic factors on a national, provincial, local and individual scale. These factors are not static.
- District projections for the 2014-2015 school year may be provided to the Board of Trustees once they are finalized in the spring of 2014.

**ATTACHMENTS & APPENDICES**

N/A

LF:gm

**DATE:** February 4, 2014  
**TO:** Board of Trustees  
**FROM:** Darrel Robertson, Superintendent of Schools  
**SUBJECT:** Bereavement  
**ORIGINATOR:** David Fraser, Executive Director, Corporate Services  
**RESOURCE STAFF:** Sandy Boyce  
**REFERENCE:** [GM.BP – Acknowledgement of Deaths and Bereavements](#)  
[GM.AR – Deaths and Bereavements](#)

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**ISSUE**

N/A

**BACKGROUND**

Mrs. Myrtle Jacula passed away suddenly on January 18, 2014, at the age of 75 years.

Mrs. Jacula began her career with Edmonton Public Schools in 1970 as a member of the support staff group. She worked at Queen Mary Park/Prince Rupert, Oliver, Homesteader and Baturyn schools and retired in 1999. Mrs. Jacula returned to the District in 2001 and worked at Queen Elizabeth and Eastglen schools. At the time of her death Mrs. Jacula was a Clerk at Eastglen School. Myrtle is survived by two daughters, Corrie and Joy (Corrie is an Educational Assistant at Belmont School), and son, Raymond.

**CURRENT SITUATION**

A memorial donation in honour of Mrs. Jacula has been made to the District Foundation on behalf of the Administration and Board of Trustees.

**KEY POINTS**

N/A

**ATTACHMENTS & APPENDICES**

N/A

DF:sb