

ALBERTA REGIONAL PROFESSIONAL DEVELOPMENT CONSORTIA



Governance & Operations Manual

Updated November 25, 2020

Alberta Regional Professional Development Consortium and College of Alberta School Superintendents Governance & Operations Manual

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Historical Background

History and Function of ARPDC:

The Alberta Regional Professional Development Consortia were established in 1995 amidst the restructuring of Alberta Education which saw the abolishment of regional offices, the adoption of School-Based Decision Making as a policy for Alberta Education, the creation of School Councils and the direction to achieve both greater efficiencies and greater effectiveness in capacity building in the adults who impact student learning through coordinated and purposeful professional learning. “Adult Learning for Students Sake”. A document entitled “Guidelines for Establishing Regional Consortia: An Initiative for the Improvement of Education and Its Delivery,” was published by Alberta Education and the Consortia were established under the authority of the Minister of Education.

The Deputy Minister, or a designated Assistant Deputy Minister, has been responsible for ensuring that they or their staff function as a liaison with ARPDC to ensure that two-way communication and meaningful collaboration support the integration of Alberta Education Implementation needs (Priority Areas and specific implementation initiatives) and Regional System and Stakeholder needs.

At its establishment in 1995, this initiative consisted of Six Regional Consortia, in zones congruent with those identified by Alberta Education, that served the entire province of Alberta; Northwest Regional Learning Consortium, Zone 1, Learning Network Educational Services, Zone 2, Edmonton Regional Learning Consortium, Zone 3, Central Alberta Regional Consortium Zone 4, Calgary Regional Learning Consortium, Zone 5, Southern Alberta Regional Learning Consortium, Zone 6, And the Francophone Consortium was established in 2006 to serve the Francophone School Systems across the province.

In the early years of the ARPDC, Alberta Education provided an annual “Implementation Grant” in consideration of the Alberta Education Implementation Plan, regional and provincial priorities, and the needs of school authorities. That base funding was then augmented by numerous “Conditional Grants” that were focused on specific Alberta Education initiatives such as Inclusive Education Communities of Practice, Elementary Math Professional Learning, Education for Reconciliation, High School Redesign. Literacy/Numeracy for All, Mental Health Matters etc.

The 2000 Alberta Education Ministry review and report on the Consortia Model indicated that the Consortia was cost effective and very successfully serving both the regions and Ministry by providing learning opportunities designed to support capacity and implementation. A subsequent 2009 review and report contracted by the Ministry identified specific commendations for Consortia responsiveness, flexibility, quality of program offerings, helpfulness and expertise of Consortia staff, and for the value relative to the cost of programs.

In 2014-2015, ARPDC operations were reviewed by the Government of Alberta: Results Based Budgeting Panel, which was struck to ensure that all government programs and services delivered the outcomes Albertans expected as effectively and efficiently as possible. The review indicated once again that the Consortia were effective and efficient and provided excellent benefit to Education in Alberta in a very cost-effective manner. “ARPDC plays a key role in ensuring professional learning supports achieve targeted program outcomes and have strong influence on the implementation of Department priorities for Curriculum Implementation” Identified areas of high efficiency included, implementation grant spending, number of programs delivered, and development and utilization of professional learning resources.

The ARPDC provides thousands of professional learning opportunities across the province with over 65,000 participants annually, has over 20 dedicated resource sites with hundreds of thousands of visits and has direct contact with over 30,000 communications subscribers growing year by year.

In recognition of the effectiveness, efficiency and recognized value of the Consortia in meeting the needs of Alberta Education and Stakeholders, and to ensure that the Consortia could more effectively plan for and work with partners, funding for the Consortia was included in the Funding Manual and has continued at the same level since 2016.

In January of 2020, the Honorable Adrianna LaGrange, Minister of Education, indicated that “The ARPDC will continue to be funded per the funding manual and play a vital role in assisting Alberta Education on provincial initiatives by providing professional learning opportunities across the province in the years to come”.

2020 and Beyond:

In January 2020, the seven Consortia of the Alberta Regional Professional Development Consortia (ARPDC) were informed, by staff of Alberta Education, that funding for ARPDC that had been postponed from September and was now expected to be received by the respective banker boards in January, was being deferred until April 1, 2020. In a subsequent meeting a week later, it was further indicated that although funding had been deferred, Ministry staff were unable to commit to the arrival of this funding in April 2020 and that in fact it may not be provided at all. The seven ARPDC Board of Directors met and after considering the information that funding may not be provided for the current year, began making plans to cease operations, potentially as soon as February 10, 2020 in the case of one Consortium.

The College of Alberta School Superintendents (CASS) had been advocating on behalf of school authorities and the ARPDC, outlining the important role ARPDC has played since its inception in 1995 (Appendix 1) to coordinate professional learning in the education sector in Alberta. They discussed the messaging that had been delivered by Ministry staff and the negative impact such direction would have on both implementation and the improvement of education and its delivery for the ministry and all stakeholders.

Following a meeting between CASS President Bevan Daverne and the Honourable Adriana LaGrange on January 16, 2020, the Minister wrote a letter to each ARPDC Board Chair committing funding for the ARPDC in 2019/20 and beyond as outlined in the Funding Manual.

Minister LaGrange did request that CASS work with the ARPDC Board of Directors, the ARPDC Executive Directors and Education Partners to develop a model for ARPDC moving forward that would:

1. Further identify efficiencies in expenditures,
2. Focus on maximizing use of funding for professional learning and minimize administrative costs,
3. Broaden the spectrum of Education Partners participating in ARPDC.

The Minister was explicit in her intent to see ARPDC services both continue and have increased impact. “The ARPDC will continue to be funded per the funding manual and play a vital role in assisting Alberta Education on provincial initiatives by providing professional learning opportunities across the province in the years to come”.

The Minister was explicit with respect to her request to identify efficiencies and reducing administrative costs; the intent was not to allow for a reduction in funding for ARPDC but to ensure more of the funding being disbursed would be accounted toward the support of professional learning.

In a subsequent meeting with representatives of the ARPDC Board Chairs, ARPDC Executive Directors and CASS, Deputy Minister Andre Corbould affirmed the Minister’s direction and indicated that if there was consensus from the seven school authorities currently serving as banker boards for respective Consortium that CASS become the banker / employer for ARPDC, he would move the request forward to be in place for September 1, 2020.

Deputy Minister Corbould further indicated that if there was consensus support from the seven ARPDC Board of Directors to have the CASS Board of Directors serve as the Governance Board for ARPDC, he would also move the request forward to be in place for September 1, 2020.

Following the meeting Deputy Minister Corbould provided a letter (Appendix V) clarifying the operational liaison parameters of ARPDC and the Ministry as well as the identified Priority areas for both 2019-2020 and 2020-2021.

Letters demonstrating consensus support for both actions were submitted to Deputy Minister Corbould on May 13, 2020.

While working with the ARPDC Board Chairs, ARPDC Executive Directors and Education Partners, CASS made a commitment that conversations, discussions, and decisions would be documented to prevent misunderstanding in the future.

This Governance and Operations Manual is the formalization of that commitment and establishes a path forward to meaningfully respond to the needs of “Adult Learning for Students’ Sake,” throughout our province.

ARPDC Guiding Principles, Purpose and Goals

Guiding Principles

Vision: Adult Learning for Students' Sake

The provincial education vision and recent trends in education provides a road map for Alberta Regional Professional Development Consortia (ARPDC) to be responsive and work in a collaborative, coordinated manner, continuing to design and deliver cost-efficient professional learning opportunities to Alberta educators. ARPDC strives to assist and prepare educators in Alberta by providing learning opportunities designed to support adult learning for students' sake.

ARPDC provides professional learning opportunities through funding from Alberta Education, fee for service contracts, grant specific work and cost recovery offerings that are in alignment with Consortia goals, and are responsive to the needs of our provincial and regional stakeholders. Each professional learning opportunity design and delivery is intended to support dynamic professional learning that positively impacts teaching and learning in our regions, whether brokered through Consortia or offered directly by Consortia.

Purpose/Role:

In alignment with our guiding principles; supporting staff improvement, enhancing student learning, and increasing stakeholder engagement in the educational process, the ARPDC are dedicated through extensive collaboration to the development of professional learning opportunities in conjunction with our provincial, regional, and local stakeholders.

Collaboration amongst the seven Regional Consortia is evidenced in sharing of promising practices, provincial projects, conferences, speaking tours, and online sessions. The consortium collaboration efforts result in the development of a wide range of professional learning resources accessed through regional and provincially maintained podcasts, websites, digital libraries, e-courses, YouTube channels, and print resources. Provincial collaboration as outlined above is leveraged to enhance the learning opportunities designed to specifically meet provincial, regional and local division, school and teacher needs.

ARPDG Goals:

Goal 1: Facilitate professional development which support the effective implementation of components of:

- Alberta Education Business Plan;
- Jurisdiction and school education plans; and
- Education Partner Strategic Plans

Goal 2: Facilitate professional development which supports the effective implementation of curricula, including instruction, assessment and student learning outcomes.

Goal 3: Coordinate, broker and act as a referral centre to assist partners to identify available professional development resources.

Goal 4: Deliver professional development based on the identified and emerging needs of educational partners.

Goal 5: Promote and support the development of professional development leadership capacity.

Goal 6: Provide educational partners with access to professional development at a reasonable cost.

Governance of ARPDC

The Board of Directors of CASS shall serve as the Governance Board for ARPDC.

Governance responsibilities include:

1. Serving as the primary contact with Alberta Education for any matters related to Governance of ARPDC.
2. Engage a Provincial Advisory Committee of Education Partners to assist in and support the ARPDC mandate, and direction from the Minister to “broaden the spectrum of educational partners” at the provincial level, ensuring the contributions and recommendations of the ARPDC Advisory Committee are recognized and considered.
3. General Policy related to ARPDC
4. Budget approval and financial oversight
5. Recruitment and Evaluation of ARPDC Executive Directors as outlined in Appendix VIII
6. Reviewing for information or approving annual regional plans and reports, (from Guidelines for Establishing Regional Consortia)
7. Authorize the CASS Executive Director to serve as the liaison with the ARPDC Executive Directors and delegate responsibility to the CASS Executive Director for general oversight of operations of ARPDC, including:
 - a. Payroll
 - b. Fiduciary Responsibilities
 - c. Personnel Records including:
 - i. Employment contracts
 - ii. Secondment agreements
8. Authorize the CASS Executive Director to maintain record, for the purpose of audit, a monthly record of days and focus of work performed by the ARPDC Executive Directors.
9. Delegates responsibility to respective ARPDC Regional Executive Directors to oversee, lead and manage all day to day operations of the Regional Consortia.
10. Support the meaningful liaison of Regional Executive Directors with Ministry of Education Officials at all levels.

Operations of ARPDC

Government Payments and Dispersals

Infrastructure Funding - For the 2020-2021 year each Consortia will receive \$191,987.00 for a total of \$1,343,909.00. CASS will receive 70% of this funding in September in the amount of \$940,736.30 with the remaining 30% (\$403,172.70) to follow in March of the following year. As per the Funding Manual, the release of these remaining 30% are historically linked to the submission of a 'Mid-Year Report'.

Implementation Funding - the ARPDC receives a total of \$3,000,000 in Implementation Funding Annually. These funds are received in two allocations, the first of which is 70% and is in the amount totalling \$2,100,000.00 with the remaining 30%, in the amount totalling \$900,000.00 being historically linked to the submission of the a 'Mid-Year Report'; as per the Funding Manual.

Once received by CASS, Implementation Funding will be dispersed to Regional Consortia Offices using the following ARPDC Funding Distribution Formula (Appendix XII):

Implementation Funding Breakdown

Regional Consortia:	Percentage:	Total	70%	30%
ERLC	26.3%	\$725,925.00	\$508,147.50	\$217,777.50
CARC	12.3%	\$379,425.00	\$265,597.50	\$113,827.50
CRC	24.4%	\$678,900.00	\$475,230.00	\$203,670.00
LNES	9.2%	\$302,700.00	\$211,890.00	\$90,810.00
NRLC	10.3%	\$329,925.00	\$230,947.50	\$98,977.50
SAPDC	10.8%	\$342,300.00	\$239,610.00	\$102,690.00
CPFPP	6.7%	\$240,825.00	\$168,577.50	\$72,247.50

Financial Management and Reporting

CASS will maintain a dedicated CASS/ARPDC Banking account separate from existing or future CASS accounts. Within the ARPDC Banking Account, an account coding structure will be developed to track distinct revenue and expense items for each Consortium.

CASS will manage payroll for all Consortia Staff and be identified as the 'Banker Board' and 'Board' in the contracts for all Consortium staff including office support, personal service contracts, and reimbursing school divisions which employ a person who is seconded to a Consortium.

In addition to payroll, CASS will be responsible to make lease payments for Consortium office space.

Each Consortia will make direct payment:

- For space leased for presentations.
- To/for all presenters.
- To/for individuals contracted for a one-time specific job that is supported through Implementation Funding.

As Banker Board, and in order to facilitate payroll payment and payment of office lease expenses, CASS will hold all Infrastructure installments, (70% in September and 30% in February).

ARPDC and CASS will exchange reconciliation statements on a monthly basis. As needed, each consortia member shall make appropriate transfers, from implementation funds, to guarantee an account balance equivalent to two months of anticipated payroll expenses.

Financial Transition after August 31, 2020

- On August 31, 2020, each existing banker board will reconcile its Consortium Account and issue a cheque to CASS for the estimated amount of funds the Consortium holds.
- On Sept 1, 2020, CASS will issue payment to the respective Consortium the amount received from the Banker Board
- On approximately October 31 each existing banker board will provide a final reconciliation and will either:
 - Issue additional funds to CASS which will forward those to the Consortium, or
 - Invoice CASS for a deficit, which CASS will request the Consortium pay directly

Grant and Fund Transactions

Effective September 2020 with the receipt of 70% of the Infrastructure and 70% of the Implementation funds, CASS shall retain the Infrastructure amount, in full, to be held in the ARPDC account and credit said amount to each respective Consortium to meet initial lease and payroll expenses. The 70% Implementation amount will be transferred, in its entirety, to each respective Consortium account. Once released, the remaining 30% of Infrastructure and Implementation Grant funding will follow the same procedures as the September disbursement.

The receipt of any additional grants, such as OLEP, will be disbursed by CASS as directed by the grant manager(s) of ARPDC to each respective Consortium account.

All 'non-seconded' employees will be paid on the 25th of each month or the last banking day prior to the 25th of the month. The December payroll will be issued by CASS on the last Friday prior to the Christmas break. Seconded staff will be paid as per their school division contract.

Persons who are on a personal service contract that varies from month to month are to submit an invoice to CASS no later than five business days prior to the monthly payroll issue date (i.e. September 21, 2020). The invoice should reflect days worked and days scheduled for the balance of the month. The invoice is signed off by the Executive Director prior to submission to CASS. Executive Directors and personal service contractors are responsible for reconciling the annual days of service throughout the year.

School Divisions employing persons seconded to ARPDC will invoice CASS on a monthly basis. Within three business days CASS will forward the invoice to the respective Consortium Executive Director for review and approval. CASS will then issue payment to the school division.

CASS will provide a reconciliation statement to each Consortium by the 20th of each month, for the previous month. The reconciliation statement will show the balance of the Consortium's ARPDC Acct at the beginning of the respective month, the balance of the Consortium's ARPDC Acct at the end of the respective month, and detail as to the amount of salary, benefits, and other salary costs for each person as well as total EI & CPP costs. Each Consortium, within their individual accounts, will code costs for each staff member to the Alberta Education Infrastructure, Implementation, or to other grants / sources of revenue the Consortium receives.

Expenses for ARPDC staff and other persons in the service of or as directed by the respective Consortium, will be invoiced directly to the respective Consortium and paid by the Consortium.

Each Consortium Executive Director is responsible to monitor the reconciliation of Consortium payroll expenses and balance in the respective CASS/Consortium account. In consultation with the respective Consortium Executive Director, if it is determined that the balance is not sufficient to meet anticipated payroll expenses, CASS will invoice the respective Consortium for the required amount. Prior to the end of May, or earlier if necessary, a review will be conducted to determine whether the amount in the ARPDC account will be sufficient for payroll / lease payment to the end of August. Where required, CASS will invoice the respective Consortium the estimated amount to manage payroll until the end of August.

Year End Reconciliations

- At the end of August of each year, a full year reconciliation will be undertaken by CASS and each Consortium for the Infrastructure Grant.
- At the end of August of each year, each Consortium will provide CASS, for the auditor, a reconciliation of the Consortium account (Implementation Grant and other revenues).

Regional Office Bank Signing Officers & Fiduciary Oversight

The Consortia shall maintain the appropriate two-step process of approval and signature for all expenses and payments. Two signatures shall be required for each expenditure / invoice. The two signing officers for each Consortia will be the respective Executive Director and Executive Assistant. Where the Executive Assistant is responsible for finances the Executive Director will identify an alternate staff member to review Executive Assistant related invoices. The Consortium Executive Director shall identify the third signing authority in accordance with the method used to identify a third signing authority described below.

A third signing officer may be a member of the CASS Board of Directors, the CASS Executive Director or an ARPDC Executive Director from a different Consortia who has responsibility for providing fiduciary oversight as outlined below.

Consortia	Fiduciary Oversight		Consortia	Fiduciary Oversight
SAPDC	CARC		CRC	ERLC
CARC	NRLC		ERLC	LNES
NRLC	CPFPP		LNES	SAPDC
CPFPP	CRC			

Each Regional Consortia Executive Director will inform the CASS Executive Director of the signing officers and each Regional Consortia Office shall submit a detailed financial statement to the CASS Executive Director at the end of each month and there will be a full reconciliation of the CASS ARPDC account and the Consortia Operating Account conducted monthly by CASS and provided to the respective Consortia Executive Directors.

Personnel Management

CASS office will be responsible for the payment of all payroll expenses in support of Consortia Staff as indicated above.

The contract for each Executive Director shall be honoured until the expiry of said contract unless there is mutual agreement between CASS and an Executive Director to amend the terms of the contract.

All staff currently under contract shall have the terms of that contract grandfathered with the consolidation from seven banker boards to one banker board under CASS.

A Committee of Consortia Executive Directors and the Executive Director of CASS will work to develop common contracts for the regional office staff drawing from research across the Consortia. Compensation in the form of salary will reflect the better of the grandfathered and collectively developed contracts under the CASS Board Governance model.

Health Benefits and Pension

CASS and ARPDC will ensure that benefits are maintained and uninterrupted through the transition from current banker board to CASS as per current contract for each employee. Specifically, this refers to ASEBP benefits and coverage and RRSP contributions. The amount of a Health Spending Account is required to be common for all staff and shall be \$725 for 2020/21.

ARPDC and CASS note that LAPP Pensions cannot and will not be maintained directly with CASS. Where the present banker board accepts a secondment contract CASS will serve as the conduit for payment to the seconding board. In the event that the current banker board determines they will not hold the contract and secondment agreement a matching RRSP contribution, to a maximum of 8%, will replace the LAPP contribution.

CASS Expenses

CASS shall invoice ARPDC for expenses incurred for payroll support provided by CASS employees.

CASS and ARPDC will monitor the time commitment of the CASS Executive Director and Administrative Assistant to determine an acceptable amount to offset consultation expenses.

It is estimated that the CASS Executive Director will provide support of approximately ¼ per Consortium and the Administrative Assistant will provide support for approximately 30 minutes per week per Consortium.

Annual Audits

CASS shall engage a third party to conduct an annual audit of the CASS ARPDC Account and to review, as identified by the auditor, the operation accounts for the Consortia.

Consortia shall budget for regular audit expenses.

A financial review shall be completed annually as part of the reporting process to Alberta Education.

Regional Office Management

It is the primary responsibility of the Executive Director of each Consortia to ensure accurate accounting of revenues and expenditures managed by each Consortia. Executive Assistants and/or Financial support personnel work in support of the Executive Director in this role.

Recruitment and Hiring:

The Executive Director of each Consortia is responsible for the staffing and supervision of staff for each regional office reporting on same to the Board on a regular basis as part of the planning and reporting stages of each year. (Appendices VIII, X, XI, XII)

Staff schedule, accounting of time and assignments are under the direction of the respective ARPD Executive Director.

Operating Expenses

Office Lease, Technology, Software Purchases, Licencing, Supplies, Photocopier, Postage and Freight, and day to day office, meeting room operation, and any related expenses are under the sole direction of each Regional Consortia.

Accounts Receivable/Payable

Regional Consortia offices receive all funding for non-payroll expenses. Consortia are responsible for receiving and appropriately accounting for revenue received through registration for learning opportunities. Payments related to all regional and provincial expenses incurred are the responsibility of the respective Regional Consortia and shall be completed in a timely manner, most frequently inside of 45 days pending receipt of appropriate invoicing. Regional Consortia may maintain open purchase orders within each operating year.

Speaker Contracts

Consortia will establish and complete contracts with speakers to meet the objectives of the Provincial, Regional, and local school board directions and implementation plans. Consortia offices will work together on provincial offerings, online and in-person delivery models. International speakers are supported by Consortia offices in the correct completion of the R105 where required.

Event Contracts

Regional Consortia secure contracts with facilities and where required food suppliers in support of learning opportunities. The Consortia collectively maintain a number of technology contracts with one office playing the lead for respective software. For example, Zoom is held by SAPDC on behalf of ARPD.

Grant Work

Consortia guiding principles exist for the management of grants and reporting both in terms of revenue and expenses as well as educational outcomes. Grants are shared across Consortia by a formula with an established percentage off the top for the Consortia office holding the grant and responsible for finances and reporting. The percentage for administration costs is currently under review.

Project Management

A percentage of any major project undertaken requires administrative work in the planning, operationalizing and reporting of the work. As with grant work ARPDC Executive Directors review those administrative costs with conversations focused on maximizing the flow of funds to implementation support.

Resource Development

In addition to the procurement and development of presentations, in virtual and in person support, the work of ARPDC includes the development and translation of resources in areas of media, print, video, audio, website creation and maintenance. This work is clearly defined as the work of implementation support and is not to be considered as infrastructure/administration.

Budget and Year-End/Audit

The completion and submission to the CASS Board of Directors of an annual budget and a year-end financial report. In support of this work a monthly detailed financial report will be provided by each office to the CASS Executive Director.

The annual audit will be of the CASS ARPDC account and the monthly reconciliations, each ARPDC account will be subject to periodic audits on a rotation to be determined.

Office Lease / Rental Agreements

The ARPDC Executive Director will be responsible for negotiating a lease or rental agreement for the office space required for the respective Regional Consortium. Each ARPDC Executive Director will contract lease arrangements or subcontract duties which will include Office/Training space, WiFi, Tech Support, and Janitorial Services. The CASS Executive Director may provide support in the negotiation of such space upon the request of the Regional Executive Director. (Other issues still to be addressed include but are not limited to questions of insurance costs, OH and S etc.)

Technology Support - Hardware

Staff shall have access to technology appropriate to complete their work whether that work be at the office, home, or a mobile situation. Regional offices may negotiate a technology support contract locally or engage in exploring provincial solutions where appropriate. Learning facilitators and Executive Directors may negotiate a purchase of their laptop computer at the conclusion of their contract. Total cost of ownership and equipment that meets the needs of each position are primary factors of consideration, comfort with the platform for the user is secondary but a condition that supports any final decision. ARPDC members, in consultation with the TIG (Technology Integration Group) Members shall stay reasonably current on their hardware inventory to best support the work and learning in their region.

Technology Support - Software

Where applicable, joint software licensing will be purchased if such is not available through consortium office lease arrangements. Though not exclusive or exhaustive software requirements specifically include access to Microsoft Office and the Adobe Suite of applications necessary to effectively complete the work. The Technology committee of ARPDC (TIG) will continue to monitor and review technology needs. Description of process for software acquisition.

Storage/Server/Cloud

Where applicable, Cloud Storage and backup services will be purchased if it is not available through their yearly lease.

Governance and Operations Manual Review

The CASS/ARPDC Governance and Operations Manual shall be reviewed by the Executive Director of CASS and ARPDC Executive Directors in June of each year, which will then be presented at the September CASS Board of Directors meeting for approval.

CASS, The ARPDC Provincial Advisory Committee and ARPDC

CASS Executive Director

From time to time, if necessary, ARPDC may meet with the President of the CASS Board of Directors who functions as the Board Chair. The Executive Director of CASS is the primary contact for ARPDC in its working relationship with the CASS Board of Directors.

CASS Board of Directors

The Executive Director serves as the direct contact for the Consortium and reports to the CASS Board of Directors. ARPDC Directors as a group or by representation will meet with the CASS Board of Directors a minimum of two times a year in person or by Zoom.

The Provincial ARPDC Advisory Committee

The Provincial Advisory Committee (PAC) will be comprised of the following education partner representatives:

- Alberta Education (AE) – one representative
- Alberta School Board Association (ASBA) – one representative
- Alberta School Councils Association (ASCA) – one representative
- Association of Independent Schools and Colleges in Alberta (AISCA) – one representative
- Association of School Business Officials of Alberta (ASBOA) – one representative
- College of Alberta School Superintendents (CASS) – Chair
- Post-Secondary Institutions Offering Education Pre-Service – one representative (rotating by institution)
- Charter Schools – one representative
- Rupertsland Métis Centre of Excellence – one representative
- First Nation Education Authorities – one representative
- Executive Director of the Francophone Consortium (CPFPP) – one representative
- Calgary (CRC) and Edmonton (ERLC) Consortia - one representative (rotating annually)
- Learning Network (LN), Northern Regional Learning Consortium (NRLC), Central Alberta Regional Consortium (CARC), Southern Alberta Professional Development Consortium – one representative (SAPDC) (rotating annually)

The CASS Executive Director, through the assistance of CASS administrative / consulting services will serve as the secretariat of PAC – thereby providing support for the establishment of agendas, minutes, and other administrative tasks.

The Terms of Reference and Guiding Structures for PAC will be as follows:

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A. Purpose/Role:

The provincial education vision and recent trends in education provide a road map for the ARPDC Provincial Advisory Committee to be responsive and work in a collaborative, coordinated manner, continuing to design and deliver professional learning opportunities to Alberta Educators. This Advisory committee strives to assist and prepare educators by providing learning opportunities designed to support **adult learning for students' sake**. The Advisory committee has come to be established from the governance of seven independent consortia to a single governance structure implemented by the College of Alberta School Superintendents (CASS). There is a need for this Advisory Committee to:

- Support the design and delivery of high-quality professional learning opportunities so that “Alberta has excellent teachers, school leaders and school authorities” stated in the Alberta Education Business Plan priority 3.
- Identify provincial professional learning, training and resources to meet the needs of the education community through the Regional advisory committees.
- Honor Regional advisory committees’ contexts and their data used to create professional learning opportunities – student learning and achievement data as well as participant input.
- Use the data from the seven regional Advisory committees and in collaboration with Alberta Education, ARPDC Advisory Committee will assist in the provincial implementation of high leverage adult learning.
- Ensure proper expenditures of available resources, including the potential for shared resources amongst organizations

It is recommended that the name of this committee be subject to change, pending the adoption of the draft Terms of Reference – (e.g. Provincial Advisory Committee of Education Partners, or Professional Learning Advisory Consortium).

B. Membership

1. CASS will host a committee as a Provincial Advisory to the consortium, led and facilitated by the Executive Director.
2. The Provincial Advisory Committee will be established and consist of members with representation including, but not limited to, the following organizations and groups:

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Alberta Education, ASBA, ASCA, AISCA, ASBOA, CASS, Post-Secondary, Charter Schools, Rupertsland Métis Centre of Excellence, First Nations Education Authorities, and select Consortium Executive Directors.

3. The Executive Director will extend invitations according to the representation structure outlined within the ARPDC Governance Handbook and consider requests for members to participate in the ARPDC Advisory Committee, whose term, when possible, shall begin the term of their office on September 1 in the year of their appointment. Term of office shall be determined by each member organization.
4. In the event that an Advisory member resigns or leaves, the appointing organization shall appoint another member to complete the term of the member who is leaving.
5. Substitute costs, honorariums and travel expenses WILL NOT be reimbursed by CASS for members of the Advisory Committee. Those members attending the Provincial Advisory meetings will do so at the expense of their representative organization.

C. Member Roles and Responsibilities

1. Each member shall remain at 'arm's length', with no assumption of control over one another.
2. Each member shall attend meetings hosted by CASS and shall liaise between education stakeholder partners to foster cooperation and collaboration amongst the community.
3. Each member will bring professional development needs and supportive contributions for discussion and recommendations.
4. Each member will represent their organization
5. Each member will report back to their organization
6. Each member will believe in and contribute/advocate for the purpose and outcomes of the ARPDC Advisory Committee.

D. Meetings

1. The ARPDC Provincial Advisory Committee shall in each year, between August 1 and June 30, hold a minimum of four (4) meetings per year in March, June, October and January.
2. Meetings will be on-line or perhaps face to face at the call of the chair.
3. Special meetings, in addition to regular meetings, may be called, by the Executive Director as required.
4. The CASS Board of Directors representative will chair all meetings
5. The Executive Director and CASS Administrative Services will serve as a secretariat to

the ARPDC Provincial Advisory Committee.

6. Minutes shall be kept of all Provincial Advisory Committee meetings.

E. Decision Making Process

- The ARPDC Advisory Committee will have the authority to make recommendations with respect to procedures, practices and operations of the committee.
- This is a collaborative committee with an advisory capacity.