



# Alberta School Councils' Association

Regular Board Meeting  
1200, 9925 – 109 Street  
Edmonton, Alberta

## MINUTES

**Present:** Allison Pike, President  
Dawn Miller, Vice President  
Brad Vonkeman, Past President  
Dena Friars, Director  
Jacquie Surgenor, Director  
Brandi Rai, Director

Lorna Spargo, Director  
Tyla Savard, Director  
Judy Ducharme, Director  
Alana Sala, Director  
Hollie Tarasewich, Director  
Laura Andreas, Director

**Staff:** Jacquie Hansen, Executive Director  
Tracy Kaley, Senior Policy Advisor

Kathy MacRae, Executive Ass't/Bookkeeper

SEPTEMBER 24-25, 2016

### 1.0 **CALL TO ORDER AND WELCOME**

Allison called the meeting to order at 9:00 a.m. and welcomed everyone. She mentioned that Minister Eggen, Education Minister would be coming in for a meet and greet. After the Minister, Jim Beaubien and Karen Caesar, of Hope Learning, would be doing Professional Development with the Board for the remainder of the day.

### 2.0 **OATH OF OFFICE**

Director, Laura Andreas was sworn in by President Pike.

### 3.0 **ADDITIONS/DELETIONS TO THE AGENDA**

The Oath of Office for Laura – Item 2.

### 4.0 **APPROVAL OF THE AGENDA**

**MOTION:** Brad/Dena

That the ASCA Board of Directors approve the agenda.

CARRIED

### 5.0 **APPROVAL OF BOARD MINUTES**

5.1 *June 11-12, 2016 Board Meeting Minutes*

**MOTION:** Dena/Tyla

That the ASCA Board of Directors approve the June 11-12, 2016 Board Meeting Minutes, as amended.

CARRIED

### 6.0 **BOARD PROFESSIONAL DEVELOPMENT**

At the March, 2016 meeting the ASCA Board of Directors requested that time and resources be provided for board development and governance. To that end, Consultants Jim Beaubien and Karen Caesar, of Hope Learning, came in to facilitate a board development session. They focused on the board members roles and the importance of understanding perspective in order to have meaningful generative discussion. Good relations among board members ensures rich discussion. Board members had the

opportunity to get to know one another which enhances understanding and perspective. Board members learned that functional boards always find time for generative discussion and foresight to keep an organization moving forward.

7.0 **AUDITOR PRESENTATION**

Jeff Alliston, Hawkings Epp Dumont, LLP, presented the draft Audited Financial Statements for 2015-16 to the board. Jeff and Kathy fielded questions from the board.

**MOTION:** Tyla/Lorna

That the ASCA Board of Directors accept the audited financial statements as amended. CARRIED

8.0 **GOVERNANCE**

8.1 **Updates on Previous Business**

- a) *Candidate Commitment to being a Board Member of ASCA* – As per the briefing note provided to the Board, it was agreed by *consensus* that a candidate commitment statement be added to the Nomination package on the nomination form which reads:

**Candidate Commitment:** *If I am elected to a position on the ASCA Board of Directors, there are no circumstances at this time that will prevent me from fully assuming my position on the Board and fully supporting the mandate of the organization.*

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**Candidate Signature**

8.2 **Business**

- a) *School Council Engagement Task Force (SCETF) Topics*

**MOTION:** Brad/Laura

That the Board of Directors identify the Alberta Education Learning and Technology Policy Framework 2013 implementation across school districts as the first topic for the School Council Engagement Task Force. CARRIED

9.0 **ASSOCIATION COMMUNICATION**

Presentation by Communications Manager, Jolaine Kochisarli on the Toolkit for Board Engagement. Jolaine went through the package and fielded questions. She also indicated that should more information be required that it was available on the website. Furthermore, the Board agreed that they would provide a bio and testimonial to Jolaine by October 15 and that the bios and testimonials would not be posted until all were in. The board thanked Jolaine for providing this comprehensive communications package.

Jolaine also provide the Board with the New School Council Resource guide. This is a long time in coming and the Board thanked Jolaine for all her work over the summer on this document.

10.0 **INTERNAL BOARD COMMITTEES: TERMS OF REFERENCE**

- a) **Internal Financial Audit Standing Committee (Brad)**

**MOTION:** Brad/Judy

That the ASCA Board of Directors accept the Terms of Reference for the Internal Financial Audit Standing Committee. CARRIED

b) **Governance and Bylaw Review (Tyla)**

**MOTION:** Tyla/Laura

That the ASCA Board of Directors accept the Terms of Reference for the Governance and Bylaw Review Committee.

CARRIED

**MOTION:** Dawn/Tyla

That the Governance Committee develop standards across all of the committees' Terms of Reference.

CARRIED

c) **Community Engagement Committee (Dawn/Judy)**

**MOTION:** Judy/Lorna

That the ASCA Board of Directors accept the Terms of Reference for the Community Engagement Committee.

CARRIED

d) **Award Committee (Lorna)**

**MOTION:** Lorna/Dena

That the ASCA Board of Directors accept the Terms of Reference for the Awards Committee.

CARRIED

11.0 **IN CAMERA**

**MOTION:** Jacquie S./Hollie

That the ASCA Board of Directors move in camera.

CARRIED

**MOTION:** Tyla/Lorna

That the ASCA Board of Directors move out of camera.

CARRIED

**MOTION:** Laura/Alana

That the ASCA Board of Directors choose to recognize the facilitators, staff and the Executive Director with a Christmas recognition.

CARRIED

12. **CORRESPONDENCE**

12.1 **Incoming**

- a) From Minister Eggen – Support – As presented.
- b) From Deputy Minister Dr. Curtis Clarke – Changes to ABED leadership teams – As presented.
- c) From Deputy Ministers Dr. Curtis Clarke – Ministry Annual Report 2015-16 – As presented.
- d) From Deputy Minister Dr. Curtis Clarke – Curriculum development/SLA – As presented.
- e) From Minister Eggen – Thank you for a successful school year – As presented.

12.2 **Outgoing**

- a) Municipal Government Act Submission. As presented.
- b) Welcome Back Letters (website) from President and Executive Director. As presented.
- c) eNews – As presented.
- d) Letter to Superintendents re: Webinar Wednesdays. As presented.

13. **INFORMATION ITEMS**

- a) Orientation notes from June meeting.

- b) Additional information items located on the back table of the boardroom (Climate Change).

14.0 **ADJOURNMENT**

Allison thanked everyone for attending. The meeting was adjourned at 3:29 p.m.

**MOTION:** Tyla/Hollie

That the ASCA Board of Directors adjourn.

CARRIED

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President  
Allison Pike

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Executive Director  
Jacquie Hansen