



# Alberta School Councils' Association

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

## MINUTES

**Present:** **Allison Pike**, President  
**Dawn Miller**, Vice President (9:15 a.m.)  
**Lisa Arlint**, Director  
**Rick Sakundiak**, Director  
**Jacquie Surgenor**, Director  
**Brandi Rai**, Director

**Lorna Spargo**, Director  
**Shelley Odishaw**, Director  
**Alana Sala**, Director (Saturday Only)  
**Hollie Tarasewich**, Director  
**Judy Ducharme**, Director  
**Laura Andreas**, Director

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

**Kathy MacRae**, Executive Ass't/Bookkeeper  
**Wendy Keiver**, Director, Client Services

OCTOBER 21-22, 2017

### 1.0 CALL TO ORDER AND WELCOME

Allison called the meeting to order at 8:33 a.m. and welcomed everyone. Allison mentioned that Wendy Boje and then the Minister would be coming to talk with the Board.

*We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries.*

### 2.0 ADDITIONS/DELETIONS TO THE AGENDA

The addition of: 4.4) Business Arising from Minutes – Board Report Template  
10.2 c) Revised 2017-18 Budget

### 3.0 APPROVAL OF THE AGENDA

**MOTION:** Jacquie S/Brandi

That the ASCA Board of Directors approve the agenda, as amended.

CARRIED

### 4.0 APPROVAL OF BOARD MINUTES

4.1 June 10-11, 2017 Board Meeting Minutes

**MOTION:** Lorna/Brandi

That the ASCA Board of Directors approve the June 10-11, 2017 Board Meeting Minutes, as presented.

CARRIED

#### 4.2 September 27 – October 4, 2017 Special Board Meeting Minutes

**MOTION:** Laura/Lorna

That the ASCA Board of Directors approve the September 27 to October 4, 2017 Special Board Meeting Minutes, as presented.

CARRIED

#### 4.3 September 28, 2017 Skype Board Meeting Minutes

**MOTION:** Lorna/Dawn

That the ASCA Board of Directors approve the September 28, 2017 Skype Board Meeting Minutes, as amended.

CARRIED

**MOTION:** Judy/Lorna

That the ASCA Board of Directors go in camera to discuss personnel matters.

CARRIED

**MOTION:** Rick/Lisa

That the ASCA Board of Directors go out of camera.

CARRIED

#### 4.4 Business Arising from the Minutes: Board Report Templates

**MOTION:** Jacquie S/Lorna

That the ASCA Board of Directors ask the staff to create a motion tracker and post it in the Director's pages of the website, along with the draft minutes within two weeks of each meeting.

CARRIED

**MOTION:** Judy/Lorna

That the ASCA Board of Directors ask the staff to create an action list and post it in the Director's pages of the website, within two weeks of each meeting.

CARRIED

#### 5.0 EDUCATION ISSUES & E-SCANS

**Bill One** – follow up discussion from ADM Wendy Boje

**Northland Act** - There is nothing new to add with respect to the Northland Act.

**Classroom Improvement Grant** - There is 75 million going back into the Classroom Improvement Grant. School Districts are to work with the Alberta Teachers' Association.

**Assurance Model** - The Assurance Model is being reviewed by the external committee.

**Nutrition Initiative** - Parliamentary Secretary, Annie McKittrick, is to work on the Nutrition initiative.

**PAT's and DIP's Results** came out last week; elementary math is in a bit of trouble (basic math), English Language Arts, French Language Arts, and French marks were minimally decreased. High school Sciences did very well. Overall, Elementary is doing well. There are approximately 600 Grade 3 classes that are doing the Student Learner Assessments (SLA's).

#### 6.0 EXECUTIVE DIRECTOR REPORT

As presented. The Board asked for more detailed information in the workshops reported area – with additional information about how many of the workshops were done for Northland and which workshops were given.

It was also asked of staff, that when workshops are being done in an area close to Board Directors, that the school council is asked if the Director can attend the workshop. The Board would like more detail around the district initiative, referenced in the Executive Director report, including the number of school districts who have had workshops and which workshops were done.

The Conditional Grant has been signed off and we should be receiving a cheque in the very near future.

Assurance Model Framework: there have been five working group meetings with partners and Alberta Education. The group is working toward a draft, and would like to have it in place by September 2018.

District sponsored school council number was incorrect and should read 1,213 not 1,189

Time specific items: 9:00am – 12:00pm

#### 7.0 **SCHOOL FEES AND STUDENT TRANSPORTATION – ADM, WENDY BOJE**

9:00 am – 10:00 am: Wendy Boje, Assistant Deputy Minister: Discussed findings of the recent School Act Consultations and next steps. Invited the Board to submit any related research or reports they may have.

#### 8.0 **MEET AND DISCUSSION WITH THE MINISTER OF EDUCATION**

10:00 am – 11:00 am: Minister Eggen: The Minister accepted the President's invitation to meet the new Board. The Board had the opportunity to ask the Minister questions and participate in good dialogue.

#### 9.0 **LLOYD SADD INSURANCE – JANICE BOIKO**

11:15 am – 12:00 noon: Janice Boiko, Principal, Lloyd Sadd Insurance: Provided a professional development session related to insurance for the association and risk management. PowerPoint presentation on file. The Acting Executive Director is to follow up with Lloyd Sadd Insurance regard policy changes.

**MOTION:** Lorna/Shelley

That the ASCA Board of Directors directs the Executive Director and staff to send a digital copy of the 2004 Core Essentials Task Force Report to the Board for their consideration of sharing it with Assistant Deputy Minister of Education Wendy Boje.

CARRIED

#### 10. **GOVERNANCE**

##### 10.1 **Business**

- a) Annual Results Planning

**MOTION:** Jacquie S/Laura

That the ASCA Board of Directors approve the 2017 – 2020 Annual Results Plan for the organization, as presented.

CARRIED

- b) Governance Policy Review  
This was tabled to the January 2018 Board Meeting.
- c) Review Progress Toward Board Self-Evaluation Growth Goals  
As presented. The New2U updates are to be added to the 'Review Progress Toward Board Self-Evaluation Growth Goals' Report prior to each meeting.
- d) Review and Endorse Annual Results Report to Alberta Education

**MOTION:** Laura/Brandi

That the ASCA Board of Directors endorse the Annual Results Report to Alberta Education, as presented.

CARRIED

e) Review and Determine Board Self-Evaluation Process

**MOTION:** Jacquie S/Laura

That the ASCA Board of Directors use the process in place for Board self-evaluation and direct the Executive Director and staff to retain the services of Terry Gunderson to facilitate the review. CARRIED

f) Review and Determine Executive Director Evaluation Process

**MOTION:** Lorna/Laura

That the ASCA Board of Directors defer the Executive Director Evaluation Process to the January 2018 meeting. CARRIED

g) Executive Director Succession Policy

There was consensus amongst the Board for the Governance Committee to review prior to the January 2018 Board Meeting.

h) In Camera Session

**MOTION:** Laura/Dawn

That the ASCA Board of Directors move in camera for personnel matters. CARRIED

**MOTION:** Jacquie S/Judy

That the ASCA Board of Directors move out of camera. CARRIED

**MOTION:** Lisa/Brandi

That the ASCA Board of Directors accept Jacquie Hansen's letter of resignation, dated October 17, 2017. CARRIED

The President noted she would seek additional advice for appropriate processes to hire an Acting Executive Director.

**MOTION:** Laura/Hollie

That the ASCA Board of Directors move to allow the President a budget of up to \$2500.00 to hire a lawyer to assist in hiring an Acting Executive Director and then a permanent Executive Director. CARRIED

**MOTION:** Rick/Laura

That the ASCA Board of Directors move to purchase a parting gift for Jacquie Hansen, Executive Director. CARRIED

**MOTION:** Judy/Shelley

That the ASCA Board of Directors move to show appreciation to the staff through an appreciation gift. CARRIED

**MOTION:** Lorna/Laura

That the ASCA Board of Directors move to acknowledge the instructors with a gift of appreciation. CARRIED

**MOTION:** Dawn/Brandi

That the ASCA Board of Directors move to remove Jacquie Hansen from association signing authority and all credit cards, effective November 6, 2017. CARRIED

## 10.2 Financial Reports

### a) Financial Statements

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|---|---------|
| <b>MOTION:</b> Laura/Judy<br>That the ASCA Board of Directors move to approve the financial statements. | CARRIED |
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| <b>MOTION:</b> Laura/Dawn<br>That the ASCA Board of Directors move in camera for personnel reasons. | CARRIED |
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| <b>MOTION:</b> Lorna/Lisa<br>That the ASCA Board of Directors move out of camera. | CARRIED |
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| <b>MOTION:</b> Laura/Lisa<br>That the ASCA Board of Directors move to appoint Wendy Keiver as the Acting Executive Director and that together with the executive of ASCA, seek services to have an environmental scan completed of the association. | CARRIED |
|---|---------|

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| <b>MOTION:</b> Laura/Lisa<br>That the ASCA Board of Directors move that Wendy Keiver start as Acting Executive Director effective immediately. | CARRIED |
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### b) Audited Financials

The Board discussed options for the auditor to preview financials toward year-end.

### c) Revised 2017-18 Budget

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|---|---------|
| <b>MOTION:</b> Laura/Jacque S<br>That the ASCA Board of Directors move to approve the 2017-18 Revised Budget, as presented. | CARRIED |
|---|---------|

## 10.4 Board Reporting and Sharing

a) President Report – As presented.

b) Vice President Report – As presented.

c) Director Reports

Jacque S - As presented.

Laura – As presented.

Lisa – As presented.

Shelley – As presented.

Brandi – As presented.

Lorna – In addition to her presented report, Lorna added that she was invited to do a radio interview as school council chair in Fort McMurray.

Alana – As presented.

Rick – As presented.

## 11. **ADVOCACY**

As presented.

a) ASCA Participation on Regional Consortia

Directors who are interested on sitting on a Consortia Board are asked to please indicate their interest to the President. Discussion and decision will be made in the November Special Skype Board Meeting.

## 12. **INTERNAL BOARD COMMITTEES REPORTS**

- a) **Internal Financial Audit Standing Committee** – As presented.  
The Board of Directors direct the staff to arrange professional development in January on understanding financial statements and balance sheets.
- b) **Governance Review and Advocacy Committee** – No report.
- c) **Community Engagement Committee** – No report.
- d) **Recognition Awards Committee** – As presented.  
The Board discussed not losing the historical process/data of this committee. Tracy suggested specific components (Life Member and/or Friends of ASCA) could be added to the Governance Policy Workplan (under the January heading), that is revised in March.

**MOTION:** Lorna/Lisa  
That the ASCA Board of Directors move to make the Recognition/Awards Committee a Standing Committee of the Board. CARRIED

**MOTION:** Lorna/Laura  
That the ASCA Board of Directors move to accept the Recognition/Awards Committee’s updated Terms of Reference. CARRIED

**MOTION:** Lorna/Jacquie S  
That the ASCA Board of Directors move to accept the alteration to the Honourary Life Member Award so that it aligns with Bylaw 3.1.3, as amended. CARRIED

The Board discussed the criteria for two internal awards and considered suggestions for each. It was decided to table this to the January 2018 meeting.

- e) **Legacy Committee** – No report.

**13. CORRESPONDENCE**

13.1 **Incoming (a through i)**  
As presented.

13.2 **Outgoing (a and b)**  
As presented.

**14. INFORMATION ITEMS**

- a) Items of interest or for information were located on the back table. Congratulation to both Wendy Keiver and Jacquie Hansen.

**15. ADJOURNMENT**

The meeting was adjourned at 2:36 pm.

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President  
Allison Pike

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Acting Executive Director  
Wendy Keiver