



## **2022 Alberta School Councils' Association (ASCA) ANNUAL GENERAL MEETING MINUTES**

### CALL TO ORDER

The meeting was called to order at 8:45 a.m. by the Chair of the AGM, President Brandi Rai.

### TERRITORY ACKNOWLEDGEMENT

Vice President Shelley Odishaw provided the following Territory Acknowledgement:

As we start this meeting, I would like to acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently included in Treaties 6, 7, and 8. We acknowledge the many First Nations, Métis and Inuit who have lived on and cared for these lands for generations. We are grateful for the traditional Knowledge Keepers and Elders; past, present, and emerging. We make this acknowledgement as an act of reconciliation and gratitude to those whose territory we reside on or are visiting. I am striving, in the spirit of the Treaties, to keep this a place of trust, friendship and promise.

### NATIONAL ANTHEM

The National Anthem was broadcast at 8:51 a.m.

### PRESIDENT'S ADDRESS

ASCA Member School Councils, guests, and observers:

It is my pleasure to provide you with a brief written summary of the past year at Alberta School Councils' Association (ASCA).

For many parents across our province, it was another year of uncertainty. We experienced another year of a global pandemic which continued to disrupt our lives and our children's education journeys. We also experienced the compassion of our communities as we continued to support our schools, our children, and our families.

ASCA also experienced uncertainty and disruption while we waited for another grant refusal from Alberta Education, which we received in November of 2021. Throughout this past year, your Board has worked diligently to shift resources to priority focus areas, reduce expenditures, and keep the Vision and Mission of our Association at the forefront of all the choices we make. We have shifted the way we offer some services, we have shifted the way members access resources, and we have worked to diversify revenue streams.

We believe that ASCA is relevant, sustainable, autonomous, and needed, especially in uncertain times in education. The support we offer school council members and communities as they fulfill their legislated roles is valuable and crucial so that they are empowered to be the local advocates that their students need. The advocacy we offer on behalf of our Member School Councils is vital to shaping an education system that supports all students, is equitable for all students, and recognizes the individual merits of all students. We represent our Members' voices through ASCA's Advocacy Policies with care and continuity. Whether it's been about Covid, curriculum, funding, class sizes, supports, strains in the system, or equity for students, we have held the proverbial line and will continue to do so. Our Executive Director has worked diligently and tirelessly alongside our Board to do the right things, for the right reasons, in the face of challenges because we are all dedicated to parent voice in education.

Here we are this weekend, and while connection looks different again because we are virtual again, this connection to each other and to the work of school councils is just as valid and just as needed as it is any other year. As ASCA moves forward from two years of significant hardship, we move forward with each of you. From every ASCA Director to each of the people we contract or employ, to those parents, guardians, teachers, trustees, and superintendents present here today, and to those who were unable to attend and are working diligently in their communities to make a difference – we are moving forward, one foot in front of the other, together.



ASCA knows the importance and power of parental voice in education through school councils. The education and empowerment of school councils across our province is meaningful work and necessary because we know the engagement of parents in the education system is vital for student success. We are grateful for the local support and advocacy that school councils offer their communities. Additionally, we are grateful for the Members and observers who have joined us for our Conference and AGM; your empowerment and voice are needed and invaluable.

After presenting her address, President Rai acknowledged and thanked the work of staff towards the organization and running of the AGM.

#### TEST VOTE

**Motion** that future ASCA General Meetings be preceded with a fully catered hot breakfast buffet.

Moved: Penhold Crossing Secondary School Council of The Chinook's Edge School Division, Ridehl Wilson voting delegate / T. D. Baker School Council of The Edmonton School Division, Tammy Farkes voting delegate

**CARRIED**

#### CREDENTIALS REPORT

222 votes were in attendance represented by 171 voting delegates holding 51 proxy votes. 43 voting delegates need be in attendance for quorum to be met. (Appendix A)

**Motion** that the Credentials Report be adopted as presented.

**CARRIED BY UNANIMOUS CONSENT**

#### 2022 AGM STANDING RULES

1. **Login.** Each person attending the Virtual Annual General Meeting (AGM) shall sign in using their proper first and last name and use the **Chat Window** to identify the school council, community, location, school division or education organization they are representing. (i.e.: *École Dickinsfield School Council, EPSB or Trustee, High Prairie SD*)
2. **Technical requirements and malfunctions.** Each Voting Delegate (and AGM attendee) is responsible for his or her audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a Voting Delegate's (or AGM attendee's) individual connection prevented participation in the meeting.
3. **Forced disconnections.** The chair may cause or direct the disconnection or muting of an attendee's connection if it is causing undue interference with the meeting.
4. **Quorum.** The presence of quorum shall be established by the Credentials Report and announced by the Chair. Thereafter the continued presence of a quorum shall be presumed unless the tech team notifies the Chair of the lack of a quorum.
5. **Voting Delegates.** Voting Delegates are Parents authorized by ASCA Member School Councils (as per Bylaw 3.44) who have submitted their signed Credential or Proxy Voting Form prior to the deadline required by ASCA.
6. **Election Buddy.** Voting Delegates shall cast a vote using the Election Buddy digital voting platform unless otherwise directed by the Chair. Voting Delegates from ASCA Member School Councils are required to keep secure and confidential the unique Voting Access Key issued to them by Election Buddy.
7. **Unanimous Consent.** Unanimous consent (informal vote) may be used as deemed appropriate by the Chair. A Voting Delegate may object to Unanimous Consent by typing the school council, community, location or school division and the word "**Object**" in the **Chat Window**. If there is an objection, a formal vote will be taken.
8. **Assignment of the floor.** Only a Voting Delegate may move or second any motion or resolution by indicating – in the **Chat Window** – the name of the School Council they are representing and its location or school division (i.e.: *Delwood School Council, Edmonton Public, moves; Fultonvale School Council, EIPS, seconds*). After a motion or resolution is moved, seconded, and stated by the Chair, the Voting Delegate who made the motion may, upon recognition by the Chair, speak to the motion or resolution or invite



another parent representative from his/her school council to speak on his/her behalf, for a **maximum of three (3) minutes**.

9. **Motions submitted in writing.** Any amendments or motions not already in writing in the AGM package must **first** be submitted **in writing** through the **Chat Window** using the format indicated in #8 above and be seconded in the same manner. Upon recognition by the Chair, the Voting Delegate may speak to the amendment or new motion.
10. **Substantive motions** or resolutions are main motions which introduce a new subject for discussion and action. Resolutions require a mover and a seconder. **Discussion for Substantive Motions will be limited to 30 minutes.**
11. **Procedural motions**, such as secondary motions, offer different approaches to consider during the discussion of a pending main motion (or substantive motion or resolution). If a procedural motion is debatable, such as an amendment, **discussion will be limited to 10 minutes.**
12. **Interrupting motions.** Interrupting motions, if deemed urgent and related to the immediately pending motion, may be made. To use an interrupting motion, a Voting Delegate shall type into the **Chat Window**, the appropriate interrupting motion followed by the question or the rule that is breached:
  - **“Parliamentary Inquiry”** (to ask a question on parliamentary procedure); or
  - **“Request for Information”** (to request urgent, germane information); or
  - **“Point of Order”** (to state a breach in the rules);

and thereafter wait a reasonable time for the Chair’s instructions.

No other motions will be allowed to interrupt. The Moderator or a tech team member will assist the Chair to ensure interrupting motions are promptly addressed. After recognition from the Chair, the Voting Delegate or parent representative shall state the name of their School Council and its location, and their full name, before speaking to their interrupting motion.

13. **Division of a Question.** If a motion contains two or more parts capable of standing as separate questions, the assembly may vote to treat each part separately by a motion for **Division of a Question** which shall require a second, is not debatable, is amendable, and requires a majority vote (or unanimous consent).
14. **Emergent Resolutions** introduced at the AGM must be first approved to be **added to the Agenda** by at least two-thirds (66 ⅔%) of the Voting Delegates. To introduce the resolution, the **specific wording must first be provided in writing** in the **Chat Window** by a Voting Delegate only. When recognized by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the resolution. If the motion is seconded, and after the Chair states the question on whether to add to the agenda, the maker of the motion may speak only to **the need to consider** the Emergent Resolution prior to the vote to add the resolution to the agenda for consideration.
15. **Extraordinary Resolutions** arising as a result of the business conducted at the AGM must be first approved to be **added to the Agenda** by at least seventy-five (75%) of the Voting Delegates. To introduce the resolution, the **specific wording must first be provided in writing** in the **Chat Window** by a Voting Delegate only. Upon recognition by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the resolution. If the motion is seconded, and after the Chair states the question on whether to add to the agenda, the maker of the motion may speak only to **the need to consider** the Emergent Resolution prior to the vote to add the resolution to the agenda for consideration.
16. **Chat Window.** The **Chat Window** shall be used only to conduct business associated with the Annual General Meeting, unless otherwise directed. Improper use of the **Chat Window** may result in an attendee being removed from the AGM.
17. **Display of motions.** Main motions or resolutions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible.
18. **Alternating the floor.** A Voting Delegate or parent representative who wishes to speak may indicate such by typing their School Council name, and location or division in the **Chat Window** and either **“speaking FOR”** or **“speaking AGAINST”** and wait to be recognized by the Chair. Voting Delegates and parent



representatives may **speak one time only** to any Resolution or motion for a **maximum of three (3) minutes**.

19. **Parent representatives.** Upon recognition by the Chair, and after properly identifying themselves as noted in Rule 18 above, parent representatives may ask questions during discussions or speak to any motion, but may not introduce motions or vote.
20. **Non-member or Observer.** Upon recognition by the Chair, and after properly identifying themselves as noted in Rule 18 above, a non-member or observer may ask for permission to address the Assembly. Permission will be granted at the discretion of the Chair, who may seek Approval by Unanimous Consent of the Assembly. When time is of the essence, Voting Delegates shall be given priority to speak before parent representatives, non-members or observers.
21. **No promotional materials.** No materials of any kind shall be distributed, sold, or displayed at or during the AGM, and no appeals for support or collections of any kind shall be made, without prior approval of the Alberta School Councils' Association President.
22. **Rules.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meeting in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Alberta School Councils' Association (ASCA) or these Standing Rules.

Chair Rai gave a brief description of the changes made to the rules (Appendix B) from previous years.

**Motion** that the Standing Rules be adopted as presented.

**CARRIED BY UNANIMOUS CONSENT**

#### [APPOINTMENT OF PARLIAMENTARIAN](#)

**Motion** that Diana Bacon be appointed as Parliamentarian.

**CARRIED BY UNANIMOUS CONSENT**

#### [PARLIAMENTARIAN ADDRESS](#)

Ms. Bacon addressed the assembly and gave an overview regarding virtual meeting protocols and etiquette.

#### [APPOINTMENT OF THE MINUTES APPROVAL COMMITTEE](#)

**Motion** that the ASCA Board of Directors be appointed as the Minutes Approval Committee.

**CARRIED BY UNANIMOUS CONSENT**

#### [ADOPTION OF THE 2022 AGM AGENDA](#)

**Motion** to adopt the 2022 AGM Agenda as presented.

There were no questions, objections, nor additions however rather than declare the motion carried by unanimous consent and because the previous vote-by-ballot had presented numerous problems with email addresses, the Chair directed the assembly to a vote to re-test the Election Buddy system.

**CARRIED**

#### [APPROVAL OF THE 2021 AGM MINUTES](#)

**Motion** to approve the proposed 2021 AGM Minutes.

**CARRIED BY UNANIMOUS CONSENT**

#### [FINANCIAL REPORT](#)

Directors Hobday and Bodell addressed the assembly with respect the following:

Audited Financial Statements (please refer to Appendix C)

Membership Fees (please refer to Appendix D)

Current Financial Realities (please refer to Appendix E)

Proposed 2022-23 Budget (please refer to Appendix F)



#### CHANGE TO AGENDA

**Motion** to move Updated Credentials Report to 12:45 (after lunch)

**CARRIED BY UNANIMOUS CONSENT**

#### NOMINATIONS AND ELECTIONS PROCESSES OVERVIEW

Chair yielded the floor to Nominations Coordinators, Directors Andi Romito and Melissa Smith, who gave a brief summary of the nomination and elections processes noting the bylaw change made last year to reduce the Board's size to a maximum of 10 Members (including the President and Vice President) and noting the current year's consequential election for only 3 Director positions.

#### CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR PRESIDENT AND VICE PRESIDENT

Confirmation and affirmation for the positions of President and Vice President were received, notice of the meeting of candidate eligibility was given, and nominees were afforded the opportunity to address the assembly.

#### BALLOT ELECTION OF PRESIDENT

Chair declared Brandi Rai elected to the position of President (179 votes cast).

#### BALLOT ELECTION OF VICE PRESIDENT

Chair declared Shelly Odishaw elected to the position of Vice President (169 votes cast).

#### UPDATED CREDENTIALS REPORT

206 votes were in attendance represented by 158 voting delegates holding 48 proxy votes. 40 voting delegates need be in attendance for quorum to be met.

Please refer to Appendix G for questions/discussion related to proposed resolutions.

#### ADMINISTRATIVE RESOLUTION A22-01

**Motion** that ASCA Advocacy Policy 12-02 be amended to read: That Alberta Education and Alberta Transportation collaborate to develop universally recognized signage and make this signage and other appropriate steps available to school boards to be placed at higher risk bus stops.

Moved: Isabel F. Cox School Council, The Prairie Rose School Division, Robyn Orthner voting delegate/Lord Beaverbrook School Council, The Calgary School Division, Jayne Benham voting delegate

**CARRIED AS DEBATED AND AMENDED**

#### ADVOCACY RESOLUTION P22-01

After explaining ASCA's Proposed Advocacy Resolution process, Directors Scott and Gerstner opened the floor to motions.

**Motion** that ASCA Advocacy Policy 20-02 be amended to read: That the Minister of Education extends the weighting of Diploma Exams at 10% while children's education is being affected by significant learning disruption.

Moved: George McDougall High School Council, The Rocky View School Division, Kelli Ellingson voting delegate/Hay Lakes School Council, The Battle River School Division, Charissa Scott voting delegate

**CARRIED (DEBATED AND AMENDED)**

#### CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR DIRECTORS (3)

Confirmation and affirmation for the position of Director were received, notice of the fulfillment of candidates' eligibility was given, and candidates were afforded the opportunity to address the assembly.

#### BALLOT ELECTION OF DIRECTORS

Chair declared Jacqui Vanderfluit and Richard Haggarty elected to the position of Director (275 votes received, 147 for Haggarty, 128 for Vanderfluit).



As there is now a vacant Director position on the Board due to only two candidates standing for the three open Director positions, Chair Rai reminded members that Bylaw 6.7 states in the event of a vacancy on the Board, the decision to fill the vacant position via a by-election or an appointment will be at the discretion of the Board. Governance Policy 2 will assist the Board with decisions regarding vacancies that occur.

#### ADVOCACY RESOLUTION P22-02

**Motion** that we request the Minister of Education

1. conduct a policy review of the current infrastructure maintenance funding formula to:
  - a) address the large deferred maintenance problem facing Alberta schools
  - b) ensure Alberta schools receive operations and maintenance funding that considers building needs and allows for efficient, ongoing maintenance of schools into the future
  - c) center the needs of students ensuring they have equitable access to safe and healthy schools that are well maintained
  - d) remove utilization rates as a factor in operation and maintenance fundingWe further request that the Minister of Education engage key stakeholders in the education system in the policy review including school boards, school councils, and teachers. We further request that the Minister of Education work with the municipal level of government to coordinate planning and ensure that building new and maintaining old schools are considered as communities grow and change
2. engage key stakeholders in the education system in the policy review including school boards, school councils, and teachers, and
3. work with the municipal level of government to coordinate planning and ensure that building new and maintaining old schools are considered as communities grow and change.

Moved: Sam Livingston School Council, The Calgary School Division, Cassandra Wyatt voting delegate/Prince of Wales Elementary School Council, The Calgary School Division, Jayne Benham voting delegate

**CARRIED**

#### ADVOCACY RESOLUTION P22-03

**Motion** that we request the Minister of Education

1. provide a full and public explanation for the decisions to de-fund ASCA and to create the Minister's Parent Advisory Group
2. initiate a full and broad consultation into the decision to defund ASCA
3. reconsider the function of the Minister's Parent Advisory Council, and
4. validate the important role of ASCA in supporting school councils by reinstating reasonable funding.

Moved: Gateway Christian School Council, The Red Deer School Division, Wendy Fath voting delegate/Forestburg School Council, The Battle River School Division, Whitney Badry voting delegate

**CARRIED (DEBATED AND AMENDED)**

#### 2023 ADVOCACY RESOLUTIONS

Director Gerstner made a first call for proposed draft Advocacy Resolutions for AGM 2023.

#### ADJOURNMENT

President Rai declared the 2022 ASCA Annual General Meeting adjourned at 4:45 pm.

*Brandi Rai*

President  
Brandi Rai

*Wendy Keiver*

Executive Director  
Wendy Keiver



**Appendix A – AGM 2022 Attendance**

Alberta School Councils' Association  
 Regular General Meeting  
 April 24, 2022

**Attendance Summary – Voting/Non-voting/Observer by Division**

**First Credentials Report Attendance – Voting (including by Proxy) – Total 222**

Boyle School Council	Aspen View Public
Edwin Parr School Council	Aspen View Public
Thorhild Central School Council	Aspen View Public
Whispering Hills Primary School Council	Aspen View Public
Bashaw School Council	Battle River Public
Bawlf School Council	Battle River Public
Central High Sedgwick School Council	Battle River Public
Forestburg School Council	Battle River Public
Hay Lakes School Council	Battle River Public
Jack Stuart School Council - Proxy	Battle River Public
New Norway School Council - Proxy	Battle River Public
Sparling School Council	Battle River Public
Viking School Council - Proxy	Battle River Public
Calmar Elementary School Council - Proxy	Black Gold Public
Calmar Secondary School Council - Proxy	Black Gold Public
Ecole Beau Meadow School Council	Black Gold Public
Riverview Middle School Council	Black Gold Public
Divine Mercy School Council	Calgary Catholic
Ecole Holy Name School Council	Calgary Catholic
Father Doucet School Council	Calgary Catholic
Holy Spirit School Council	Calgary Catholic
Our Lady of the Assumption School Council	Calgary Catholic
Our Lady of Wisdom School Council - Proxy	Calgary Catholic
Our Lady Queen of Peace School Council - Proxy	Calgary Catholic
St. Albert the Great School Council	Calgary Catholic
St. Bede School Council	Calgary Catholic
St. Benedict School Council	Calgary Catholic
St. Bonaventure School Council	Calgary Catholic
St. Dominic School Council	Calgary Catholic
St. Francis High School Council - Proxy	Calgary Catholic
St. Helena School Council	Calgary Catholic
St. Isidore School Council	Calgary Catholic
St. James School Council	Calgary Catholic
St. John Henry Newman School Council	Calgary Catholic
St. Josephine School Council	Calgary Catholic



St. Jude School Council	Calgary Catholic
St. Margaret School Council - Proxy	Calgary Catholic
St. Maria Goretti School Council - Proxy	Calgary Catholic
St. Mary's High School Council	Calgary Catholic
St. Patrick School Council	Calgary Catholic
St. Pius X School Council	Calgary Catholic
St. Rose of Lima School Council	Calgary Catholic
St. Timothy School Council - Proxy	Calgary Catholic
St. Veronica School Council	Calgary Catholic
Collingwood School Council	Calgary Public
David Thompson School Council - Proxy	Calgary Public
Dr. E. P. Scarlett School Council - Proxy	Calgary Public
Dr. Martha Cohen School Council	Calgary Public
Ecole Chinook Park School Council - Proxy	Calgary Public
Janet Johnstone School Council	Calgary Public
Lord Beaverbrook High School Council - Proxy	Calgary Public
Mount View School Council	Calgary Public
Prince of Wales School Council	Calgary Public
Sam Livingston School Council	Calgary Public
Wilma Hansen Junior High School Council - Proxy	Calgary Public
FFCA Northeast Elementary School Council - Proxy	Charter
FFCA South High School Council - Proxy	Charter
FFCA Southeast Elementary School Council - Proxy	Charter
FFCA Southwest Elementary School Council	Charter
Foundations for the Future Northwest Elementary School Council	Charter
Foundations for the Future South Middle School Council	Charter
New Horizons Charter School Council - proxy	Charter
Suzuki Charter Society School Council	Charter
Valhalla School Council	Charter
Jessie Duncan School Council	Chinook's Edge Public
Penhold Crossing Secondary School Council - Proxy	Chinook's Edge Public
Penhold School Council	Chinook's Edge Public
River Valley School Council	Chinook's Edge Public
Spruce View School Council	Chinook's Edge Public
Western Canada High School Council	Chinook's Edge Public
Centre for Learning@Home School Council	Christ the Redeemer Catholic
Holy Spirit Academy School Council	Christ the Redeemer Catholic
St. Anthony School Council - Proxy	Christ the Redeemer Catholic
St. Mary's School Council	Christ the Redeemer Catholic
Archbishop O'Leary School Council	Edmonton Catholic
Austin O'Brien School Council	Edmonton Catholic





Holy Cross School Council	Edmonton Catholic
Monsignor Fee Otterson School Council	Edmonton Catholic
Our Lady of Mount Carmel School Council	Edmonton Catholic
Sir John Thompson School Council	Edmonton Catholic
St Lucy School Council	Edmonton Catholic
St. Benedict School Council	Edmonton Catholic
St. Jerome School Council	Edmonton Catholic
Centennial School Council	Edmonton Public
Crawford Plains School Council	Edmonton Public
Dunluce School Council	Edmonton Public
Ellerslie Campus School Council	Edmonton Public
Fraser School Council	Edmonton Public
McKernan School Council	Edmonton Public
R. I. Baker Middle School Council	Edmonton Public
Richard Secord School Council	Edmonton Public
Rio Terrace Elementary School Council	Edmonton Public
Ross Sheppard School Council	Edmonton Public
T. D. Baker School Council	Edmonton Public
Winterburn School Council	Edmonton Public
Madonna Catholic School Council	Elk Island Catholic
Archbishop Jordan Catholic High School Council	Elk Island Public
Bev Facey Community School Council - Proxy	Elk Island Public
Ecole Parc Elementaire School Council	Elk Island Public
Fultonvale Elementary/Jr High School Council - Proxy	Elk Island Public
Heritage Hills Elementary School Council	Elk Island Public
Kenneth Kearns School Council	Elk Island Public
Lamont Elementary School Council	Elk Island Public
Our Lady of Perpetual Help School Council	Elk Island Public
Pine Street Elementary School Council	Elk Island Public
Salisbury Composite School Council	Elk Island Public
Sherwood Heights Jr High School Council	Elk Island Public
Strathcona Christian Academy School Council	Elk Island Public
Vegreville Composite School Council	Elk Island Public
Westboro School Council	Elk Island Public
Millarville School Council	Foothills Public
Holy Trinity (FMCS D) School Council	Fort McMurray Catholic
Ecole Dickensfield School Council	Fort McMurray Public
Ecole McTavish Junior High School Council	Fort McMurray Public
Ecole St. Gerard School Council	Grande Prairie Public
Parkside Montessori School Council	Grande Prairie Public
Bertha Kennedy School Council	Greater St. Albert Catholic



Ecole Marie Poburan School Council - Proxy	Greater St. Albert Catholic
Ecole Secondaire Sainte Marguerite d'Youville School Council	Greater St. Albert Catholic
Legal School Council	Greater St. Albert Catholic
Neil M. Ross Catholic School Council	Greater St. Albert Catholic
Notre Dame School Council	Greater St. Albert Catholic
Richard S. Fowler Catholic Jr High School Council	Greater St. Albert Catholic
Vincent J. Maloney Catholic School Council	Greater St. Albert Catholic
C. J. Schurter School Council	High Prairie Public
E. G. Wahlstrom School Council	High Prairie Public
Ecole Routhier School Council	High Prairie Public
G. P. Vanier School Council	High Prairie Public
High Prairie Elementary School Council	High Prairie Public
Prairie River School Council	High Prairie Public
Pratt School Council	High Prairie Public
Roland Michener Secondary School Council	High Prairie Public
Catholic Central High School Council	Holy Spirit Catholic
Children of St. Martha School Council	Holy Spirit Catholic
Barnwell School Council	Horizon Public
Milk River Elementary School Council	Horizon Public
W. R. Myers School Council	Horizon Public
Ecole Dr. Bernard Brosseau School Council	Lakeland Catholic
Ecole Notre Dame Elementary School Council	Lakeland Catholic
Light of Christ School Council	Lakeland Catholic
St. Dominic Elementary School Council	Lakeland Catholic
Ecole Agnes Davidson School Council	Lethbridge Public
Fleetwood Bowden School Council – Proxy	Lethbridge Public
G. S. Lakie Middle School Council – Proxy	Lethbridge Public
Gilbert Paterson Middle School Council - Proxy	Lethbridge Public
Lethbridge Christian School Council – Proxy	Lethbridge Public
Lethbridge Collegiate School Council	Lethbridge Public
Wilson Middle School Council	Lethbridge Public
Winston Churchill High School Council	Lethbridge Public
Canyon School Council – Proxy	Livingstone Range Public
Granum School Council – Proxy	Livingstone Range Public
J. T. Foster High School Council	Livingstone Range Public
Stavely School Council	Livingstone Range Public
W. A. Day Elementary School Council	Livingstone Range Public
Willow Creek Composite High School Council	Livingstone Range Public
Crescent Heights High School Council	Medicine Hat Public
River Heights Elementary School Council	Medicine Hat Public
Elmer Elson Elementary School Council	Northern Gateway Public



Onoway Jr/Sr High School Council	Northern Gateway Public
Oscar Adolphson School Council	Northern Gateway Public
Pat Hardy Primary School Council	Northern Gateway Public
Art Smith Aviation Academy School Council	Northern Lights Public
Ecole Plamondon School Council	Northland Public
Ecole Broxton Park School Council	Parkland Public
Graminia School Council - Proxy	Parkland Public
Greystone Centennial Middle School Council	Parkland Public
Millgrove School Council - Proxy	Parkland Public
Parkland Village School Council - Proxy	Parkland Public
Prescott Learning Centre School Council	Parkland Public
Spruce Grove Composite School Council	Parkland Public
Stony Plain Central School Council	Parkland Public
Woodhaven Middle School Council	Parkland Public
E. E. Oliver Elementary School Council	Peace River Public
Eagle Butte School Council - Proxy	Peace River Public
Isabel F. Cox School Council	Peace River Public
Margaret Wooding School Council - Proxy	Peace River Public
Parkside School Council - Proxy	Peace River Public
Warren Peers School Council - Proxy	Peace River Public
Bow Island Elementary School Council	Prairie Rose Public
Gershaw School Council - Proxy	Prairie Rose Public
Eastview Middle School Council	Red Deer Public
Ecole Barrie Wilson School Council	Red Deer Public
Gateway Christian School Central Campus School Council	Red Deer Public
Hunting Hills School Council - Proxy	Red Deer Public
Mountview Elementary School Council	Red Deer Public
Normandeau School Council	Red Deer Public
Crossfield Elementary School Council	Rocky View Public
Ecole Airdrie Middle School Council	Rocky View Public
Ecole Edwards Elementary School Council - Proxy	Rocky View Public
Ecole Manachaban Middle School Council	Rocky View Public
George McDougall High School Council	Rocky View Public
Glenbow Elementary School Council	Rocky View Public
Herons Crossing School Council	Rocky View Public
RVS Online Elementary/Middle School Council	Rocky View Public
Sarah Thompson School Council	Rocky View Public
Ecole Sir George Simpson School Council	St. Albert Public
Joseph M. Demko School Council	St. Albert Public
Leo Nickerson Elementary School Council	St. Albert Public
Muriel Martin Elementary School Council	St. Albert Public



Holy Trinity Academy	St. Thomas Aquinas
Sacred Heart	St. Thomas Aquinas
St. Augustine	St. Thomas Aquinas
Four Winds School Council	Sturgeon Public
Gibbons School Council	Sturgeon Public
Guthrie School Council School Council	Sturgeon Public
Landing Trail School Council	Sturgeon Public
Lillian Schick School Council - Proxy	Sturgeon Public
Morinville Public School Council	Sturgeon Public
Namao School Council	Sturgeon Public
Ochre Park School Council - Proxy	Sturgeon Public
Redwater School Council - Proxy	Sturgeon Public
Sturgeon Composite High School Council - Proxy	Sturgeon Public
Sturgeon Heights School Council - Proxy	Sturgeon Public
Magrath Elementary School Council	Westwind Public
Magrath High School Council	Westwind Public
Raymond Elementary School Council	Westwind Public
Westwind Alternate School Council	Westwind Public
Clear Vista School Council	Wetaskiwin Regional Public
Griffiths-Scott School Council	Wetaskiwin Regional Public
Queen Elizabeth School Council - Proxy	Wetaskiwin Regional Public
Winfield School Council - Proxy	Wetaskiwin Regional Public
Terrace Ridge School Council	Wolf Creek Public



Attendance – Non-Voting – Total 19

St. Dominic School Council	Calgary Catholic
St. Maria Goretti School Council	Calgary Catholic
Western Canada High School Council	Calgary Public
Western Canada High School Council	Calgary Public
FFCA South Middle Campus School Council	Charter
Spruce View School Council	Chinook's Edge Public
T. D. Baker School Council	Edmonton Public
Bev Facey Community School Council	Elk Island Public
Parkside Montessori School Council	Grande Prairie Public
High Prairie School Council	High Prairie Public
St. Paul Elementary School Council	Holy Spirit Catholic
St. Mary School Council	Living Waters Catholic
Crescent Heights School Council	Medicine Hat Public
Graminia School Council	Parkland Public
Fort Assiniboine School Council	Pembina Hills Public
Mountview Elementary School Council	Red Deer Public
Herons Crossing School Council	Rocky View Public
Sir George Simpson School Council	St. Albert Public
Ecole Notre Dame School Council	Lakeland Catholic

Attendance – Observing – Total 22

Pounce Support Services	Other
Lifetime Member	Lethbridge
Public School Boards' Association x 3	Education Organization
District/Central Office	Calgary Catholic
District/Central Office	Calgary Public
District/Central Office	Golden Hills Public
District/Central Office x 4	High Prairie Public
District/Central Office	Northern Lights Public
District/Central Office x 2	Peace River Public
District/Central Office	Red Deer Public
District/Central Office	St. Albert Public
District/Central Office	St. Paul Public
District/Central Office x 4	Wild Rose Public



## Appendix B - Standing Rules significant changes

- 1) For those of you who have attended an ASCA General Meeting in recent years, you may be familiar with our typical Rules of Order for each general meeting, and how they have been modified for a virtual setting. This year the rules are called Standing Rules which is the term used for conventions of delegates and which contain both parliamentary and non-parliamentary rules; whereas Special Rules of Order are only modified parliamentary rules. The rules adopted at each meeting expire at the end of each meeting.
- 2) The Previous versions of the Rules of Order for the General Meetings used the terms Parent Delegates, Voting Parent Delegates, delegates, and non-voting delegates, in some cases almost interchangeably. But this year, to be consistent with the Bylaws, the term, Voting Delegate, shall be used according to Bylaw 3.44 which defines **Voting Delegates** as a Parent authorized, with Credentials, by a Member School Council, their own or another, to vote in-person or digitally at a General Meeting of the Association.
- 3) Previous versions of Rules of Order for General Meetings permitted a maker of a motion the opportunity to conclude, or close, the discussion, thereby provided additional speaking time. This is not considered proper practice in meetings. Our new Parliamentarian advised us that this parliamentary practice in Robert's Rules was discontinued after the seventh edition published in 1970 as it was deemed an unfair and inequitable practice for one member of an assembly to have an additional opportunity to speak without the permission of the assembly as for any other member. For clarity, after a motion is stated by the chair and discussion begins, the motion no longer belongs to the maker of the motion but belongs to the assembly.

## Appendix C - Copy of Financial Statement 2021

Questions:

Gateway School Council, The Red Deer School Division, Wendy Fath voting delegate

Please give a bit more information regarding parent conference fees - they are very low, what is the reason for that?

**ALBERTA SCHOOL COUNCILS' ASSOCIATION**  
**Financial Statements**  
**For The Year Ended June 30, 2021**

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## INDEPENDENT AUDITORS' REPORT

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To the Directors of Alberta School Councils' Association

### *Opinion*

We have audited the financial statements of Alberta School Councils' Association (the Association), which comprise the statement of financial position as at June 30, 2021, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2021, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)





*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
August 25, 2021

**ALBERTA SCHOOL COUNCILS' ASSOCIATION****Statement of Financial Position****As At June 30, 2021**

	2021	2020
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents (Note 2)	\$ 422,309	\$ 434,777
Receivables (Note 4)	22,094	11,632
Prepaid expenses	12,973	19,477
	<u>457,376</u>	465,886
INVESTMENTS (Note 3)	-	100,000
TANGIBLE CAPITAL ASSETS (Note 5)	1,601	2,096
	<u>\$ 458,977</u>	<u>\$ 567,982</u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 44,625	\$ 69,419
Deferred membership fees	59,400	13,522
Deferred contributions (Note 6)	-	33,380
	<u>104,025</u>	116,321
CALLABLE DEBT (Note 7)	40,000	-
	<u>144,025</u>	116,321
<b>NET ASSETS</b>		
Unrestricted net assets	163,351	119,565
Internally restricted net assets (Note 8)	150,000	330,000
Invested in tangible capital assets	1,601	2,096
	<u>314,952</u>	451,661
	<u>\$ 458,977</u>	<u>\$ 567,982</u>

**ON BEHALF OF THE BOARD:**

 \_\_\_\_\_ Board President

 \_\_\_\_\_ Executive Director

The accompanying notes are an integral part of these financial statements.

**ALBERTA SCHOOL COUNCILS' ASSOCIATION****Statement of Operations****For The Year Ended June 30, 2021**

	2021	2020
<b>REVENUE</b>		
Government of Alberta grant ( <i>Note 6</i> )	\$ 203,007	\$ 616,993
Membership fees	85,670	88,645
Parent Conference fees	44,665	1,846
Fees for service	3,312	1,357
Annual General Meeting	2,820	75
Interest	2,786	8,565
Sponsorships and donations	1,824	403
Other	1,078	281
	<u>345,162</u>	<u>718,165</u>
<b>EXPENSES</b>		
Salaries, wages and benefits	422,157	372,797
Services	78,553	129,067
General and administrative expenses ( <i>Schedule 1</i> )	70,162	68,218
Parent conference	20,103	49
Annual General Meeting	10,134	13,951
Board expenses ( <i>Schedule 2</i> )	7,560	46,896
Communications and marketing	6,476	18,715
Advocacy and representation	1,280	13,672
Amortization	495	524
	<u>616,920</u>	<u>663,889</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE OTHER INCOME</b>	<b>(271,758)</b>	<b>54,276</b>
<b>OTHER INCOME</b>		
Government assistance ( <i>Note 9</i> )	135,049	-
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ (136,709)</b>	<b>\$ 54,276</b>

The accompanying notes are an integral part of these financial statements.

**ALBERTA SCHOOL COUNCILS' ASSOCIATION**

**Statement of Changes in Net Assets**

**For The Year Ended June 30, 2021**

	Unrestricted Net Assets	Internally Restricted Net Assets (Note 6)	Invested in Tangible Capital Assets	2021	2020
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 119,565	\$ 330,000	\$ 2,096	\$ <b>451,661</b>	\$ 397,385
Excess (deficiency) of revenue over expenses	(136,709)	-	-	<b>(136,709)</b>	54,276
Amortization of tangible capital assets	495	-	(495)	-	-
Transfers	180,000	(180,000)	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$ <b>163,351</b>	\$ 150,000	\$ 1,601	\$ <b>314,952</b>	\$ 451,661

The accompanying notes are an integral part of these financial statements.

**ALBERTA SCHOOL COUNCILS' ASSOCIATION****Statement of Cash Flows****For The Year Ended June 30, 2021**

	2021	2020
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenue over expenses	\$ (136,709)	\$ 54,276
Items not affecting cash:		
Amortization of tangible capital assets	495	524
Government assistance (Note 9)	(20,000)	-
	<u>(156,214)</u>	<u>54,800</u>
Changes in non-cash working capital:		
Receivables	(10,462)	250
Accounts payable and accrued liabilities	(24,794)	(17,500)
Deferred membership fees revenue	45,878	(27,755)
Deferred contributions	(33,380)	33,007
Prepaid expenses	6,504	(11,869)
	<u>(16,254)</u>	<u>(23,867)</u>
	<u>(172,468)</u>	<u>30,933</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of tangible capital assets	-	(1,900)
Investments redeemed	100,000	-
	<u>100,000</u>	<u>(1,900)</u>
Cash flow from (used by) investing activities	<u>100,000</u>	<u>(1,900)</u>
<b>FINANCING ACTIVITY</b>		
Proceeds from callable debt	60,000	-
	<u>60,000</u>	<u>-</u>
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>(12,468)</b>	<b>29,033</b>
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	<u>434,777</u>	<u>405,744</u>
<b>CASH AND CASH EQUIVALENTS - END OF YEAR (Note 2)</b>	<b>\$ 422,309</b>	<b>\$ 434,777</b>

The accompanying notes are an integral part of these financial statements.

# ALBERTA SCHOOL COUNCILS' ASSOCIATION

## Notes to Financial Statements

For the Year Ended June 30, 2021

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### PURPOSE OF THE ASSOCIATION

The Alberta School Councils' Association (the "Association") is a not-for-profit organization incorporated under the *Societies Act* of the Province of Alberta. The Association's mission is to serve as a voice for parents and families committed to publicly funded education. The organization received registered charity status effective July 20, 2004. As a registered charity the Association is exempt from the payment of income tax under Section 149(1) of the *Income Tax Act*.

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations.

#### Revenue recognition

The Association follows the deferral method of accounting for contributions, which include donations and government grants. Restricted contributions are recognized as revenue during the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Membership and parent conference fee revenue are recognized in the period it relates to. Memberships are for a one-year period.

Restricted investment income is recognized as revenue in the year in which the related expenses are incurred.

#### Cash and cash equivalents

Cash and cash equivalent investments include items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, have a maturity of six months or less at acquisition, and are held for the purpose of meeting short-term cash commitments rather than for investing.

#### Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization. Contributed tangible capital assets are recorded at fair value at the date of contribution. When a tangible capital asset no longer contributes to the Association's ability to provide services or the value of future economic benefits associated with the tangible capital asset is less than its net book value, the carrying value of the tangible capital asset is reduced to reflect the decline in the asset's value.

Tangible capital assets are amortized over their estimated useful lives at the following rates and methods:

Computer equipment	5 years	straight-line method
Computer software	5 years	straight-line method
Furniture and fixtures	5 years	straight-line method

The Association regularly reviews its tangible capital assets to eliminate obsolete items.

(continues)

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# ALBERTA SCHOOL COUNCILS' ASSOCIATION

## Notes to Financial Statements

For the Year Ended June 30, 2021

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### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

#### Financial instruments

##### *Measurement of financial instruments*

The Association initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instruments.

The Association subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash and cash equivalents and receivables

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The Association has no financial assets or liabilities measured at fair value.

##### *Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

#### Measurement uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the recorded amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Significant areas requiring the use of management's estimates include the useful lives of tangible capital assets and the corresponding rates of amortization and the amount of accrued liabilities. All estimates are reviewed periodically and adjustments are made to the statements of operations as appropriate in the year they become known.

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### 2. CASH AND CASH EQUIVALENTS

	<u>2021</u>	<u>2020</u>
Savings account	\$ 200,035	\$ 150,787
Guaranteed Investment Certificates	150,040	245,000
Operating account	72,089	38,645
Petty cash	145	345
	<u>\$ 422,309</u>	<u>\$ 434,777</u>

Guaranteed Investment Certificates bear interest at 3.05% and mature in October 2021.

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**ALBERTA SCHOOL COUNCILS' ASSOCIATION****Notes to Financial Statements****For the Year Ended June 30, 2021**

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**3. INVESTMENTS**

	<u>2021</u>	<u>2020</u>
Guaranteed Investment Certificates	\$ -	\$ 100,000

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**4. RECEIVABLES**

	<u>2021</u>	<u>2020</u>
Trade and other	\$ 13,604	\$ -
Accrued interest	5,852	7,126
Goods and Services Tax	2,638	4,506
	<u>\$ 22,094</u>	<u>\$ 11,632</u>

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**5. TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated amortization	<b>2021 Net book value</b>	2020 Net book value
Computer equipment	\$ 46,780	\$ 45,640	\$ 1,140	\$ 1,520
Computer software	2,745	2,284	461	576
Furniture and fixtures	3,028	3,028	-	-
	<u>\$ 52,553</u>	<u>\$ 50,952</u>	<u>\$ 1,601</u>	<u>\$ 2,096</u>

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# ALBERTA SCHOOL COUNCILS' ASSOCIATION

## Notes to Financial Statements

For the Year Ended June 30, 2021

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### 6. DEFERRED CONTRIBUTIONS

The purpose of the Government of Alberta grant is to provide funding in support of the Association's objectives as detailed in nature of operations. The remaining grant funding along with future funds are intended to assist the Association's operations until June 30, 2021.

The *Government Organization Act*, under which the grants have been provided, specifies that the grants must either be used for the purposes specified in the grant agreement, be used for different purposes if such different purposes are agreed to by the applicant and the respective Minister, or be returned to the Province of Alberta. Accordingly, in the event the Association does not utilize the funds in pursuit of its objectives, any unexpended grant monies remaining may have to be repaid to the Minister of Finance. The changes in deferred contributions for the year are as follows:

	<u>2021</u>	<u>2020</u>
Balance, Beginning of Year	\$ 33,380	\$ 373
Add:		
Government of Alberta grant	170,000	650,000
Less:		
Government of Alberta grant revenues recognized to fund expenses during the year	(203,007)	(616,993)
Xerox Canada - shining student award donated	(373)	-
	<u>\$ -</u>	<u>\$ 33,380</u>

Deferred contributions are comprised of the following:

Government of Alberta grant	\$ -	\$ 33,007
Xerox Canada - shining student award	-	373
	<u>\$ -</u>	<u>\$ 33,380</u>

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### 7. CALLABLE DEBT

	<u>2021</u>	<u>2020</u>
ATB Financial Canadian Emergency Business Account interest-free loan. Interest only payments are required monthly commencing January 31, 2023 at a rate of 5% if the loan is not repaid by December 31, 2022. The principal amount of the loan must be repaid by December 31, 2025. A portion of the \$60,000 loan, up to \$20,000, will be forgiven if the Association meets certain terms of the loan and the loan is repaid by December 31, 2022.	\$ 40,000	\$ -
Amounts payable within one year	-	-
	<u>\$ 40,000</u>	<u>\$ -</u>

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# ALBERTA SCHOOL COUNCILS' ASSOCIATION

## Notes to Financial Statements

For the Year Ended June 30, 2021

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### 8. INTERNALLY RESTRICTED NET ASSETS

	2020	Additions	Deletions	2021
Operations reserve	\$ 265,000	\$ -	\$ 115,000	\$ 150,000
Capital reserve	18,000	-	18,000	-
Computer technology reserve	18,000	-	18,000	-
Legal reserve	15,000	-	15,000	-
Research and development reserve	14,000	-	14,000	-
	<u>\$ 330,000</u>	<u>\$ -</u>	<u>\$ 180,000</u>	<u>\$ 150,000</u>

The Operations Reserve consists of funds designated for the Association's future general operations.

The Capital Reserve consists of funds designated for providing funding for future capital projects.

The Computer Technology Reserve consists of funds designated for the Association's computer technology upgrades.

The Research and Development Reserve consists of funds designated for the Association's research and development activities.

The Legal Reserve consists of funds designated for the Association's potential legal costs.

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### 9. GOVERNMENT ASSISTANCE

Due to a decrease in revenue as a result of COVID-19, the Association received the Canada Emergency Wage Subsidy (CEWS) during the 2021 fiscal year. The Association also accessed the Canada Emergency Business Account and recognized the \$20,000 forgivable portion of the loan in government assistance revenue (Note 7).

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### 10. ECONOMIC DEPENDENCE

The Association's primary source of revenue is grant funding from the Ministry of Education, Government of Alberta. The Association's ability to continue viable operations is dependent on this funding.

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### 11. FINANCIAL INSTRUMENTS

The Association is not exposed to significant interest, credit, market, currency or other price risk through its financial instruments. The following analysis provides information about the Association's risk exposure and concentration as of June 30, 2021.

#### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from the Ministry of Education, Government of Alberta and other related sources, and accounts payable and accrued liabilities.

The Association mitigates this risk by monitoring cash activities and expected outflows through budgeting and maintaining investments that may be converted to cash in the near-term if unexpected cash outflows arise.

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# **ALBERTA SCHOOL COUNCILS' ASSOCIATION**

## **Notes to Financial Statements**

**For the Year Ended June 30, 2021**

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### **12. UNCERTAINTY DUE TO COVID 19**

On March 11, 2020, the World Health Organization declared a global pandemic which has resulted in governments worldwide enacting emergency measures to combat the spread of the virus. These measures have caused significant disruptions to businesses, governments, and other organizations resulting in an economic slow-down and increased volatility. Governments have responded with significant monetary and fiscal interventions designed to stabilize economic conditions.

While COVID-19 has not significantly impacted the Association's operations or financial condition to date, the rapidly evolving event, including health and safety conditions, economic environment and resulting government measures, creates a high level of uncertainty and risk that may have a financial impact on the Association's activities, operations and financial condition in the future.

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**ALBERTA SCHOOL COUNCILS' ASSOCIATION**  
**Schedule of General and Administrative Expenses**  
**For The Year Ended June 30, 2021**

**(Schedule 1)**

	<b>2021</b>	<b>2020</b>
Office lease	\$ 20,056	\$ 37,446
Computer technical support	12,463	3,103
Professional fees	11,089	9,317
Contracted Services	8,945	-
Insurance	4,988	4,419
Office supplies	3,625	2,458
Telephone	2,759	3,197
Administrative fees	1,327	1,672
Optimal fees and other	1,260	182
Staff development	1,012	1,859
Information technology	856	1,616
Computer maintenance	466	42
Postage	463	293
Printing	369	1,265
Memberships	310	-
Bank charges	174	211
Meals	-	298
Travel and accommodation	-	15
Miscellaneous	-	825
	<b>\$ 70,162</b>	<b>\$ 68,218</b>

The accompanying notes are an integral part of these financial statements.

**ALBERTA SCHOOL COUNCILS' ASSOCIATION****Schedule of Board Expenses****(Schedule 2)****For The Year Ended June 30, 2021**

	<b>2021</b>	2020
Professional fees and development	<b>\$ 2,685</b>	\$ 5,877
Virtual venue	<b>1,707</b>	1,721
Awards	<b>1,081</b>	836
Meals	<b>925</b>	5,615
Board recognition	<b>834</b>	-
Miscellaneous	<b>246</b>	171
Travel	<b>82</b>	30,948
Internal committees	-	309
Staff recognition	-	1,419
	<b>\$ 7,560</b>	<b>\$ 46,896</b>

The accompanying notes are an integral part of these financial statements.



## Appendix D - Current Financial Realities Report

- *The ASCA Board of Directors approved a revised 2021-2022 budget at its February 28, 2022, meeting to accurately reflect the current fiscal reality of receiving no grant funding from Alberta Education. The revised budget was posted on the website a short time later and is included as a column in the 2022-2023 budget document you are seeing today.*
- *Starting with Revenue, you will notice in the Revised 2021 - 2022 budget, that Miscellaneous Revenue is quite a bit lower than what had been projected a year ago. As many of you know, the Association embarked upon a Donation Drive in the Spring of 2021, utilizing not only the Benevity program through Alberta Treasury Branch, but a crowdfunding platform through Charity Village as well.*
- *Our initial forecasts of receiving around \$300,000 through partners, corporations and individual donations were not realized. This year, the revised budget you are looking at clearly 'splits out' all the sources of revenue that were previously captured in the "miscellaneous" category.*
- *On that note, in January of this year, the Board contracted the professional services of a company experienced in creating and implementing formal 'fund development programs' for organizations like ASCA.*
- *Pounce Support Services has been working very closely with ASCA's Executive Director for the past four (4) months, to build the foundation within ASCA for seeking, and ideally receiving, alternative sources of funding in months and years to come.*
- *The Revised 2021-22 budget cautiously forecasts moderate success in these areas with 'Other Project Grants' - \$40,000; Sponsorships - \$21,500; and Donations of \$60,000 by the end of June this year.*
- *These numbers are still substantially less than what the Association needs to bring in, and the efforts of our staff, Board and Pounce Support Services to realize those funds by the end of June are still very focused.*
- *The Board has committed to monitoring the financial status of the Association every month and will make operational adjustments accordingly.*
- *Our ED has also been working diligently to restructure how ASCA does business. We're moving away from the former '3 Core Business Activities' and reshaping what ASCA does with more of a "project" themed lens. This is more suitable for qualifying for 'Project-Based' Grants and funding from foundations, corporations, and various levels and departments of governments.*
- *Supporting this change of direction, the new Learning Opportunities Project is one that you – our Member School Councils – will likely become most familiar with next year. This is based on the concept that having resources, materials, and yes – human beings – available to support the legislated roles of school councils, to assist with building capacity within school councils, and to guide enhanced engagement of school councils and school communities is a "project" that ASCA requires funding to implement.*
- *Some of you may have noticed that ASCA's Fees for Service increased in January this year. This is a result of not receiving the Alberta Education Grant, that in the past supported this work that is now supported in part by Fees for Service.*
- *This feeds into that Learning Opportunities Project, where part of the funding required to run the Project will come from the 'end-user', and – optimistically – the remainder will come from grants, sponsorships and donations targeted specifically to accomplish the goals of the Project.*
- *We'll touch on this a little more when reviewing the Board-approved 2022-2023 Budget.*
- *The other main source for bringing revenue into the Association is historically through Conference fees, sponsorships, and donations.*



- *With moving to an entirely virtual venue for the Conference this year and keeping registration fees as reasonable as possible for parents – who are the majority of our delegates – we revised the budget to forecast \$25,000 in revenue, rather than the original \$40,000.*
- *We also removed any revenue forecast for a Resource Gallery/Trade Show, as last year's conference taught us that is not a viable option in a virtual environment. In addition, we reduced the forecasted revenue from Conference Sponsorships/Donations by \$1000, although I'm pleased to report to you today that ASCA had realized almost \$9000 by the middle of April.*
- *We continue to believe in the important work of school councils and feel that for the remainder of this year, we should continue to use some of our reserves to support this. As a Board, we have committed to making decisions that ensure the Association remains relevant, sustainable, autonomous, and innovative. We will continue to monitor and evaluate and make changes as required.*
- *We anticipate ending this fiscal year with a deficit of just over \$115,000 and we felt it was important to share a current update with our membership.*
- *On the people side, an unfortunate outcome of not realizing the revenue originally anticipated a full year ago, was the need to change who ASCA paid for required work, and how.*
- *Over the holiday season in December, ASCA bid farewell to two critical staff members, and transitioned another to the role of a short-term, or specific purpose, contractor.*
- *This leaves our office with an ED, the Learning Opportunities Project Manager, and a part-time support person until the end of this June.*
- *Moving forward, it is critical that the Association is successful in obtaining alternative sources of revenue to maintain even two staff positions. More will be discussed in the next portion of this report – the 2022 - 2023 ASCA Budget.*
- *In concluding the 'current realities' portion of the Financial Report, ASCA staff and Board members are reducing the expenses of the Association, while honouring our Vision of a Respected and Empowered School Council in every Alberta school.*

Questions:

Sarah Thompson School Council, The Rocky View School Division, Chantelle Everett voting delegate:  
What paid positions did the \$422,157 amount cover?

St Pius X School Council, The Calgary Roman Catholic Separate School Division, Tania Brandstrom voting delegate:

- a) What are the terms associated with Pounce Support Services and how will those costs be mitigated should Pounce not be successful in increasing the donation revenue as anticipated?
- b) Will, at the end of June when the 6-month contract is completed and you have the case for support and positioning statements, that mean it will be the ED who will be undertaking the fundraising?

**INSERT COPY OF CURRENT REALITIES HERE**



## Appendix E - Membership Fees Report

- *In years prior to the 2020-2021 fiscal year, Membership Fees were entirely allocated to supporting the work of the Board, covering expenses related to in-person Board meetings (venue, travel, food, accommodations, etc.) and Board responsibilities like Member Engagement Opportunities and General Meetings.*
- *Because of the reduction in grant funding last year, and the fact that since March of 2020 and into the foreseeable future the ASCA Board has not, and will not be meeting in person, revenue realized from Membership Fees will continue to help sustain, moderately, learning opportunities for and with school councils.*
- *ASCA had optimistically anticipated receiving the same grant funding from Alberta Education this year as it had last year. As most of our Members know, that grant application was formally denied by the Minister in November 2021.*
- *Even though ASCA did not receive any grant funding so far this year, the ASCA Board of Directors has determined there will **not** be an increase in Membership Fees for the 2022-23 fiscal year.*
- *School Council membership in ASCA will remain at \$100 per school council.*
- *Membership in the Associate Membership category will remain at \$150, and in the Individual Parent category at \$75.*
- *In deciding to **not** raise the Membership Fee this year, the Board recognizes that school councils don't usually have money, that the Alberta School Council Engagement (ASCE) Grant cannot be used for membership fees, and that the Membership Fee in ASCA is most often covered by the School Board.*
- *ASCA is sincerely grateful to those School Boards who demonstrate their commitment to respected and empowered school councils by providing their school councils memberships in ASCA.*
- *Membership in ASCA for 2022-2023 will continue to give your school council access to ASCA's substantial resources through the Members Only section of our website, as well as will continue to enable your school council – the parents in your school community - to have a "provincial-level" voice.*
  - *That voice contributes to decisions at ASCA Annual General Meetings, as well as any other general meetings of Member Engagement Opportunities, that may need to be called throughout the year.*
  - *That voice provides direction to your Board of Directors on education issues and topics through our Advocacy Resolution Process, our annual Member survey which will be distributed in May, our School Council Engagement Task Force, and our Member Engagement Opportunities.*
  - *That voice is represented – by your Board and the ASCA staff – to the provincial government, Alberta Education, Education partners, education stakeholders and the general public.*
- *ASCA is recognized as being the voice of parents, heard through school councils, and your School Council Membership in ASCA elevates your voice. Your Board of Directors is committed to ensuring this is continued for you.*





## Appendix F - Proposed 2022-23 Budget

### Questions:

Ecole Barry Wilson School Council, The Red Deer School Division, Meagan Parisian voting delegate:  
Please speak further to why there is no proposed increase in membership fees.

Gateway School Council, The Red Deer School Division, Wendy Fath voting delegate:

The Minister indicated in a letter to Ms. Fath that the reduction in funding to ASCA is to bring the funding in line with other bodies such as the ATA, ASBA, CASS. ASCA represents parents, not education system employees who pay in to their associations. Can you please give rationale to the thinking behind the reduction?

Isabel F. Cox School Council, The Prairie Rose School Division, Robin Orthner voting delegate:

- 1) Is it the ED's responsibility to apply for any and all grants that would be available to ASCA?
- 2) Has there been any investigation into or applications made or completed to the various community foundations across the province of Alberta?

Western Canada High School Council, The Calgary School Division, Richard Gorecki voting delegate:

Considering that there is clearly a financial crisis and chasing other funding is spurious, it may be that membership is the only obvious way to increased revenue. Can we not re-visit membership revenue as a partial solution?

Collingwood School Council, The Calgary School Division, Reid Southwick voting delegate:

In terms of why ASCAs gov't grant was cut, earlier it was said that the gov't advised it was bringing ASCA funding in line with what other groups get. Can you further clarify that? And what kind of project grant funding, if any, is available through the gov't?

St. Bonaventure School Council, The Calgary Roman Catholic Separate School Division, Sabina Herdman voting delegate

Is there a way to scale back the services that ASCA is providing, or the representative work of the Association?

Fleetwood Bowden School Council, The Lethbridge School Division, Erin Wallace, voting delegate

Is it too late to use the current SCEG for workshops this year, or any way to use these funds for a workshop in the fall?

Holy Spirit Academy School Council, The Christ the Redeemer Catholic Separate School Division, Jacqui Vanderfluit voting delegate

Is there a possibility that we could pre-order (pay for up front) a video presentation from ASCA?

Ecole Barry Wilson School Council, The Red Deer School Division, Meagan Parisian voting delegate

Please confirm that, in accordance with the direction from last year regarding a formal document between the ATA and ASCA (for insurance purposes) with respect the space provided to ASCA by the ATA, such a document has been signed.

**INSERT COPY OF BUDGET 22-23 HERE**



## **Appendix G – Questions asked related to proposed Resolutions**

### **A22-01**

Debate and proposed amendments, all basically attempting to keep "appropriate steps" somewhere in the verbiage rather than just reduce the statement to matters concerning bussing signage. Concerns that awareness regarding the problems associated with "high risk" bus stops would be lost.

### **P22-01**

Debate surrounding the %; use of the word COVID and changing it to "significant learning disruptions", as well as a time frame - "in perpetuity" being taken out.

### **P22-02**

Limited discussion / debate (1 for vs 2 speaking against).

### **P22-03**

Consideration given to the word "official" vs "important" for the role of ASCA. Some wordsmithing (removal of the 2nd "35-member").

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