



## **2025 Alberta School Councils 'Association (ASCA) ANNUAL GENERAL MEETING MINUTES**

### CALL TO ORDER

The meeting was called to order at 8:02 a.m. on Sunday, April 27, 2025, by the Chair of the AGM, President Kenneth Glazebrook.

### TERRITORY ACKNOWLEDGEMENT

Director Tse provided a Territory Acknowledgement via video.

### NATIONAL ANTHEM

The playing of the National Anthem was shared by video at 8:05 a.m.

### ELDER BLESSING

President Glazebrook shared that unfortunately the Elder was unable to attend today.

### PRESIDENT'S ADDRESS

President Glazebrook summarized his report, included with the AGM package (Appendix A), and ended by acknowledging the work of ASCA Staff, Contractors, Instructors and Volunteers who worked to make the AGM happen, as well as the ASCA Directors.

### TEST VOTE

Instructions for electronic balloting using Election Buddy were provided in advance. A test vote for the electronic balloting was conducted for all voting delegates.

### CREDENTIALS REPORT

There were 100 voting delegates holding an additional 15 proxies for a total of 115 votes. 25 voting delegates need be in attendance for quorum to be met.

Motion to adopt the Credentials Report as presented.

### **ADOPTED BY UNANIMOUS CONSENT**

***Note:** Final attendance is captured in Appendix C, showing 115 voting delegates attended carrying an additional 15 proxies for a possible total of 130 votes at some points during the meeting.*

### 2025 ASCA AGM CONVENTION STANDING RULES (Appendix B)

### **ADOPTED BY UNANIMOUS CONSENT**

### APPOINTMENTS:

The Chair made the following appointments:

- Minutes Approval Committee: The ASCA Board of Directors
- Teller: Jodi Skerratt
- Timers: Director Meagan Parisian and Moderator Brenda Kell
- Parliamentary Advisor: Craig Shutt

### ADOPTION OF THE 2025 AGM AGENDA

The Chair confirmed for the assembly that the Proposed Advocacy Resolutions were submitted by Wednesday, January 15<sup>th</sup>, 2025.

Motion to adopt the 2025 AGM Agenda.

### **ADOPTED BY UNANIMOUS CONSENT**



## 2024 AGM MINUTES

The Chair confirmed for the assembly that the 2024 AGM Minutes were reviewed and adopted by the Minutes Approval Committee during the ASCA Board of Directors regular Board meeting on May 24, 2024. The Chair also noted that the 2025 AGM Minutes will be made available to the Minutes Approval Committee for its approval by June 30, 2025.

## NOMINATIONS AND ELECTIONS PROCESSES OVERVIEW

Chair yielded the floor to ASCA Nominations Coordinator, Directors Bugbee, who gave a brief summary of the Association's nomination and elections procedures, noting the current year's need to hold elections for the positions of Vice President, three (3) 2-Yr Term Directors, and four (4) 1-Yr Term Director. Directors Bugbee also disclosed the eligibility requirements for all positions.

## CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR VICE PRESIDENT

Chair requested and received confirmation and affirmation of nomination(s) for the position of Vice President. Confirmation was received and notice of the meeting of candidate eligibility was given. The candidate was given the opportunity to address the assembly.

Note: If only 1 Candidate for the role of Vice President, ASCA Bylaw 6.2 permits declaration by acclamation.

## **CANDIDATE ACCLAIMED**

## ADMINISTRATIVE RESOLUTIONS

Chair yielded the floor to Director Parisian who gave an overview of the Administrative Resolutions Process.

### **ADMINISTRATIVE RESOLUTION A25-01** *Amend Existing Policy to Match Current Realities.*

**MOTION:** To revise ASCA Advocacy Policy 24-05 Preserving Safe and Inclusive Spaces for 2SLGBTQIA+ Students 1) by striking out "and other education stakeholders and partners to pause the proposed changes until meaningful consultation on the substance of the policy, not only its implementation, has occurred with key stakeholders including 2SLGBTQIA+ students, 2SLGBTQIA+ community-based organizations, teachers, and the ATA, parents and ASCA, and school board associations." and inserting "to retract changes implemented through the Education Amendment Act, 2024 related to parental notification and consent policies for preferred name and pronouns; and learning and teaching resources related to gender identity, sexual orientation or human sexuality." and

### **ADOPTED 78.0% IN FAVOUR**

2) by striking out "and other education stakeholders and partners to maintain the current" and inserting "to return to previous" and

### **ADOPTED 77.8% IN FAVOUR**

3) by striking out "for sexual education" and inserting "where courses, programs of study or instructional materials, or instruction or exercises, include subject-matter that deals primarily and explicitly with human sexuality."

### **ADOPTED (DEBATED) 77.3% IN FAVOUR**

### **ADVOCACY RESOLUTION P25-01** *Electric School Bus Pilot Program.*

**Motion:** The Alberta School Councils' Association (ASCA) advocates to the Minister of Education and relevant ministries to fund about a dozen electric school bus pilot projects in diverse rural and urban districts across northern, central, and southern Alberta. The pilot results could help guide a transition to a healthier and safer school bus fleet province-wide.

### **DEFEATED (DEBATED) 64.4% OPPOSED**

## RESOLUTIONS

Chair yielded the floor to Director Parisian who gave an overview of the Advocacy Resolutions Process.

## NOMINATIONS AND ELECTIONS PROCESSES OVERVIEW

Chair yielded the floor to ASCA Nominations Coordinator, Directors Bugbee, who gave a brief summary of the Association's nomination and elections procedures, for three (3) 2-Yr Term Directors.



#### CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR DIRECTOR – 2-YR TERM

Chair requested and received confirmation and affirmation of nomination(s) for the position of Director - 2-YR Term. Confirmation was received and notice of the meeting of candidate eligibility was given. The candidate was given the opportunity to address the assembly.

Note: If there are an equal number of, or fewer, Candidates to fill vacant Director positions, ASCA Bylaw 6.2 permits declaration by acclamation.

#### **CANDIDATE ACCLAIMED**

#### RESOLUTIONS CONTINUED

##### **ADVOCACY RESOLUTION P25-02** *Mandatory Funding for Specialist Teachers in Elementary Schools*

**Motion:** The Alberta School Councils' Association (ASCA) advocate to the Minister of Education to mandate that school boards receive additional dedicated funding from the Ministry of Education, separate from per-student and regular division funding, to provide all public schools with full-time and/or part-time as determined by individual school administration, including but not limited to, gym teachers, music teachers, librarians, and resource teachers (i.e. reading and math specialists).

Furthermore, the Minister of Education mandates that school boards receive additional dedicated funding from the Ministry of Education, separate from per-student and regular division funding, to provide other specialist teachers, such as gifted and talented, arts (other than music), science and technology specialists, and specialists in instructional coaching and guidance/counselling roles in all public schools that request those staff positions.

#### **ADOPTED (DEBATED AND AMENDED) 73.2% IN FAVOUR**

\*\*The assembly put forward a MOTION to reconsider this motion.

#### **DEFEATED (DEBATED) 69.6% OPPOSED**

##### **ADVOCACY RESOLUTION P25-03** *Mandatory Reporting on the State of Public Schools*

**Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister of Education to:

-Mandate that annual data related to all schools ranging K-12, within Alberta public school boards be publicly reported, as soon as possible upon completion of the school year, including:

- (i) Funding calculations and rationale for each school;
- (ii) Staffing details by type of educational professional, including specialists;
- (iii) Actual enrolment figures;
- (iv) Average class size by grade;
- (v) Teacher retention and turnover rates;
- (vi) Technology access per student (e.g., computer-to-student ratio);
- (vii) Average years of teacher experience;

· Ensure funding for this report is provided by the Ministry of Education, separate from current division allocations, to avoid additional burdens on schools.

· Commission an independent third-party consultant to collect and analyze the data, publish the results on a publicly accessible website, and notify all parents with children in Alberta public schools of its availability no later than 6 months after the completion of that school year.

#### **DEFEATED (DEBATED AND AMENDED) 55.2% OPPOSED**

##### **ADVOCACY RESOLUTION P25-04** *Discontinue Mandatory Timed Testing of K-3*

**Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister of Education to discontinue the new mandatory timed literacy and numeracy testing of kindergarteners to grade 3 mandated for the 2024-2025 school year and beyond.

#### **ADOPTED (DEBATED) 73.4% IN FAVOUR**

**Motion:** That Alberta School Councils' Association (ASCA) Advocacy Policy 12-4 Assessment Measures of Student Success (2017) be amended to read:



That Alberta Education develops age appropriate, equitable and adaptable assessment tools and authentic measures that reflect how deep the learning is in our school system, and measure student success with respect to the competencies that are the foundation of the current curriculum development work.

**ADOPTED 88.8% IN FAVOUR**

**Motion:** That Alberta School Councils' Association (ASCA) Advocacy Policy 18-3A Supports for Learning Success of all Students: Early Screening be amended to read:

That the Alberta School Councils' Association advocate to the Ministry of Education for mandatory fully funded, developmentally appropriate, easily accessible, equitable and untimed screening for learning or developmental challenges so that children will be identified earlier in their educational journey, receive the needed supports and resources to experience success from the beginning.

**ADOPTED (DEBATED AND AMENDED) 86.4% IN FAVOUR**

**Motion:** That Alberta School Councils' Association (ASCA) Advocacy Policy 03-7 Sharing Responsibility for Appropriate Use of Standardized Testing (2014, 2024) be amended to read:

That ASCA collaborates with Alberta Education and relevant education stakeholders to:

- Ensure positive, developmentally appropriate, and inclusive standardized testing environments for all students.
- Develop and distribute a discussion guide to aid parents in constructive dialogues about their child's standardized test results during parent-teacher interviews, fostering a student/parent/teacher team plan to enhance learning.
- Explore ways to use standardized test results for meaningful professional development for teachers and administrators.

**ADOPTED 90.6% IN FAVOUR**

#### CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR DIRECTOR – 1-YR TERM

Chair yielded the floor to ASCA Nominations Coordinator, Director Bugbee who provided confirmation there were no nomination(s) for the position of Director – 1-Yr Term.

#### RESOLUTIONS CONTINUED

#### **ADVOCACY RESOLUTION P25-05 Online Safety**

##### **Motion Divided BY UNANIMOUS CONSENT**

**Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister for Education to add to Section 33 (Board Responsibilities) of the Alberta Education Act: Each board must establish a Committee composed of representatives including, but not limited to, educators, counselors, law enforcement, and appropriate professionals, to recognize, report, and respond effectively to all forms of harm affecting students, including bullying, racism, online harms, physical harm, and threats to student safety or well-being. The committee must refer cases to appropriate support services, notify the school principal, report to Alberta Education, and ensure appropriate follow-up to protect and support all impacted students.

**DEFEATED (DEBATED AND AMENDED) 54.3% OPPOSED**

**Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister for Education to add to Section 33 (Board Responsibilities) of the Alberta Education Act: Each board must ensure mandatory age appropriate instruction for students and equivalent resources for parents/guardians on the reporting of online harms, the risks of sharing non-consensual digital content, the harms of exposure to pornography, strategies for protecting digital privacy and security, and awareness of agencies and resources available for support. Before this instruction is delivered, parents must be informed of the topics covered, and provided with an opt-out option for their child.

**ADOPTED (DEBATED AND AMENDED) BY UNANIMOUS CONSENT**

**Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister for Education to add to Section 56 (Student records) of the Alberta Education Act: Each board must ensure that all student records (e.g. contact details, learner supports, and school health details) including those maintained by third-party service providers, are anonymized where possible and encrypted at all stages of storage, transmission, and processing. Boards must verify that third-party service providers comply with these standards and provide safeguards to



protect against unauthorized access, breaches, or data loss. Student records must not be retained beyond the time necessary to fulfill their lawful purpose and must be securely destroyed or anonymized when no longer required.

**ADOPTED (DEBATED) BY UNANIMOUS CONSENT**

FINANCIAL REPORT

The Assembly received reports from Directors Gerstner and Tse respecting the following:

1. Audited Financial Statements Summary (Appendix D)
2. Membership Fees: There are no changes for the 2025-2026 year.
  1. ASCA Access Pass
3. 2025-2026 Budget Summary (Appendix E)

2025 EMERGENT / EXTRAORDINARY RESOLUTIONS

There were no emergent or extraordinary resolutions presented.

2026 ADVOCACY RESOLUTIONS

Director Parisian made a first call for proposed draft Advocacy Resolutions for AGM 2026.

ADJOURNMENT

President Glazebrook declared the 2025 ASCA Annual General Meeting adjourned at 6:50 pm.

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President  
Kenneth Glazebrook

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Executive Director  
Wendy Keiver



## Appendix A: President's Report

Dear ASCA Member School Councils, guests, and observers,

I want to begin by expressing my heartfelt gratitude for your ongoing efforts in your communities. Your dedication to supporting and enhancing student achievement, and advocating for students and families, is truly commendable.

I also welcome this opportunity to provide a brief overview of our accomplishments since our last AGM.

This past year brought unexpected challenges as our President and two Directors stepped down due to changing life circumstances. We deeply appreciate their service and contributions, which are sincerely missed at our table.

At a Special Board Meeting in September 2024, in accordance with the Board's Governance Policies, I was appointed President for the ensuing term. I extend my sincere thanks to our Executive Director, Board Members (past and present), contractors, educational partners, and our immediate Past President for their unwavering support during this transition and their dedication to advocating for parents in education.

To strengthen ASCA's governance and operations, the Board streamlined its eight standing committees into three functional committees: Internal, External, and Fund Development. This restructuring has enhanced our ability to be more agile, focused, and effective. With this foundation in place, we continue working to ensure that ASCA remains a strong, sustainable organization dedicated to serving school councils across Alberta.

A key part of this commitment is our ongoing work to provide school councils with meaningful professional development, programs, and resources that support their vital role in education.

ASCA remains dedicated to equipping school councils with the knowledge, tools, and confidence they need to navigate their roles effectively. Our professional development offerings and Learning Opportunities continue to receive high praise, helping councils build skills in governance, engagement, and advocacy. As we have in previous years, when requested we adapted our materials to meet the needs of School Divisions, and gatherings of school councils. We also implemented consultation and support services to help address specific needs within local communities, further ensuring school councils remain informed, supported, and empowered.

Beyond training and resources, we have been actively supporting school councils through a challenging school year marked by new legislation, curriculum implementation, and job actions across the province. We have provided timely updates, guidance, and advocacy to help school councils navigate these changes with clarity and confidence.

While these initiatives have strengthened school councils at the local level, our advocacy efforts continue to ensure their voices are heard at the provincial level, shaping education policies that impact students and families across Alberta.

Parental voice in education remains at the core of ASCA's mission. We continue to advocate for curriculum implementation, funding, class sizes, transportation, and student equity, ensuring that the concerns and perspectives of parents are recognized by education decision-makers.

ASCA's leadership in gathering parent perspectives to improve education was reinforced through our collaboration with McMaster University PhD Candidate Erica Fae Thomson and MacEwan University Research Coordinator Samantha Mullin.

During the COVID-19 pandemic, the Alberta School Councils 'Association (ASCA) made a deliberate effort to engage parents and caregivers of K-12 students across Alberta, ensuring voices from every region and education system were heard. Over the course of two years (Spring 2020 to Spring 2022), ASCA conducted **four surveys**, capturing how evolving policies, procedures, and new information shaped the experiences and perspectives of families.

Thomson and Mullin's expertise in analyzing, compiling, and summarizing the robust data from those surveys into the four (4) *Parents Perspectives of Education during the COVID-19 Pandemic* reports, has resulted in valuable insights that will serve ASCA, its Members, and education decision makers and stakeholders worldwide for years to come.



Through my interactions with school councils across the province, I have been continually inspired by the passion, dedication, and advocacy efforts of parents and council members. These local efforts are essential in shaping education in school communities and in Alberta, and ASCA remains committed to ensuring school councils continue to have a strong, respected voice in decision-making processes.

As we gather to celebrate parental voice in education, let us honor those who came before us and those who will follow. This work is a collective effort—driven by our deep commitment to students and their futures. The connections we forge through ASCA are valuable and deeply appreciated.

In concluding another year of meaningful work, we resolve to move forward together. From every ASCA Director to each contractor, employee, parent, guardian, teacher, trustee, and superintendent—as well as those working diligently in their communities—our progress is made one step at a time, united.

ASCA understands the power and importance of parental voice in education through school councils. Supporting and empowering school councils across Alberta is vital because parent engagement is essential to student success. We are deeply grateful for the advocacy and leadership of school councils and for the Members, guests, and observers joining us for our Virtual AGM.

It has been an honour to serve as your President, and I look forward to continuing to amplify your voices at the local, jurisdictional, and provincial levels.

Ken Glazebrook  
ASCA President



## Appendix B: 2025 ASCA Permanent Convention Standing Rules

### For all General Meetings of the Alberta School Councils' Association (ASCA)

1. **Sign-in.** Each person attending the Annual General Meeting (AGM) in person shall sign in at the appropriate Check-In Table and is required to wear the Name Badge and wrist band(s) provided while in attendance at the AGM.
2. **Login.** Each person attending the Annual General Meeting (AGM) virtually 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).
3. **Technical requirements and malfunctions.** Each person attending the AGM **virtually** is responsible for their 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.
4. **Forced disconnections.** The Chair may cause or direct the disconnection or muting of a virtual attendee's connection if it is causing undue interference with the meeting.
5. **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 Executive Director notifies the Chair of the lack of a quorum. Any Voting Delegate may request a confirmation of quorum when warranted.
6. **Voting Delegates.** Voting Delegates are Parents authorized by ASCA Member School Councils (as per Bylaw 3.44) who have submitted their signed Credential Form prior to the deadline required by ASCA.
7. **Proxy Holders.** Proxy Holders are Parents authorized by an ASCA Member School Council other than their own, to vote on behalf of that School Council (as per Bylaw 3.26), and for which a Proxy Form has been submitted prior to the deadline required by ASCA. Unless also authorized as the Voting Delegate for their own School Council, Proxy Holders may not move or second motions, and may not speak as the mover of a motion made by the School Council for which they hold the Proxy.
8. **Election Buddy.** All Voting Delegates and Proxy Holders shall cast a vote using the Election Buddy digital voting platform unless otherwise directed by the Chair. Voting Delegates and Proxy Holders are required to keep secure and confidential the unique Voting Access Key issued to them by Election Buddy.
9. **Unanimous Consent.** Unanimous consent (informal vote) may be used as deemed appropriate by the Chair.

A Voting Delegate attending **in person** may object to Unanimous Consent by approaching the microphone(s), stating the name of the School Council they are representing, location or school division, their full name, and the objection.

A Voting Delegate attending **virtually** may object to Unanimous Consent by typing the school council, community, location or school division and the word "**Object**" in the **Chat Window**. (i.e.: St. Michael School Council, CSSD, object).

If there is an objection, a formal vote will be taken.





10. **Assignment of the Floor (Speaking at the AGM).** With the exception of ASCA Directors making recommendations (in the form of motions) to Members on behalf of the Board of Directors, only a Voting Delegate may move or second any motion or resolution.

10.1. **IN-PERSON ATTENDEES:** To seek recognition from the presiding officer, Voting Delegates attending **in person** shall use the microphone(s), take a place in line and, upon being recognized by the presiding officer, state the name of the School Council they are representing, its location or school division and their full name (i.e.: Delwood School Council, Edmonton Public, Janice Jones). They shall then state the purpose for which they are speaking, i.e.: the intention to move or second a motion; the intention to speak for or against the motion. The process for making a Parliamentary Inquiry, a Request for Information, or other interrupting motion is described in Rule #15.

10.2. **VIRTUAL ATTENDEES:** To seek recognition from the presiding officer, Voting Delegates attending **virtually** shall type 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, “speaking FOR”). They shall then type the purpose for which they would like to speak, i.e.: the intention to **move** or **second** a motion; the intention to **speak for or against** the motion. The process for making a Parliamentary Inquiry, a Request for Information, or other interrupting motion is described in Rule #15.

The ASCA Virtual Moderator will monitor the **Chat Window** and collaborate with the presiding officer to ensure equity of recognition and keep track of speaking order. Side comments, discussion, and/or debate shall not be permitted in the **Chat Window**. Virtual attendees failing to comply with this rule may be removed from the AGM without warning.

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 their school council to speak on their behalf, for a **maximum of three (3) minutes**.

Parent delegates who are not voting may indicate a desire to participate in discussions or speak to any motion, by following the steps for Voting Delegates (in person or virtually) above.

11. **Alternating the floor.** A Voting Delegate, Proxy Holder, or parent representative who wishes to speak for or against any motion may indicate such in the manner described in Rule #10 (Assignment of the Floor), adding either “**speaking FOR (In Favour)**” or “**speaking AGAINST (Opposed)**” and waiting to be recognized by the Chair. Voting Delegates, including those acting as Proxy Holders, and parent representatives may speak one time only to any resolution or motion for a **maximum of three (3) minutes**.

12. **Motions submitted in writing.** Any **amendments** or motions not already in writing in the AGM package must first be submitted in **writing, signed, or acknowledged, by both the mover and seconder. Only Voting Delegates may move or second motions and amendments.**

For Voting Delegates attending **in person**, submission is made to the **Scribe** using the **duplicate forms** provided, who will prepare it for display for all delegates.

For Voting Delegates attending **virtually**, submission is made through the **Chat Window** using the format indicated in Rule #10 above and shall be seconded in the same manner. The **Scribe** will then prepare it for display for all delegates.

Upon recognition by the Chair, the Voting Delegate may speak to the amendment or new motion.

13. **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.**
14. **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.**



15. **Interrupting motions.** Interrupting motions, if deemed urgent and related to the immediately pending motion, may be made. No other motions will be allowed to interrupt. The Voting Delegate shall provide the name of their School Council and its location, and their full name, when recognized by the Chair or seeking recognition in the Chat Window. The Virtual Moderator or Executive Director will assist the Chair to ensure interrupting motions are promptly addressed.
- “**Parliamentary Inquiry**” (PI) (to ask a question on parliamentary procedure); or
  - “**Request for Information**” (RI) (to request urgent, germane information); or
  - “**Point of Order**” (POO) (to state a breach in the rules, must be timely).
- 15.1. **IN-PERSON ATTENDEES** To make an interrupting motion, an in-person Voting Delegate shall raise their hand to display their wristband, quickly and safely approach the microphone(s), then state the appropriate interrupting motion, the name of their School Council and its location, their full name, and wait for the Chair to respond before stating the question or the rule that is breached.
- 15.2. **VIRTUAL ATTENDEES** To make an interrupting motion, a virtual Voting Delegate shall use the “raise hand” icon and type into the Chat Window the appropriate interrupting motion, or abbreviation (PI, RI, POO) followed by their School Council and its location or school division (i.e.: St. Mary School Council, ECSD) and then the question or the rule that is breached. Upon recognition, the chair will respond.
16. **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).
17. **Emergent Resolutions** introduced at the AGM must be first ruled as fitting the specific criteria required, and then be approved to be **added to the Agenda** by at least two-thirds (66 ⅔%) of the Voting Delegates. To introduce the (Emergent) Resolution, the **specific wording must first be provided in writing** in the manner described in Rule #12. When recognized by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the (Emergent) 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 (Emergent) Resolution to the agenda for consideration.
18. **Extraordinary Resolutions** arising as a result of the business conducted at the AGM must be first ruled as fitting the specific criteria required, and then be approved to be **added to the Agenda** by at least seventy-five (75%) of the Voting Delegates. To introduce the (Extraordinary) Resolution, the **specific wording must first be provided in writing** in the manner described in Rule #12. Upon recognition by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the (Extraordinary) 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 (Extraordinary) Resolution prior to the vote to add the (Extraordinary) Resolution to the agenda for consideration.
19. **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.
20. **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.



21. **Non-member or Observer.** Upon recognition by the Chair, and after properly identifying themselves as noted in Rule #10 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, nonmembers, or observers.
22. **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.
23. **Appointments:** The Chair shall make the following appointments, if/as deemed appropriate or needed, to carry out the business of the AGM:
  - Minutes Approval Committee
  - Teller(s)
  - Timer(s)
  - Parliamentarian
  - Microphone Monitors
24. **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.



## Appendix C: 2025 AGM Attendance Summary

### Voting/Non-Voting/Observer by Division

Alberta School Councils' Association Annual General Meeting

April 27, 2025

### Credentials Report Attendance – Voting (including by Proxy) – Total 133

	Boyle School Council	Aspen View
	Smith School Council	Aspen View
	Thorhild Central School Council	Aspen View
	Whispering Hills School Council	Aspen View
	Forestburg School Council	Battle River
	Sparling School Council	Battle River
	Calmar Elementary School Council	Black Gold
	École Coloniale Estates School Council	Black Gold
	New Sarepta Community High School Council	Black Gold
Proxy	Thorsby School Council	Black Gold
	Braeside School Council	CBE
	Captain John Palliser School Council	CBE
Proxy	Colonel Irvine School Council	CBE
	David Thompson School Council	CBE
Proxy	Dr. E. P. Scarlett School Council	CBE
	Dr. Freda Miller School Council	CBE
	Fish Creek School Council	CBE
	G. W. Skene School Council	CBE
	Glenbrook School Council	CBE
	James Short Memorial School Council	CBE
	King George School Council	CBE
	Marion Carson School Council	CBE
Proxy	Mount View School Council	CBE
	North Trail High School Council	CBE
	Sam Livingston School Council	CBE
	Sundance School Council	CBE
	Thorncliffe School Council	CBE
	Valley Creek School Council	CBE
	West Dover School Council	CBE
	AB. Classical – Edmonton School Council	Charter
	New Humble Community School Council	Charter
	École Fox Run School Council	Chinook's Edge
Proxy	Jessie Duncan School Council	Chinook's Edge
	Penhold Elementary School Council	Chinook's Edge
	Spruce View School Council	Chinook's Edge
	École Good Shepherd School Council	Christ the Redeemer
	Holy Trinity Academy School Council	Christ the Redeemer



	St. Francis of Assisi Academy School Council	Christ the Redeemer
	St. John Paul II Collegiate School Council	Christ the Redeemer
	St. Mary's School Council	Christ the Redeemer
Proxy	Louis St. Laurent Jr High School Council	ECSD
	Our Lady of Mount Carmel School Council	ECSD
	Archbishop Jordan High School Council	EICS
	École Our Lady of Perpetual Help School Council	EICS
	Our Lady of Mount Pleasant School Council	EICS
	St. Theresa Catholic School Council	EICS
	A. L. Horton School Council	EIPS
	Bev Facey High School Council	EIPS
	École Campbelltown School Council	EIPS
	École Parc Elementaire School Council	EIPS
	Lakeland Ridge School Council	EIPS
	Next Step Sr. High School Council	EIPS
	Salisbury Comp School Council	EIPS
	Sherwood Heights School Council	EIPS
	Westboro School Council	EIPS
	Alberta School for the Deaf School Council	EPSB
	Beacon Heights School Council	EPSB
	Delwood School Council	EPSB
	Elmwood School Council	EPSB
	Highlands School Council	EPSB
	Jan Reimer School Council	EPSB
	Kensington School Council	EPSB
	Richard Secord School Council	EPSB
	Rideau Park School Council	EPSB
	Shauna May Seneca School Council	EPSB
	Victoria School Council	EPSB
	W. P. Wagner School Council	EPSB
	École Dickinsfield School Council	FMPSD
	École McTavish High School Council	FMPSD
	Westwood Community High School Council	FMPSD
	École Catholique Louis Riel School Council	GPCSD
Proxy	École St. Gerard School Council	GPCSD
	St. Patrick School Council	GPCSD
	Aspen Grove School Council	GPPSD
	École Montrose School Council	GPPSD
	Parkside Montessori School Council	GPPSD
	Bertha Kennedy Catholic School Council	GSACRD
	École Georges H. Primeau Middle School Council	GSACRED
	École Sacre Coeur School Council	GSACRED



	École Sainte Marguerite d'Youville School Council	GSACRED
	École Routhier/Falher School Council	High Prairie (HPSD)
Proxy	Georges P Vanier School Council	High Prairie (HPSD)
	Barnwell School Council	Horizon
	École Dr. Brosseau School Council	LCSD
	École Notre Dame School Council	LCSD
	Coalbanks School Council	Lethbridge SD
	Dr. Gerald B. Probe Elementary School Council	Lethbridge SD
Proxy	Gilbert Paterson Middle School Council	Lethbridge SD
	Mike Mountain Horse School Council	Lethbridge SD
Proxy	Nicholas Sheran School Council	Lethbridge SD
	Senator Buchanan School Council	Lethbridge SD
	Crescent Heights High School Council	Medicine Hat Public
	Elmer Elson Elementary School Council	Northern Gateway
	Grasmere School Council	Northern Gateway
	Hillside Jr/Sr High School Council	Northern Gateway
	Pat Hardy School Council	Northern Gateway
	Rich Valley Elementary School Council	Northern Gateway
	Blueberry School Council	Parkland
	Brookwood School Council	Parkland
	Copperhaven School Council	Parkland
	École Broxton Park School Council	Parkland
	Graminia School Council	Parkland
	High Park School Council	Parkland
	Memorial Comp High School Council	Parkland
Proxy	Millgrove School Council	Parkland
	Muir Lake School Council	Parkland
Proxy	Parkland Village School Council	Parkland
Proxy	Prescott Learning Centre School Council	Parkland
	Woodhaven School Council	Parkland
	Bezanson School Council	Peace Wapiti
	Peace Wapiti Academy School Council	Peace Wapiti
	Whispering Ridge School Council	Peace Wapiti
	Busby School Council	Pembina Hills
	Fort Assiniboine School Council	Pembina Hills
	Swan Hills School Council	Pembina Hills
	Westview School Council	PSD
Proxy	Barrie Wilson School Council	RDPSD
	Central Middle School Council	RDPSD
	Gateway Christian School Council	RDPSD
Proxy	Hunting Hills High School Council	RDPSD
	Lindsay Thurber Comp HS School Council	RDPSD



	Joseph M Demko School Council	St. Albert Public
	Muriel Martin Elementary School Council	St. Albert Public
	Paul Kane High School Council	St. Albert Public
	École Notre Dame School Council	STAR
Proxy	Sacred Heart School Council	STAR
	École Morinville Public Elementary School Council	Sturgeon
Proxy	Four Winds Public School Council	Sturgeon
	Raymond Elementary School Council	Westwind
	Raymond Junior/Senior High School Council	Westwind
	Charlotte Small School Council	Wild Rose
	Bluffton School Council	Wolf Creek

#### Attendance – Non-Voting – Total 49

Thorhild School Council	Aspen View
Lake Bonavista School Council	CBE
North Trail High School Council	CBE
Sam Livingston School Council x2	CBE
Sir Winston Churchill High School Council	CBE
Thorncliffe School Council	CBE
Valley Creek School Council	CBE
West Dover School Council	CBE
Western Canada High School Council	CBE
Spruce View School Council	Canadian Rockies
Beacon Hill School Council	Chinook's Edge
École Holy Cross School Council	ECSD
Rideau Park School Council	EPSB
Victoria School Council	EPSB
Bruderheim School Council	EIPS
Rudolph Hennig Junior High School Council x2	EIPS
École McTavish School Council	FMPSD
Fort McMurray Christian School	FMPSD
École St Gerard School Council	GPCSD
St. Patrick Catholic School	GPCSD
Bertha Kennedy Catholic School Council	GSACRD
École Dr Brosseau School Council	LCSD
Lethbridge Collegiate Institute School Council	Lethbridge Public
Granum School Council	Livingstone Range
Webster Niblock School Council	Medicine Hat Public
Brookwood Elementary School Council	Parkland
École Broxton Park School Council	Parkland
Westview School Council x3	Parkland



École Our Lady of the Rosary School Council	RDCRS
Holy Family Catholic School Council	RDCRS
Sacred Heart School Council	STAR
Charlotte Small Elementry School Council x2	Wild Rose
École Rocky Elementary School Council x2	Wild Rose
École James S McCormick School Council	Wolf Creek
Unidentified School Representation x9	Unknown

#### **Attendance – Observing – Total 9**

Allison Purcell	Honourary Life Member	ASCA
Joy McGregor	Honourary Life Member	ASCA
Adrian Wong	Trustee	High Prairie
Karin Scholl	Trustee	High Prairie
Lynn Skrepnek	Trustee	High Prairie
Lorraine Stewart	Trustee	Parkland
Stephanie Clarke	Trustee	Peace Wapiti
Cathy Peacocke	Trustee	Red Deer Public
Karen Becker	Trustee	Wetaskiwin & PSBAA



## **Appendix D: Copy of 2023-2024 Financial Summary**

### **ALBERTA SCHOOL COUNCILS' ASSOCIATION Financial Statements For The Year Ended June 30, 2024**

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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, 2024, 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, 2024, 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 28, 2024

**ALBERTA SCHOOL COUNCILS' ASSOCIATION****Statement of Financial Position****As At June 30, 2024**

	2024	2023
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 75,691	\$ 162,188
Temporary investments	-	50,369
Receivables (Note 2)	3,583	6,456
Prepaid expenses	6,225	9,249
	<u>85,499</u>	<u>228,262</u>
<b>TANGIBLE CAPITAL ASSETS (Note 3)</b>	<u>236</u>	<u>675</u>
	<u><b>\$ 85,735</b></u>	<u><b>\$ 228,937</b></u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 28,930	\$ 31,042
Goods and services tax payable	408	3,961
Deferred fees revenue	59,375	32,505
	<u>88,713</u>	<u>67,508</u>
<b>CALLABLE DEBT</b>	<u>-</u>	<u>40,000</u>
	<u><b>88,713</b></u>	<u><b>107,508</b></u>
<b>NET ASSETS (DEFICIT)</b>		
Unrestricted net assets (deficit)	(3,214)	120,754
Invested in tangible capital assets	236	675
	<u>(2,978)</u>	<u>121,429</u>
	<u><b>\$ 85,735</b></u>	<u><b>\$ 228,937</b></u>

**ON BEHALF OF THE BOARD:**

 Kerry Bodell, Board President

 Wendy Keiver, Executive Director

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

2025 ASCA AGM Minutes

Approved: May 26, 2025

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**ALBERTA SCHOOL COUNCILS' ASSOCIATION****Statement of Operations****For The Year Ended June 30, 2024**

	2024	2023
<b>REVENUE</b>		
Parent Conference	\$ 143,761	\$ 112,273
Membership fees	117,400	118,250
Fees for service	68,417	84,140
Sponsorships and donations	14,915	17,761
Annual General Meeting	8,827	5,590
Advertising and subscriptions	7,000	3,100
Interest	3,488	4,245
Other	1,280	2,154
Grants	-	121,452
	<b>365,088</b>	<b>468,965</b>
<b>EXPENSES</b>		
Salaries, wages and benefits	193,519	203,899
Parent conference	104,268	86,539
Communications and marketing	70,410	73,665
General and administrative expenses ( <i>Schedule 1</i> )	39,792	37,791
Annual General Meeting	37,415	34,677
Services	32,430	38,999
Board expenses ( <i>Schedule 2</i> )	10,968	8,482
Amortization	439	454
Advocacy and representation	254	765
	<b>489,495</b>	<b>485,271</b>
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	<b>\$ (124,407)</b>	<b>\$ (16,306)</b>

# Appendix E: Copy of 2025-2026 Budget Summary

## Alberta School Councils' Association



### Approved 2025-2026 Budget

#### BUDGET 25-26 NOTES

	APPROVED 2024-2025 REVISED BUDGET:	APPROVED 2025-2026 BUDGET:	
<b>REVENUE</b>			
1 Project Grant (Alberta Ed.)	-	-	
2 Other project grants	-	-	
3 Canada Summer Jobs (CJS) Grant	-	-	
4 Membership Revenue	106,250	135,500	Maintaining \$125 Membership Fee = 1084 Member School Councils
5 Associate Membership Revenue	1,200	1,400	Maintaining \$200 Membership Fee = 7 Associate (Non-Voting) Members
6 Custom Projects Revenue	1,000	-	Custom Projects will rely on capacity of ED and/or Contract Instructors
7 Partner Events	-	-	
8 Fundraising Initiatives (auctions, etc.)	15,000		Primary focus of Board Fundraising will be Access Pass Initiative
8.4 Access Pass		40,500	New initiative: Moderate uptake in the first year
8.6 Access Pass Sponsorships		7,000	
9 Interest Revenue	600	500	
10 Advertising/subscriptions	-	4,500	Similar revenue as realized in 2024-2025
11 Sponsorships	-	4,000	Similar revenue as realized in 2024-2025
12 Donations	600	1,500	Similar revenue as realized in 2024-2025
13 School Council Conference (regs)	9,375	10,200	Similar revenue as forecasted for 2025 online Symposium
14 Conference Sponsorships/Donations	1,500	1,500	Similar revenue as forecasted for 2025 online Symposium
15 Resource Gallery /Trade Show	-	-	
16 AGM	600	600	Similar revenue as forecasted for 2025 online AGM
17 General Meetings	-	-	No General Meetings anticipated in 2025-2026
18 Member Engagement Opportunities	-	-	No revenue anticipated for any Member Engagement opportunities
19 Fee for Service-SC	50,000	35,000	Similar revenue as forecasted for 2024-2025
20 Fee for Service - FRA	7,000	1,800	Similar revenue as forecasted for 2024-2025
20.5 Private Consultations or Support Disc. *new*	3,500	2,400	Similar revenue as forecasted for 2024-2025
21 Miscellaneous Revenue (Serv. Fees, etc.)	10,354	500	Small % of total revenue received through difference in fees charged for CC payments, and those collected by service providers
22 TOTAL REVENUE	206,979	246,900	Revised 2025-2026 revenue forecasts anticipate revenue from Access Pass program, with other areas 'on par' with 2024-2025 budget and forecasts while remaining cautious.
<b>EXPENSES</b>			
<b>Board Costs</b>			
23 Total Board Costs	36,280	64,400	Includes moderate budget for new Board PD/Development, Access Pass speakers and administrative support; 80% of AGM expenses; a portion of ED salary/benefits and anticipates increase in health benefits premiums.
	17.53%	26.08%	Percentage of overall budget
<b>Project Grant Expenses</b>			
25 Total Project Grant Expenses	-	-	This category is only used if "project" grants are obtained/expenses. Revenue and expenses will typically "zero out"
<b>Advocacy and Representation</b>			
26 Total Advocacy and Representation	23,060	30,660	Includes expenses for External Stakeholder Representation; 20% of AGM expenses; a portion of ED salary/benefits and anticipates increase in health benefits.
	11.14%	12.42%	Percentage of overall budget
<b>Administrative Costs</b>			
27 Total Administrative Costs	66,513	85,740	Includes IT support and software, auditor, insurance, bookkeeping, hardware, phones, service and online fees, contract support, portion of ED salary/benefits. Anticipates increases in premiums, software licenses, contract support, possible minimal hardware upgrades.
	32.14%	34.73%	Percentage of overall budget
<b>Learning Opportunities/Promotion</b>			
28 Total Learning Opportunities/Promo	69,680	66,100	Includes all expenses related to two (2) core business focus areas: to engage and empower school councils (Learning Opportunities, Support Services, Communications, Conference/Symposium, portion of ED salary & benefits)
	33.67%	26.77%	Percentage of overall budget
29 TOTAL EXPENSE	195,533	246,900	
30 NET INCOME	11,446	0	Diligent monitoring of Revenue and Expenses will need to continue, with prudent adjustments made as required.

Approved on March 22, 2025