

**MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
HELD AT THE Lakeview School
6304 LARKSPUR WAY S.W.
CALGARY, ALBERTA**

WEDNESDAY November 23, 2016

	Chair	Natalya Nicholson
	Director	Natalie Kwadrans
Regrets: Shary Baig	Director	Margo Purcell
	Director	Stanley Wong
	Director	Caroline Claussen
	Director	Wayne Marshall
	Director	Geordie Macpherson
	Director	Brad Takenaka
Administration:	Superintendent	Dianne McBeth
	Secretary Treasurer	Wendy Juergens
	Principal	Judi Hadden
Guests:		Rola Chadi KPMG

1. **Call to order:** Natalya Nicholson called the meeting to order at 6.10 pm meeting.

2. **Approval of the Agenda**

Motion: 2016-11-23-01: Motion to approve the agenda, with the amendment to change the order by moving 5.2 to follow the approval of the October Regular Meeting Minutes.

Moved: Stanley

Carried

3. **Approval of Minutes**

3.1 Approval of the Minutes of the October 12, 2016 Regular Meeting

Motion: 2016-11-23-02: Motion to approve the minutes of the October 12, 2016 Regular Meeting of the Board of Directors.

Moved: Wayne

Carried

3.2 Audited Financial Statements

Stanley Wong, Chair of the Board’s Committee, introduced Rola Chadi, Audit Manager with KPMG, the Board’s new appointed auditors, who was in attendance to meet the Directors and speak to the audit process. Previously, KPMG representatives had met with the Board’s Finance and Audit Committee to review the Financial Statements. Stanley presented the statements to the Board and responded to questions.

Motion: 2016-11-23-03: That the Board approves the Finance and Audit Committee’s recommendation that the Audited Financial Statements be approved for submission to Alberta Education by November 30, 2016.

Moved: Stanley

Carried

4. **Reports and Correspondence**

4.1 Chair –The Board Chair Natalya Nicholson gave an oral report.

4.2 Correspondence: Natalya reviewed the Correspondence file and circulated it to the Directors.

4.3 Policy and Governance: The Committee Chair Margo Purcell reported on the recent meeting and the results of its review of Policy 10. The written report was included in the agenda package.

4.4 Superintendent (Report attached to the Agenda Package) Dianne additionally mentioned the attempted “Ransom Ware” viruses that had recently tried to access Calgary Girls’ School email accounts.

5. Monitoring Reports

5.1. Budget 2016-2017 Fall Update

The Secretary/Treasurer reviewed the process for the Fall Budget Update as required by Alberta Education. Budget 2016-17 was approved for submission to Alberta Education last spring; however, if the assumptions that informed the budget, including anticipated enrolment change then adjustments are noted in the update. Student enrolment as of September 30, the final day for budget count, was 588 (new students arriving after that date are “unfunded”). As the difference between the Spring Budgeted enrolment of 590 and actual September 30 enrolment of 588 is minimal, the Secretary Treasurer recommended that no changes be made to the Spring 2016 Budget. The budget previously submitted in the spring will also be submitted as the Fall Budget update. Budget 2016-17 projected a surplus of \$1,361 with student enrolment of 590.

Motion: 2016-11-23-04: That the Board approves the Fall Budget Update 2016-2017 for submission to Alberta Education on November 30, 2016 noting that there are no changes from Budget 2016-17 as submitted in the Spring.

Moved: Brad

Carried

5.2. Audited Financial Statements- presented by the Audit Committee Chair

Reviewed above

6.0 New Business

6.1 AERR-3YEP

The combined document was included in the Board package and will be posted to the website by the end of November. Links inside the document lead viewers to the posted audited financial statements. A summary of the results achieved in 2015-16 appears on page 9 of the AERR-3YEP.

The Accountability Framework established by the Ministry measures the overall success of the provincial learning system. Measures include stakeholder satisfaction as well as student achievement on the Provincial Achievement Tests and Diploma Examinations (grade 12). The full report will be posted to the CGS website on November 30 and includes a Message from the Chair; Accountability Pillar Overall Summary for CGS; Summary of Accomplishments; Profile of the School; Trends and Issues; Performance Measures, Targets and Strategies to achieve the goals of the provincial learning system as well as the unique charter goals; Facility and Capital Plans; Class Size Report as well as contextual information influencing results.

Dianne McBeth provided a review of the report by Power Point and answered questions from the Board.

Motion: 2015-11-23-05: That the Board approves the submission of the combined Three Year Education Plan 2015-2018 and the Annual Education results 2014-2015 to Alberta Education by November 30, 2015 as required.

Moved: Brad

Carried

6.2 Policy Review (Policy 3 – Role of the Director)

This month, Policy 3 Role of the Director was reviewed to consider the ongoing need for the policy, the intentions, the effectiveness, the change need, and evidence of compliance in the Board’s decision-making. The Board considered a number of similar policies from both charter and other public jurisdictions. The Board reviewed the Policy which will continue in force.

7. “In Camera”

Motion 2015-11-23-06: To go ‘In camera’ at 7.35pm

Moved: Wayne

Carried

Motion 2015-11-23-06: To Leave “In camera” at 8.14pm

Moved: Caroline

Carried

8. Meeting Adjourned at 8.15pm

Next Regular Board Meeting Wednesday January 11, 2017.