



Board Meeting Highlights September 2016

Reports

Chair: Natalya Nicholson, Chair opened the meeting with an oral report and then commented on a number of items in the Board's correspondence file. Items included newsletters from TAAPCS (June edition), Minister Eggen *In the Loop*, and Greg Clark. She noted the six-year, \$65M initiative to update the Provincial Curriculum. The announcement of the new Deputy Minister, Dr. Curtis Clarke was also in the file. Minister Eggen also thanked Boards for the many successes of school year 2015-16. An invitation to Almadina's 20-year anniversary celebration on Saturday, September 24 was also included.

Superintendent: Dianne McBeth noted the excellent start up to the new school year, including enrolment of 161 new students. Overall enrolment is similar to last year and preliminary reports on enrolment and staffing were included in the agenda package. CGS welcomed four new staff members and the Superintendent remarked on the low churn rate of staff. She thanked Wayne for bringing Board greetings to the year-end employee recognition event and Natalya for her opening remarks on the first staff day of the new year. She also thanked Caroline, Wayne and Natalya for attending the back to school family BBQ. Copies of the emails to parents re: accountability pillar results Realizing Our Vision: Celebrating Our Successes and transportation concerns, as well as the Superintendent's fall message were circulated. The number of transportation subsidies is at 27, slightly below last year; however, a few more are likely to be received this month. She noted the first School Council meeting is Wednesday, September 21 at 7:00 pm at Lakeview and Go Girls assembly on September 19. Directors were also reminded of the upcoming Board Development seminars with B. Kallal.

School Council

Amy Care, Co-Chair and Lisa Roberts, Treasurer of the School Council presented the Annual School Council Report 2015-16, highlighting the various fundraising activities that support many events throughout the year including the annual back to school family BBQ, Feed the Teacher and International Day of the Teacher celebrations, fun lunches for students, Run for the Cure, parent education seminars, career speaker series for students, winter skate party, Women's Eve Gala and Brianne's Run in support of the Children's Hospital. The full report is posted to the website and notes the many volunteers and countless volunteer hours.

The Board approved entering into a contract for a venue to hold the Women's Eve Gala.

The Board Chair, Natalya Nicholson acknowledged the School Council's efforts and expressed appreciation on behalf of the Board.



Board Meetings Schedule

The Board approved the amended meeting calendar 2016-17. Regular meetings are normally the second Wednesday of each month excluding December, July and August. Two additional variances include November 23 and June 11.

CGS Society Meetings

The Society Board will host two meetings this year: The AGM for receiving the audited financial statements, Results Report and Three Year Education Plan and notice of board openings) is on Tuesday, November 29, 2016. The second meeting, which is for holding an election is Wednesday, May 31, 2017. Please note that the CGS Society Officers, i.e., the President, Vice-President and Secretary-Treasurer are the Chair (Natalya Nicholson), Vice-Chair (Margo Purcell) and Financial/Audit Committee Chair (Stanley Wong) of the Charter Board of Directors.

Charter Board Annual Work Plan

The Board approved the 2-16-17 Annual Work Plan the outlines the sequence for receiving Monitoring Reports and submitting documents as required to Alberta Education. The Annual Work Plan is an appendix to Policy 2 Role of the Board and is available in the agenda package and/or the Governance Policy Handbook.

Committees of the Board (the Board Chair is ex-officio to all committees) & Representatives

The Board appointed Geordie MacPherson to serve as the CGS appointment to the thirteen-member board of The Association of Alberta Public Charter Schools (TAAPCS) with Natalya Nicholson as the alternate.

| Committee | Directors | Staff & External Members |
|---------------------------|-------------------------|--|
| Agenda Planning | Natalya, Margo | Superintendent |
| Advocacy & Communications | Caroline, Stanley | Superintendent 2 external positions open <ul style="list-style-type: none"> • business community • adult learning community |
| Finance & Audit | Stanley, Brad | Superintendent & Secretary-Treasurer 2 external representatives <ul style="list-style-type: none"> • Greg Tarr • Gary Care |
| Governance & Policy | Margo, Natalie, Wayne | Superintendent |
| Compensation | Geordie, Stanley, Margo | Superintendent |



Annual Governance Policy Review Cycle

The Board identified the several policies as “priority for review” by the Policy Committee including Policy 1 Foundation Statements, Policy 2 Role of the Charter Board (especially at 8. Fiscal Accountability (Fund Raising and Fees), Policy 8 Charter Board Committees (needs update to reflect current committee structures) and Policy 9 Charter Board Representatives (review role of Honorary Council). Though listed in sequential order, the committee may choose to consider these policies in any order.

The Board discussed the importance of community engagement, e.g., *Speak Out*, in new policy development and/or significant revisions to key documents such as the Foundation Statements (Vision, Mission and Values). The Board will continue to review its governance policies to build shared understanding as well as ensure compliance in its own decision-making.

Three Year Education Plan & Annual Results Report: the Performance Management Cycle and Strategic Planning

The Three Year Education Plan, revised annually, is developed in a cyclical “performance management” process that responds to the following questions: What are our current results? What are the gaps? What research-informed strategies will address the gaps? What resources are needed? Who is responsible for what in implementing the strategies? How will progress be monitored? What are the results achieved?

Even though our results are “very high” and “excellent” it doesn’t mean we can’t get better! The Board’s primary role in the Performance Management Cycle is “Strategic Planning” – setting the vision and mission and values that will guide the work of the staff. Strategic Planning is concerned with the future of the organization and thus focuses on the strengths and opportunities as well as the weaknesses and threats in both the external and internal environment. Responding to the political context of charter schools, for example, is part of strategic planning.

Both strategic planning and performance management are integral parts of the long range planning process to improve the organization’s results while ensuring its future. The Board approved the timeline and processes for 2016-17 while noting that planning and responding to results is an ongoing approach to the organization’s work, a commitment to continuous improvement, rather than an event or series of events.

The revised Three Year Education Plan (2016/17 – 2018/19) and Annual Results Report (2015/16) will be posted to the website at the end of November, following submission of the combined document to Alberta Education.

Accountability Pillar

The Board reviewed the summary of results from the Accountability Pillar Results of May 31, 2016. The student, parent and staff satisfaction surveys as well as other data measures our success in a number of key areas: Safe and Caring School; Student Learning Opportunities; Education Quality; At Risk; Preparation for Lifelong Learning, World of Work & Citizenship;



Parental Involvement; Continuous Improvement; Program Access and In-service opportunities. The Student Achievement Results for 2015-16 will be available in the October board meeting. The Superintendent emailed parents a one-page summary of the results which are “very high” and “excellent” overall. Graphs showing very favorable trend lines were included in the board agenda package.

Plant Operations and Maintenance (PO&M) and Technology Summer Projects

The agenda noted a number of projects, including the upgrading of the washrooms at Bel Aire and some new flooring in classrooms that occurred as part of the facilities projects completed this summer. Technology services also completed the migration of data to our new server and storage hardware and implemented a new firewall. A project to replace the phones and intercoms at the two campuses is underway with expected completion by the end of October.

Preliminary Enrolment

The enrolment report at this time is very fluid as new registrations and withdrawals occur until September 30 when the enrolment is taken for funding purposes. However, enrolment is on par with last year and slightly below our cap of 600 students. A chart and graphs showing enrolment for the previous three years, by grade, as of September 30 is included in the agenda package. The Annual Enrolment Monitoring Report (based on September 30 data) will be presented in October.

Preliminary Staffing Report

The preliminary staffing report provided in the agenda is a quick monitoring of staffing levels from year to year. The more detailed Human Resources Monitoring Report is forthcoming in January as per the Annual Work Plan. Both the preliminary enrolment and staffing reports are provided to satisfy curiosity about “how many students do we have” and “are there any budget implications?”