



Agenda

Vision: To be a centre of excellence enabling girls and young women to become confident and innovative leaders in a complex and global world

Mission: The girls and young women of CGS are agents of change who develop confidence and a strong sense of self in a safe, collaborative, inquiry-based learning environment.

Regular Meeting of the Board of Directors
Wednesday, May 10, 2017
Start Time: 6:00 pm

**Board Office
Calgary Girls' School
Unit C, 7239 Flint Road SE
Calgary**

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|---------|---|--------------------|
| 6.00pm | 1. Call to Order and Attendance | |
| 6.05pm | 2. Approval of Agenda | |
| | 3. Presentation of Minutes | |
| 6.10pm | 3.1 Regular Meeting of April 12, 2017 | |
| | 4. Reports & Correspondence | |
| 6.15pm | 4.1 Chair | Natalya Nicholson |
| 6.25pm | 4.2 Correspondence | |
| 6.30 pm | 4.3 Policy & Governance Committee | Margo Purcell |
| 6.40pm | 4.4 TAAPCS (Budget/Fees/Communications) | Geordie MacPherson |
| 6.50pm | 4.5 Superintendent | Dianne McBeth |
| | 5. New Business | |
| 6.55pm | 5.1 Budget 2017-2018 | Wendy Juergens |
| | 6. In camera | |
| | 7. Motions arising from <i>in camera</i> | |
| | 8. Adjournment | |

Events Calendar

Check the link below for a detailed calendar of upcoming CGS events.

<http://calgarygirlsschool.com/events/month.php?cal=CGS+EventsGuest+SpeakersField+Studies+Calendar&getdate=20140223>

Band Concert

May 23 at Rozsa Centre UC

6:00pm -8:30pm

REQUIRES TICKET PURCHASE (\$10/ticket) *Tickets sales are managed by UC. Please go to the CGS website and note the scrolling ticker bar called "What New at CGS." Select Spring Band Concert when that item is featured and the ticket sales link will appear).*

Notice: CANCELLED

Society Meeting for Election of Directors

May 31 at Lakeview

Positions filled by acclamation.

School Council

June 2 at Lakeview School

9:30am -12:00 pm

Orientation New Directors

June 7 at Board Office

6:00 pm - 8:30 pm

June Board Retreat & Regular Board Meeting Earl Grey Golf Course

Sunday, June 11 8:30am - 3:30pm

Spring Choral Concert

June 22 at Knox United Church

6:00 pm - 8:30 pm

Employee Recognition

June 21 at Earl Grey Golf Club

4:00 pm - 7:00 pm

Grade 9 Farewell/Grad

June 28 at First Assembly Church

1:00pm - 3:00 pm

**MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING
HELD AT THE CGS Board Office
7239 Flint Road SE
CALGARY, ALBERTA**

WEDNESDAY April 12, 2017

Regrets: Brad Takenaka, Shary
Baig, Caroline Claussen

Chair	Natalya Nicholson
Director	Natalie Kwadrans
Director	Geordie MacPherson
Director	Margo Purcell
Director	Stanley Wong
Director	Wayne Marshall
Director	

Administration:

Superintendent	Dianne McBeth
Secretary-Treasurer	Wendy Juergens

Guests:

Judi Hadden

1. **Call to order:** Natalya Nicholson called the meeting to order at 6.29 pm.
2. **Approval of the Agenda**
Motion: 2017-04-12-01: Motion to approve the agenda.
Moved: Stanley **Carried**
3. **Approval of Minutes**
3.1 Approval of the Minutes of the March 8, 2017 Regular Meeting
Motion: 2017-04-12-02: Motion to approve the Minutes of the March 8, 2017 Regular Meeting of the Board of Directors.
Moved: Stanley **Carried**
Geordie arrived at 6.32pm
4. **Reports and Correspondence**
 - 4.1 **Chair:** Natalya Nicholson provided an oral report on a number of items impacting charter schools, including the status of Bill 1 and the School Nutrition program. Public charter schools are excluded from the funding of school supplies and nutrition programs. She also commented on a number of interesting news stories in the past few weeks. She reviewed the correspondence, noting that Minister Eggen clarified in a letter to TAAPCS that Bill 1 excludes public charter schools.
 - 4.2 **Correspondence:** Natalya reviewed the Correspondence file and circulated it to the Directors. She noted that the Correspondence received each month is posted to the Board's wiki, but any items arriving after the posting would also be in the circulating Correspondence file presented at the meeting.
 - 4.3 **Policy and Governance:** Vice Chair Margo Purcell facilitated a board discussion on the parent Speak Out event in April. Directors valued the opportunity to engage with parents and indicated a desire to enlarge, enhance, and

expand the opportunities for meaningful engagement on topics of interest to parents. A number of potential topics have been identified through survey information and Speak Outs to date.

Margo areported on the Policy and Governance Committee meeting which reviewed policies 8 and 9. The Committee anticipates that an amended policy 8 will be recommended by the Committee at the May meeting. Policy 9 (Board Representatives) requires further discussion and will be considered in a Committee of the Whole.

4.4 TAAPCS:, Director Geordie MacPherson summarized the four options proposed for amending the fee structure. As a member of the Fees Committee of TAAPCS, Geordie will represent the Board's preferred option at the upcoming TAAPCS General Meeting where Budget and Fees will be decided. Natalya, Geordie, and Wayne Marshall will be attending the May General Meeting of TAAPCS hosted by Valhalla School. Directors are supporting the new direction of TAAPCS as it develops into a directors' organization representing the political and advocacy role of the governing Charter School Boards. Concern continues to grow about the future of charter schools which provide opportunity for parents and students to choose programs/schools other than the designated school.

4.5 Superintendent's Report was attached to the agenda package which is posted on the website. Dianne also invited Secretary-Treasurer Wendy Juergens to update the Board on the modular replacement project (approved to go to tender) and the busing contract. Wendy presented a change request for use of Casino Funds to support the School Council's outdoor classroom project. The modular replacement project needs to be completed prior to any work commencing on the outdoor classroom. Where possible, the intention is to coordinate site restoration in support of the outdoor classroom project.

5. New Business - Action

5.1 Budget 2017-2018: Wendy Juergens, Secretary/Treasurer presented a draft budget for information to the Board. The status quo budget will be based on enrolment of 588. The detailed budget based on the assumptions presented, the Board's guiding principles, and input from the Directors will be presented at the May meeting. Costs outpace the funding which has not increased in the past few years. The final Budget will be presented at the May regular Board Meeting for approval and subsequent submission to Alberta Education..

5.2 Employee Expense Rates: Amended AP 513 was presented to the Board for information and approval of changes.

Motion:2017-04-12-03: That the Board approves the recommended expense reimbursement rates which will be noted in AP 513.

Moved: Geordie

Carried

5.3 Board Election: Board Election will occur at the May 31 General Meeting of the Calgary Girls' School Society called for the purpose of an election. Four Directors will complete their three-year terms this spring so that number of positions will be open on the Board. The Board encourages all interested parents and nonparents to apply as per the notice on the website. Applicants need to outline their skills/experience/education that will contribute to the Board's capacity. As well, each applicant is asked to include a statement regarding his/her interest in an all-girls, all-for-girls learning environment and support for the charter school movement. The nominating subcommittee will interview applicants and prepare a list of qualified nominees for the election. All parents/guardians of enrolled students are members of the Calgary Girls' School Society. Note that voting is limited to one vote/family representative.

Motion: 2017-04-12-04: That the Board, Governance and Policy Committee establishes a Nomination Subcommittee consisting of Natalya Nicholson, Margi Purcell and Brad Takenaka to facilitate the nomination process

and assist in the presentation of candidates to the Society for a vote at a general Meeting called for this purpose on May 31, at 7:00 pm in the Lakeview Learning Commons.

Moved: Margo

Carried

5.4 Aps (Updates and New): In accordance with Policy 11, Charter Board Delegation of Authority the Superintendent informed the Board of amendments to a number of administrative procedures. The majority of the amended administrative procedures are related to Business Administration, which is the 500's section of the AP Manual. Of note, all subsidy requests will be completed in a single application. The changes also reflect the Board's approval of Fee Schedule 2017-2018.

The Board acknowledged receipt of this information.

5.5 Policy 8 and 9 review: Margo Purcell facilitated a discussion on Policy 8 which she noted was recently reviewed by the Governance and Policy Committee. The Committee recommended that Policy 9 Board Representatives be considered at a Committee of the Whole, or part of the June Board Retreat.

5.6 Amendment of Fees Schedule: The Board reconsidered the Fees Schedule 2017-18 with respect to technology at Grade 6. The School's initial plan to use an iPad until mid-Grade 6 and then also include a laptop was reviewed and it was recommended that students in grades 4-6 use iPad; 7-9 will use laptop. This amendment reduced the fee from \$300 to \$150 for grade six and reflects the addition of keyboards for use with iPad, contribution to the technology services, and cost for instructional apps. The Technology Plan will be reviewed in light of anticipated learning and instructional needs, costs, and the speed of technological change. Parents, staff, and Directors will be invited to participate in developing and/or informing the plan which is anticipated by December 2017. The intention is to review the teaching and learning purposes, costs, options, and desired responses to rapid changes in the world of technology. Sounds like a great Speak Out engagement topic!

Motion:2017-04-12-05: That the Board approves the amended Fees Schedule 2017-2018 which reduces the Grade 6 Technology Fee to \$150 from \$300.

Moved: Margo

Carried

5.7 Board Events: The Board reviewed its busy spring schedule and also appointed Director Geordie MacPherson to address the Grade Nine graduating class and present the Alumni pins on behalf of the Board. Directors take turns fulfilling this honoured role at graduation.

Motion: 2017-04-12-06: That the Board approves the schedule of Board events for May and June, 2017.

Moved: Geordie

Carried

Motion: 2017-04-12-07: That the Board appoints Director Geordie MacPerson as its representative to bring greetings at the Grade Nine Farewell and to hand out the Alumni pins..

Moved: Wayne

Carried

Motion: 2017-04-12-08: To go "In Camera" at 9.15 pm

Moved: Caroline

Carried

Motion: 2017-04-12-09: To leave "In Camera" 10.25pm

Moved: Caroline

Carried

8. Adjournment at pm

Next Regular Board Meeting Wednesday May 10, 2017 at the CGS Board Office, 7239C Flint Road SE, Calgary Alberta.



May 10, 2017

Superintendent's Report May 2017

Women's Eve Gala 2017: Congratulations and appreciation to the Gala Committee volunteers and especially to Ms. Sian Rhydderch who served as chair. An experienced event organizer, Sian expertly led her team of volunteers to ensure a wonderful evening for girls and their families. Staff also assisted in many ways including the audio-visual, supervision, and student-support as the girls prepared for their remarkable speeches. Thank you, staff. Positive feedback noted appreciation for the shortened program, student activities, food quality, and the earlier start to the dance. Constructive feedback focused on ticket price and affordability for all families.

TAAPCS: Ad hoc committees for Fees & Budget as well as Communications met several times via conference calls in the past month. Director Geordie MacPherson, in addition to his role as the Board's representative to TAAPCS is also a member of the Association's Fees Committee. Director Caroline Claussen is a member of the Communications Committee. Both will provide oral reports, and if required for the upcoming General Meeting request input from board members on these two matters.

Student Learning: Opportunities were enriched by a variety of field experiences including visits to Telus Spark, visits to/from Apple Education and the Apple Store, Camp (grade 5), guest speakers (e.g. Ryan Koelwyn, anthropologist and volunteer with the Centre for Affordable Water and Sanitation Technology CAWST), golf and rock climbing. Parents enjoyed A Midsummer Night's Dream presented by the Grade 9 students.

Extracurricular: Staff provide students with a variety of outstanding opportunities such as Badminton, archery (equipment purchased by lottery funds), debate, track and field, and the upcoming variety show (auditions now underway). The Choirs, under the direction of Mr. Quan Le and Ms. Anne Rogers continue to rehearse and prepare for the upcoming spring choral concert at Knox United. The Chamber Choir recently participated in the CPA Festival at MRU.

Practicum Students – CGS continues to provide practicum student placements from UC, MRU and St. Mary's.

Open House: Grade 9 students acted as school ambassadors during the recent (TR, May 9) open house at both campuses. Students welcomed parents and prospective students and provided individual guided tours throughout the afternoon. Approximately 30 new families attended. This event was in addition to the previous open house events and supports CGS in its quest to meet the enrolment cap of 600 students.

School Council: The Council met on Friday, May 5th and all committee chairs (or spokespersons) reported on their activities for the past year. The annual planning for the upcoming year takes place this month and the final meeting of the year is Friday, June 2. The School Council provides many opportunities and services to students, staff and parents in our learning community – fun lunches, fruit snacks (fruit bowl on both campuses), speaker series, parent education (Screenagers), events (WEG),



used uniform sales, and organizes the biennial casino. Currently the School Council is planning a major renovation to the courtyard area at Lakeview. The modular project (decommissioning of two old modular and addition of two replacement units) means the grounds will be construction sites this summer so the courtyard project is delayed. Efforts will be made to coordinate the site restoration with the courtyard work. As well, the School Council funded the Artist in Residence program which will culminate in the addition of two exterior murals on the Bel Aire and Lakeview campuses. Currently, CGS is waiting for a City permit and final consent from CBE.

Interim, Acting Principal: Ms. Yvonne Depeel met students and staff this past week and attended the School Council meeting. Meetings with each staff member are currently underway and will provide input into the staffing allocations and assignments for the upcoming school year.

Calendar 2018-19: A letter requesting parental input into the School Year Calendar (year after next) will be sent out mid-May and feedback provided to the Board prior to calendar approval in the June Meeting.

Budget 2017-18: Despite stagnant funding for the past five years and the loss of the grant for small boards, the draft Budget is balanced and staffing levels are anticipated to remain similar to the past few years. Bill 1 excludes public charter schools so CGS will not receive funding to reduce school fees and transportation costs, or to support the school nutrition program which is expanded to all other public schools this coming year.

CGS Charter Board of Directors: Chair Natalya Nicholson sent correspondence to all parents on May 1 re: the appointment of returning and new Directors to the Charter Board. The General Meeting called for the purpose of an election on May 31 is thus cancelled as all positions were filled by acclamation. Following orientation and the annual Organizational Meeting in June, the new members take their seats on the Board. Appreciation goes to Mr. Shary Baig and Ms. Natalie Kwadrans for their generous commitments of time and expertise in serving the Calgary Girls' School.

CGS Hosts School Business Officials: On behalf of CGS, Wendy Juergens hosted the Calgary-area Secretary-Treasurers' meeting. The group meets approximately four times per year to share their knowledge and expertise, review directives from AB Education, and to consider best practice. Ms. Juergens also attended the annual ASBOA conference and will speak briefly to the value of this opportunity.



May 10, 2017

Budget 2017-18

Background: In accordance with the School Act S. 147 (1) (b) and pursuant to the recommendations of the Auditor General, the Board of Directors is required to submit an annual budget to the Minister on or before May 31 for the fiscal year beginning on the following September 1.

Please note that Minister Eggen's recent correspondence (received 5/5/17 *Bill 1 Update and Budget Extension*) adjusts the budget due date to June 30, 2017. The additional time provides Boards with opportunity to accommodate any changes resulting from Bill 1. Since Bill 1 excludes public charter schools, CGS does not require the additional time.

Jurisdictions must provide a budget update annually by November 30. The update notes any adjustments arising from the September 30 final enrolment count which determines funding. As of May 15, the Ministry also requires monthly rather than quarterly financial reporting.

It should be noted that the monthly reporting, as per the previous quarterly reporting, is based on comparisons to the May budget submission rather than the November 30 budget update.

Points to Consider:

- Provincial grant funding for CGS will remain at the 2016-2017 level as per the March 22, 2017 Provincial Budget.
- Grant funding, including the differential funding grants, have remained the same for five years with the exception of the elimination of additional funding for small boards.
- Alberta Education does not accept deficit budgets unless a Board has reserves to offset an annual operating budget. The Board's adopted Budget Principles reinforces the expectation to receive a balanced budget.
- CGS continues to budget by envelope.
- The Board of Directors (Regular Meeting May 2014) approved an ongoing, annual operating reserve from unrestricted reserves equal to 4% of Budget 2015-16. This will be maintained in Budget 2017/2018.
- In the May 2014 Regular Board Meeting the Board of Directors approved the creation of a Capital Reserve Fund equal to \$2,000,000 from current unrestricted reserves. This will be maintained in the 2017/2018 Budget.

CGS Operating Budget 2017-18 Assumptions* by Envelope:

(*excludes any projects the Board may approve from reserve funds that are extra to the operating budget)

Instruction:

- Student Count- 588
- Certificated Staff – 33.8 FTE (2016-2017– 34.4)
- Non-certificated staff – 4.1 FTE
- Technology Director – 1.0 FTE
- Budget assumes status quo on staffing levels

Transportation:

- Student Count – 500
- Route Count– 12 (reduction of one route)
- Transportation Coordinator - 0.5FTE
- Fee Revenue – \$815 (2.5% increase as per new transportation agreement)
- Bus Subsidies – not budgeted in transportation envelope

Plant Operations and Maintenance:

- Funded on 2016-2017 enrolment of 588 (funding is based on previous year’s confirmed enrolment as of September 30)
- Continuing partnership agreement with FFCA. (This is the final year of the four-year agreement).

Board and System:

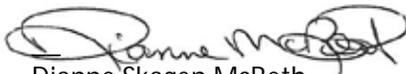
- Total expenditure limit is 5.4%
- Funding as per the 2017-18 Funding Manual (includes loss of small board grant equal to \$41,000)

The Secretary-Treasurer and Chair of the Finance/Audit Committee will review the budget and respond to Director’s questions at the meeting.

	Revenue	Expense	Surplus/(Deficit)
Instruction	\$4,841,519	\$4,868,338	\$(26,819)
Transportation	\$672,000	\$688,004	\$(16,004)
PO&M	\$529,363	\$529,363	\$0
Board and System	\$356,884	\$356,598	\$286
Investment Income	\$45,500		\$45,500
Total	\$6,415,286	\$6,412,305	\$2,961

Recommendation:

Motion 1: That the Board of Directors approves the CGS Budget 2017-18 for submission to Alberta Education on or before May 31, 2017.



Dianne Skagen McBeth
Superintendent



Wendy Juergens
Secretary/Treasurer

Attachment: Budget 2017-18