

**MINUTES OF THE BOARD OF DIRECTORS**  
**REGULAR MEETING**  
**HELD AT THE CGS LAKEVIEW SCHOOL**  
6304 LARKSPUR WAY S.W.  
CALGARY, ALBERTA

WEDNESDAY October 12, 2016

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	<b>Chair</b>	Natalya Nicholson
Regrets: Natalie Kwadrans Caroline Claussen, Geordie MacPherson	<b>Acting Vice Chair</b>	Margo Purcell
	<b>Director</b>	Brad Takenaka
	<b>Director</b>	Stanley Wong
	<b>Director</b>	Shary Baig
	<b>Director</b>	Wayne Marshall
<b>Administration:</b>	<b>Superintendent</b>	Dianne McBeth
<b>Guests:</b>	<b>Secretary Treasurer</b>	Wendy Juergens
	<b>Principal</b>	Judi Hadden

**Call to order:** Natalya Nicholson called the meeting to order at 6.03 pm.

**1. Approval of the Agenda**

**Motion: 2016-10-12-01:** Motion to approve the agenda.

**Moved:** Wayne

**Carried**

**2. Approval of Minutes of the September 14, 2016 Regular Meeting**

**Motion: 2016-10-12-02:** Motion to approve the minutes of the September 14, 2016 Regular Meeting of the Board of Directors.

**Moved:** Wayne

**Carried**

**3. Reports and Correspondence**

**3.1 Board Chair:** Natalya Nicholson reported on a number of meetings she attended, including the TAPPCS Governance workshop with B. Kallal organized by Calgary Girls' School and the TAPCCS Annual General meeting. She also mentioned that she had the opportunity to meet with local MLAs at a function organized by Greg Clark. This week included the Day of the Girl celebration and CGS was featured on the Tuesday CTV Morning show. Former student Christine Jackson and current teacher and staff member Anna Burke presented on behalf of the school.

**3.2 Correspondence.** The file was circulated for all Board members to review.

**3.3 TAAPCS Report:** Geordie MacPherson, the Board's appointed representative was absent from the meeting so Natalya reported on the TAAPCS meeting of the previous week.

**3.4 Superintendent:** Report was attached to the Agenda Package

**4. Monitoring Reports**

**4.1. Funded Enrolment Report 2016-2017:** The Secretary-Treasurer presented an oral summary of the report that was attached to the Agenda Package. The report included detailed information on current and historical enrolment trends.

**6.20 pm** Shary Baig arrived.

**4.2 Risk Management Report:** This report was included with the Board Agenda Package. Dianne gave an overview and noted that risk assessment and mitigation is ongoing. She also noted that schools operate within a highly regulated environment which is part of risk management. The report is updated annually to formally acknowledge reasonably foreseeable risks, analyze probability and significance of potential harm, and consider appropriate mitigation.

**4.3 Technology Services Report:** This report was attached to the Board Agenda Package. Dianne reviewed the report because Joel Melashenko, Director of Technology was unable to attend the meeting. Dianne noted that the first Annual Technology Services Monitoring Report, provides baseline information that defines the current situation and establishes data for year to year well as external comparisons. Dianne emphasized the increased demands on the Tech Director and mentioned that staffing requirements would be reviewed in the next budget. Some discussion occurred about the need to consider a formal, external Technology Audit to evaluate the CGS investment in light of comparable organizations.

**5. Discussion and New Business – Action Items**

**5.1 Cyclical Policy Review:** The Board continued with its review of Policy 2 *Role of the Board*.

**5.2 Casino Funds:** The Casino Funds report with recommendations was attached to the Board Agenda package and was reviewed by the Secretary Treasurer.

**Motion 2016-10-12-03:** That the Board amends the proposed motion by splitting the approval of expenditures into two separate motions to deal with remaining funds and anticipated funds from future Casino 2017.

**Moved:** Stanley

**Carried**

**Motion 2016-10-12-04:** That the Board approves the proposed expenditure of the remaining 2015 Casino Funds.

**Moved:** Stanley

**carried**

**Motion: 2016-10-12-05:** That the Board approves the proposed expenditures from the anticipated 2017 Casino Revenues.

**Moved:** Brad

**Carried**

**6. Information Items:**

**6.1 Fourth Quarter Results (Draft):**

The Finance Committee Chair and the Secretary/Treasurer presented the 2015-2016 Draft Financials. This report was included in the Board Agenda Package and had previously been presented at the Finance Committee meeting.

**6.2 Student Achievement 2015-2016 Results:**

Dianne provided a summary of the detailed Student Achievement Results for the Provincial Achievement Tests and presented this to the Board for discussion.

**6.3 Student One-to-one Technology Administrative Procedure (new)**

Dianne explained the need for the new Administrative Procedure in light of the move from leasing technology to CGS ownership of technology for student and staff use. The ownership is based on a three-year evergreen cycle subject to affordability.

**7. In Camera**

**Motion 2016-10-12-06:** To go *in camera* at 7.56 pm

**Moved:** Natalya

**Carried**

**Motion 2016-05-11-07:** To Leave *in camera* at 8.14pm

**Moved:** Shary

**Carried**

**Motions arising *In Camera***

**Motion 2016-10-12-08:** That the Board acknowledges the expiry of motion 2013-10-05-01 *“that the Calgary Girls’ School Society allocate a maximum of \$500,000 per year from surplus funding for a maximum of three years to support programs and two new positions to support fund development and research in order to facilitate the execution of the strategic plan”* expired after the three-year commitment ended in October 2016.

**Moved: Margo**

**Carried**

## **8. Meeting Adjourned at 8.15pm**

### **Note:**

- Next Regular Board Meeting is at Wednesday, November 23, 2016 at 6pm at Lakeview School.
- The Annual General Meeting will be held on Tuesday, November 29 at 7.30pm at the Lakeview Learning Commons.