

**MINUTES OF THE BOARD OF DIRECTORS
REGULAR MEETING HELD AT LAKEVIEW SCHOOL
CALGARY, ALBERTA**

Wednesday September 14, 2016

Regrets: Shary Baig

Chair	Natalya Nicholson
Vice Chair	Margo Purcell
Director	Natalie Kwadrans
Director	Stanley Wong
Director	Caroline Claussen
Director	Wayne Marshall
Director	Geordie MacPherson
Director	Brad Takenaka

Administration:

Superintendent	Dianne McBeth
Secretary Treasurer	Wendy Juergens

Guests:

Principal	Judi Hadden
School Council	Amy Care Lisa Roberts

Call to order: Natalya Nicholson called the meeting to order at 6.02pm and welcomed everyone.

1. Approval of the Agenda

Motion: 2016-09-14-1-01: Motion to approve the agenda.

Moved: Natalie

Carried

2. Approval of Minutes of the June 12, 2016 Regular Meeting

Motion: 2016-09-14-02: Motion to approve the minutes of the June 12, 2016 Regular Meeting of the Board of Directors.

Moved: Margo

Carried

3. Approval of Minutes of the June 12, 2016 Organizational Meeting

Motion: 2016-09-14-03 Motion to approve the minutes of the June 12, 2016 Organization Meeting of the Board of Directors.

Moved: Brad

Carried

4. Reports and Correspondence

4.1 Board Chair: Natalya Nicholson provided 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's newsletter *In the Loop*, and a community newsletter from 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. Correspondence from Minister Eggen 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.

4.2 Superintendents Report: 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 letters from the Superintendent to parents re: Accountability Pillar Results, Realizing Our Vision: Celebrating Our Successes, Transportation, as well as the Superintendent's fall message were circulated. She noted the number of transportation subsidies is at 27, slightly below last year; however, a few more are likely to be received this month. She also pointed out that the first School Council meeting date - Wednesday, September 21 at 7:00 pm at Lakeview and the *Go Girls* assembly on September 19. Directors were also reminded of the upcoming Board Development seminars with B. Kallal.

Dianne also mentioned that lease funding for NGCA has not yet been confirmed, although it is still expected to be approved by AB Ed. Transportation start-up saw a few problems primarily resulting from the need to review and redesign all routes every year. A meeting with First Student’s representatives was planned at which time concerns would be addressed.

4.3 School Council Report (Included in the Board Agenda Package)

Amy Care, Co-Chair and Lisa Roberts, Treasurer of the School Council presented the Annual School Council Report 2015-16. Amy highlighted 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 Chair, Natalya Nicholson acknowledged the School Council’s efforts and expressed appreciation on behalf of the Board.

5. Business Arising from the Minutes of the Regular and Organizational Meetings

5.1 Board and Society Meeting (schedule included in the Agenda Package)

Motion: 2016-09-14-04: That the Board approves the amended schedule of Regular meetings and Society Meetings.

Moved: Natalie

Carried

5.2 Oaths and Disclosure Statements

The Secretary/Treasurer reminded Board Directors that Disclosure Statements were still outstanding for a number of Directors. All completed documents are posted on the Board’s WIKI.

4.2 Committees of the Board

The Board had elected the Committee Chairs at the June 2016 Organizational meeting and proceeded to discuss the Committee membership.

Motion 2016-09-14-05: That the Board approves the committee membership as detailed in the table below.

Moved: Natalie

Carried

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

6. New Business - Action items

6.1 Board’s 2016/2017 Annual Work Plan:

The Draft Annual Work plan was included in the Board Agenda Package and was presented for feedback.

Motion 2016-09-14-06: That the Board approves its Annual Work Plan 2016-2017 with the understanding that changes may occur in response to context such as changes in Alberta education’s reporting requirements (dates change from time to time).

Moved: Brad

Carried

6.2 Policy Review Schedule. 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 (especially 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 following order of review was recommended: Firstly, Policy 8, followed by Policy 9,2 and 1. However it was suggested that Policy 1 be looked at prior to the Parent *Speak Out* as the event would be an opportune time to solicit input from parents.

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.

Motion 2016-09-14-06: That the Board of Directors delegates the Policy Committee to review Policies 1,2,8 and 9 in accordance with Policy 10 Policy Making.

Moved: Natalie

Carried

6.3 Processes and Timelines 3YEP(ppt)

Information related to the concept and nature of the information included in the Three Year Education Plan, which is revised annually and developed in a cyclical “performance management” process was presented to the Board in the form of a Power Point Presentation by Dianne.

The Board discussed the need to meet in Committee of the Whole for the purpose of considering the Strategic Plan as well as updating the Foundation Statements – Vision, Mission and Values. Geordie agreed to solicit responses via Doodle Poll re: proposed date(s).

Motion 2016-09-14-07: That the Board of Directors approves the Strategic Plan Processes and Timeline (aka Performance Management Cycle).

Moved: Caroline

Carried

7. Information Items

7.1 Accountability Pillar Results.

The accountability Pillar Results were attached to the Board agenda package and provided to the Board of Directors for information. The Superintendent noted the “very high” and “excellent” results which need to be celebrated. Dianne noted that the drop-out rate measures the percentage of students who complete high school in a three or four-year window but the measure does not adjust for students who leave the province. The result shows a change, but is not significant.

7.2 PO and M and Tech Projects - Summer Report

This information was attached to the Board Agenda package and presented to the Board for information.

7.3 Preliminary Enrolment Report

Dianne reviewed this information which was attached to the Board Agenda Package. She confirmed that a more detailed report showing comparative enrolment for funding purposes would be available as per the Annual Work Plan.

Natalie left the meeting at 8.00pm

7.4 Preliminary Staffing Report

Dianne gave a brief review of current staffing levels. A more detailed report will be provided to the Board as per the Annual Work Plan and the presentation of the Human Resource Services Monitoring Report.

8. In Camera

Motion 2016-09-14-08: To go *in camera* at 8.10pm

Moved: Caroline

Carried

Motion 2016-09-14-09: To Leave *in camera* at 9.22 pm

Moved: Natalya

Carried

Motion arising *in camera*:

Motion 2016-09-14-10: That the Board of Directors rescinds motion: “2013-10-05-05 That the Calgary Girls’ School Superintendent pursue the necessary expertise to facilitate the preliminary functional plan for future facilities to a maximum of \$11,000.”

The Board noted that the cost was considerably less than anticipated and was assigned to the PO&M budget in the 2013-14 operating year.

Moved: Natalya/ Caroline

Carried

Motion 2016-09-14-11: That the Board of Directors approves the creation of an operating reserve from unrestricted reserves to equal 4% of the annual Budget and to be reviewed at minimum every 3 years.

The Board noted that Alberta Education advises that each Board maintain an operating reserve to address funding and cost fluctuations.

Moved: Natalya/ Caroline

Carried

Motion 2016-09-14-12: That the Board of Directors directs the Superintendent to bring forward a plan for facilities improvements from the Capital Reserve Fund.

Moved: Natalya/Caroline

Carried

Motion 2016-09-14-13: That the Board maintains an Enrolment Contingency Fund of up to \$100,000 from Unrestricted Accumulated Reserves and to be reviewed at minimum every 3 years.

Moved: Natalya/ Stanley

Carried

9. Meeting Adjourned at 9.28 pm

Note: Next Regular Board Meeting is at Wednesday October 12, 2016 at Lakeview School.