



Board Highlights of November 2018 Regular Meeting

*The **Highlights** is a summary intended to support internal communications about Board decisions. The formal record of a Regular Board Meeting is the Minutes which are posted to the website following approval at the subsequent Board Meeting. More detailed information is also found in the background documents that form part of the posted agenda package.*

Questions are always welcome - please email or call the Superintendent at 403.252.0702 or dianne.mcbeth@calgargirlsschool.com

Summary of the November Regular Meeting of the Board of Directors

Chair Natalya Nicholson provided an oral report, reviewed the correspondence sent and received, and circulated the hard copy folder of the same.

Superintendent Dianne McBeth noted the upcoming School Council meeting, an evening event on November 27 at which there would be opportunity for parents to learn more about assessment practice and reporting procedures regarding student achievement. She noted "triple booking" and the upcoming TAAPCS EAC meeting on Friday, November 23. She noted the changes to class size reporting as well as the outstanding results of "CGS Girls in comparison to All Girls" in the Provincial Achievement Tests. A full report is included in the agenda package.

Secretary Treasurer Wendy Juergens noted the planned acoustical treatment for the band room which is expected to be completed before the Regular Board Meeting in January (2019), the upgrade to the security system, the change to VOIP phone system that will link all CGS sites to a single number and provide direct access to extensions. The Public Works Health and Safety Program will be introduced to staff next week.

Director Christine Jackson summarized the TAAPCS fall AGM, requested Directors consider volunteering for various openings on several Association committees, noted the draft policy on external volunteers, and introduced the proposed advocacy suggested by the Communications Committee. The Board provided feedback for the Superintendent to carry back to the Executive Advisory Committee.

Director Stanley Wong reported on the recent Audit/Finance Committee's meeting with the Board's auditors from KPMG. He introduced Ms. Miranda Stacey and MR. Chris Marra from KPMG and following Director Wong's summary of the successful audit and the presentation of the Audited Financial Statements, both guests offered some comments. They commended management for a clean audit and support through the process. The Board approved the statements to be submitted to Alberta Education by November 30, 2018 as required.



Director Caroline Claussen reported on the October Committee of the Whole Meeting and the response to the Request for Proposal for branding and marketing strategies to 1) increase enrolment 2) clarify the value proposition 3) increase brand loyalty. Four firms ranging from sole proprietor to large, complex agencies were invited to respond. The Board reviewed the proposals received to date and approved a budget for the multi-year project. The Board established a process for evaluating the proposals and authorized a committee to make the selection following oral and written input from each Director. The selection is expected to occur prior to the end of November so that work can begin promptly in support of enrolment processes early this spring.

Secretary Treasurer Wendy Juergens presented the revised budget 2018-19 based on confirmed enrolment as of September 30, 2018. While comparisons in budget reporting will be to the 2018-19 budget submitted by April 30, 2018 to Alberta Education, the spending will be aligned with the revised budget.

Superintendent Dianne McBeth presented the combined Annual Education Results Report (2017-18) and Three Year Education Plan (2018-19 to 2020-21) and commended the school site administrators Principal Fisher, Vice Principals Nichols and Vazquez, for their support of this work including engagement with the school staff and School Council. The Board approved the Report & Plan for submission to Alberta Education by November 30 as required.

The Board received as information the revised Administrative Procedures Manual at AP405 Occupational Health and Safety and AP 162 Tobacco and Smoke Free Environments. Both were amended in response to recent legislative changes. OHS legislation requires work site safety committees as well as the implementation of a Health and Safety Program. CGS has a joint work place committee with representatives from all sites as well as FFCA due to the PO&M partnership. The Public Works program implemented in November meets the Health and Safety program requirements of the OHS Act, Code and Regulation. ULtimately, all employees share the responsibility to ensure a safe and healthy workplace which includes engagement with the Public Works program and supporting the work site safety committee.