



## Public Board Meeting Minutes

Wednesday October 22, 2014

6:00 – 9:00 p.m.

Central Office Boardroom

#240, 688 Heritage Dr. SE

Calgary, AB

### Attendees:

Board & Administration: Bill McGregor (Chair), Cindy Higa, Shelley Schroh, Darren Martin, Darrin Whitbread, Bruce Hibbard, Roger Nippard, Reta Morgan, Amy Donovan, Judy Gray, John Deines, Salima Hudani, Jeff Cullen, Meredith Poole

Presenters: Laura Matechuk, Sergio Jaume

Gallery: Cristian Rios, Raymond Chow, Josh Symonds

### 6:03 CALL TO ORDER

1. Review of Meeting Agenda – Move Item 3.2 to 7:00 p.m.; add Closed Session after Item 3.2.
2. Approval of Minutes of Sept. 17, 2014  
**MOVED** by Shelley Schroh, seconded by Darren Martin. **CARRIED.**
3. Campus Reports  
3.1 ASC – Amy and Judy were present at the last meeting (Sept. 22) to speak about uniform issue and the current plan; meetings with individual campuses have been initiated re this as well. NMS is piloting Office 360 to improve communications. ASC will send 7 delegates to the ASCA Conference in 2015; pre-briefing, including expectations, will be done closer to the event. Campus fundraising coordinators have been asked to join the Oct. 27 meeting; they will be given a chance to meet as a group in the small conference room, and a set of questions has been formulated to guide their discussions. Thanks were expressed to the Board for hosting the ABC evening on Sept. 29.
4. Staff Reports  
4.1 Inclusive Education – Inclusive Education is a big part of this year's PD offerings: 3 sessions offered at the Sept. 25 PD Day, 2 Read & Write Gold sessions in October, Learning from the Inside Out the same week, and it was the basis for discussion at the Open Admin Day on Oct. 8. First Time Good Teaching is reaching most, but not quite all, of the students and the funding piece is becoming more & more important. The focus in the next while will be on creating a consistent system approach; an update will be presented in November.

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Cindy Higa **MOVED** that the Board enter into Closed Session. Shelley Schroh seconded. **CARRIED**

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3. (cont.'d.) Campus Reports  
3.2 Minister's Student Advisory Council – Gr. 11 student Sergio Jaume applied for, and after being interviewed, was selected for a spot on the Minister's Student Advisory Council, which involves travelling to Edmonton to provide suggestions to the Minister from a student's point of view. As part of this responsibility, he is planning to hold a student council forum in November to gather feedback on how they learn best. As well Sergio applied and was accepted to Speak at We Day on Nov. 3. Sergio is looking forward to meeting new people, and leaving a legacy behind that will benefit FFCA and all students.
4. (cont.'d.) Staff Reports  
4.2 Exam Reports – See handout for details.
5. Correspondence  
Letter to Education Minister Dirks re meeting request  
Email from Education Minister Dirks re School Infrastructure Projects, incl. Phase II Montgomery

Letter of thanks to Premier Prentice re funding announcement  
Letter of thanks to Education Minister Dirks re funding announcement  
Letter of thanks to Infrastructure Minister Bhullar re funding announcement

6. Policies

6.1 B-301 Policy Development/AP-B-301.1 Policy Development and Review – Reviewed for information.

6.2 A-102 Guiding Principles – Standing item; no discussion.

6.3 D-201 Risk Management – No change recommended. C-101 Roles & Responsibilities of the Superintendent – will become a Standing Item.

6.4 D-601 Charitable Giving – No change recommended.

6.5 D-701 Record and Information Management – No change recommended.

6.6 D-801 Freedom of Information and Protection of Privacy – No change recommended.

6.7 F-101 Facility Operations and Maintenance

Bruce Hibbard **MOVED** that the Board rescind Policy F-101 Facility Operations and Maintenance. Shelley Schroh seconded. **CARRIED**.

6.8 G-102 Reduction of Staff – This will be discussed by the Executive Team at its next meeting.

7. Superintendent's Report

7.1 Admin Retreat – The theme was “Knowing Ourselves”. The retreat began on Wednesday evening with Marc Prefontaine leading an examination of the School Leadership Competency framework. Thursday was devoted to an informative and enjoyable Emergenetics exercise, led by Justin, Kurtis & Shawna, and on Friday the focus was on change within a charter context, once again led by Marc. Feedback was very positive.

7.2 TAAPCS/EAC/SLLI – Roger attended the initial School Leadership session in Edmonton (appreciated the opportunity to tour Suzuki and Aurora Charter Schools) and the second in Calgary on Oct. 22, where NEE hosted participants and provided an excellent presentation on Rachel's Challenge. He also attended the EAC meeting in Red Deer, and will be present for the regular meetings on Oct. 23 & 24 in Calgary.

7.3 Dual Credit – A meeting was held with representatives from Westmount Charter School to assist them with their Dual Credit initiative.

8. Discussion Items

8.1 Technology Infrastructure Plan

Background - The Technology Team has determined 5 key elements in the development of the infrastructure necessary to accommodate our immediate and near future needs.

Bruce Hibbard **MOVED** that the Board approve the expenditure from Reserve Funds of up to \$175,000 as requested in the Technology Infrastructure Plan. Darren Martin seconded. **CARRIED**.

8.2 Partnership Facilitator – See handout. Bill McGregor turned chairmanship of the meeting over to Vice-Chair Cindy Higa, and recused himself on the basis of potential conflict of interest related to this position. A draft role description and ad were presented for discussion; Roger explained that the position is more about friend-raising than fund-raising. Details will be further discussed at a T-6 (5 Directors and Superintendent).

9. Information Items – None.

10. Reports of Committees

10.1 Finance

10.1.1 Year-End Update – The audit team has completed its on-site work.

10.1.2 Fall Budget Update

Background: Due to little variance between projected and actual student numbers, no changes to the budget are recommended.

Shelley Schroh **MOVED** that the Board approve the submission of the Fall Budget Update with no revisions. Cindy Higa seconded. **CARRIED**.

10.1.3 Reserve Fund – It was recommended that a plan be developed for expenditure of our Reserve Funds. This item will come back on the November agenda.

10.2 Facilities

10.2.1 Montgomery Modernization Update – A second Value-Scoping session took place on Oct. 3; the recommendation was to proceed with Option #2 (retaining the large gymnasium), and funding has been promised for the Planning and Design for Phase II of the project.

10.2.2/3 Montgomery Modernization

Background: It was determined that Motion 10.2.1 passed on Sept. 17, 2014 needs to be worded slightly differently.

Shelley Schroh **MOVED** that Motion 10.2.1 Montgomery Modernization, passed on Sept. 17, 2014, be rescinded. Bruce Hibbard seconded. **CARRIED**.

Bruce Hibbard **MOVED** that the Board amend the FFCA Capital Plan, approved March 19, 2014, to designate Montgomery School as its #1 priority for modernization/replacement. Darren Martin seconded. **CARRIED**.

10.2.4 Modular Classrooms

Background: FFCA is required to submit a request to Alberta Education for modular classroom space for 2015-16. To accommodate the students progressing through the grades and moving into our middle school campuses, additional classroom space is needed at both locations.

Shelley Schroh **MOVED** that the Board approve the submission to Alberta Education of FFCA's request for five modular classrooms for the North Middle School and two modular classrooms for the South Middle School. Cindy Higa seconded. **CARRIED**.

10.3 Community Relations

10.3.1 Board Scholarship (Shelley) – Discussion postponed.

10.3.2 Business Development (Bruce/Darren) – Discussion postponed.

10.3.3 Board & Board/Admin Social Events – Discussion postponed.

10.3.4 Staff Appreciation (Shelley) – Discussion postponed.

10.3.4/.5 Stakeholder Communications/Communication Plan (Cindy) – Discussion postponed.

10.3.6 Board Technology/Social Media (Cindy) – Discussion postponed

10.3.7 Board Newsletter (Shelley) – Should be ready to be distributed by the end of October.

10.3.8 School Council Appreciation (Darrin) – Discussion postponed.

10.3.9 Spirit Wear (Cindy/Darren) – Discussion postponed.

10.3.10 Board Calendar/School Councils (Darrin) – Discussion postponed.

10.4 Human Resources

10.4.1 Directors' Handbook Review (Bruce) – Discussion postponed.

10.4.2/.3 Board/Board Chair Performance Review (Bruce/Darrin) – Discussion postponed.

10.4.4 Superintendent Performance Review (Bruce) – Discussion postponed.

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Bruce Hibbard **MOVED** that the meeting be extended to 9:20 p.m. to accommodate the remaining agenda items. Cindy Higa seconded. **CARRIED**.

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10.4.5 Bylaw Review (Bruce)

10.4.5.1 Number of Directors

Cindy Higa **MOVED** that the number of Board Member position allowed in the by-laws be increased from seven to nine. Shelley Schroh seconded. **DEFEATED**.

10.4.5.2 Length of Term – It was agreed that this should remain at 3 years.

10.4.5.3 Spousal Restriction

Shelley Schroh **MOVED** that the number of Board members who are immediate family of a staff member be restricted to two. Cindy Higa seconded. **CARRIED**.

10.4.6 Electoral Process (Darren) – Discussion postponed.

10.5 Executive

10.5.1 Director Updates/Highlights – Postponed.

10.5.2 Preferred Future – Discussion postponed.

10.5.3 Community Engagement – Discussion postponed.

10.5.4 Government Relations - Discussion postponed.

10.5.5 Director Succession/Recruitment – Discussion postponed.

10.5.6 Board PD – Discussion postponed.

10.5.7 Board Retreat – Discussion postponed.

10.5.8 Board PD – Discussion postponed.

10.5.9 Board Retreat – Discussion postponed.

11. Open to Gallery – Laura inquired as to whether the presence of School Council members is requested at Board meetings (yes, whenever possible).

12. Talking Points

13. Chairman's Remarks – It may be necessary to reschedule the November 19 meeting.

**ADJOURNMENT:** 9:25 p.m.

**NEXT MEETING DATE:** November 19, 2014

**FUTURE AGENDA ITEMS:** Those items postponed at this meeting.