



Public Board Meeting Minutes
Wednesday September 17, 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, John Picard

Gallery: Shelley Murray, Cheri Pearce, Cristian Rios

6:03 CALL TO ORDER

1. Review of Meeting Agenda – Add Item 10.1.2 Letter re Audit Engagement, and Item 10.2.2 Catholic Board Leases.
2. Approval of Minutes of June 18, 2014
MOVED by Cindy Higa, seconded by Shelley Schroh. **CARRIED.**
3. Campus Reports
 - 3.1 ASC – The third meeting of the new executive will be held on Monday, Sept. 22, 6:00 p.m. at Central Office. They are aiming to support the idea of one school/7 campuses by developing a joint calendar showing all school council meetings and other important dates, and sending out some communications jointly. This is a topic for discussion at next Monday's meeting. Staff presentations will be invited again this year, with the first being one by Judy and Amy on uniforms; other topics will include digital citizenship and Emergenetics. Participation by those in various school council positions (e.g. Treasurers) will be requested at the meetings. Plans are also in the works to revamp the ASC and Community Fund bylaws.
 - 3.2 2014-15 High School Calendar (7:00 p.m.) – John Picard brought to the attention of the Board a decrease in the number of Instructional Hours, due to a change in Learning Conference dates and Advisory Group scheduling.

Shelley Schroh **MOVED** that the Board enter into Closed Session. Darren Martin seconded. **CARRIED.**

4. Staff Reports
 - 4.1 Ed Tech Report – All campuses have a Twitter handle, and to date there have been 800 hits from 54 followers, mostly in relation to school projects. Salima has completed her Digital Citizenship conversations with all classes at SWE, and will be moving through the other campuses. AP-H-201.1.4 was reviewed with the Board and they were asked to sign and return it to her within the next week or so. Salima also briefly reviewed the Technology User's Reference Guide.
 - 4.2 Exam Reports – This responsibility has fallen to John Deines this year; a formal report on exam results will be available at the October Board meeting.
5. Correspondence

Letter from Board Chair to Education Minister re Appointment of New Superintendent
Letter to Board Chair from Deputy Minister approving Appointment of Superintendent
6. Policies – Review complete for 2013-2014
 - 6.1 B-301 Policy Development – Reviewed for information. The corresponding AP will be sent out with the minutes of this meeting.

6.2 A-102 Guiding Principles – Any suggested/required revisions must take place within the context of Charter Revision and possibly the Preferred Future Initiative. It was suggested that this become a standing item on this agenda.

6.3 A-401 Growth Principles – No change recommended at this time. This will be held for further review when the Preferred Future initiative has concluded.

6.4 & 6.5 C-102 Administrative Leadership Standards/C-103 Administrator Growth, Supervision and Evaluation – Will be revisited at a later date with reference to the recommendations of the Task Force on Teaching Excellence.

6.6 D-201 Risk Management – This will be examined for any redundancy with C-101 Roles and Responsibilities of the Superintendent.

7. Superintendent's Report – Roger expressed thanks for the support he has been shown throughout FFCA, and praised the passion and professionalism of the staff. He has taken up several initiatives in the past month, including dual credits with the U. of C. Provost, partnerships with SAIT and Gonzaga (continuing), OH & S, several meetings in relation to our high school modernization (see 10.2.1), and making the acquaintance of his charter school colleagues.

7.1 Enrolment Numbers – See handout which shows current enrolment numbers ahead of the Sept. 30 count. Efforts are being made to cover the shortfall at the high school.

7.2 Technology Infrastructure – Technology has fallen under Roger's portfolio; a full report will be available in the next couple of months.

8. Discussion Items

8.1 Employee Resignations

Background: Employees #10541, 10625, 10143 and 10694 have resigned their positions at FFCA.

Cindy Higa **MOVED** that the Board accept the resignation of Employees #10541, 10625, 10143 and 10694. Shelley Schroh seconded. **CARRIED**.

9. Information Items

9.1 TAAPCS Update – Judy Gray reported on 3 meetings with ex-Minister Johnson over the last few months about how the department was proceeding in relation to the 12 themes identified in the Task Force on Teaching Excellence report. Theme 12, Teacher Conduct and Competency, is a particular hot-button issue, and Minister Johnson had made some progress in negotiating an understanding between private, charter and ATA member schools. Judy will bring forward any progress/changes as they become known to her.

10. Reports of Committees

10.1 Finance

10.1.1 Year-End Estimate – Reta drew attention to the Salaries and Benefits line (by far our largest expense category), which is within .25% of budget. The 2013-14 Audited Financial Statements will be presented at the November Board meeting.

10.1.2 Letter re Audit Engagement – There have been a few changes related to the adoption of PSA Standards which require that a new letter be signed by the Board and Superintendent.

Darren Martin **MOVED** that the Board approve the signing of the Audit Engagement Letter by the Board Chair. Bruce Hibbard seconded. **CARRIED**.

10.2 Facilities

10.2.1 Montgomery Modernization – This past Tuesday, Roger, Reta and Rick, along with

high school administrators John and Josh, participated in a facilitated and rare process called "Value Scoping" designed to identify the most effective way to proceed with the modernization of Montgomery School. Also present were reps from Alberta Education, Alberta Infrastructure and CBE, as well as engineers and cost consultants. The process begins with a blank slate and culminates in options which are costed out, through sophisticated software, such that a decision can be reached. In our case, two options have been generated, both of which specify a 1000-student capacity. Since the construction will have to be done in phases, our Capital Plan must be reordered to place Montgomery School at the top of the list.

Shelley Schroh **MOVED** that the Board amend the FFCA Capital Plan, approved March 19, 2014, to designate Montgomery School as its #1 priority for new construction. Bruce Hibbard seconded. **CARRIED**.

10.2.2 Catholic Board Leases – The renewal of these leases was delayed pending the resolution of issues related to insurance responsibilities. This has been done and the leases have now been signed.

10.3 Community Relations

10.3.1 Board Scholarship (Shelley) – No report.

10.3.2 Business Development (Bruce/Darren) – No report.

10.3.3 Board & Board/Admin Social Events, incl. ABC (Cindy/Bill) – The ABC event is scheduled for Sept. 29 at the high school.

10.3.4 Staff Appreciation (Shelley) – Postponed until late April or early May 2015.

10.3.4/.5 Stakeholder Communications/Communication Plan (Cindy) – Conversations have been had with a number of potential Board candidates.

10.3.6 Board Technology/Social Media (Cindy) – Cindy will be meeting with Salima on Friday to resume discussions that were begun last year.

10.3.7 Board Newsletter (Shelley) – First one planned for mid-October.

10.3.8 School Council Appreciation (Darrin) – Timing will be similar to last year (Feb./Mar.)

10.3.9 Spirit Wear (Cindy/Darren) – No report.

10.3.10 Board Calendar/School Councils (Darrin) – 5 of 7 school council meeting schedules have been collected. Darrin will distribute when complete.

10.4 Human Resources

10.4.1 Directors' Handbook Review (Bruce) – Feedback has been requested on the marked draft that was recently re-circulated.

10.4.2/.3 Board/Board Chair Performance Review (Bruce/Darrin) – Has not yet begun; no format changes are proposed at this time.

10.4.4 Superintendent Performance Review (Bruce) – No report.

10.4.5 Bylaw Review (Bruce) – No report

10.4.6 Electoral Process (Darren) - No report

10.5 Executive

10.5.1 Director Updates/Highlights – Shelley: SMS SC; Darren: NMS SC; Darrin: SEE SC,

ASC; Cindy: SWE SC, ASC; Bill: SEE, NEE, HS SC's; ASC; will be scheduling meetings with MLA's following recent cabinet changes.

10.5.2 Preferred Future – Currently on hold.

10.5.3 Charter School Short Story – Judy has offered to reword this. It should run no longer than 20-30 seconds.

10.5.4 Approval of Superintendent Contract

Background: The Board met in Closed Session to discuss details of the Superintendent's employment contract for the 2014-2015 school year.

Cindy Higa **MOVED** that the Board approve the Superintendent employment contract for 2014-2015 as agreed upon in Closed Session. Shelley Schroh seconded. **CARRIED**.

10.5.5 Community Engagement – There is a benefit to sharing the work we do with a larger audience, both internal and external. To that end the Board will be looking for opportunities to invite community agencies in, and attending outside events to talk about what FFCA is doing. Please send any suggestions to Bill.

10.5.6 Government Relations (Bill/Cindy) – No report.

10.5.7 Director Succession/Recruitment (Bill/Cindy) – See 10.3.4/5.

10.5.8 Board PD (Bill/Cindy) – No report.

10.5.9 Board Retreat (Bill/Cindy/Shelley/Darren) – No report.

11. Open to Gallery – Cristian remarked that he perceives the Board to be working well, and that the high school news is very exciting. Amy reported on a comment made by Don Andrews of the Regional Collaborative Services Delivery that FFCA is the “poster child” for how to tailor services to meet the needs of kids and families.

12. Talking Points – No report.

13. Chairman's Remarks – Bill asked that administrators have a conversation about the timing of campus activities/events; this can be an issue for parents with children in more than one campus.

ADJOURNMENT: 9:02 p.m.

NEXT MEETING DATE: Oct. 22, 2014

FUTURE AGENDA ITEMS: