



Public Board Meeting Minutes

Wednesday May 15, 2013

6:00 – 9:00 p.m.

Central Office Boardroom

#240, 688 Heritage Dr. SE

Calgary, AB

Attendees:

Board & Administration: Bill McGregor (Chair), Cindy Higa (Vice-Chair), Shelley Schroh, Darren Martin, Bruce Hibbard, Darrin Whitbread, Jay Pritchard, Reta Morgan, Lorie Skaper-Burtch, Cathy McCauley, Meredith Poole

Presenters: Chris Shaw, Kelly Russell, Anna Hodgson

Gallery: Judy Gray, Lara Hall, Jesse Classen, Denise Budgen, Sandra Berner, Michelle Haylow, Michelle Drysdale

6:00 CALL TO ORDER

1. Review of Meeting Agenda - no changes
2. Approval of Minutes – April 17, 2013 as presented.
MOVED by Shelley Schroh, seconded by Darren Martin. **CARRIED.**
3. Staff Reports
 - 3.1 SEE Grade 4 Health and Wellness Journey – See handout. Chris, Kelly and Anna gave a presentation on the Grade 4 Resiliency Project at SEE, which helps students “navigate their way to Middle School” and encourages them to think critically about how their social and emotional needs influence their growth and development. The students and teachers get together for one hour a week over a twelve week period and discuss issues related to “growing up”. Activities in which the students have taken part include “Random Acts of Kindness” and a collage related to gender stereotypes. There has been positive feedback from both students and parents, and the Gr. 4 teachers hope to have next year’s Gr. 4’s up and running with the project in September, in conjunction with the Leadership Program.
 - 3.2 FFC-AISI – Our AISI projects over the years have led to the development of the DI Teaching & Learning Framework, and have contributed to the culture of action research at FFCA. Even though AISI is no longer being funded, many aspects of this work will continue, including application of the DI Framework, our focus on academic language, research with a Gr. 5, 8 and 11 cohort group, and doing a common writing prompt in grades 4 and 7. We will rely on leftover AISI funds as well as a grant obtained by Hetty Roessingh at U. of C.
4. Correspondence
 - Calgary Herald article “Charting new course for small schools”
 - K. Leinweber Sabbatical Leave Report to Superintendent
 - Signed letter of intent re: Double Five proposal
 - SMS teacher feedback re J. Picard
5. Policies – review complete for 2012-13.
6. Superintendent’s Report
 - 6.1 SEE Co-Principal - Jay announced that the new Co-Principal (with Judy Gray) at SEE is Amy Donovan.
 - 6.2 Gonzaga – FFCA and Gonzaga are each investing \$20,000 in a partnership that will provide grad school and research possibilities for our teachers, and research and publication opportunities for Gonzaga. There is also a chance we may be able to take part in a project examining high school drop-out rates that is being done between Gonzaga and researchers in

Japan. Al Fein and Cathy McCauley are co-authoring an article about our partnership to be published in refereed journals in both Canada and the U.S.

6.3 Reta Morgan – Jay proudly announced that Reta Morgan was honoured three times over at the recent ASBOA Conference: she was presented with her 10-year membership award, was recognized for having attained her SFO (School Finance Official) designation, and received the Meritorious Budget Award (for the 5th year in a row!!). Reta does amazing work for FFCA and we benefit from her leadership every day.

6.4 Ministerial Order on Student Learning – See handout. Lorie commented that this document affirms the work that has guided us for some time now around our own assessment of student competencies - FFCA has a “head start” on the implementation of this document.

6.5 CIEMS Proposal – See handout.

Cindy Higa **MOVED** that FFCA proceed with next steps in the CIEMS proposal to provide FFCA accreditation to a teacher training program for the Ministry of Education in Kurdistan. Shelley Schroh seconded. **CARRIED**.

7. Information Items

7.1 ASC Report – Report by Michelle Haylow, incoming SEE School Council Chair:

- all SC Treasurers invited to last ASC meeting; 5 of 7 attended and compared notes re accounting systems, banks used, storage of information, campus activities and events, etc.
- discussed potential need to create guidelines around the spending of parent-raised funds
- reinforced the importance of information/reporting to parents
- identified a need for more discussion between administration, Board, School Councils and parents
- attendance at ASCA was very informative for the 3 who attended

7.2 Fraser Report – See handout. Excellent results.

7.3 Accountability Pillar Report – See handout. These results are also excellent. Even where the survey identified a “significant” decline (3 points from last year), our results still far exceeded those of the province.

7.4 Continuum of Supports (Inclusive Education) – See handout. Cathy walked the Board through this document that has seen several revisions and details FFCA’s approach to Inclusive Education, including “First Time Good Teaching”, “Focused Supports” and “Targeted Supports”. The document meets the requirements of Bill 3, Section 33 (1) (e).

8. Reports of Committees

8.1 Finance

8.1.1 Budget 2013/14

Background: The 2013-2014 Budget has been prepared and is due to Alberta Education by May 31, 2013.

Cindy Higa **MOVED** that the Board approve the 2013-2014 Budget as presented and requests that Administration provide the necessary budget documentation to Alberta Education by the deadline of May 31, 2013. Shelley Schroh seconded. **CARRIED**.

8.1.2 Transportation Monthly Payment – Reta reported that 72 families representing 116 students (5% of our bussed students) have opted for the monthly payment plan.

8.1.3 Audit Committee – The decision as to whether to go ahead and form the Audit Committee ahead of provincial requirements will be referred to a T-8/Finance Committee meeting.

8.1.4 Purchasing Card: **MOVED** by Darren Martin, seconded by Darrin Whitbread. **CARRIED**.

WHEREAS it is in the best interest of FFCA Charter School Society (also called Foundations for the Future Charter Academy) (the Company) to enter into an arrangement with the Bank to provide the Company with credit by way of a Corporate MasterCard account;

WHEREAS the Company has the power and authority to borrow money and otherwise obtain credit and to grant security on its assets;

BE IT RESOLVED:

1. THAT the Company is authorized to enter into an agreement with the Bank to provide the Company with credit by way of a Corporate MasterCard account, under which arrangement employees of the company may be issued with Corporate Cards on the MasterCard corporate account of the Company with the Bank and the Company shall be responsible for the payment of all amounts, including fees and interest, charged to such corporate account, the whole substantially on the terms and conditions set forth in the draft Corporate MasterCard Account Agreement submitted to and hereby approved by the directors;

2. THAT the Board Chair, Board Vice-Chair, Superintendent (administrator), Secretary-Treasurer (administrator), Executive Assistant (administrator)

are hereby authorized to sign for and on behalf of the Company, a Corporate MasterCard Account Agreement with the Bank substantially on the terms and conditions of the draft thereof approved by the directors, with such changes or modifications as the person(s) so signing may in their sole discretion deem appropriate, and to sign such other documents as do such other things they in their sole discretion deem appropriate or advisable in connection with or to give effect to such Corporate MasterCard Account Agreement and the program contemplated there under.

8.1.5 Expense Disclosure – The Board decided to not proceed with an expense disclosure policy until it has been determined what form Alberta Education wants this to take.

8.1.6 Energy Contract – Motion

Background: In 2005, FFCA joined with a group of school boards in the Province to form a consortium for the purposes of commodity (natural gas, electricity, etc.) procurement. This consortium is responsible to undertake the research and sourcing of the best possible price and terms for the purchase of commodities.

Bruce Hibbard **MOVED** that the Board Chair is authorized to sign a contract for electricity recommended by Administration and in accordance with the Commodity Purchasing Consortium's price offered to all participating Alberta School authorities. Shelley Schroh seconded. **CARRIED.**

8.2 Facilities

8.2.1 Facility Announcement (Calgary) – Bill attended the press conference at which the Minister and Premier announced new schools for the province, and had the opportunity to speak with several MLA's and Avi Habinski. Items of significance include the scope of investment (50 new schools and 70 modernizations - the latter to be announced soon, hopefully with positive news for FFCA), and the fact that the Municipal Governments Act may be amended to make it possible for charter schools to have access to municipal lands.

8.3 Community Relations

8.3.1 Director Bios – All have been completed and will be forwarded to Meredith for placement on the website.

8.3.2 Board/Admin Event – June 13, 7:30 a.m. at Smitty's on Macleod Trail. Cindy will make the reservation.

8.3.3 Staff Appreciation Event – Jubilations Dinner Theatre booked for Sept. 24, 2013.

8.3.4 Newsletter – Will be ready for distribution in the second week of June.

8.4 Human Resources

8.4.1 Board Performance Review – The first draft of this report will be ready for the HR Committee meeting on June 4; the final draft will be presented for approval at the June 12 Board meeting.

8.5 Executive

8.5.1 Director Updates/Highlights: All Board members have had a busy month with Committee and T-8 meetings. Darren Martin: NMS SC & AGM, HS Open House; Darrin Whitbread: SMS & SWE SC's, SWE Fundraiser; Shelley Schroh: Student Union speeches at NMS & SMS; Bruce Hibbard: SWE Fundraiser, NWE SC; Cindy Higa: TAAPCS, CBD meetings in Stony Plain; SWE Fundraiser, SEE SC & AGM, Music Monday at Westmount Charter School; Bill McGregor: TAAPCS, CBD meetings in Stony Plain; SWE Fundraiser, NEE SC & AGM, HS SC & AGM, Music Monday at Westmount Charter School, NWE Appreciation lunch, facilities press release.

8.5.2 Board Casino Update – Final investigations have confirmed that we are unable to qualify for this.

8.5.3 Spirit Wear Samples – Cathy showed samples of the items that will be available shortly on the website. Clothing items will be black in order that they are not perceived to be uniform items.

8.5.4 Strategic Planning Update (Steering Committee, Facilitator) – Jay and Bill have met with Volunteer Calgary (formerly Centrepont) to look into getting some help with developing an FFCA strategic plan; a follow-up meeting has been scheduled for June 4.

8.5.5 TAAPCS/Political Action – See handout. This document was put together by TAAPCS Executive Director Garry Andrews and reflects consultations with the other Alberta charter schools as to what we would like to see in the new regulations. Bruce suggested that we might make a case for more flexibility in revenue generating (e.g. wait list fee).

9. Discussion Items

9.1 Fund Development – This item will be referred to a T-8.

9.2 Employee Resignation

Background – Employee #10753 has resigned their position with FFCA.

Shelley Schroh **MOVED** that the Board accept the resignation of Employee #10753. Darren Martin seconded. **CARRIED**.

9.3 Locally-Developed Courses

9.3.1 Advanced Acting/Touring

Background: To support the students in the development of skills in the art of acting and theatre, the administration at FFCA High School has determined that a locally-developed course authored by Calgary School District No. 19 entitled Advanced Acting/Touring Theatre 15, 25, and 35 would provide the opportunity for students to further develop acting and performance skills through the exploration, practice, and performance of advanced One Act Plays.

Cindy Higa **MOVED** that the Board approve the following acquired senior high school courses from Calgary School District No. 19, with the resources stated in the document attached, for use at Foundations for the Future Charter Academy High School Campus for the school year beginning on August 2013 and continuing until the courses expire on August 31, 2016. Shelley Schroh seconded. **CARRIED**.

- Advanced Acting/Touring Theatre 15 – 5 credit

- Advanced Acting/Touring Theatre 25 – 5 credit
- Advanced Acting/Touring Theatre 35 – 5 credit

9.3.2 Technical Theatre

Background: To support the students in the development of skills in the art of technical theatre, the administration at FFCA High School has determined that a locally-developed course authored by Edmonton School District No. 7 entitled Technical Theatre *25 and 35* would provide the opportunity for students to gain knowledge and develop skills in implementing the technical aspects of theatre including set, props, costume design and construction; lighting and sound design and execution; stage management; and company management.

Bruce Hibbard **MOVED** that the Board approve the following acquired senior high school courses from Edmonton School District No. 7, with the resources stated in the document attached, for use at Foundations for the Future Charter Academy High School Campus for the school year beginning on August 2013 and continuing until the courses expire on August 31, 2016. Darren Martin seconded. **CARRIED.**

- Technical Theatre 25– 5 credit
- Technical Theatre 35– 5 credit

9.4 AP-J-401.1 Parent-School Partnership – See handout. Cathy presented the revised version of the AP, which will go to the School Leadership Team meeting next week and come back to the Board in June.

10. Open to Gallery – It was agreed among the gallery that tonight’s meeting had been enjoyable and professional, and provided evidence of a lot of good work being done by Directors.

11. Talking Points – None, however Darren Martin remarked on the outstanding success of FFCA’s One-Act Play, *Three*, at provincials.

12. Chairman’s Remarks – None.

ADJOURNMENT: by 8:33 p.m.

NEXT MEETING: June 12, 2013

FUTURE AGENDA ITEMS: Annual HS Report – Shelley Geran; Superintendent contract, remuneration; Hetty Roessingh