

**Attendees:**

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

**Presenters:**

Auditor: Terry Booth

Staff: Preston Lowther, John Deines

**Gallery:**

Rhonda Free, Kelly Clarkson, Gerry Schuster, Heather Bharadia, Yvonne DePeel, Mohamad El-Rafih, Sohail Sherwani, Tracy Prokopetz, Sherri Codd

**6:02 CALL TO ORDER**

1. Review of Meeting Agenda - no changes.
2. Approval of Minutes of Public Meeting October 17, 2012 as presented.  
**MOVED** by Shelley Schroh, seconded by Deekay Fox. **CARRIED.**
3. Audited Financial Reports; Terry Booth, auditor with Collins Barrow, briefly went over the main points in the Audited Financial Statements

Shelley Schroh **MOVED** that the 2011-2012 Audited Financial Statements be approved as presented, that they be forwarded to Alberta Education, and that the information be shared with stakeholders at the Annual General Meeting. Darren Martin seconded. **CARRIED.**

4. Staff Reports
  - 4.1 High School: Preston talked about the initiatives at the high school that are designed to build “community” through cross-campus participation in a number of upcoming events, most notably the production “Alice in Wonderland”. A number of students from all other campuses will be bused to dress rehearsals for the play, which will run in 4 performances Dec. 13-16. John “The Mad Hatter” Deines invited attendance from all.
5. Correspondence
  - Letter to Chair from Minister Johnson re the development of Expense & Disclosure Policy
  - Letter to Superintendent from Deputy Minister offering to meet re facility needs
6. Policies
  - 6.1 B-403 Appeals to the Charter Board

Cindy Higa **MOVED** that Policy B-403 Appeals to the Charter Board be approved for First Reading as presented. Shelley Schroh seconded. **CARRIED.**

6.2 D-101 Financial Management – Potential revisions were discussed. Administration will bring an amended version to the December meeting.

6.3 I-201 Student Behaviour and Conduct – Potential revisions were discussed. Administration will bring an amended version to the December meeting.

6.4 I-202 Attendance at School - Potential revisions were discussed. Administration will bring an amended version to the December meeting.

## 7. Superintendent's Report

7.1 Bill 3 – There is concern amongst charter schools about the wording of the new Act in Section 24 (2); it is hoped that the impact of this clause can be ameliorated somewhat through charter school participation in the development of the regulations.

7.2 TAAPCS Meeting Update – Handout – 2011-12 Annual Report. The regular meeting and AGM were held on Oct. 19. The previous night's banquet featured inaugural presentations of the Halvar Jonson Award to four "champions" of charter schools.

7.3 New Teacher Visits – Coming close to having completed classroom visits to all 17 new FFCA teachers.

7.4 Expense Disclosure Policy – See letter from Minister in Correspondence File re the requirement to develop an Expense Disclosure Policy based on that written by the provincial government. CASS and ASBOA have promised to share the one being developed by ASBA.

## 8. Reports of Committees

### 8.1 Finance

#### 8.1.1 Appointment of Auditors

Shelley Schroh **MOVED** that the Board recommend that the Society approve the recommendation of administration that Collins Barrow Calgary LLP, Chartered Accountants be appointed FFCA's auditors for the 2012-13 school year. Deekay Fox seconded. **CARRIED.**

#### 8.1.2 Fall Budget Update

Cindy Higa **MOVED** that the Board approve the Fall Budget Update that shows no changes to the original budget submission. Darren Martin seconded. **CARRIED.**

8.1.3 Windpower Agreement – Reta will continue to pursue information to inform our decision as to whether to pursue a short- (e.g. 5-year) or long- (e.g. 25 year) term contract.

### 8.2 Facilities

8.2.1 Meeting with Deputy Minister – Jay will be meeting with the Deputy Minister, Tim Wiles, in Edmonton on November 30 regarding our facility issues.

### 8.3 Human Resources

8.3.1 Performance Reviews – The committee met on Monday morning and is on track to begin the performance reviews of the Superintendent and Board in December.

8.3.2 PD Topics – Board members are asked to email feedback on the list of topics to Shelley.

### 8.4 Community Relations

#### 8.4.1 Committee Terms of Reference

Deekay Fox **MOVED** that the Board approve the 2012-2013 Community Relations

Committee Terms of Reference as presented. Darrin Whitbread seconds. **CARRIED.**

8.4.2 Anniversary Celebration Final Report – The 5 page report written by Gerry Schuster was reduced to 1 page and distributed to the committee.

8.4.3 Newsletter – The newsletter was distributed to campuses on Friday November 2.

8.4.4 School Council Appreciation Event, Deerfoot Inn, Feb. 7, 2013 – The theme will be around Valentine's Day since the date is so close. Directors will be asked to gather specific input when they attend SC meetings through the next few months.

8.4.5 AP-J-102.1 Branding – Cindy has had a conversation with Jay and Cathy regarding the Branding document, but would like a chance to discuss it with the committee before bringing it back to the Board.

#### 8.5 Executive

8.5.1 Director Updates/Highlights (Standing Item) – Shelley Schroh: T-7's & T'8's, HR Comm., SWE SC, SMS Remembrance Day Assembly; Darren Martin: T-7's & T'8's, HR Comm., NMS SC; Deekay Fox: T-7's & T'8's, CR Comm.; Darrin Whitbread: HS SC, TAAPCS Dinner; Bruce Hibbard: T-7's & T'8's, HR Comm., NWE SC, part of TAAPCS meeting; Cindy Higa: T-7's & T'8's, CR Comm., SMS Remembrance Day Assembly, Exec. Comm., SMS SC, ASC, PC Convention; Bill McGregor: T-7's & T'8's, CR Comm., HR Comm., ASC, SEE SC, PC Convention

8.5.2 T-8 Dates - confirmed for January 9 and Feb. 20, 2013

8.5.3 Board Retreat Update – The theme will be teamwork and it will be process oriented, with Judy Gray facilitating. Potential readings are being determined.

8.5.4 Government Relations Update – On the heels of his attendance at the PC Convention, and several productive conversations with MLA's, Bill urged that Directors keep up the effort to bring our case front and centre with MLA's; if we let up, we run the risk of being forgotten. It may also be time to request another meeting with Calgary Caucus.

#### 9. Discussion Items

9.1 AEP/AERR - Cathy distributed the final document and led the Board through the salient points.

Shelley Schroh **MOVED** that the Annual Education Plan/Annual Education Results Report be approved as presented, and that it be forwarded to Alberta Education and placed on the FFCA website. Deekay Fox seconded. **CARRIED.**

#### 10. Information Items

10.1 ASC Report – Gerry Schuster reported that the work of the ASC will be done through 2 lenses this year: communication and community. They will be funding 10 community-based projects through the new Community Fund. They are also trying to broaden participation by inviting specific people to each meeting – the Fundraising Coordinators from each campus have been invited to attend the Nov. 22 meeting – and by looking at the purchase of collaboration software.

10.2 2013-14 Calendar Feedback – Lorie reported that only 17 responses were received regarding the calendar, 2 positive and 15 expressing concerns mainly in the area of child care and the early return date.

10.3 Lorie distributed the Board Crawl schedule and asked that Directors be ready to leave from Central Office promptly at 8:00, as we have 3 campuses to visit by noon.

11. Open to Gallery – Mr. El-Rafih commented that he thought the meeting had been productive and very well run.
12. Talking Points – 1. Change in AGM date, 2. School Council Appreciation event, 3. AEP/AERR
13. Chairman's Remarks – Bill urged the CR Committee to put a piece about the AEP/AERR document into the next newsletter, and mentioned that he and Cindy will be scheduling professional growth plan conversations with Directors with an eye to completing the process before Christmas.
14. Adjournment: 8:08 p.m.

**NEXT MEETING:** December 12, 2012

**FUTURE AGENDA ITEMS:** Directors' and Officers' Liability, AISI (Dec.), Meetings with Directors (Jan.)