

Wednesday September 12, 2012

6:30 – 9:00 p.m.

Nakoda Room, Blackfoot Inn

5940 Blackfoot Tr. SE

Calgary, AB

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

Staff Presenter:

John Deines

Gallery:

Key Dang, Preston Lowther, Gerry Schuster, Dave McElhanney

6:43 CALL TO ORDER

1. Review of Meeting Agenda
Add Items 6.4 Transportation, 9.6 Challenge Days
2. Approval of Minutes of Public Meeting June 13, 2012 as presented.
MOVED by Shelley Schroh, seconded by Cindy Higa. **CARRIED.**
3. Staff Reports
 - 3.1 Staff Leadership: Cathy and John described their presentation, with Melissa Jamieson, on Staff Leadership at the Denver “Learning Forward” Conference in July (see handout showing positive feedback received). Our approach (grassroots) appeared to be quite different from that being used by many American jurisdictions (top-down), and there was quite a lot of interest and enthusiasm shown for their model of promoting staff leadership opportunities. Cathy also updated the Board on our FFCA plans for “Supporting Staff Leadership” (see handout) with 3 upcoming learning opportunities.
 - 3.2 New Teacher Orientation – Lorie reported excellent feedback from the summer orientation sessions (scores averaging 3.99 out of 4!). Suggestions for improvement included more time on Character Education, and more time generally. Lorie surveyed the teachers to see how their first week had gone (A: well), and will follow up with them again in November.
4. Correspondence
 - Letter from Elections Alberta re Assessment of Administrative Penalty
 - Letter from Minister Johnson to Chair in response to our June 11 & 15 emails
 - Copy of letter from Minister Johnson to C. McCauley re FFCA Charter Renewal
 - Copy of letter sent from ASBA to Superintendents re release of PAT & Diploma results
 - Letter from Chair to Minister Johnson re reimbursement of Ogden renovation costs
5. Policies
 - 5.1 I-501 Uniform
 - 5.1 (a) Policy I-501 Uniforms – Postponed to next meeting.
 - 5.1 (b) AP-I-501.1.1 Uniform Requirement List - Postponed to next meeting.

5.1 (c) Extended Uniform Contract – Postponed to next meeting.

5.2 J-102 Brand Identity – Administration will come to the next meeting with suggested revisions.

6. Superintendent's Report

6.1 Minister/MLA Visit – Postponed indefinitely.

6.2/6.3 Enrolment Update/ Change in Enrolment at High School – Jay presented the latest enrolment figures and information on the impact of student losses at the high school.

Shelley Schroh **MOVED** that the Board approve, if necessary, a draw on Reserve Funds such that current staffing levels can be maintained. Darren Martin seconded. **CARRIED.**

6.4 Transportation

Darrin Whitbread **MOVED** that the Board support administration in resolving current transportation issues that have arisen as a result of the high school relocation and bus overcrowding. Cindy Higa seconded. **CARRIED.**

7. Reports of Committees

7.1 Finance

7.1.1 Q4 Estimate to Year-end

Deekay Fox **MOVED** that the Board accept the Q4 Estimate to Year-end as presented. Shelley Schroh seconded. **CARRIED.**

7.1.2 Scholarship Fund Update – This will be handed over to the CR Committee and be placed on the October Board meeting agenda.

7.1.3 Political Penalty - The Board has been assessed an administrative penalty (\$945) based on a percentage of political contributions deemed to be in violation of the *Election Finances and Contributions Disclosure Act*, R.S.A. 2000, c. E-2.

Deekay Fox **MOVED** that the Board direct administration to pay the \$945 administrative penalty assessed by *Elections Alberta*. Shelley Schroh seconded. **CARRIED.**

7.2 Facilities

7.2.1 High School – Motions brought forward from July 5, 2012 Closed Meeting of the Board.

7.2.1 High School (a)

Shelley Schroh **MOVED** that the Board direct administration to seek confirmation from Alberta Education of the acquisition of Montgomery School for the FFCA High School for occupation commencing September 2012. Darren Martin seconded. **CARRIED.**

7.2.1 High School (b)

Shelley Schroh **MOVED** that the Board direct the Board Executive Committee and Administration to secure funding from Alberta Education (renovation expenses) and for Almadina Language Charter Academy (leasehold improvements) at the Ogden Campus (FFCA High School) for the purpose of financing the move to Montgomery School and making it student ready for September 2012. Darren Martin seconded. **CARRIED.**

7.2.1 High School (c)

Darrin Whitbread **MOVED** that the Board direct administration to use surplus funds of no more than \$1,300,000, less the amount received from Alberta Education/Almadina Language Charter Academy, to complete the work necessary to make Montgomery School (FFCA High School) student ready for September 2012. Deekay Fox seconded. **CARRIED.**

7.2.1 High School (d)

Shelley Schroh **MOVED** that the FFCA Board request administration to notify staff, parents and students of the move of FFCA High School to Montgomery School as soon as confirmation of funding is received from Alberta Education. Cindy Higa seconded. **CARRIED.**

7.2.2 Leases

Darren Martin **MOVED** that the Board direct the Board Chair and Superintendent to sign off on all renewable facility leases. Shelley Schroh seconded. **CARRIED.**

7.2.3 Renovations/Portables at Montgomery – (see handouts) Reta explained information related to our costs at Montgomery (estimated and actual to-date), as well as portable relocation and renovation costs at the South Middle School.

7.2.4 Letter to Minister – (see correspondence file) A letter was sent to Minister Johnson on August 29 requesting reimbursement of costs incurred at Ogden School to offset the balance of the costs at Montgomery. No response has been received as yet.

7.2.5 Capital Plan Revision

Shelley Schroh **MOVED** that the Board revise the FFCA Capital Plan to advance Montgomery School into the number one priority spot for modernization. Darren Martin seconded. **CARRIED.**

Cindy Higa **MOVED** to extend the meeting by 20 minutes to accommodate the rest of the meeting agenda items. Deekay Fox seconded. **CARRIED.**

7.3 Human Resources

7.3.1 Committee Terms of Reference – Postponed to next meeting.

7.4 Community Relations

7.4.1 Review Committee Terms of Reference – Postponed to next meeting.

7.4.2 Anniversary Celebration Final Report – To be discussed at CR Committee.

7.4.3 Newsletter – Final edits are currently being made; should be out by next week.

7.4.4 Staff Appreciation Event, Sept. 25, 2012 – Arrangements are being finalized.

7.4.5 ABC Event, Sept. 20/12 – Bill, Gerry and Jay will be handling the program.

7.4.6 School Council Appreciation Event, Feb. 7, 2013 – To be discussed at CR Committee.

7.5 Executive

7.5.1 Director Updates/Highlights (Standing Item) – Postponed to next meeting.

7.5.2 Recognition

Cindy Higa **MOVED** that the Board approve the purchase of gift cards, in amounts to be determined by administration, for the members of the Facility and Technology Departments in recognition of their outstanding service this past summer. Shelley Schroh seconded. **CARRIED.**

7.5.3 Terms of Reference – Postponed to next meeting.

7.5.4 T-8's – A date will be circulated by email for the next T-8.

8. Discussion Items
 - 8.1 Board Retreat Dates, Jan. 11-13, 2013 – Executive Committee will discuss the retreat.
 - 8.3 Board Crawl Dates – Lorie will email some potential dates out.
 - 8.4 Board Goals – Postponed to next meeting.
9. Information Items
 - 9.1 ASC Report (Standing Item) – The first meeting will be held on Sept. 27.
 - 9.2 Admin Retreat Oct. 3-5, 2012 – Final arrangements are being made.
 - 9.3 Staff Presentation Dates – The South Middle School is scheduled to present at the October Board meeting.
 - 9.4 Parental Partnerships – Postponed to next meeting.
 - 9.5 Calendar Communication – This will be discussed at the Admin Team meeting tomorrow.
 - 9.6 Challenge Days – Meredith circulated some information regarding the High school Challenge Days, and will email out the sign-up sheet. Directors are asked to contact the High School with their availability.
10. Open to Gallery – No comments.
11. Talking Points (Standing Item) – Cindy Higa will email these out to Directors.
12. Chairman's Remarks – No remarks.
13. Adjournment: 9:17 p.m.

9:17 p.m. CLOSED SESSION

NEXT MEETING: October 17, 2012

FUTURE AGENDA ITEMS: Policies: A-201 Site-Based Decision-Making, B-103 Duties of the Treasurer, B-403 Appeals to the Charter Board; Uniforms; Scholarship Fund Update; HR Committee Terms of Reference; CR Committee Terms of Reference; Exec. Committee Terms of Reference; Board Goals; Parental Partnerships