



## Public Board Meeting Minutes

Wednesday Feb. 17, 2016

6:00 – 9:00 p.m.

FFCA Central Office Boardroom

#240, 688 Heritage Dr. SE

Calgary, AB

### Attendees:

**Board & Administration:** Shelley Schroh, Cindy McGlashan-Beaucage, Andrew Chu, Cristian Rios, Wayne Weinheimer, Pamela Wilson, Roger Nippard, Reta Morgan, John Deines, Judy Gray, Amy Donovan, Deanna Werklund, Jeff Cullen, Salima Hudani, Meredith Poole

**Presenters:** Rasha Roshdy, Emily Ross, Denise Budgen, Michelle Deleau, Janice Burk, Anna Hodgson, Kelly Russell, Rebecca Carruthers, 6 Gr. 4 students (Usmaan Sayed, Alara Gungor, Liam Ferguson, Lochlan Rinas, Alina Morante, Jayde Plett), Shelley Murray

### 6:01 CALL TO ORDER – REGULAR PUBLIC MEETING

1. Review of Meeting Agenda
2. Approval of Minutes – Jan. 20, 2016  
**MOVED** by Wayne Weinheimer and seconded by Cristian Rios, as presented. **CARRIED.**
3. Staff Reports
  - 3.1 CIWA – Judy introduced Rasha Roshdy and Emily Ross from the Calgary Women’s Immigrant Association (CIWA), who gave an informative presentation about the vision, mission, values and history of their organization, as well as the translation and interpretive services it offers. CIWA has 150 staff members who provide 40 programs in 4 different departments in 42 languages, and serve 17,910 clients from over 149 countries. FFCA has entered into a partnership with CIWA which will enable our campuses to access services and contribute to the success of our ESL families and students.
4. Campus/ASC Reports
  - 4.1 SEE Presentation: A Reflection on Responsibility – You are never too young to build community partnerships! Teachers and Gr. 4 students (6) from SEE gave a report on their recent service project to benefit the Calgary Drop-in Centre by raising \$2320.67 at a school dance. Their presentation clearly showed their enthusiasm and the level of responsibility they assumed in ensuring the success of this project, as well as the learning that took place in seeing it from start to finish. Bravo, SEE Gr. 4’s – well done!
5. Correspondence  
Copy of Facebook post re Fort Vermilion reaction to Bill 1o (sent by FFCA parent)
6. Policies
  - 6.1 Policy 10 – Policy Making  
**MOVED** by Wayne Weinheimer and seconded by Cindy McGlashan-Beaucage that Policy 10 – Policy Making be approved for Third Reading as amended. **CARRIED.**  
**MOVED** by Wayne Weinheimer and seconded by Pamela Wilson that the Board rescind Policy B-301 Policy Development. **CARRIED.**
  - 6.2 Policy 16 - Recruitment and Selection of Personnel  
**MOVED** by Wayne Weinheimer and seconded by Cristian Rios that Policy 16 - Recruitment and Selection of Personnel be approved for Third Reading as presented. **CARRIED.**
  - 6.3 Policy 19 – Welcoming, Caring, Respectful and Safe Learning and Working Environments  
**MOVED** by Cindy McGlashan-Beaucage and seconded by Cristian Rios that Policy 19 – Welcoming, Caring, Respectful and Safe Learning and Working Environments be approved for Third Reading as

presented. **CARRIED.**

**MOVED** by Wayne Weinheimer and seconded by Cindy McGlashan-Beaucage that the Board rescind Policy C-201 Critical Response Plans. **CARRIED.**

6.4 Policy 1 - Foundational Statements

**MOVED** by Cristian Rios and seconded by Wayne Weinheimer that Policy 1 - Foundational Statements be approved for Second Reading as amended, and recirculated for further feedback. **CARRIED.**

6.5 Policy 19 Appendix – Student Code of Conduct

**MOVED** by Cindy McGlashan-Beaucage and seconded by Pamela Wilson that Policy 19 Appendix – Student Code of Conduct be approved for Second Reading as amended. **CARRIED.**

**MOVED** by Cindy McGlashan-Beaucage and seconded by Cristian Rios that Policy 19 Appendix – Student Code of Conduct be approved for Third Reading as presented. **CARRIED.**

6.6 Policy 4 - Director Code of Conduct

**MOVED** by Cindy McGlashan-Beaucage and seconded by Cristian Rios that Policy 4 - Director Code of Conduct be approved for Second Reading as amended and circulated for feedback. **CARRIED.**

**MOVED** by Wayne Weinheimer and seconded by Pamela Wilson that the name of B-103 Role of the Director in the May 20, 2015 Board Meeting Minutes be changed to Policy 3 - Role of the Director. **CARRIED.**

6.7 Policy 5 - Role of the Charter Board Chair

**MOVED** by Cristian Rios and seconded by Cindy McGlashan-Beaucage that Policy 5 - Role of the Charter Board Chair be approved for Second Reading as amended and circulated for feedback. **CARRIED.**

6.8 Policy 6 – Role of the Vice-Chair

**MOVED** by Pamela Wilson and seconded by Wayne Weinheimer that Policy 6 – Role of the Vice-Chair be approved for Second Reading as presented and circulated for feedback. **CARRIED.**

7. Superintendent's Report – 1. Thanks are expressed to the Board for their hard work on policy development, 2. Visited all campuses since the break (regular meetings), plus 5 times with Dr. David Townsend, 3. Participated in CASS Teleconference re current provincial initiatives, 4. Attended AB Innovates and Early Childhood Branch meetings with Deanna, 5. Attended Board Retreat, Exec Meetings and meeting with Associate Minister Payne, 6. Attended several social functions at campuses, 7. Participated in Dual Credit meeting in Edmonton, uncertain whether funding will be renewed in upcoming budget.

8. Discussion Items

8.1 Resource Fees

**MOVED** by Pamela Wilson and seconded by Wayne Weinheimer that the 2016-2017 FFCA Resource Fee Schedule be approved as presented. If funding is provided by Alberta Education to offset Resource Fees, they will be eliminated or reduced accordingly and rebates will be issued. **CARRIED.**

Kindergarten	\$115.00
Grades 1 to 6	\$145.00
Grades 7 to 12	\$195.00
Family Maximum	\$450.00

Families who qualify for the Resource Fee Subsidy will be expected to pay \$50/student.

8.2 Transportation Fees

**MOVED** by Cristian Rios and seconded by Wayne Weinheimer that the 2016-2017 FFCA Transportation Fee Schedule be approved as presented. **CARRIED.**

Kindergarten	\$390.00
Grades 1-12 (2-way)	\$780.00
Grades 1-12 (1-way)	\$560.00
Family Maximum	\$2000.00

Families who qualify for the Transportation Fee Subsidy will be expected to pay \$250/student.

### 8.3 Reserves

Background: Alberta Education has reported our adjusted Accumulated Operating Surplus (A.O.S.) to be \$857,000. We believe it is in the best interest of FFCA to have motions on the books that record the planned expenditure of the surplus. Part of the amount is at a system level and part is at the campus level.

**MOVED** by Cristian Rios and seconded by Cindy McGlashan-Beaucage that the Board allocate \$200,000 of the A.O.S. to continue with phase 2 of the wireless project, critical hard wiring upgrades, especially in NEE and NWE, and to provide for a one year contract position to implement these critical technology needs. **CARRIED.**

Item	Description	Approximate Cost
Wireless Phase 2	Reserves could be utilized to purchase additional access points to prepare for a BYOD launch in Sept 2017.	\$35,000
Wired infrastructure	The wired network infrastructure at most campuses in many cases reflects the age of the buildings. Upgrading of wired infrastructure would provide increased stability to network services. Examples of specific projects include →Deploying additional cabling runs to accommodate second Ethernet port on wireless access points at multiple campuses →Consolidate multiple wiring closets in NEE and NWE campuses	\$75,000
Contract infrastructure projects	It is next to impossible to adequately plan and execute projects with a team that as a matter of necessity is operationally focused and reactive. Reserve funds could be utilized to hire a one year contract position dedicated to specific infrastructure projects that could reduce this backlog. Project Examples →Network optimization, including cabling →Server upgrades →Hypervisor migration →SIP trunking migration	\$90,000 for one year

**MOVED** by Cindy McGlashan-Beaucage and seconded by Andrew Chu that the Board allocate \$25,000 of the A.O.S. towards action research/professional development to broaden our current initiatives around our teaching and learning framework. **CARRIED.**

**MOVED** by Cristian Rios and seconded by Wayne Weinheimer that the Board allocate \$200,000 of the A.O.S. towards sound and lighting upgrades first to the high school and then to the two middle schools. **CARRIED.**

**MOVED** by Cindy McGlashan-Beaucage and seconded by Cristian Rios that the Board allocate \$329,000 of the A.O.S. towards campus based initiatives as outlined below (campuses not included have much smaller reserves). **CARRIED.**

**HS Reserve Investment Plan - \$144,000**

- \$100,000 for locker moves\replacements and enhancement of student gathering areas
- \$ 12,000 for steps built into hill at South entrance, outdoor seating areas and flower boxes
- \$ 10,000 for 2 x 20'/2 door C-Can containers for outside storage
- \$ 5,000 for dealing with the bear images outside and in the gym
- \$ 10,000 for outdoor education equipment
- \$ 3,000 for improved wiring and monitors for announcements
- \$ 2,000 for custom painting of the FFCA Outdoor Education Trailer
- \$ 2,000 for training two First Aid instructors for HS

**SMS Reserve Investment Plan - \$94,000**

- \$ 30,000 Sound System for the Gym
- \$ 15,000 Projector System for the Gym
- \$ 15,000 Furniture upgrades in the campus
- \$ 20,000 Chrome Books
- \$ 14,000 Tarmac repair/line painting

**SWE Reserve Investment Plan - \$35,000**

- \$ 19,000 Class libraries including leveled books (\$1000 per class)
- \$ 5,700 Classroom furniture and supplies (\$300 per class) for literacy centers, reading backpacks
- \$ 2,000 Ipad Sets (4 mini Ipads with cases and apps to top up literacy centers in classrooms)
- \$ 8,300 Red Cat Sound System (\$1600 x 5 classrooms)

**NMS Reserve Investment Plan - \$56,000**

- \$ 15,000 Textbooks (New and Replacement)
- \$ 9,000 Laptops (mobile labs replacement)
- \$ 15,000 Curricular Capital Equipment (Sci., PE, Out. Ed., Drama)
- \$ 2,000 Locker Replacement
- \$ 7,000 Facility Storage Systems (PE, Science, Drama, Chairs)
- \$ 4,000 Storage Room to Office Conversion (paint, elec./lights, floor)
- \$ 4,000 Facility Painting & Stenciling

9. Information Items

9.1 Wait List – Q & A handout. This will be revisited with a focus on the intended audience.

9.2 CIRTeam – There will be an info session on the formation of FFCA's Crisis Response Team at the March 1 Open Admin Day, Denise Still presenting. Denise will lead the interview and selection process to create the team(s). Other Calgary charter schools (at least 3) will be joining the meeting, which may result in some cost-sharing benefits.

9.3 Social Media Strategy – Our new hashtag, #FFCAWORKS, has been launched as part of a broader media strategy being developed by the Board. Look for it on Facebook, Twitter, Instagram and YouTube.

*\*9:00 p.m. Shelley Schroh **MOVED** that the Board extend the meeting by 10 minutes to accommodate the remaining agenda items. Cristian Rios seconded. **CARRIED.**\**

10. Committees

10.1 Charter Board Committee of the Whole – The Board enjoyed a very productive time in Canmore and came together as a team. Much of the time was spent on policy development; T-8's have also been largely devoted to this.

10.2 Community Relations Committee - The Committee has held 2 conference call meetings in recent weeks, the main focus of which has been planning for the School Council Appreciation event tomorrow evening. The newsletter is scheduled to be sent out just prior to Spring Break (articles due to Meredith by March 11), and Staff Appreciation will be held May 17 at the Deerfoot Inn. We have also completed the first of 2

scheduled service learning projects at the Food Bank (10 reps from the Board, School Council and Central Office). Approximately 4.5 tons of food was processed, which will help 600 families.

*\*9:10 p.m. Andrew Chu **MOVED** that the Board extend the meeting by a further 10 minutes to accommodate the remaining agenda items. Pamela Wilson seconded. **CARRIED.**\**

10.3 Executive Committee – Met with Associate Minister Brandy Payne for approx. 45 minutes on Feb. 5. Previous meetings of Executive Committee had focused primarily on retreat planning.

10.4 Human Resources Committee – Survey groups and questions are being finalized for both the Superintendent and Board/Board Chair Performance Evaluations, the former due to be completed by the end of June, the latter by the end of May. Cindy McGlashan-Beaucage will be representing FFCA at New Horizons Public Charter School's 20<sup>th</sup> Anniversary Celebration on Feb. 24. Next committee meeting is on Tuesday March 15.

10.5 Audit Committee – No report.

10.6 Expulsion Committee – Training was provided at the retreat re the roles of the Board members and Superintendent; it is hoped that it will never have to be put to use!

10.7 Director Highlights – Pamela Wilson: Food Bank Volunteering; Cristian Rios: Food Bank Volunteering; Cindy McGlashan-Beaucage: Food Bank Volunteering and SWE celebration (battery project); Wayne Weinheimer: Canmore retreat; Andrew Chu: research into NDP platform on charter schools.

11. Open to Gallery – No gallery remaining.

12. Talking Points (Standing Item) – Pamela will distribute.

13. Chairperson's Remarks:

**ADJOURNMENT:** 9:19 p.m.

**NEXT PUBLIC MEETING:** March 16, 2016

**FUTURE AGENDA ITEMS:**