



## Minutes of Board of Directors Meeting ASBA Boardroom

December 12, 2008

### ATTENDANCE

#### Board Members

Mrs. Heather Welwood, President  
 Mrs. Jacquie Hansen, Vice President  
 Mr. Dave Colburn, Edmonton Public (alternate)  
 Mrs. Marilyn Bergstra, Edmonton Catholic  
 Ms. Carol Bazinet, Calgary Public  
 Mr. Serafino Scarpino, Calgary Catholic  
 Mrs. Dianne Lavoie, Zone 1  
 Mrs. Lynda Akers, Zone 2/3  
 Mr. Clayton Jespersen, Zone 2/3  
 Ms. Jackie Swainson, Zone 4  
 Mr. Doug Gardner, Zone 5  
 Ms. Kelly Hall, Zone 6 (alternate)  
 Mrs. Alice Brick, ACSTA  
 Mr. Roy Goulet, FCSFA  
 Mr. Don Fleming, PSBAA

#### Guests

Mr. Randy Clarke, Alberta Education (A.4)  
 Mr. Rob Quilley, KPMG (A.5)  
 Mr. Ken MacRae, Consultant (A.6)

#### Staff/Consultants

Mr. David Anderson, Executive Director  
 Ms. Donna Engel, Director, Corporate Services  
 Ms. Heather Rogers, Director, Finance & Administration  
 Mr. Scott McCormack, Manager, Special Initiatives  
 Mr. Terry Gunderson, Consultant  
 Ms. Heather Tkachuk, Policy and Research Analyst  
 Ms. Bobbie Garner, Administrative Assistant  
 Ms. Marian Johnson, Administrative Assistant

**Note:** Any enclosure, report or other document to which a motion relates in whole or in part becomes an integral and official part of these minutes.

#### CALL TO ORDER

President Welwood called the meeting to order at 9:05 a.m. and welcomed Ms. Kelly Hall, Mr. Dave Colburn, and Mr. Roy Goulet.

#### NATIONAL ANTHEM

Mrs. Alice Brick led the Board in the singing of O' Canada which was sung in both official languages.

**INSTALLATION OF NEW  
OBSERVER**

Mr. Roy Goulet was officially installed as the FCSFA observer on the ASBA Board of Directors.

**A. RECOMMENDED ACTION ITEMS**

**A.1 Agenda**

**(a) Additions/Changes** No additions or changes to the revised agenda were noted.

**(b) Approval**

**MOTION #1**  
S. Scarpino

That the revised agenda be approved.

**CARRIED**

**A.2 Approval of Minutes – October 9-10 and November 16, 2008**

**(a) Errors/Omissions**

**October 9-10, 2008:**

**A.11(a) Distributed Learning Strategy Forum:** Clarify that the forum in Calgary was the same as the one in Edmonton, and add that D. Gardner attended the Calgary Forum.

**B.1 Movers and Seconders:** Clarify “D. Engel” was Donna Engel.

**November 16, 2008:**

**Attendance:** Carol Bazinet was not able to attend the meeting due to the weather.

**(b) Approval**

**MOTION #2**  
L. Akers

That the minutes of the October 9-10, 2008 ASBA Board of Directors meeting be approved as corrected.

**CARRIED**

**MOTION #3**  
C. Jespersen

That the November 16, 2008 minutes be approved as corrected.

**CARRIED**

**(c) Business Arising**

It was noted that Agenda Item B.2 – Follow-Up to Leadership Academy was actually a business arising item. The notes were provided by the facilitator of the academy and it was noted that the alternate directors had not been listed as attendees.

D. Anderson pointed out that the initiatives identified during the sessions had been divided into two categories – organizational and individual. He requested Board direction on the actions he had proposed for the 10 organizational initiatives which were included in the document.

**#1. Comprehensive tool/process re achieving strategic priorities:** In addition to D. Anderson's note, it was suggested that ASBA ensure that the strategic plan was provided to Zones.

**#2. Methodology re gathering input for strategic planning:** The Board agreed that no change in current practice was necessary.

**#3. E-Scan circulation:** The Board agreed with the recommendation to circulate the E-Scan more proactively.

**#4. Zone Best Practices:** The Board agreed that ASBA should take a more "hands-on" approach to zone support, and to include Board Directors in Zone meetings, if the Zones agreed.

**#5. Zone meeting evaluation forms:** The Board agreed that the ASBA should provide Zones with evaluation form templates to help people focus on conducting effective meetings.

**#6. Decision-making responsibilities:** The Board requested that information on who makes what decisions at ASBA be included in a Board Chairs Email message.

**#7. Improved trustee development:** D. Anderson advised that once the trustee development program was revamped, ASBA might receive funding for it from the department.

**#8. Increased general meeting participation:**

**(a) Hospitality room:** It was agreed that the availability of a hospitality room at general meetings would be better promoted.

**(b) More relevant meeting format:** It was noted that the policy process review was addressing this issue.

**(c) Meeting/debate etiquette guidelines:** The Board agreed with the recommendation to not support providing etiquette hand-outs at meetings, as the Chair provided sufficient instruction.

**(d) Better meeting and conference evaluation questions:** D. Anderson sought Board input on the intent of the recommendation. It was suggested that a question could be included on evaluation forms as to what factors ASBA should assess.

**#9. Expansion of Board Highlights:** The Board agreed that the Highlights currently provided sufficient meaningful substance.

**#10. Support of Zone Reps:** Zone Board Directors were encouraged to review with the Zone's Executive their responsibilities as per the Zone's bylaws.

Directors were asked to reflect on the individual initiatives listed. However, with reference to the third individual initiative, D. Anderson stated that, as Zone Directors were responsible for distributing the Board Highlights to their Zone's Chair, they should not be sent directly by ASBA to Zone Chairs.

Directors and observers commented on how valuable it was to have invited Board alternates, Zone Chairs and observers to the Leadership Academy. It was noted, however, that for future academies, costs for the Zone Chairs and observers would be borne by the Zone or the observer's association.

**A.3 In-Camera Session**

**MOTION #4**  
M. Bergstra

That the meeting move *in-camera*.

**CARRIED**

**MOTION #5**  
J. Swainson

That the meeting move out of *camera*.

**CARRIED**

**A.4 Workforce Planning Initiative**

Randy Clarke, Director of Workforce Planning, Alberta Education, gave a presentation on the factors affecting student population projections and teacher forecasting as well as the model recently developed to assist the education sector in attracting, developing and retaining professional teachers in Alberta's education system. Mr. Clarke advised that a simulation model, specific to each jurisdiction, would be provided to schools.

The goal of the workforce plan was to place the right people with the right skills in the right place at the right time to meet the needs of Alberta learners.

In addition to his PowerPoint presentation, Mr. Clarke distributed a draft "Framework for Action" which included 13 draft recommendations of the external stakeholder advisory committee which were in response to a variety of identified challenges. He requested that the Board review the Framework to see if there were any gaps or missing information as well as to provide a response to the recommendations.

D. Anderson advised that he would provide the Board with recommendations for a response at their January 2009 meeting.

**A.5 Audited Financial Statements 2007-2008**

Mr. Rob Quilley, KPMG LLP, presented the audited financial statements and the audit findings report for the year ending August 31, 2008. He described the audit as "clean" and provided details regarding the activities in the various funds presented in the financial statements. He also advised of a new requirement of

GAAP that investments were now recorded as their fair market value amount, not their purchase cost. He added that no management letter would be sent out this year as ASBA internal controls were operating effectively.

Staff left the meeting to allow the Board of Directors to meet privately with the auditor.

**MOTION #6**  
D. Lavoie

That the meeting move *in-camera*.

**CARRIED**

**MOTION #7**  
S. Scarpino

That the meeting move out of *camera*.

**CARRIED**

**MOTION #8**  
J. Swainson

That the ASBA Board of Directors accept the audited financial statements for the year ending August 31, 2008.

**CARRIED**

Staff returned to the meeting.

**A.6 ASBA Membership Survey (2008)**

Mr. Ken MacRae reported on the 2007-2008 Member Survey results. There was a 100% response rate and overall the comments were much more positive than last year's.

The Board requested that a discussion of improving communications be held at the January strategic planning meeting.

A Board Chairs Email would be sent out to Board Chairs on the results of the survey.

A copy of the 2008 Fall General Meeting evaluations summary was provided to the Board.

**A.7 Insurance Board Appointments**

**(a) ASEBP Representative**

Before considering the recommendation of who should replace Bill Schulte on the ASEBP Board of Trustees, the applicant's superintendent was contacted to ensure that the employer supported the appointment.

**MOTION #9**  
D. Colburn

That the ASBA Board of Directors appoint Mr. Drew Chipman, Secretary-Treasurer of Foothills S. Div. #38, as an ASBA representative on the ASEBP Board of Trustees for the term January 1, 2009 - December 31, 2011.

**CARRIED**

**(b) ASEBP Chair**

D. Anderson informed the Board that the Executive Director of ASEBP, Barbara Barbers, would be retiring in April 2009 and stressed the importance of continuity in the appointment of the Chair during the next few years.

**MOTION #10**  
D. Colburn

That Gerry Gibeault be reappointed as Chair of the ASEBP Board of Trustees for the term January 1, 2009 – December 31, 2010.

**CARRIED**

**A.8 Policy Development  
Advisory Committee (PDAC)  
Report**

J. Hansen, Chair of PDAC, provided an update on the work of the committee. Prior to their next meeting on February 23<sup>rd</sup>, the committee requested approval to present a draft of their proposed review process at Zones.

J. Hansen also alerted the Board of the committee's desire to establish an Issues Advisory Council that would receive issues and make recommendations to the Board regarding appropriate processes for disposition of issues including the consideration of policy statements at general meetings.

The committee also provided a sample section of their proposed policy handbook. Board members were requested to provide feedback to the committee within the next week on the concept being proposed. Based on the input received, PDAC would take a more formal sample to Zones for their feedback. Following the Zone presentations, the committee would make any adjustments and present the proposed policy/directives for action handbook to the Board of Directors at a future meeting.

**A.9 Renewal of ASBA/ASBALE  
Protocol**

Board members reviewed the existing protocol agreement between ASBA and ASBALE and expressed the following concerns:

- Currently there was no Director assigned as lead in the area of languages
- Some boards did not support ASBALE's goals
- There were no other "speciality" groups within ASBA (i.e. Math, Science, etc.)
- Such an agreement was not in ASBA policy.

The Board requested information on the number of ASBALE member boards and what their rationale was to become a member, especially since the government recognized the importance of second language education.

**MOTION #11**  
J. Swainson

That ASBA further investigate the concerns and questions raised regarding the ASBA/ASBALE agreement and bring the information back to the Board of Directors.

**CARRIED**

**A.10 Directors' Requests for  
Information**

Two concerns were expressed regarding liability insurance and coaching qualifications. D. Anderson advised that ASBA would prepare information on this for the Board.

**A.11 Agenda Items – Future Board Meetings**

The following items were identified:

- Subsidizing Service Costs (pre-budget)
- Board of Directors – Length of Term and Rotation (Feb 09)
- Adequacy of Funding (Apr/May 09)
- Presentation re Discrepancy of School vs. Diploma Awarded Marks by Dr. J. Rymer
- Response to Workforce Planning Framework (Jan 09)
- Renewal of ASBA/ASBALE Protocol

**B. DISCUSSION ITEMS**

**B.1 Succession Planning**

D. Anderson advised that because succession planning would impact the budget, it would be included in the budget discussions and assumptions. Cost information would be prepared.

**B.2 Follow-Up to Leadership Academy**

Please see A.2(c) - Business Arising.

**B.3 Fair Bargaining for a Better Future Report**

Discussion of this report occurred just prior to the meeting's adjournment.

**MOTION #12**

M. Bergstra

That the meeting move *in-camera*.

**CARRIED**

**MOTION #13**

L. Akers

That the meeting move out of *camera*.

**CARRIED**

**MOTION #14**

J. Hansen

That the ASBA Board of Directors receive the "Fair Bargaining for a Better Future" report, direct administration to follow up with a plan for board discussion and next steps, and extend their thanks to Patricia Mackenzie for her work on the report.

**CARRIED**

**C. INFORMATION ITEMS**

**C.1 President's Report**

Please refer to the written report.

**(a) CSBA Update**

Please refer to the written report.

**C.2 Vice-President's Report**

Please refer to the written report.

**C.3 Executive Director's Report**

D. Anderson added the following to his written report:

**Full Day Kindergarten:** D. Anderson informed the Board of the dichotomy of ASBA policies related to kindergarten as a result of the decision at the Fall General Meeting to only fund full-time pre-kindergarten for children at-risk. It was felt that an interim position was necessary on the issue of full-time kindergarten funding.

H. Welwood, in her capacity of President, made the following motion:

**MOTION #15**

H. Welwood

That the ASBA Board of Directors reaffirm their support of full-time kindergarten funding for children at risk in response to the Alberta Commission on Learning's recommendation #3 – Establish full-day kindergarten programs.

**CARRIED**

**C.4 Member Reports**

**Edmonton Public** (*D. Colburn*): Please refer to the written report.

**Edmonton Catholic** (*M. Bergstra*): A report was not available.

**Calgary Public** (*C. Bazinet*): Please refer to the written report.

**Calgary Catholic** (*S. Scarpino*): Please refer to the written report.

**Zone 1** (*D. Lavoie*): A report was not available.

**Zone 2/3** (*L. Akers & C. Jespersen*): Please refer to the written report. L. Akers also advised of a trustee issue at Grande Yellowhead.

**Zone 4** (*J. Swainson*): A report was not available.

**Zone 5** (*D. Gardner*): Please refer to the report distributed at the meeting. C. Bazinet disagreed with the statements attributed to the Calgary Board of Education in #4 on the "Fair Bargaining" report. D. Gardner requested that the Operations and Maintenance issue be discussed at the upcoming Board strategic planning meeting.

**Zone 6** (*K. Milder*): A report was not available.

**ACSTA** (*A. Brick*): Copies of the Fall 2008 "Catholic Dimension" were provided.

**FCSFA** (*R. Goulet*): A report was not available.

**PSBAA** (*D. Fleming*): Please refer to the written report.

**C.5 ASBA Advocacy Priority Reports**

As the advocacy committees had not recently met, there were no reports.

**C.6 Trends (TIES) Report**

D. Gardner advised that the "Agreement on Cooperation" between ASBA and Alberta Education had been signed by both parties.

**C.10 Reports**

**C.10(a) – AISI Education Partners Steering Committee:** C. Jespersen informed the Board of a concern of some partners with removing the “performance” aspect from AISI principles.

**C.10(m) – Social Studies Advisory Committee:** Concern was expressed over the apparent lack of school board content in the grade 6 Social Studies text oriented towards municipal governments.

**MOTION #16**  
C. Jespersen

That the ASBA President and Executive Director have further discussions with the Minister and Deputy Minister regarding an update to the previous ASBA resource for Social Studies 6.

**CARRIED**

**Communication of Information Reports:** H. Welwood invited suggestions on how to communicate the information contained in Information reports to the boards. One was to send out an “Information Email” listing committee activities.

**D. MEETING EVALUATION**

Directors were encouraged to complete and return their meeting evaluation form.

**E. ADJOURNMENT**

There being no further business, the Chair adjourned the meeting at 5:00 p.m.

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President

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Executive Director