



**Minutes of Board of Directors Meeting
ASBA Boardroom**

December 10, 2009

ATTENDANCE

Board Members

Mrs. Heather Welwood, President
Ms. Jacquie Hansen, Vice President
Ms. Bev Esslinger, Edmonton Public
Mrs. Marilyn Bergstra, Edmonton Catholic
Ms. Karen Kryczka, Calgary Public
Ms. Mary Martin, Calgary Catholic (alternate)
Ms. Dianne Lavoie, Zone 1
Ms. Lynda Akers, Zone 2/3
Mr. Clayton Jespersen, Zone 2/3
Ms. Jackie Swainson, Zone 4
Ms. Anne-Marie Boucher, Zone 5
Ms. Kerry Milder Zone 6
Ms. Sandra Bannard, ACSTA
Mr. Roy Goulet, FCSFA
Mrs. Patty Dittrick, PSBAA

Guests

Dr. Warren Phillips (B.3)
Mr. Ken MacRae (E.1)
Mr. Doug Kroetsch, Collins-Barrow (F.1)
Mr. Joseph Man, Collins-Barrow (F.1)

Staff/Consultants

Mr. David Anderson, Executive Director
Ms. Donna Engel, Director, Corporate Services
Ms. Suzanne Lundrigan, Director, Communications
Ms. Heather Rogers, Director, Finance (F.1)
Mr. Scott McCormack, Manager, Special Initiatives
Ms. Heather Tkachuk, Research and Policy 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 9:07 a.m. On behalf of the Board of Directors, she thanked David Anderson for hosting them and ASBA staff at a Christmas gathering at his home the previous evening.

NATIONAL ANTHEM

Music was provided for the national anthem as well as video clips of Canadian scenes.

A. PROCEDURAL ITEMS

A.1 Agenda

(a) **Additions/Changes** There were no additions or changes.

(b) **Approval**

MOTION #1 That the agenda be approved.
A-M. Boucher

CARRIED

A.2 Approval of Minutes – October 8-9 2009

(a) **Errors/Omissions** No errors or omissions were noted.

(b) **Approval**

MOTION #2 That the minutes of the October 8-9 2009 ASBA Board
D. Lavoie of Directors meeting be approved as circulated.

CARRIED

(c) **Business Arising** There was no business arising from the October 8-9 2009 minutes.

A.3 *In-Camera* Session

MOTION #3 That the meeting move *in-camera* with only the
K. Milder Directors and the Executive Director present.

CARRIED

The observers and ASBA staff left the meeting. Following discussion of the first *in-camera* item, the staff rejoined the meeting while it was still *in-camera*.

MOTION #4 That the meeting move out of *camera*.
K. Milder

CARRIED

The observers rejoined the meeting.

B. ADVOCACY

B.1 Policy Development Advisory Committee (PDAC)

J. Hansen reported that the expanded PDAC had met during the Fall General Meeting and that the PDAC would meet on December 11 to work on the new policy development process and to review the Board of Directors' policies. The aim of the PDAC was to have the new policy development process in place by the 2010 Spring General meeting, following presentations to Zones early in 2010.

B.2 ASBA Advocacy Priority Reports

No reports were available.

B.3 ASBA Submission – “Teaching Quality Standard” Review

M. Bergstra provided background information on the Teaching Quality Standard review that the Council on Alberta Teaching Standards (COATS) had recently undertaken. These standards outlined the knowledge, skills, and attributes (KSAs) required of Alberta teachers.

The COATS discussion paper identified four areas affecting the future of Albertans:

1. Environment
2. Socio-economic
3. Demographics
4. Technology

The paper also identified four possible areas that needed to be addressed by KSAs:

1. Diversity
2. Literacy and numeracy
3. The Knowledge Society
4. Ethics

M. Bergstra led the Board through the proposed ASBA response, which was drafted by Dr. Warren Phillips, ASBA consultant, and requested feedback from the Board regarding any changes they felt were needed.

Directors requested the following revisions:

Technology: Include a statement on the importance of being willing to adapt to and use changing technology especially as it related to assistive technology.

Diversity/Special Needs: Include a KSA on the need for teachers to have the ability to work as part of a team.

Question #3: Add a separate KSA on cultural diversity identifying the increase in multiculturalism. Also add a separate KSA on the need for teachers to understand the neuroscience (physiological and biological) of how children learn at different ages, because each student learns differently.

Permanent Certification: Add a reference to “empathetic” relationship in *f*). In *k*) add that teachers take responsibility for ongoing professional development ...

General: Include definitions of “Knowledge”, “Skills” and “Attributes” in the revised *Standards* document.

- MOTION #5**
K. Milder
- That the ASBA Board of Directors direct M. Bergstra and Dr. W. Phillips to revise the draft ASBA response paper as noted and submit it on behalf of ASBA for the "Review of Ministerial Order: Teaching Quality Standard Applicable to the Provision of Basic Education in Alberta".
- CARRIED**
- C. RESEARCH**
- C.1 TIES Report**
- S. McCormack updated the Board on the activities of the TIES committee as outlined in the meeting notes of September 22 and October 22 which were provided to the Board. He added that the committee had also met on December 3.
- MOTION #6**
D. Lavoie
- That the ASBA Board of Directors accept the TIES Report as presented.
- CARRIED**
- (Note: The internal TIES committee was renamed the Education Trends committee.)*
- D. PARTNERSHIPS**
- D.1 Board of Directors Committee Assignments**
- Upon review of the proposed committee assignments to November 2010, the composition of the new internal Governance Task Force was discussed, as it lacked a northern/rural representative. The board agreed to revisit this once the committee's mandate was determined. The purpose of the task force was to define what good governance was for school boards, which arose from discussions during the "Inspiring Education" forum and the *School Act* review.
- MOTION #7**
L. Akers
- That the ASBA Board of Directors accept the proposed committee assignments, with further consideration for the composition of the Governance Task Force.
- CARRIED**
- D. Anderson also advised that future committee meetings would make more use of video-conferencing technology.
- D.2 Reappointment of Non-Director to Education Trends (TIES) Committee**
- D. Anderson advised that Doug Gardner, a former Director, had expressed a desire to continue to serve on this committee which was contrary to the Board's practice of appointing only Directors to internal committees.
- MOTION #8**
M. Bergstra
- That the ASBA Board of Directors appoint Doug Gardner to serve as a trustee representative on the Education Trends Committee (formerly TIES) for the term December 2009 - November 2010.
- CARRIED**

E. SERVICES TO BOARDS

**E.1 Member Survey –
Presentation by Ken MacRae**

Ken MacRae, ASBA consultant, presented the results of the 2009 ASBA Member Survey which was conducted by telephone between October 6 and November 26, 2009. This year ASEBP, ASBIE and SiPP were added to the survey. Overall the responses were very positive.

It was noted that, while boards were encouraged to include, at minimum, both a trustee and an administrator in the survey interview, the board itself determined who would be included.

F. BOARD POLICIES

**F.1 Audited Financial
Statements 2008-2009 –
Presentation by Collins-
Barrow**

Mr. Doug Kroetsch and Mr. Joseph Man, partners of Collins-Barrow, presented the audited financial statements and the audit findings report for the year ending August 31, 2009. They described the audit as “unqualified”, meaning that they did not have any concerns that required explanation, otherwise termed a “clean” audit. The presentation also included details, provided by an actuary, on the pension plans available to ASBA (LAPP, SiPP).

H. Rogers highlighted Information Item J.4 – ASBA 4th Quarter Financial Analysis – which provided details of the ASBA’s budget vs. actual financial standing as at August 31, 2009.

MOTION #9
K. Milder

That the meeting move *in-camera* with only the Directors present.

CARRIED

Staff and observers left the meeting to allow the Board of Directors to meet privately with the auditors.

MOTION #10
K. Milder

That the meeting move out of *camera*.

CARRIED

MOTION #11
J. Swainson

That the ASBA Board of Directors accept the audited financial statements for the year ending August 31, 2009.

CARRIED

**F.2 ASBA Strategic Plan 2009-
2012 Implementation – First
Quarter Report**

H. Tkachuk presented the first quarter report of the ASBA Strategic Plan 2009-2012 Implementation which provided progress to date on the 14 key results identified by the Board to be achieved relative to the ASBA mandate statement.

- MOTION #12**
C. Jespersen
- That the ASBA Board of Directors receive the ASBA Strategic Plan 2009-2012 Implementation – First Quarter Report for information.
- CARRIED**
- F.3 Follow-up to Fall General Meeting**
- Clarification was requested regarding substitute emergent resolution 12EM/FGM09 on reserve claw-backs to include the original motion, subsequent motions, amendments and the vote threshold.
- In response to a concern with the number of meetings held in conjunction with the Fall General Meeting, especially on the Sunday, D. Anderson advised that ASBA discouraged groups doing this.
- Other comments made regarding the Fall General Meeting were:
- Trustees did not have the opportunity to speak with their MLAs during the breakfast because the Minister was speaking.
 - A protocol should be developed on how trustees meet their MLAs when they arrived for the breakfast.
 - The use of the voting devices dictated that each vote was actually by secret ballot which was not supported by policy. It was suggested that a 'yes' vote be indicated by one colour on the screen and a 'no' vote by a different colour so that a board's trustees could see how they had actually voted.
 - Many boards did not understand that they could change their vote anytime prior to voting being closed – this should be explained at the start of the business meeting.
 - More time was required for individual board discussion of emergent issues before voting. It was suggested that special rules of order be developed for consideration of emergent resolutions.
 - Crowding of tables, especially those near the microphones, was bothersome.
- Directors were asked to gather feedback from their board/zone regarding the secret ballot issue.

MOTION #13
M. Bergstra

That the 2009 FGM *Final Wording of Policies* document, with clarification to 12EM/FGM09 as noted, be accepted as information.

CARRIED

G. BOARD MEMBER REPORTING RESPONSIBILITIES

G.1 President's Report

H. Welwood supplemented her written report with the following:

Minister's Meeting re School Act (December 4): Summary notes of the meeting would soon be available online. In response to questions, H. Welwood advised that once the draft School Act (or Education Act) was completed and reviewed/revise by the government's legal department, protocol called for the Minister and his colleagues to table the final draft and request that it be put on the Order Paper. It was expected that this would occur in April or May 2010. It would not become a public document until it had been introduced in the legislature. As regulations would need to be written following this process, in all likelihood, the revised *Act* would not be proclaimed in time for the 2010 provincial election.

H. Welwood asked directors to emphasize to their zones/boards, once the Act was introduced in the legislature, to have processes in place to quickly provide input as the timeline would be extremely tight. She added that the Minister would be submitting his budget figures to government shortly after Christmas.

"**Setting the Direction**" video was on Alberta Education's website under "Initiatives, Projects and Reviews".

(a) CSBA Update

An *in-camera* update was provided to the Board.

G.2 Vice-President's Report

In addition to her written report, J. Hansen advised that she attended the Alberta Student Assessment Symposium on November 20.

G.3 Executive Director's Report

Please refer to the written report. In addition, D. Engel briefed the board about the logistics of the Board's January Strategic Planning session to be held at Lake Louise January 14-17, 2010.

G.4 Member Reports

Edmonton Public (*B. Esslinger*): Please refer to the written report.

Edmonton Catholic (*M. Bergstra*): Please refer to the report distributed at the meeting.

Calgary Public (*K. Kryczka*): Please refer to the written report.

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

Zone 1 (*D. Lavoie*): Please refer to the written report.

Zone 2/3 (*L. Akers/C. Jespersen*): Please refer to the written reports of the Zone 2/3 October 23 and November 27 meetings. L. Akers highlighted the concerns of the Zone, outlined in the latter report, relating to the Fall General meeting concerning voting devices and the number of times individuals spoke on the same issue.

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

Zone 5 (*A-M. Boucher*): It was reported that at the Zone 5 meeting held December 4th that D. Woloshyn explained the Fine Arts Curriculum which had been confusing to parents. D. Anderson advised that the Deputy Minister had recently sent him a letter to explain the curriculum which would be included in an upcoming Board Chairs' Email.

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

ACSTA (*S. Bannard*): Please refer to the written report.

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

PSBAA (*P. Dittrick*): Please refer to the report that was distributed at the meeting.

H. OTHER

H.1 Directors' Requests for Information

In response to a question that arose from the Member Survey presentation, it was noted that 49 boards belonged to ASBIE. Most of them were rural and small urban boards.

H.2 Agenda Items – Future Board Meetings

The following items were identified:

- Presentation on “Balanced School Year” (research by Zone 1)
- Discussion re Charter School Membership – Information on ASBA Bylaws
- Criteria for Friends of Education Award

I. DISCUSSION ITEMS

I.1 ASBA Board Strategic Planning Session

Logistics for the January Strategic Planning Session were covered under the Executive Director's Report.

J. INFORMATION ITEMS

The following comments were made regarding various information items:

J.1 – Board of Directors List: M. Bergstra updated her contact information

J.2 – Zone Executives List: L. Akers requested that the contact information for the Zone 2/3 Secretary-Treasurer be updated to reflect that she was employed at Greater ST. Albert CRD.

J.2 – Zone Executives List: It was noted that contact information for FCSFA was missing from the Zone Executive chart and that Reginald Roy was President and that Martin Blanchet was the FCFSA alternate on the ASBA Board of Directors.

J.7 - Correspondence: J. Hansen announced that ASBA had just received a letter from Northern Gateway thanking President Welwood for representing ASBA so well and for doing an excellent job in putting school board issues forward.

K. MEETING EVALUATION

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

L. ADJOURNMENT

MOTION #14
B. Esslinger

That the meeting adjourn.

CARRIED

The meeting adjourned at 3:00 p.m.

President Welwood wished everyone a Merry Christmas and Happy New Year.

President

Executive Director