



Minutes of Board of Directors Meeting ASBA Boardroom

March 9-10, 2006

ATTENDANCE

Board Members

Mrs. Maureen Kubinec, President
Mrs. Maureen Emond, Vice-President
Mrs. Bev Esslinger, Edmonton Public (alternate)
Mrs. Debbie Cavaliere, Edmonton Catholic
Mrs. Nancy Close, Calgary Public
Mrs. Lois Burke-Gaffney, Calgary Catholic
Mrs. Alice Brick, Zone 1
Mrs. Heather Welwood, Zone 23
Mrs. Karen Holloway, Zone 4
Mrs. Maureen Munro, Zone 5
Mrs. Patricia Aitchison, Zone 6
Mr. Ted Paszek, ACSTA
Mrs. Judy Muir, PSBAA
Mr. Martin Blanchet, FCSFA (Friday)

Guests:

Mr. Kent Stewart (Agenda Item A.4)
Dr. Jim Dueck (Agenda Item A.8)
Mr. Dennis Belyk (Agenda Item A.8)
Mr. Keith Wagner (Agenda Item A.8)

Staff/Consultants

Mr. David Anderson, Executive Director
Ms. Donna Engel, Manager, Corporate Services
Ms. Suzanne Lundrigan, Manager, Communications
Mrs. Heather Rogers, Manager, Finance & Administrative Services (Agenda Item A.10)
Mr. Terry Gunderson (Agenda Items A.4, A.5)
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 Kubinec called the meeting to order at 7:00 p.m.

NATIONAL ANTHEM

Mrs. Lois Burke-Gaffney led in the singing of O'Canada.

A. RECOMMENDED ACTION ITEMS

A.1 Agenda

(a) Additions/Changes

Additions:

A.14 Leadership Recognition Awards (and renumber remaining items)

A.7 Zone 23 DVD: Trusteeship – A calling to serve (to replace A.7 *In-Camera* session)

(b) Approval

MOTION #1
D. Cavaliere

That the agenda, as amended, be approved.

CARRIED

A.2 Approval of Minutes – February 9-10, 2006

(a) Errors/Omissions

A.4 – ASBA Satisfaction Survey: Second paragraph should read:

“It was noted that, in addition to the comment listed on page 11, question 2 regarding a concern that there were no Catholic board representatives on the small urban study, a Board member expressed the same concern that there was no Catholic representation on the Funding Framework committee. D. Anderson advised that both statements were incorrect in that there were two representatives from Catholic boards who served on the small urban study – Elk Island Catholic and Red Deer Catholic, and one Catholic representative from Calgary Catholic on the Funding Framework Committee.”

C.4 – Member Reports – Zone 4: Second paragraph should read: “It was suggested that ASBA arrange a major Board showcase to feature what is happening around the province.”

C.4 – Member Reports – FCSFA: The minutes should reflect that Mr. Gerald Bissonnette had been rehired as Director of FCSFA.

(b) Approval

MOTION #2
L. Burke-Gaffney

That the minutes of the February 9-10, 2006 ASBA Board of Directors meeting be approved as amended.

CARRIED

- (c) **Business Arising** There was no business arising.
- A.3 **ASBA Strategic Plan Update 2006-2009** Mr. Kent Stewart provided a summary of the revisions he and Terry Gunderson had made to both versions of the draft strategic plan document. Each version included a listing of the "Situations and Trends" presentation provided at the strategic planning meeting. One version listed the Strategic and Operational key results together, while the other version separated these into two different sections.
- A consensus was reached that the "Situations and Trends" information should not be included in the plan as it was based mainly on US trends and might confuse readers. As well, the Board indicated their preference that the strategic and operational key results should be kept together.
- Board members suggested some minor text and formatting changes to the draft which would be brought forward to the Board's April meeting for approval.
- A.4 **ASBA Strategic Plan Implementation Process – 2nd Quarter Report** Mr. Terry Gunderson provided a review of the second quarter report of the 2005-2008 ASBA strategic plan.
- MOTION #3**
M. Emond
- That the ASBA Board of Directors receive the ASBA Strategic Plan 2005-2008 Second Quarter Report for information.
- CARRIED**
- M. Emond took the opportunity to thank Maureen Kubinec, David Anderson, Donna Engel, Suzanne Lundrigan, and Heather Welwood for their hard work in organizing and directing the Provincial Teacher Bargaining Model Meeting held earlier in the day.
- A.5 **ASBA Governance Handbook - Amendments** D. Anderson explained that the amendments noted in the briefing note were housekeeping in nature and affected GP-4(7), GP-9(2a), GP-10(5), and GP-14.
- MOTION #4**
H. Welwood
- That the ASBA Board of Directors adopt the suggested "housekeeping" changes to the above-noted ASBA Board of Directors' policies in the ASBA Governance Handbook.
- CARRIED**
- A.6 **Identification of ASBA Advocacy Priorities (2006-2007)** Several Board members indicated they were not aware they were to discuss which issues should be identified as an advocacy priority with their board/zone. As a result, the Board agreed to defer this decision until their April meeting. Board members were asked to submit their priorities to ASBA no later than Monday, March 27.

**A.7 DVD on Trusteeship
(Zone 23)**

Board members viewed the Zone 23 advocacy video entitled "Trusteeship—a calling to serve". H. Welwood advised that school boards could purchase copies of the video and that it was copyrighted by Zone 23.

**A.8 Pilot Project on Reporting
Provincial Achievement
Tests (PATs)**

Dr. Jim Dueck and Mr. Dennis Belyk of Alberta Education reported on the results of a pilot project initiative undertaken in grades 6 and 9 that would provide parents with PAT results in June so that students entering grade 7 and 10 in September could be better informed when selecting courses.

Dr. Dueck explained that the project called for teachers to hand mark the multiple choice part of the PATs locally and provide test results to parents by the end of June. To assess the project, a sample number of principals and parents were interviewed and there seemed to be broad support for the practice. A report was presented to the Minister who suggested that further study be done and that stakeholders be asked to provide advice on next steps.

Board members expressed serious concerns with the validity of the study results due to the very small sample size used to assess the project and offered the following comments:

- Hand marking by local teachers in June was already done in several schools – did formalizing this imply that Alberta Education felt it was not being done well?
- The stated purpose of PATs was to test the curriculum and assess how information was presented to students – using PAT scores to determine high school courses put a greater emphasis on PATs. (Note: For the last 10 years the purpose for PATs was also to provide parents with individual student profiles (ISPs).
- Did providing parents with test results in June circumvent teacher assessment?
- Was it cost effective for parents to receive marks in June?
- If this practice was instituted province-wide and all teachers were expected to mark PATs in June, would there be a need to hire teachers to mark in September? (Note: The written portion of PATs would still need to be marked by teachers in September.)
- There should be a rotation of teachers who mark PATs to avoid subjective bias.

- All parents and schools needed to be advised of the availability of PAT results in June, particularly in areas where this information was not currently being distributed to parents.
- There needed to be a consistency in reporting information to parents in June.
- ASBA consultant Keith Wagner stated that the fundamental issue underlying this endeavour was the importance for parents to have this information in June; however it was not certain whether having the information early made a difference in making decisions regarding course selection.
- He added that teachers tended to include “attitudinal” considerations in their marking and that these “soft skills”, not just skills and knowledge, were often good indicators of a student’s future success.
- Students, especially grade 3 students, needed assistance in preparing to write PATs.
- The Department should investigate whether attitudinal assessment was accurate over the span of grade 3 to 12.
- The parent was responsible to know how their child was doing in school throughout the year, not just in June.

Dr. Dueck stated he was of the opinion the Board felt the department should take small steps using a bigger sample. The Board requested the Executive Director to write a letter in response to the presentation.

The Board agreed that ASBA would send a formal response to Alberta Education indicating the inadequacy of the pilot study due to the small sample, requesting clarification of the project’s purpose, and a breakdown of grade results.

Update on Grade Level of Achievement (GLA):

The Board requested an update on the GLA initiative. Dr. Dueck advised that he had met with all ASBA zones, with the exception of Zone 1, and that at the request of ASBA a meeting of stakeholder Executive Directors was being planned to identify issues and provide clarification.

He added that research showed there was considerable grade level range in each heterogeneous classroom, and since parents wanted to know if their child was below grade level and by how much the department was preparing to provide that information.

Board members shared the following comments:

- A decision needed to be made as to whether the GLA would be reported as a whole number or not
- GLA reporting assumed that teachers did not currently make parents aware of their child's level.

**A.9 Executive Director
Evaluation – Proposed
Process and Timelines**

To allow the evaluation committee sufficient time to review the proposed process and timelines, the Board agreed to defer this item to their April meeting. Board members were requested to keep the information confidential at this time.

**A.10 Proposed ASBA Budget
2006-2007**

Heather Rogers, ASBA Manager of Finance and Administrative Services, presented the proposed 2006-2007 budget which recommended a 2% membership fee increase to meet the anticipated budget, which included expenses related to project decisions made at the strategic planning session.

Ms. Rogers provided clarification to questions of the Board related to Conference of Choice, what was included under miscellaneous revenue, catering, etc.

Board members suggested some minor formatting changes and requested the addition of a few clarification notes to the proposed budget prior to its presentation to the Zones.

P. Aitchison commended Heather Rogers on her presentation and explanations.

D. Anderson advised that for the following year's budget ASBA would look for a philosophical orientation change regarding trustee development expense recovery and that in the future ASBA would consider a change regarding insurance service profits (i.e. ASBIE, SiPP, PICA) while still remaining competitive. He added that the Financial Options study which had recommended that staff travel costs be charged to boards had not been implemented.

It was noted that at the Spring General Meeting the membership only voted on the fee increase.

MOTION #5
H. Welwood

That the ASBA Board of Directors approve a 2% membership fee increase for the 2006-2007 budget year to be put forward for consideration by the membership at the 2006 Spring General Meeting.

CARRIED

(a) Appointment of Lead Role

As Nancy Close would not be available to assist with Zone budget presentations, the Board discussed whether another person should be named to assist Karen Holloway with them.

MOTION #6
D. Cavaliere

That Karen Holloway be supported by the appropriate Zone Director in the budget presentations.

CARRIED

**A.11 Metro Board Study (Phase 2)
– Approval of Terms of
Reference**

The Board expressed several concerns related to the proposed timelines for the study inasmuch as an ASBA Governance Review would most likely commence in September 2006. Other comments were:

- Metro boards would get a head start on the Governance Review in discussing their relationships with ASBA.
- The Association would be in the middle of the Governance Review, so Metro Board Study (Phase 2) recommendations should not be presented at the 2006 Fall General Meeting.
- The Metro Board Study (Phase 2) was doing part of the work that a Governance Review would do.
- Include relevant recommendations from the Metro Boards Study (Phase 2) in the Governance Review.
- Ensure the process was very clear.
- Change 4.5 to “Potential presentation to the board ...” or “Presentation to membership contingent upon the timing and recommendations of the Governance Review.”

Board members requested clarification of the following points:

3.3 Clarify what was meant by the statement.

4.4 Clarify process and the roles and responsibilities of the Board following presentation to them – would amendments, deletions, etc by the Board be allowed? (D. Anderson referred the Board to Board Policy GP-9 on establishing committees of the Board.)

4.5 Clarify if presentation includes consideration of recommendations.

MOTION #7
M. Emond

That the ASBA Board of Directors approve the Metro Boards Study (Phase 2) Terms of Reference subject to clarification of points 3.3, 4.4, and 4.5.

CARRIED

B. Esslinger, Chair of the Metro Boards Study (Phase 2) advised that the committee would make revisions to the Terms of Reference at their April 3rd meeting for approval by the Board at their April meeting as per policy GP-9.

**A.12 Representation on AISI
Conference Planning
Committee**

M. Emond advised that ASBA was represented on the AISI Partners Steering Committee, but had chosen not be on the AISI Conference Planning Committee. Because of this she felt that ASBA had missed an opportunity to showcase its involvement in AISI, as it was the Planning Committee members who were profiled at the conference. She added that the planning committee met 3 – 4 times per year and that the bulk of the work was done by Alberta Education.

MOTION #8
P. Aitchison

That, upon confirmation of AISI Cycle 3 (2006-2009), the ASBA Board of Directors reconsider its withdrawal from the AISI Conference Planning Committee.

CARRIED

**A.13 Representation on Justice
Policy Advisory Committee
sub-committees**

D. Anderson informed the Board that the Justice Policy Advisory Committee had set up three sub-committees, two of which had an education component, namely "Access to Justice" and "Public Confidence in Justice". ASBA was invited to participate on these committees.

MOTION #9
H. Welwood

That ASBA send out a "Call for Interest" to all Boards to canvass trustee interest in serving on the two sub-committees with education components of the Justice Policy Advisory Committee.

CARRIED

D. Anderson advised that the sub-committees would be categorized as Category B committees, and that, as per the rotation list, the Zone 1 Director would make the recommendations to the Board.

**A.14 Leadership Recognition
Award**

P. Aitchison requested direction from the Board as to how the recognition awards should be presented at the awards gala ceremony:

1. **Team Approach** – each board would accept all their awards at one time; or
2. **Category Approach** – the winning board would accept each individual award per category.

MOTION #10
M. Emond

That the ASBA Board of Directors indicate its preference for recognition as per the team approach.

CARRIED

It was stressed that, with the team approach, it was important that a board's best practices were announced and information about them were made available.

A.15 Directors' Requests for Information

Board Liability on Student Web Pages – P. Aitchison requested a briefing note on parent/student information and identity privacy issues when a student who was taught to build a website at school and then used this skill to build a web page at home. It was suggested that information might be found in school board policies, through 2Learn, etc. Related to this issue was a person's ability to link into blogs and access private information on a student or parent.

A.16 Agenda Items – Future Board Meetings

The following items were identified:

- Plant Operations and Maintenance Issues – Discussion with Minister of Infrastructure
- ASBA Governance Review Proposal (Apr)
- Review of Meeting Start and End Times (May)
- Update on GLA Initiative by Dr. J. Dueck
- Discussion of ASBA relationships with ACSTA, PSBAA, ASBALE, FCSFA, etc.
- Rural Development Initiative
- Conference of Choice Per Diem
- Executive Director Evaluation – Process and Timelines (Apr).

B. DISCUSSION ITEMS

B.1 Process for Sharing General Meeting Caucus Notes

P. Aitchison advised that at the three "Small Urban Caucus" meetings she had facilitated at general meetings, trustees stated that they expected the Board of Directors to take action on issues they had discussed.

D. Anderson reminded the Board that the purpose of caucus meetings was for like-sized boards to share information, not develop policy, and that facilitators should make participants aware of that. If boards felt that there should be an ASBA policy related to any issue identified at a caucus meeting, they should follow the policy development process through their Zone.

C. INFORMATION ITEMS

C.1 President's Report

In addition to her written report, M. Kubinec reported that she would be attending the following meetings:

- with ACSTA Executive on March 13
- with AUMA representatives on March 14th to discuss the property tax issue
- with the Minister on March 14

She also extended her thanks to ASBA staff who were involved in the recruitment of the new Pembina Hills Superintendent.

M. Kubinec also provided a summary of what she had heard at the March 9th provincial bargaining meeting:

- The Minister must firmly be told at the March 24th meeting that a decision must be made and that any necessary legislation must be developed.
- ASBA should develop a coordinated plan for the Minister's March 24th meeting of Board Chairs.

She added that key messages would be provided to boards, and that at her March 14th meeting with the Minister she would request that the March 24th meeting be a "dialogue" with Board Chairs and that school administrators be allowed to attend. D. Cavaliere advised that Board Chairs would be expressing their own Board's position at the March 24th meeting.

(a) **CSBA Update** In addition to the CSBA "InfoPicks" provided, a report was handed out.

C.2 **Vice-President's Report** Please refer to the President's Report.

C.3 **Executive Director's Report** In addition to his written report D. Anderson highlighted the following information items:

C.8(c) – Minister's response to letter regarding support for Alberta Computers for Schools program.

C.8(d) – Letter from Calgary Catholic regarding Karen Munro's outstanding work for their board on Judicial Review #1.

Letter announcing ASBA's engagement of Reynolds Mirth Richards & Farmer as external legal counsel to complement the services offered by ASBA, which would address the issue of timeliness in providing legal services to boards.

As well, he advised that he would provide the Board with timelines for the Governance Review for their April meeting.

Internal Review by NSBA – D. Anderson also informed the Board of his plans to arrange for NSBA to conduct an Internal Review of ASBA in June, for which ASBA would only have to pay for expenses incurred by the NSBA team.

Later in the meeting D. Anderson added the following to his report:

Manitoba Budget Change – Previously Manitoba school boards received funding from three sources: (1) general revenue levied by the province, (2) property taxes levied by the province, and (3) property taxes levied by school boards. Manitoba had now eliminated the residential draw on property taxes.

Workplace Health and Safety – In a recent meeting with the Department of Labour, D. Anderson was advised that most school boards probably did not have adequate policies regarding field trips. The Department has requested ASBA and CASS to inform school boards of the financial implications and their obligations under the *Act*. ASBA Legal staff was reviewing this.

Policy Advisories– Alberta Education had requested ASBA to provide updates to policy advisories on Fees and Fundraising and Anaphylaxis.

C.4 Member Reports

Edmonton Public (B. Esslinger): In addition to the written report, B. Esslinger informed the board that Edmonton Public had met with the Mayor to discuss such issues as Transportation.

Edmonton Catholic (D. Cavaliere): A verbal report provided the following information:

- The Superintendent's contract had been terminated.
- The board was currently focusing on being more involved in internal issues and was planning a governance policy and bylaw review retreat.

Calgary Public (N. Close): N. Close added the following to her written report:

- The board had received some “push back” on their discussion of “Measurement of Character”
- The board had sent a letter to the Premier and conducted a news conference regarding its frustration over school facility needs.
- Advocacy priority issues needed to include transportation issues such as funding, bus driver shortages, cost of drivers, sustainability, etc.

Calgary Catholic (L. Burke-Gaffney): From the written reports, L. Burke-Gaffney highlighted the \$227,953.08 the board had received from WCB for implementing the OH&S Program, and the Program Access Initiative, which was a district priority.

Zone 1 (A. Brick): Please refer to the report distributed at the meeting.

Zone 23 (H. Welwood): Please refer to the written report. A copy of the slide presentation to MLAs at the Zone's February 24th luncheon was provided to the Board.

Zone 4 (K. Holloway): K. Holloway advised that Zone issues included transportation, personnel, and the bargaining model.

Zone 5 (M. Munro): Please refer to the written report.

Zone 6 (P. Aitchison): A verbal report was given as follows:

- The last Zone meeting was March 8
- All Zones were encouraged to invite David Anderson to give his strategic planning presentation
- Three boards were in the process of recruiting a new superintendent
- Bargaining model was an issue

ACSTA (T. Paszek): Please refer to the written report..

PSBAA (J. Muir): Please refer to the written report.

FCSFA (M. Blanchet): M. Blanchet advised that a FCSFA Board meeting was being held this day.

C.5 Lead Role Reports

Insurance (J. Muelaner) – Please refer to the written report on ASBIE, ALARIE, and PICA.

CASS Self Governance (G. Gibeault) – Please refer to the written report.

C.7 Reports

C.7(k) – Building and Educating Tomorrow's Workforce (H. Welwood): Board members were encouraged to inform their Zone/Board of this new government initiative and provide input by April 1, 2006. H. Welwood advised the Board of the need to address infrastructure issues related to bringing a lot of people into a community.

C.7(l) – Small School Programming (K. Holloway): Please refer to the two reports.

C.7(m) - Excellence in Teaching (A. Brick): Please refer to the written report.

C.8(b) - 3-Hour Minimum Call-In Provisions D. Anderson highlighted this memo.

Additional Reports

Safe and Caring Schools and Communities (A. Brick): Please refer to the report of the SACSC's February 14, 2006 meeting. A Brick requested Board feedback on SACSC fundraising through casinos.

D. MEETING EVALUATION

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

E. ADJOURNMENT

There being no further business, the meeting was adjourned by the President.

The meeting adjourned at 4:10 p.m.

President

Executive Director

DRAFT