



## Minutes of Board of Directors Meeting ASBA Boardroom

March 8-9, 2007

### ATTENDANCE

#### Board Members

Mrs. Maureen Kubinec, President  
Mrs. Heather Welwood, Vice-President  
Mrs. Bev Esslinger, Edmonton Public (alternate)  
Ms. Debbie Cavaliere, Edmonton Catholic (Friday)  
Ms. Carol Bazinet, Calgary Public  
Ms. Wendy Olson-Lepchuk, Zone 1  
Mr. Gerry Steinke, Zone 23  
Ms. Karen Holloway, Zone 4  
Mr. Doug Gardner, Zone 5  
Mrs. Patricia Aitchison, Zone 6  
Mrs. Judy Muir, PSBAA  
Ms. Anne Marie Boucher, FCSFA

#### Regrets

Mrs. Lois Burke-Gaffney, Calgary Catholic  
Mrs. Jacquie Hansen, ACSTA

#### Guests

Dr. Donna Smith (A.5)  
Mr. Fred Dunn, Auditor General (A.10)  
Mr. Merwan Saher, Assistant Auditor General (A.10)  
Ms. Mary Jane Dawson, Principal (A.10)  
Mr. Dick Anderson (*via phone*) (A.11)

#### Staff/Consultants

Mr. David Anderson, Executive Director  
Ms. Donna Engel, Manager, Corporate Services  
Ms. Suzanne Lundrigan, Manager, Communications (Friday)  
Ms. Heather Rogers, Manager, Administration and Finance  
(A.9, A.12)  
Mr. Terry Gunderson, Consultant (A.7, A.8)  
Ms. Heather Tkachuk, Administrative Assistant (A.4, A.7, A.8)  
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. W. Olson-Lepchuk led the Board in the singing of O'Canada.

President Kubinec thanked Vice-President Welwood for standing in for her during her absence as well as the Board.

**A. RECOMMENDED ACTION ITEMS**

**A.1 Agenda**

**(a) Additions/Changes**

**Addition:**

**A.14 Agenda Items:** Add (f) Teachers' Unfunded Pension Liability Presentation

**(b) Approval**

**MOTION #1**  
K. Holloway

That the agenda, as amended, be approved.

**CARRIED**

**A.2 Approval of Minutes – February 8-9, 2007**

**(a) Errors/Omissions**

**C.4 Member Reports – Zone 1:** Delete reference to the need for professional development.

**C.9(e) ASEBP Report:** Correct the spelling of Gibeault.

**Transfer of School Issue** (pg. 9): Reword to reflect that the issue was regarding giving precedence to private and charter schools over public schools.

**(b) Approval**

**MOTION #2**  
P. Aitchison

That the minutes of the February 8-9, 2007 ASBA Board of Directors meeting be approved as amended.

**CARRIED**

**(c) Business Arising**

**A.3 – Governance Review Information Package** (pg. 5): H. Welwood suggested that the Board should formalize the retention of Board members, whose terms would expire June 2007, for the purpose of completing the Governance Review.

Discussion followed on whether the former Directors would be allowed to vote on governance review issues once new members came onto the board, or whether they would serve in an advisory capacity, or be considered as a committee of the Board.

**MOTION #3**  
H. Welwood

That the following Directors, whose terms expire in June 2007, remain in an advisory capacity for the 2007 ASBA Governance Review:

Lois Burke-Gaffney	Calgary Catholic
Gerry Gibeault	Edmonton Public
Karen Holloway	Zone 4
Patricia Aitchison	Zone 6

**CARRIED**

**A.3 In-Camera Session** An *in-camera* session was not required.

**A.4 Executive Director's Accountability Report**

**(a) Service Program Manager** D. Anderson invited questions and comments from the Board on the Quality Indicator (QI) information contained in his report, which was based on the template used by Association Affairs for Superintendent evaluations. The following responses were provided:

- **QI 1.1:** The 2007 member survey results would be available prior to his August evaluation
- **QI 1.1:** Satisfaction survey interview questions could be provided to boards prior to the survey being conducted
- **QI 1.3:** A comparison to last year's fee for service hours would be provided
- **QI 1.3:** As ASBA Communications services were not marketed to school boards, related fee for service information was not available

K. Holloway emphasized the need to cross reference and compare ASBA policies with the quality indicators as the accountability reports made up the Executive Director's evaluation. H. Welwood added that the quality indicators should also be compared against BSR statements and, if necessary, changes made to the policies.

**MOTION #4**  
P. Aitchison

That, based on the Board of Directors' review of the information provided, the board determines that the Executive Director has met the quality indicators as outlined in the Service Program Manager Accountability Report; and

That the Board of Directors request the Executive Director to include this accountability report in the ASBA Executive Director Evaluation Evidence Binder for the period September 1, 2006 – August 31, 2007.

**CARRIED**

**(b) Team Leader**

Board members provided the following comments and questions on the Quality Indicator (QI) information contained in this report:

- **QI (General):** As most of the quality indicators were answered with a reference to the Human Resource Management Policies Manual, should they, the quality indicators, be revised?
- **QI 11:** Need to explain that contract employees have in their employment contract with ASBA a statement that obligations to them do not exceed expected association revenues. Contract employees included Dr. Leroy Sloan and Mr. Terry Gunderson

It was further suggested that at the August Board Leadership session the Board review the role expectations and quality indicators to be included in the Executive Director's Accountability Reports.

**MOTION #5**

K. Holloway

That, based on the Board of Directors' review of the information provided, the board determines that the Executive Director has met the quality indicators as outlined in the Team Leader Accountability Report; and

That the Board of Directors request the Executive Director to include this accountability report in the ASBA Executive Director Evaluation Evidence Binder for the period September 1, 2006 – August 31, 2007.

**CARRIED**

**A.5 School Fees and  
Fundraising Policy Advisory  
Reviews - Draft Report**

Dr. Donna Smith provided an overview of the draft fees and fundraising policy advisories developed by representatives of ASBA, AHSCA, ASBOA, and Alberta Education. This advisory committee was established at the request of the Minister in response to the Commission on Learning recommendations #86 and 95.

The recommendations of the draft policy advisories were based on extensive research, a review of stakeholder input, and current legislation.

Following the presentation, several comments were expressed on each of the advisories:

**School Fees:**

- Due to site based management, it was important that school boards monitor their school fees.
- The *School Act* was open to broad interpretation in this area.
- Boards should seek legal advice when crafting fees policies, especially to identify any precedent setting decisions.
- There needs to be a definitive list in the "Legislative Framework" section of the advisory of what boards were allowed to charge as school fees.
- School based fees and system fees needed to be clearly defined in the "Guidelines" section.
- Due to its subjective nature, the word "effective" needed to be deleted from point #2 of the School fees advisory in the "Guidelines" section.

**Fundraising:**

- Boards should seek legal advice when crafting fundraising policies, especially to identify any precedent setting decisions.
- Boards need to be advised of fundraising activities and need to ensure that proper bookkeeping is done in order to be accountable.

**A.6 External Committee Appointments**

**(a) Careers...The Next Generation Advisory Committee**

**MOTION #6**  
P. Aitchison

That the ASBA Board of Directors appoint Howard Paulsen, a trustee with Livingstone Range, as the ASBA representative on the Careers...The Next Generation Advisory Committee for a term to expire December 31, 2008.

**CARRIED**

**(b) Knowledge and Employability Skills Advisory Committee**

**MOTION #7**  
P. Aitchison

That the ASBA Board of Directors appoint Lloyd Baumgarten, Vice-Chair of Red Deer Catholic, as the ASBA representative on the Knowledge and Employability Courses Advisory Committee for a term to expire August 31, 2008.

**CARRIED**

**Note:** It was later noted that the term expiry date listed in the briefing note was incorrect and should have been December 31, 2008.

**(c) Primary Programs (K-3) Advisory Committee**

**MOTION# 8**  
C. Bazinet

That the ASBA Board of Directors appoint Karin Schou, a trustee with High Prairie, as the ASBA representative on the Primary Programs (K-3) Advisory Committee for a term to expire December 31, 2008.

**CARRIED**

**A.7 ASBA Strategic Plan (2006-2009) – Q2 Update**

T. Gunderson provided a review of strategic priorities identified at the Board's January 2006 planning meeting which were implemented September 2006.

The Board requested that the last sentence of the second paragraph of the briefing note be revised under "Services to all school boards", to read: "The Board directed that they be completed but not included in the strategic plan."

The "*they*" referred to above were the three strategic key results for the "Services to all school boards" priority identified by administration regarding the development of financial information guidelines, the review of the School Fees and Fundraising policy advisories, and the development of an Anaphylaxis policy advisory.

**MOTION #9**  
W. Olson-Lepchuk

That the ASBA Board of Directors receive the ASBA Strategic Plan 2006/09 Second Quarter Report for information.

**CARRIED**

**A.8 ASBA Strategic Plan (2007-2010)**

**(a) Disposition of Items from January Board Meeting**

As outlined in the briefing note, four items were referred to the Board of Directors rather than being included in the strategic plan. These items were:

1. Boards are very knowledgeable on pension liabilities.
2. Students are not negatively impacted as a result of the pension liability issue.
3. ASBA helps with communication and contingency plans in the event of labour unrest
  - progress reports
4. Services to boards to positively impact school board elections
  - provide information candidates need to speak effectively about negotiation issues
  - support and encourage recruitment of new candidates
  - make candidates aware of pressures (workshops)

**MOTION #10**

G. Steinke

That the ASBA Board of Directors refer these matters to the Executive Committee to bring back recommendations for their disposition.

**CARRIED**

**(b) Approval of 2007-2010 Strategic Plan**

T. Gunderson presented the draft strategic plan that was aligned to four areas of ASBA's mandate: governance, advocacy, research, and services to boards.

Directors suggested the following changes:

- **Strategy at a Glance** – delete "Responsibility" column from this summary.
- **C-1** – Change wording to: "Boards in Alberta come to a shared understanding of how choice is and might be delivered ...".
- **B-1 and B-2** – reverse the order of these two key results.
- **"Responsibility"** column (pgs 3 & 4) – replace with two columns – one titled "Administrative Responsibility", the other "Board Responsibility".

**MOTION #11**

D. Gardner

That the ASBA Board of Directors approve the 2007-2010 strategic plan with the above changes incorporated into it.

**CARRIED**

**A.9 Approval of Proposed ASBA Budget (2007-2008)**

H. Rogers provided several 2007-2008 proposed budget options for the Board to consider.

**Option #1** reflects no change to present budget revenues, resulting in a deficit of \$231,000.

**Option #2** reflects a 2% membership fee increase and an increase in fee for service amounts, resulting in a balanced budget.

**Option #3** reflects a 5% membership fee increase and an increase in fee for service amounts, resulting in a surplus of \$14,805.

**Option #4** reflects a 2 % or a 5% membership fee increase, an increase in fee for service amounts, and includes the hiring of a Director of Governance Services which would be financed through surplus cash, resulting in a \$140,000 (2%) or a \$125,195 (5%) deficit.

**Option #5** reflects a 2% or 5% membership fee increase, an increase in fee for service amounts, and funds to roll out a trustee awareness campaign throughout the province which would be financed through surplus cash, resulting in a \$300,000 (2%) or a \$285,195 (5%) deficit.

**MOTION #12**  
C. Bazinet

That the ASBA Board of Directors recommend budget option #2, but with a 0% membership fee increase, with the dollar difference to be recovered through an increased fee for service to balance a budget of \$4,642,646.

**DEFEATED**  
(*tie vote*)

**MOTION #13**  
P. Aitchison

That the ASBA Board of Directors recommend a 1.5% membership fee increase, with the dollar difference to be recovered through an increased fee for service to balance a budget of \$4642,646.

**AMENDMENT to MOTION #13**  
K. Holloway

That the membership fee increase be 1%.

**CARRIED**

**AMENDED MOTION #13**

That the ASBA Board of Directors recommend a 1.0% membership fee increase, with the dollar difference to be recovered through an increased fee for service to balance a budget of \$4,642,646.

**CARRIED**

The Board agreed to discuss how the cost of doing business impacts the ASBA budget at a future meeting.

**A.10 Auditor General's Report re Education**

Mr. Fred Dunn, Auditor General, and two of his staff were introduced. Ms. Mary Jane Dawson, principle, gave a presentation on the role of the auditor general's office and the school board budgeting systems audit.

From the 2005-2006 annual report of the Auditor General, the following recommendations related to budget processes and monitoring in the education sector were made and accepted by the Minister:

1. Ministry to provide boards with timelier budget information.
2. Boards to use realistic budget assumptions and disclose assumptions to the Ministry (in order for the ministry to determine if a board's budget was achievable and realistic).
3. Ministry to establish a date for boards to provide the Ministry with a trustee-approved revised budgets.
4. Ministry to reassess when and how it should take action to prevent a board from incurring an accumulated operating deficit.

Ms. Dawson advised that the Auditor General's office would follow-up on the implementation of the recommendations from their 2005-2006 report.

**A.11 NSBA Report on ASBA Review**

Prior to Mr. Dick Anderson, Associate Executive Director of NSBA, joining the meeting via speaker phone, David Anderson advised that the Board would receive a package at a future meeting outlining which recommendations in the report would be pursued.

Mr. Dick Anderson explained that one of the services offered by NSBA was a "Program and Service Review" done at the request of a school board association. This review provided a snapshot of the association, the work it was currently doing and how to improve it. He added that it was the Board's and Executive Director's decision to act upon the recommendations contained in the report.

Based on the report's findings, the review team felt that the ASBA employed quality staff, offered strong programs, was in a healthy financial position, and was credible in the government relations and external organizations areas.

**A.12 Appointment of External Auditor for the 2006-2007 Fiscal Year**

**MOTION #14**

P. Aitchison

That KPMG continue as the ASBA external auditor for the 2006-2007 fiscal year.

**AMENDMENT to MOTION #14**

W. Olson-Lepchuk

That KPMG continue as the ASBA external auditor for the 2006-2007 fiscal year, but that ASBA request a rotation in partners.

**CARRIED**

**A.13 Directors' Requests for Information**

**Municipal School Reserve Act:** G. Steinke enquired as to whether ASBA had undertaken to explain the *Act* to school boards. D. Anderson replied that ASBA was conducting research on this.

**Personal Communication Devices:** P. Aitchison enquired as to whether ASBA had developed a legal interpretation regarding policies related to the use of such devices. Several directors indicated that their board had developed their own policy on this. D. Anderson added that it appeared that legal rights were at issue when policies banned the use of personal communication devices as well as safety issues associated with "cyber-bullying".

**Governance Review Costs:** C. Bazinet requested information on the cost of the governance review including the cost of the facilitator. M. Kubinec advised that this information would be identified in a quarterly financial report at the next Board meeting, assuming that the disclosure of the facilitator's fee did not raise any legal issues.

**A.14 Agenda Items – Future Board Meetings**

The following items were identified:

- Plant Operations and Maintenance Issues – Discussion with Minister of Education
- Approval of ASBA Advocacy Plan (2006-2009) - (Revised)
- Support of CASS Self Governance Proposal
- ASBA Labour Disruption Plan and Labour Update
- Presentation on Local Authorities Pension Plan (LAPP)
- Presentation on Teachers' Unfunded Pension Liability
- Discussion on how the cost of doing business impacts ASBA's budget
- NSBA Review Recommendations

**B. DISCUSSION ITEMS**

**B.1 Board Alternates and Zone Chairs – Attendance at May 2007 Board Meeting**

D. Engel advised that plans were underway to invite Board alternates and Zone Chairs to attend the May 10-11, 2007 Board of Directors Meeting.

**B.2 Board Charter Review Meeting Date**

Board members considered three possible dates for the Board Charter review meeting with Dickson Wood. It was agreed that it would be held on Saturday, April 21 in Edmonton.

**C. INFORMATION ITEMS**

**C.1 President's Report**

Please refer to the written report.

**(a) CSBA Update**

Please refer to "CSBA InfoPicks".

**C.2 Vice-President's Report** In addition to her written report, H. Welwood advised that she would provide information at the April Board meeting on the ASBA Policy Committee meeting held March 8, 2007.

**C.3 Executive Director's Report** In addition to his written report, D. Anderson informed the Board of the following:

**Property Tax Agreement:** A meeting had been held March 8<sup>th</sup> with AUMA and ASBA Presidents and Executive Directors to discuss the roll-out of the agreement.

**Meeting with Minister of Education:** D. Anderson advised that he and M. Kubinec would meet with the Minister on April 3 to discuss infrastructure projects and how they could be advanced by the province. He added that other issues would be discussed, such as the Minister's comments at a recent Zone 23 meeting regarding his discussions with the ATA on the teachers' unfunded pension liability that had not included ASBA representatives.

Directors enquired as to whether the infrastructure suggestions to be provided to the Minister would adhere to current ASBA policies and directives or include individual school board "blue sky" ideas felt to be worth exploring. Following lengthy discussion, M. Kubinec confirmed that she would speak from policy only.

**Grade Level of Achievement:** D. Anderson informed the Board that an agreement had not been reached to finalize GLA reporting and that Alberta Education was considering discontinuing meetings with stakeholders to discuss this issue.

**Board Meeting with Minister:** The Board of Directors directed D. Anderson to arrange for the Board to meet with the Minister, at a time which would accommodate the Minister's schedule.

**C.4 Member Reports**

**Edmonton Public (G. Gibeault):** In addition to his written report, G. Gibeault informed the Board of his board's superintendent search and school closure discussions.

**Edmonton Catholic (D. Cavaliere):** No report was provided.

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

**Calgary Catholic (L. Burke-Gaffney):** Please refer to the written report.

**Zone 1** (*W. Olson-Lepchuk*): W. Olson-Lepchuk advised that the next Zone meeting was scheduled for March 15. She also informed the board that problems had arisen with construction of a new school due to the county not permitting it to be built on land chosen a year and a half ago.

**Zone 23** (*G. Steinke*): Please refer to the written report.

**Zone 4** (*K. Holloway*): K. Holloway advised that at the upcoming March 26 Zone meeting the ASBA governance review process would be discussed.

**Zone 5** (*D. Gardner*): From his written report, D. Gardner highlighted the awards received by Golden Hills and Foothills.

**Zone 6** (*Patricia Aitchison*): In addition to her written report, P. Aitchison informed the Board that Holy Spirit was planning to join the provincial bargaining group being established.

**ACSTA** (*J. Hansen*): No report was provided.

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

**FCSFA** (*M. Blanchet*): No report was provided.

**D. MEETING EVALUATION**

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

**E. ADJOURNMENT**

There being no further business, the President adjourned the meeting at 4:45 p.m.

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President

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Executive Director