



Minutes of Board of Directors Meeting ASBA Boardroom

October 12-13, 2006

ATTENDANCE

Board Members

Mrs. Maureen Kubinec, President
Mrs. Heather Welwood, Vice-President
Mr. Gerry Gibeault, Edmonton Public
Mrs. Judy Buddle, Edmonton Catholic (alternate) (Thursday)
Ms. Debbie Cavaliere, Edmonton Catholic (Friday)
Ms. Carol Bazinet, Calgary Public
Mrs. Lois Burke-Gaffney, Calgary Catholic (Friday)
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
Mr. Ted Paszek, ACSTA
Mrs. Judy Muir, PSBAA
Mr. Martin Blanchet, FCSFA

Guests

Mr. Ken MacRae, Priority One Human Resources (C.3)

Staff/Consultants

Mr. David Anderson, Executive Director
Ms. Donna Engel, Manager, Corporate Services
Ms. Suzanne Lundrigan, Manager, Communications (Friday)
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 7:04 p.m.

NATIONAL ANTHEM

Mrs Judy Buddle led in the singing of O' Canada.

A. RECOMMENDED ACTION ITEMS

A.1 Agenda

(a) Additions/Changes

Addition:

A.4(a) Accountability Report – Strategic Planning

C.3 - As part of item C.3 (Executive Director's Report), D. Anderson advised that Mr. Ken MacRae of Priority One would provide the Board with a review of the Board and Partners responses to the 2006 Satisfaction Survey, as per their request.

Order of Discussions:

It was agreed that the items and their order to be discussed Thursday evening would be A.1, A.2, A.5, A.8, information items and other action items as time permitted.

(b) Approval

MOTION #1

G. Gibeault

That the agenda, as amended, be approved.

CARRIED

A.2 Approval of Minutes – September 14-15, 2006

(a) Errors/Omissions

Thursday Recess – notice of the Thursday evening recess should have been inserted just prior to A.5 – *In-camera* Session.

A.17 – Director's Requests for Information (pg. 10, 2nd sentence): Correct the spelling of "lobbying".

(b) Approval

MOTION #2

P. Aitchison

That the minutes of the September 14-15, 2006 ASBA Board of Directors meeting be approved as amended.

CARRIED

(c) Business Arising

A.4 – Board Self-Evaluation - Motion #3 (September 2006): Board members questioned whether the motion included that the Board Self-evaluation report be emailed to all Boards. The recording secretary, upon reviewing the meeting notes, advised that the briefing note recommendation related to the distribution of the report had not been amended or deleted and therefore was maintained in the motion.

A.9 – Small Urban Boards Study – Motion #17 (September 2006): The Policy Development Advisory Committee advised that the proposed policy related to the Small Urban Boards Study (12DA/FGM06) would include all of the study's recommendations in the background material plus notes on relevant existing policies.

A.3 In-Camera Session

(a) Friends of Education Award

MOTION #3

L. Burke-Gaffney

That the meeting move *in-camera*.

CARRIED

The non-voting Directors were excused from the *in-camera* discussions.

MOTION #4
G. Gibeault

That the meeting moved out of *camera*.

CARRIED

**A.4 Executive Director's
Accountability Reports
Schedule**

D. Anderson provided the Board with a proposed schedule of when he would provide them with accountability reports on his role expectations. In chronological order these were:

Strategic Planner	October 2006
Association Administrator	December 2006
Service Program Manager	February 2007
Team Leader	March 2007
Advocacy	April 2007
Communications & Partner Relations	May 2007
Executive Director/ Board Relations	Assessed by the Board during CEO Evaluation process in Sept 2007
Policy Advisory	Following the Board Self- Evaluation, if conducted during the evaluation period. Otherwise, during CEO evaluation process in Sept 2007.

D. Anderson added that once the reporting schedule routine was established each report would encompass the previous year to date.

Several suggestions were offered to highlight source documents for each report by including them in the CEO evaluation evidence binder, highlighting such documents on the Board agenda, printing them on a specific coloured paper, and receiving the agenda package earlier, perhaps electronically.

L. Burke-Gaffney stressed the importance of the Board giving specific and succinct directions to the Executive Director in order for him to perform his duties to their satisfaction. As well, providing a thorough orientation to future new directors explaining the reporting process was essential.

Also of importance was the wording of motions to accept documents to state whether it met a particular quality indicator or indicators.

MOTION #5
G. Gibeault

That the ASBA Board of Directors accept the proposed accountability reporting schedule.

CARRIED

(a) Accountability Report – Strategic Planning

MOTION #6
P. Aitchison

That consideration of the Accountability Report regarding Strategic Planning be deferred to the December 2006 meeting for this year only.

CARRIED

A.5 Presentation re ASBA Omnibus Motion

In response to suggestions arising from the Board of Director's Self-Evaluation, H. Welwood, Chair of the Policy Development Advisory Committee (PDAC), provided draft comments she would deliver to the membership at the 2006 Fall General Meeting to clarify the intent and substance of the omnibus motion.

Board members provided the following comments on the draft:

- Add a statement to the report that it was also an annual accounting of the progress made by the Board of Directors on the strategic plan
- Highlight that the Minister's responses to the directives for action were available on ASBA's website
- Ensure that current issues were kept
- Combine directives for action that were very similar in order to reduce the number
- Indicate the Board of Director's three priorities (Infrastructure, Transportation, High School Completion)
- Explain that a policy is a belief statement and that a directive for action has a time frame.

MOTION #7
K. Holloway

That the ASBA Board of Directors receive the PDAC Chair's comments for information.

CARRIED

M. Kubinec advised that a school board had indicated they would like the omnibus motion process changed to allow for the separation of issues at the request of one delegate. H. Welwood responded that the PDAC would follow the current practice, but let the membership decide which method it preferred.

A.6 Insurance Board Appointments

(a) ASBIE

Due to the resignation of Catherine Jensen from the ASBIE Insurance Board a vacancy existed.

MOTION #8
G. Steinke

That the ASBA Board of Directors appoint Ms. Nieta World, Associate Superintendent of Business Operations, Living Waters Catholic Regional Division, as a Director to ASBIE for a three year term ending August 31, 2009.

CARRIED

**A.7 ASBA Directives for Action
– Progress Report**

Board members reviewed the progress report and the recommendations to retain, delete or amend current directives for action which would form the “Omnibus” motion at the Fall General Meeting.

The summary of recommendations indicated that 46 directives should be retained, 5 should be amended, and 13 should be deleted.

An explanation was provided that if a directive was deleted and the issue arose in the future, a new directive or policy could be developed at that time. However, if it was important to keep an issue on the books, then a belief policy could be developed, or another category could be added in the omnibus recommendations, such as “Move to Operational Manual”.

There was some discussion related to the process used to consider the status of directives for action, and Board members were advised that they could identify their concerns to the Governance Review committee through their own board chair.

Board members requested that key messages be developed to enable them to provide more instruction to boards on how to view the Omnibus Motion.

The Policy Development Advisory Committee, in response to the many suggestions made during discussion of the progress report, advised that it would meet over the lunch hour to determine if changes were necessary to the Directives for Action Progress Report prior to it being distributed to all school boards. They later reported that:

- the omnibus motion would remain as a single motion
- page numbers would be added to the document
- GP-16 in its entirety would be included in the document
- any other relevant policies or contradictory actions in place would be listed under the directive (not the entire text, just the policy number)
- that if an issue of a directive recommended for deletion was deemed significant, a statement would be included in the recommendation to also develop a policy.

MOTION #9
W. Olson-Lepchuk

That the ASBA Directives for Action Progress Report 2006 and its recommendations, as amended by the Policy Development Advisory Committee’s above report, be placed before the membership at the 2006 ASBA Fall General Meeting.

CARRIED

A.8 Proposed Policies and Directives for Action – 2006 Fall General Meeting

In addition to the Zone-sponsored policies and directives for action information provided to the Board previously, the Board was provided with a copy of the policy related to the Small Urban Boards Study sponsored by the Board of Directors.

The policies and directives for action were brought to the Board's attention as per policy GP-16(g) which states:

“The Board of Directors, or a committee thereof, shall review responses from the zones and are responsible for the final wording of policy and directives for action positions to be presented for consideration to the Fall General Meeting. The Board of Directors shall place these statements before the membership at the Fall General Meeting.”

Clarification was requested on the following proposals:

Community Use of Schools – reference to Alberta previously having community schools had not been included in the background as the Zone did not provide this updated information. However, this information could be brought up during consideration of this directive at the Fall General Meeting.

Status Column - “N/C” meant that there had been no changes to the wording of the proposal since the Policy Committee had last dealt with it. It was agreed that this column be dropped from the document.

MOTION #10
K. Holloway

That the ASBA Board of Directors accept the work of the Policy Development Advisory Committee on the proposed Policies and Directives for Action and, as per GP-16(g), place them before the membership.

CARRIED

A.9 Advocacy Plan 2006-2009

S. Lundrigan presented the draft Advocacy Plan which reflected the Board's discussion of the plan at their Leadership Academy and discussions between David Anderson and her (highlighted in red) on advancing the plan. The advocacy priorities previously identified were Infrastructure (school buildings), Transportation, and Improving High School Completion Rates.

Following input from the Board, it was agreed to revise the plans as follows:

Infrastructure – revise “Desired Outcomes” to read:

With a view to addressing the infrastructure needs of school boards ...

- school building maintenance will be funded at a rate of 2 per cent of the total capital value every year

- there will be a long term funding model which gives school boards annual sustained funding for new schools and major modernizations.

Transportation – redraft “Desired Outcomes”:

As several aspects of the desired outcomes required further clarification, L. Burke-Gaffney and G. Steinke were appointed to redraft the outcome statement for Board approval. S. Lundrigan was named as the staff resource person.

Questions raised regarding the Transportation desired outcomes included:

- Was the 1.5 hours/day too aggressive, especially in rural areas? Should this be changed to 2 hours/day or to “reasonable ride times”?
- Were the rides times to a student's designated school?
- Instead of prescribing ride time limits, should the statement convey the costs of getting a student to school?
- Was the premise that school boards needed to be funded for the costs of transportation?
- Was the problem with the funding formula? Did the inequities in the funding formula need to be addressed?
- Should the last bullet read that “School boards have adequately trained drivers”?

Improving High School Completion Rates – clarify:

It was noted that throughout the “Role of ASBA” section “the government” should be identified as the “provincial” government. D. Cavaliere and K. Holloway were named to champion this issue. G. Steinke suggested that a specific policy on high school completion rates be developed.

That the ASBA Board of Directors accept the proposed Advocacy Plan, with changes to be brought back to a future Board meeting for approval.

CARRIED

MOTION #11
D. Gardner

A.10 Directors’ Requests for Information

Caucus Meetings at FGM: P. Aitchison enquired as to the number of different caucus meetings being offered at the FGM and advised that Zone 6 preferred four separate meetings; these being metro, small urban, small urban/rural, and rural. In response, D. Anderson stated that only three had been planned, due to the confusion encountered in previous years when there were four separate meetings. (**Note:** *Since the Board meeting, the number of caucus meetings was increased to four.*)

Overseas Trips and Students Billed at Private Homes: P. Aitchison advised that the Zone had concerns regarding this practice. D. Anderson advised that boards could request advice from ASBA Legal Services, and that ASBIE could provide information on this issue as well.

Governance Review: K. Holloway asked what alternatives were available if the Governance Review work was not completed in time for the 2007 Spring General Meeting. D. Anderson advised that it could be considered at the 2007 Fall General Meeting or a special general meeting could be called pursuant to ASBA Bylaw 8 (3), (4), and (5).

While on the topic of the governance review, the following questions were posed:

Does the ASBA Mission, Vision, and Mandate constrain the parameters of the Governance Review?

- D. Anderson advised that he would direct this question to the facilitator

Does the facilitator know that the timelines for the review are in the hands of the Board Chairs?

- D. Anderson advised that he would bring this to the facilitator's attention.

A.11 Agenda Items – Future Board Meetings

The following items were identified:

Plant Operations and Maintenance Issues –
Discussion with Ministers of Infrastructure and Education

Relationship with other Education Associations

Board Work Plan Calendar (December)

Support of CASS Self Governance Proposal (December)

Executive Director's Evaluation – Process, Criteria and Timelines – modifications to document

Presentation by Auditor General re education findings of annual report

Revised ASBA Advocacy Plan 2006-2009

B. DISCUSSION ITEMS

B.1 Status of ASBA/AAMD&C/AUMA Property Tax Discussions

MOTION #12

L. Burke-Gaffney

That the meeting move *in-camera* with the observers present.

CARRIED

MOTION #13

G. Gibeault

That the meeting move out of *camera*.

CARRIED

- B.2 Discontinuance of Lead Roles** M. Kubinec advised that since the practice of assigning lead role responsibilities had not served the Board well, she was considering assigning responsibilities on an *ad hoc* basis for specific issues. However, the Policy Development Advisory Committee and the Budget Committee would continue as ASBA standing committees. Board members were requested to inform the President of their interests.
- B.3 Relationships with ACSTA, PSBAA, and FCSFA** Each non-voting representative on the Board provided a short description and history of their organization and then left the meeting to allow further private discussion. M. Kubinec closed the discussion by stating that ASBA wanted to work with these organizations in a productive, congenial and efficient manner.
- B.4 Distribution of Board Self Evaluation Report** Please refer to A.2(c) Approval of Minutes – Business Arising.
- C. INFORMATION ITEMS**
- C.1 President's Report** In addition to her written report, M. Kubinec advised that she had been interviewed regarding the BC Supreme Court decision concerning school fees.
- When asked whether ASBA had heard about the Minister's "Schools for Future" plan, D. Anderson responded that ASBA had not, but was urging boards to talk to their MLAs about long term plans for schools, hospitals, etc. He added that he was not optimistic that the plan would emerge until some time after the leadership convention, if at all.
- G. Gibeault commented that he felt the Auditor General's report was misleading as it referred to shortcomings related to school board accounting, but did not identify which boards were involved. D. Anderson advised he had met with the Deputy Minister of Education who informed him that the Auditor General's department did not delve into specific boards' issues, but relied on the information provided by Alberta Education. Board members agreed that they should invite the Auditor General to a Board meeting to discuss his findings.
- M. Kubinec also provided the Board with copies of a newspaper article from *USA Today* (Sept 28, 2006) entitled "Baltimore experiment curbs dropout rate" which described a program designed to stem the dropout crisis.
- C. Bazinet provided her thoughts on the CUBE conference and that the education system in the US made her appreciate Alberta's education system.

- (a) **CSBA Update** Please refer to the written reports. M. Kubinec also reported that the Nova Scotia School Board Association had recently rejoined CSBA, but that Prince Edward Island had withdrawn its membership due to a lack of funds.
- C.2 **Vice-President's Report** Please refer to the written report. H. Welwood also commented on the excellent way Zone 1 recognized and honoured local "Friends of Education".
- C.3 **Executive Director's Report** Please refer to the written report. In addition, Mr. Ken MacRae presented Partner and Board of Directors responses to the recent satisfaction survey, as per the Board's request. From the responses it was apparent that succession planning was needed. Board members were asked to keep the specific responses confidential, but that they could speak to the general tone.
- CBE/Palliser Issue** – D. Anderson advised that once legal advice was received regarding the implications of an appeal of the decision the Board would be briefed.
- December Christmas Gathering** – Board members were invited to attend a Christmas celebration at David Anderson's home on Thursday, December 7th at 7:00 p.m. The Board meeting would be held only on Friday, December 8th. ASBA staff members would also be invited to attend.
- School Fees & Fundraising Review** – A draft report would be presented to the Board of Directors when it was completed, probably at their February meeting. It was suggested that the Peace River court decision on this subject should be incorporated into the review.
- C.4 **Member Reports**
- Edmonton Public** (G. Gibeault): G. Gibeault reported that the board was currently in negotiations with three of their non-teaching staff groups. He also provided copies of two articles: (1) *Edmonton Journal* editorial entitled "School closure plan promising", dated October 13/06; and (2) *Economist* article entitled "It's not just the economy that is booming; schools are too", dated September 21/06.
- Edmonton Catholic** (D. Cavaliere): Please refer to the report distributed at the meeting.
- Calgary Public** (C. Bazinet): Please refer to the written report.
- Calgary Catholic** (L. Burke-Gaffney): Information was provided regarding the role of gambling in school-based fundraising.
- Zone 1** (W. Olson-Lepchuk): Please refer to the written report.

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

Zone 4 (K. Holloway): Two questions were highlighted in the written report:

1. Is the ASBA doing work to consolidate the separate education studies (Metro, Small Urban, and Rural) in order to bring the recommendations together and demonstrate their applicability to all member boards?

D. Anderson advised that areas of commonality were being analyzed.

2. Where would a board find information that would apply or help with the labour shortages in support staff such as janitorial and secretarial staff?

D. Anderson advised that ASBA could provide broad market information.

Zone 5 (D. Gardner): D. Garner reported that the upcoming Zone 5 meeting on October 27 was their organizational meeting.

Zone 6 (P. Aitchison): In addition to her written report, P. Aitchison informed the Board that at the next Zone 6 meeting there would be presentations on Hutterite Education and on Pandemic Planning.

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

PSBAA (J. Muir): J. Muir reported that PSBAA-U Year III (*Putting Public Back in Public Education*) was successful.

FCSFA (M. Blanchet): M. Blanchet reported that the FCSFA would be holding their annual general meeting in November and that there had been a 20% increase in student population within their schools. Due to this huge increase, FCSFA was requesting Alberta Education to provide geographic demographics to assist them in planning for the future.

Governance Review: Following Member Reports, D. Anderson requested confirmation from the Board as to the direction they wished him to take regarding the three basic underpinnings of the governance review which were:

1. the structures through which governance is exercised;

2. the process by which members exercise their influence in governing the association; and
3. the formula for the sharing of fees necessary to support the association's work among members.

Comments provided by the Board included:

Timeline/Process – the process was more important than the timeline; thus the timeline needed to be flexible to allow for competent work. However, it was important to complete the review prior to the 2007 trustee elections.

Member Driven – the membership must be able to express issues, not necessarily those that the Board may prescribe.

Other Issues – any non-governance issues should be set aside (e.g. Mission, Vision, Mandate).

D. Anderson added that the facilitator believed that the current timeline was “do-able” as long as the scope of the review was not broadened from the original focus.

C.5 Lead Role Reports

Insurance – SiPP: Please refer to the written report.

C.6 Schedule for Report Submissions

Board members were encouraged to follow the report submission schedule provided.

C.8 Reports

C.8(e) Literacy Alberta: P. Aitchison raised her concern over the recent cuts made to funding literacy programs. H. Welwood advised that her understanding was that the program was now funded by a different organization and cautioned that this be researched prior to ASBA taking any action.

**MOTION #14
P. Aitchison**

That the ASBA President write a letter to the federal government to continue funding for literacy programs, with a copy to CSBA.

CARRIED

ASBA Drug Awareness Committee: L. Burke-Gaffney advised that committee members would be meeting with two boards to discuss their drug awareness pilot projects which were recently selected for funding by the committee.

ASBA Fall General Meeting: D. Engel provided a copy of the program and reviewed the Board's responsibilities during the Fall General Meeting.

She added that movers and seconders were required for housekeeping motions and the policies proposed by the Board of Directors. G. Gibeault and G. Steinke agreed to move and second the Omnibus Motion, while P. Aitchison and Carol Bazinet agreed to move and second the Small Urban Board Study and its recommendations.

- D. MEETING EVALUATION** Directors were encouraged to complete and return their meeting evaluation form.
- E. ADJOURNMENT** The Chair declared the meeting adjourned at 5:20 p.m.

President

Executive Director

DRAFT