



## Minutes of Board of Directors Meeting ASBA Boardroom

June 15, 2006

### ATTENDANCE

#### Board Members

Mrs. Maureen Kubinec, President  
Mrs. Heather Welwood, Vice-President  
Mr. Gerry Gibeault, Edmonton Public  
Mrs. Debbie Cavaliere, Edmonton Catholic  
Mrs. Carol Bazinet, Calgary Public  
Mrs. Lois Burke-Gaffney, Calgary Catholic  
Mrs. Wendy Olson-Lepchuk, Zone 1  
Mr. Gerry Steinke, Zone 23  
Mrs. Karen Holloway, Zone 4  
Mr. Doug Gardner, Zone 5  
Mrs. Patricia Aitchison, Zone 6  
Mr. Ted Paszek, ACSTA  
Mrs. Judy Muir, PSBAA

#### Guests

Mrs. Maureen Emond, former Vice-President, and Trustee,  
Calgary Catholic  
Mrs. Maureen Munro, former Zone 5 Director , and Vice-  
Chair, Rocky View S. Div. #41

#### Regrets

Mr. Martin Blanchet, FCSFA

#### Staff/Consultants

Mr. David Anderson, Executive Director  
Ms. Donna Engel, Manager, Corporate Services  
Ms. Suzanne Lundrigan, Manager, Communications  
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 7:10 p.m.

#### NATIONAL ANTHEM

Mrs. Maureen Emond led in the singing of O'Canada.

#### INSTALLATION OF NEW DIRECTORS

President Kubinec officially installed the following new Directors:

Mrs. Heather Welwood	Vice-President
Mrs. Carol Bazinet	Calgary Public
Mrs. Wendy Olson-Lepchuk	Zone 1
Mr. Gerry Steinke	Zone 23
Mr. Doug Gardner	Zone 5

**A. RECOMMENDED ACTION ITEMS**

**A.1 Agenda**

**(a) Additions/Changes**

**Order:**

It was agreed that item A.4 (Board Self-Evaluation) would be discussed when D. Cavaliere joined the meeting.

**(b) Approval**

**MOTION #1**

G. Gibeault

That the agenda be approved.

**CARRIED**

**A.2 Approval of Minutes – May 3 and May 11-12, 2006**

**(a) Errors/Omissions**

**May 3, 2006**

**IV(a) CEU Funding** – the Board agreed that this section be deleted as it included only one person's comments.

**A.2(d) Small Schools by Necessity** – Motion #4.  
Reword motion to read:

That, as the ASBA Board of Directors supports the purpose of the grant, the "Small Schools by Necessity" recommendation be referred back to the sub-committee to define their intention in suggesting a name change and, if they feel it necessary, to bring it back to the committee, and to determine how many schools would qualify for the allocation.

**May 11-12, 2006**

**A.7 Board Self-Evaluation** (page 4): Following the fourth paragraph, the fourth bullet should read:

- Ensure the Board adheres to governance policies and changes those policies that create stumbling blocks

**Add to Information Items – Reports:**

**C.8(e) Minister's Leadership Recognition Award Advisory Committee:** P. Aitchison highlighted the final report of the Minister's Leadership Recognition Award Advisory Committee.

**(b) Approval**

**MOTION #2**

Lois Burke-Gaffney

That the minutes of the May 3, 2006 ASBA Board of Directors conference call meeting be approved as corrected.

**CARRIED**

- MOTION #3**  
C. Bazinet
- That the minutes of the May 11-12, 2006 ASBA Board of Directors meeting be approved as corrected.
- CARRIED**
- (c) **Business Arising**
- Foothills Contingency Fund Request:** D. Anderson advised the Board that he had decided to not respond positively to this request.
- A.3 **Proposed Issues – 2006 Fall General Meeting**
- M. Emond, Chair of the Policy Development Advisory Committee, spoke on the requirement that the Board of Directors be made aware of the issues that Zones have identified for debate at the 2006 Fall General Meeting.
- After reviewing the draft proposed policy and directives for action positions, a suggestion was made regarding the proposed directive entitled “Review of Ontario program to support community use of schools” to include reference in the background to a previous Alberta program on the community use of schools.
- M. Emond added that the draft proposals would next be sent to the Zones for their review and, if necessary, clarification at their September Zone meeting.
- C. Bazinet gave notice that the Calgary Board of Education was submitting two directives for action for the Board of Director’s consideration at the September Board meeting. The directives related to P3 school facility projects (funding support and timely process) and corporate financial services (board’s right to borrow for construction, renovation or modernization of school buildings).
- MOTION #4**  
K. Holloway
- That the ASBA Board of Directors receive the zone submissions of proposed issues for the ASBA 2006 Fall General Meeting for circulation to zones and boards.
- CARRIED**
- A.4 **ASBA Board of Directors’ Self-Evaluation (July 2004 – April 2006)**
- D. Cavaliere, Chair of the Evaluation Committee, presented the draft report which was based on the four pillars of ASBA. As with the four previous Board self-evaluations, this evaluation was conducted to achieve two purposes: (1) to increase accountability; and (2) to improve performance.
- Minor changes were requested by the Board to be incorporated into the final report which would be presented at their September meeting.
- In total, the report included eight commendations and eight recommendations; the latter to be considered at the September Board meeting.

The report noted that two recommendations from the previous self-evaluation had not yet been acted upon. These were:

1. That the Board develop a “work plan containing the required work of the Board”.
2. That the Board establish a plan for professional development activities consistent with the Board’s goals and budget.

**MOTION #5**  
P. Aitchison

That the Executive Director bring to the Board of Directors a work plan calendar of events for future activities of the Board.

**CARRIED**

**MOTION #6**  
D. Cavaliere

That the ASBA Board of Directors approve the draft Self-Evaluation Report (July 2004 – April 30, 2006) as amended.

**CARRIED**

The Board recognized the excellent work of Mr. Terry Gunderson, Dr. Leroy Sloan, and Ms. Bobbie Garner in preparing the evaluation report.

**A.5 ASBA Executive Director’s Evaluation**

**(a) ASBA Executive Director’s Role Description**

After reviewing the proposed role description, Board members enquired as to:

1. Which category covered the decision regarding the Foothills contingency fund request? D. Anderson indicated it could be covered under several of the categories, but felt it best fell under “Service Program Manager”. He added that the Board, by motion, could make these types of decisions.
2. Did ASBA have a delegation order? D. Anderson responded that it did not, as he acted in accordance with his Executive Limitations.

**MOTION #7**  
P. Aitchison

That the ASBA Board of Directors approve the proposed Executive Director’s Role Description.

**CARRIED**

**(b) Proposed Executive Director/ CEO Evaluation Process, Criteria and Timelines**

D. Anderson advised that the former Board members would evaluate him based on each of the role expectations and evidence compiled and prepare a summary statement during the Board Leadership Academy in Banff later in the summer.

**MOTION #8**  
P. Aitchison

That the ASBA Board of Directors approve the Executive Director Evaluation Process, Criteria and Timelines document as the basis for the Executive Director’s evaluation, and

That the ASBA Board of Directors approve the exclusion of:

- (a) an internal report on personnel management
- (b) monitoring reports to the board

from the evaluation process evidence to be used in the 2006 evaluation.

**CARRIED**

**A.6 ASBA Governance Review – Appointment of Facilitator**

The Board reviewed the Governance Review Purpose and Process document that was meant to serve as a flexible guideline. A correction was noted in Step 3 that the “When” date should be September 2006. Directors were encouraged to share this document with their boards.

D. Anderson advised that Mr. Don Beeken of Key Consulting had been selected as the facilitator for the member driven review.

**A.7 ASBA Strategic Plan – 3<sup>rd</sup> Quarter Update**

To allow the Board sufficient time to review the report, it was deferred to the September meeting.

**A.8 Extension of Appointment – COATS Board**

D. Anderson explained that Alberta Education had requested this extension to facilitate a staged approach to alternating term expiry dates for the COATS Board.

**MOTION #9**  
G. Steinke

That the ASBA Board of Directors approve an extension to Debbie Engel’s term on the COATS Board of Directors to September 30, 2007.

**CARRIED**

**A.9 Directors’ Requests for Information**

H. Welwood advised the Board that for the past three years, the Canada Millennium Scholarships were awarded on the same day as provincial diploma exams were scheduled forcing many recipients to miss the ceremony. D. Anderson agreed to contact the Foundation to address the conflict in dates.

**A10 Agenda Items – Future Board Meetings**

The following items were identified:

- Final Report of the Board Self-Evaluation Committee (September)
- ASBA Strategic Plan – 3<sup>rd</sup> Quarter Update (September)
- Calgary Board of Education’s Proposed Directives for Action (September)
- Renewed Funding Framework – Comparisons
- Plant Operations and Maintenance Issues – Discussion with Ministers of Infrastructure and Education
- Report on gaps in aboriginal academic results (Kelowna Accord)
- Discussion re relationships with other education associations (ACSTA, PSBAA, FCSFA, ASBALE, etc.)

- Presentation re Results of Provincial Achievement Tests and Diploma Exams (September)

**B. DISCUSSION ITEMS**

**B.1 Board Leadership Academy, New Board Member Orientation, and Executive Director's Evaluation**

D. Engel distributed the draft itinerary/agenda for the Board Leadership Academy being held August 24-26, 2006 in Banff. She noted that time had been set aside on the agenda for the new Board to develop strategies for the two strategic priorities identified at their April 2006 meeting (Capital Funding - new schools and upgrades, and Transportation).

As the Executive Director's Evaluation would be discussed by members of the former board, they expressed their desire that this occur on Saturday, August 26 from 1:00 – 4:00 p.m., dependent upon the facilitator's availability.

Board members were reminded to e-mail their responses no later than July 15<sup>th</sup> to Dickson Wood's questionnaire attached to the draft itinerary.

**C. INFORMATION ITEMS**

**C.1 President's Report**

M. Kubinec advised that ASBA was releasing a major press statement on June 28 or 29 regarding operational and infrastructure funding. Metro Board Chairs would attend with the President.

**(a) CSBA Update**

Please refer to the written report.

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

No report was available.

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

In addition to his written report, D. Anderson advised that the Curtis Crawford v. ASEBP, *et al* case had been withdrawn by the complainant.

He also announced that ASBA had received the paperwork confirming conceptual agreement with CASS regarding its proposed self-governance. School boards would be sent this information and requested to provide input to the appropriate Director prior to the Board's September meeting where the issue would be considered by the Board. If endorsed by the Board, the membership would need to decide its support of CASS self-governance at the Fall General meeting.

**C.4 Member Reports**

Due to time constraints, verbal reports were not given. Please refer to the written reports provided by Calgary Public, Calgary Catholic, Edmonton Public, Zone 23, and Zone 5.

**C.5 Lead Role Reports**

**Insurance – SiPP:** Please refer to the written report. A correction was noted in the “Heads Up” section that remittances for pension funds were currently required on a quarterly basis but would be changing to monthly.

**C.7 Reports**

**C.7(f) Small Urban Boards Study Report.** S. Lundrigan reported that the draft report had been sent to the 27 participating boards for their feedback. The final report would be provided to the Board of Directors at their September meeting.

**D. MEETING EVALUATION**

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

**E. ADJOURNMENT**

There being no further business the meeting was declared adjourned by the Chair.

The meeting adjourned at 10:12 p.m.

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President

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Executive Director