



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

**May 11-12, 2006**

### **ATTENDANCE**

#### **Board Members**

Mrs. Maureen Kubinec, President (Friday)  
Mrs. Bev Esslinger, Edmonton Public (alternate)  
Mrs. Debbie Cavaliere, Edmonton Catholic  
Mrs. Carol Bazinet, Calgary Public (alternate)  
Mrs. Lois Burke-Gaffney, Calgary Catholic  
Mrs. Alice Brick, Zone 1  
Mrs. Heather Welwood, Zone 23  
Mrs. Brenda Herder, Zone 4 (alternate)  
Mrs. Maureen Munro, Zone 5  
Mrs. Patricia Aitchison, Zone 6  
Mr. Ted Paszek, ACSTA  
Mrs. Judy Muir, PSBAA

#### **Guests**

Mrs. Morag Pansegrau (Chair, Zone 23)  
Mrs. Marjorie Moncrieff (Chair, Zone 6)

#### **Regrets**

Mrs. Maureen Emond, Vice-President  
Mr. Martin Blanchet, FCSFA

#### **Staff/Consultants**

Mr. David Anderson, Executive Director (Thursday)  
Ms. Donna Engel, Manager, Corporate Services (Thursday)  
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**

In the absence of the President and Vice-President, M. Munro, Zone 5 Director, assumed the chair for Thursday evening and called the meeting to order at 7:04 p.m.

#### **NATIONAL ANTHEM**

Mrs Alice Brick led in the singing of O'Canada in French.

On behalf of the Board, Maureen Munro expressed sympathy to Nancy Close on the passing of her father.

**A. RECOMMENDED ACTION ITEMS**

**A.1 Agenda**

**(a) Additions/Changes**

**Additions:**

**A.13(a) CEU Monitoring**

**B.2 ASBA Spring General Meeting**

Order:

As the President could only attend the meeting on Friday, the Board agreed to discuss items A.2, A.3, C.3, C.4 and C.5 on Thursday evening.

**(b) Approval**

**MOTION #1**

L. Burke-Gaffney

That the agenda, as amended, be approved.

**CARRIED**

**A.2 Approval of Minutes – April 6-7, 2006**

**(a) Errors/Omissions**

It was noted that the meeting reconvened on the Friday morning at 8:55 a.m.

**(b) Approval**

**MOTION #2**

H. Welwood

That the minutes of the April 6-7, 2006 ASBA Board of Directors meeting be approved as corrected.

**CARRIED**

**(c) Business Arising**

D. Anderson informed the Board that ASBA had not received clarification from the Minister on the government's next steps regarding the rejected ACOL recommendations 81(a) and 81(c) – Employer Bargaining Model.

**A.3 Small Urban Boards Study – Terms of Reference**

D. Anderson reviewed the membership of the steering committee selected by the 27 boards participating in the study and listed the proposed terms of reference for the Small Urban Boards Study as follows:

- identify the unique issues facing small urban boards;
- gather information and assess the impact of these issues on small urban boards;
- identify issues that are supported by data;
- select and describe those issues that have the greatest impact on the small urban boards and have an identifiable solution;
- propose solutions to the steering committee for reaction and suggestions; and
- present recommendations to the ASBA Board of Directors for reaction, adoption and action.

**MOTION #3**  
P. Aitchison

That the ASBA Board of Directors approve the proposed terms of reference for the Small Urban Boards Study.

**CARRIED**

**A.4 Insurance Board  
Appointments - ASBIE**

D. Anderson explained that the length of appointments to insurance boards was due to the complexity of insurance business and the time required for representatives to fully understand it. The proposed term provided a defined expectation so that the appointment process was easier.

**MOTION #4**  
P. Aitchison

That the ASBA Board of Directors, as a matter of practice to ensure long term consistency, approve that insurance board appointments normally be for a total period of no more than nine years and no less than seven years.

**AMENDMENT - MOTION #4**  
M. Munro

That the ASBA Board of Directors, as a matter of practice to ensure long term consistency, approve that insurance board appointments be made for three years subject to review and renewal to a maximum of two three-year terms.

H. Welwood declared a conflict of interest and left the meeting.

**VOTE ON AMENDMENT TO  
MOTION #4**

**CARRIED**

**VOTE ON AMENDED MAIN  
MOTION #4**

**CARRIED**

**MOTION #5**  
P. Aitchison

That the ASBA Board of Directors reappoint Jerry Muelaner, Catherine Jensen, and Orville Borys to the ASBIE Board of Directors for a term to expire August 31, 2009.

**CARRIED**

Prior to the vote being taken to Motion #5, several comments were made:

- Boards should be canvassed to identify insurance experts on staff or on the board
- ASBA needed to develop an on-going pool of interested and skilled people
- ASBA should provide professional development sessions on insurance

D. Anderson advised that a review of the ASBIE program was being conducted and that a performance review of representatives was included in this review.

H. Welwood returned to the meeting.

**A.5 External Committee  
Appointments – TSQB**

**MOTION #6**  
D. Cavaliere

That the ASBA Board of Directors reappoint Patricia Aitchison as the ASBA representative on the Teacher Salary Qualifications Board for a two year term to expire June 30, 2008.

**CARRIED**

**A.6 In-Camera Session**

An *in-camera* session was not necessary.

**A.7 ASBA Board of Directors’  
Self-Evaluation (July 2004 –  
April 2006)**

T. Gunderson, as facilitator of the evaluation, distributed the results of the various questionnaires board members had completed.

The “Interpersonal Workshop Relationships Questionnaire” indicated a significant improvement over the last evaluation. Based on the discussion of the results, the Board agreed to continue in its efforts to be more inviting and inclusive.

The “Representation Questionnaire” identified the ways in which the Board received input from its constituents and included factors that possibly affected representation.

The “Communication Questionnaire” reflected which methods the Board used to communicate its decisions to its constituents. A concern for both the representation and communication questionnaires was the survey response timelines. Board members provided their thoughts on how they could improve Board representation and communication:

- Provide an orientation session to alternates prior to them having to attend a Board meeting
- Provide new Directors with the Review of Minutes
- Include any related policies in briefing notes
- Ensure the Board adheres to governance policies and changes those policies that create stumbling blocks
- Provide more background to school boards regarding the “Omnibus Motion” used to update ASBA policies
- Formalize suggestions by making a motion

Directors were asked to determine from the list of “Accomplishments” what the Board had done during the time period of the evaluation based on the four pillars of ASBA – (1) Services to all boards; (2) Services to individual boards; (3) Advocacy; and (4) Board Development. The following were identified:

- Board Charter
- Governance Handbook
- Return of JRIE equity (\$3.2M)
- Getting through the bargaining issue
- Starting on the aboriginal initiative
- Identification of advocacy priorities
- Effective and articulate leadership
- Communication and communication to trustees
- Francophone representation on Board

**MOTION #7**  
H. Welwood

That the Board Charter be included in the ASBA Governance Handbook.

**CARRIED**

**MOTION #8**  
H. Welwood

That the 2006 Review of Minutes be appended to the Board of Directors Self-Evaluation Report.

**CARRIED**

**A.8 ASBA Governance Review Proposal**

D. Anderson described this review as a necessary, critical, membership-driven governance review that would focus on ASBA's governance structures, processes and the formula for assessing fees. Minor changes were made by the Board to the proposed recommendations.

**MOTION #9**  
H. Welwood

That the ASBA Board of Directors approve the following recommendations for the Governance Review:

1. That the ASBA Governance Review be undertaken directly by the members of the Association, and that the process be facilitated by an external consultant, skilled in consensus building.
2. That a meeting of Board Chairs or their designate be called for September 2006 to start the process and the process conclude in sufficient time for any bylaw changes that might result from the review would be debated at the 2007 Spring General Meeting.
3. That draft terms of reference for the Governance Review be developed and approved by Board Chairs or their designate after consultation with their boards.
4. That the review be participative and interactive and directly seek out the views of individual members on the key issues.
5. That the Executive Director present the Board of Directors with a recommendation for the external consultant at the June 2006 meeting.

**CARRIED**

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

H. Welwood, a member of the evaluation committee, summarized their proposed changes to the current evaluation process which would make it the same as the process ASBA recommended school boards use. The changes were:

1. Annual in-depth evaluation
2. Involvement of the whole board as opposed to a committee
3. Based on facts instead of “feelings”.
4. “Evidence” to determine accomplishment of quality indicators collected throughout the year prior to the evaluation.
5. Term of each evaluation is stipulated.

**MOTION #10**  
B. Esslinger

That the Board of Directors approve the following recommendations regarding the Executive Director's Evaluation:

1. That the board authorize the Executive Director Evaluation Committee to proceed with developing a mutually agreeable *Executive Director Evaluation Process, Criteria and Timelines* document similar in form and content to the attached proposed *Executive Director Evaluation Process, Criteria and Timelines – February 2006* document. It is understood that this *Process* document would be used to conduct the executive director 2006 evaluation.
2. That the board authorize the Executive Director Evaluation Committee to develop a revised job description for the executive director which is mutually agreeable to the executive director and the board of directors, and would be similar in form and content to the proposed *Appendix A* in the attached *Executive Director Evaluation Process, Criteria and Timelines – February 2006* document.
3. That the board authorize the Executive Director Evaluation Committee to bring to the board proposed changes to the *ASBA Board of Directors' Policies* which they believe are advisable as a result of their review of the executive director evaluation process.
4. That the Executive Director Evaluation Committee consisting of the Vice-President (as Chair), the President, and Heather Welwood continue for this evaluation.

5. That the current evaluation for the period October 2005 – June 2006 involve those directors on the board during that time.
6. That a date for the evaluation by the board be determined.
7. That Dr. David Carter serve as facilitator for the evaluation by the board.

**CARRIED**

**A.10 Metro Boards Study –  
Revised Terms of Reference**

B. Esslinger, Chair of the Metro Boards Study, presented the Terms of Reference for the study which clarified clauses 4.4 and 4.5 as requested by the Board.

**MOTION #11**  
H. Welwood

That the ASBA Board of Directors approve the revised Terms of Reference for the Metro Boards Study Part Two.

**CARRIED**

**A.11 Proposed Changes to Board  
Policy GP-10 (External  
Committee Representation)**

D. Anderson explained that the changes were being proposed to strengthen and clarify the reporting expectations noted in sections 5 (advancing ASBA policy) and 6 (report format) of GP-10 for external committee representatives.

**MOTION #12**  
P. Aitchison

That the ASBA Board of Directors approve the proposed change to GP-10, section 5: Expectations for Committee Representatives; and

That the ASBA Board of Directors approve the proposed change to GP-10, section 6: Reports to the Board.

**CARRIED**

**A.12 Expanded ASEBP Benefit  
Programs**

D. Anderson highlighted the responses received to the survey sent to boards regarding trustee interest in a new health plan for active and retired trustees over the age of 65 and retired trustees under 65.

**MOTION #13**  
P. Aitchison

That the ASBA Board of Directors report to the ASEBP Board of Trustees that the findings of the ASBA survey do not support further investigation at this time.

**CARRIED**

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

Board members were interested in ASBA providing more information on school boards providing alternate programs through a school outside their jurisdiction as in the case of Palliser and Calgary Board of Education.

**(a) CEU Monitoring**

D. Anderson provided a status report on the current situation regarding CEU monitoring by Alberta Education and advised that several school boards felt the monitoring process was unfair and unjust. To initiate and expedite discussion of this issue at the Spring General Meeting, the board discussed whether or not the system of CEU monitoring should be modified and, if so, how.

**MOTION #14**

H. Welwood

To ensure that the CEU monitoring process by Alberta Education is fair and just to school jurisdictions, the ASBA should urge that the following modifications be made to the CEU monitoring process:

1. That CEU claims submitted by school jurisdictions prior to September 1, 2006 be accepted for payment without further audit and a renewed system of CEU monitoring by Alberta Education be initiated in the 2006-07 school year.

2. The criteria for how CEU funding is granted should be spelled out clearly and the Funding Manual and the Guide to Education aligned with each other, any former ambiguities addressed in workshops and bulletins to school jurisdictions.

3. Institution of a neutral final appeal board, consisting of three members acceptable to Alberta Education and the Alberta School Boards Association, be available to school jurisdictions who disagree with a ruling by the ADM, System Improvement and reporting Division.

**AMENDMENT - MOTION #14**

Lois Burke-Gaffney

That point #1 be deleted and points #2 and #3 be considered.

**CARRIED**

**VOTE ON AMENDED**

**MOTION #14**

**CARRIED**

**A14 Agenda Items – Future Board Meetings**

The following items were identified:

- 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 with similar memberships (ACSTA, PSBAA, FCSFA, ASBALE)
- Review of Board Meeting Start and End Times (Sept)
- Update - CASS Self-Governance
- Explanation of Horizontal and Vertical Enrichment re GLA (see April 2006 minutes – C.7b).

**B. DISCUSSION ITEMS**

**B.1 Request for Litigation Support – Foothills S. Div. #38**

D. Anderson advised that school boards could apply to ASBA for a waiver of legal fees if they felt the issue at hand had a provincial impact. However, as the Foothills appeal could have a political impact, he sought the advice of the Board of Directors. Lengthy discussion followed with D. Anderson advising he would inform the Board of his decision at the next board meeting.

**B.2 ASBA Spring General Meeting**

D. Engel provided an overview of the Spring General Meeting program.

**C. INFORMATION ITEMS**

**C.1 President's Report**

In addition to her written report, M. Kubinec advised that she had met with the Executive Directors and Presidents of AHSCA, CASS, and ATA to discuss recommendations 2 and 3 of the Alberta Commission on Learning report and that the Executive Directors would take the next steps.

H. Welwood informed the Board that MLA's preferred the phrase "Kindergarten students at risk" rather than "full-day Kindergarten". D. Anderson advised that the committee was researching a better phrase.

**(a) CSBA Update**

M. Kubinec advised that ASBA would host the 2007 CSBA Congress July 3-5 and that Justin Trudeau would be the keynote speaker.

**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 the Board of the following:

**Board Leadership Academy:** The dates for the Board Leadership Academy were August 24-26, 2006 at the Banff Park Lodge.

**NSBA Review:** The NSBA Review Team would conduct their review in Edmonton June 18-21, 2006. The review was administratively focused.

**Funding Sufficiency Report:** The School Facilities Issue: A copy of the draft report by Sig Schmold was distributed to the Board with the request that they provide any feedback within the week. The draft report was not to be widely distributed, but would be tabled at the May 5<sup>th</sup> Minister's Advisory Committee on the Funding Framework meeting.

**Bill 205:** The Court of Appeal recently ruled that changes to the *Local Authorities Election Act* which precluded school board employees from serving on school boards was constitutional.

#### C.4 Member Reports

**Edmonton Public** (B. Esslinger): In addition to the written report, B. Esslinger announced that Dr. Lyall Thomson had been selected as their new Superintendent. She also advised that the board would fund full-day Kindergarten on an ongoing basis.

**Edmonton Catholic** (D. Cavaliere): Please refer to the report that was handed out at the meeting.

**Calgary Public** (C. Bazinet): In addition to the written report, C. Bazinet advised that the CBE staff association had accepted their contract. As well, it had recently come to the Board's attention that another school board was prepared to sign a contract with a private school within Calgary to offer an alternate program. The board was very concerned that a board could do this.

D. Anderson advised that ASBA would investigate the facts of this issue and report back to the board.

**Calgary Catholic** (L. Burke-Gaffney): A verbal report was presented as follows:

- The Board was pleased with their Hockey Skills program
- The Board had met with their High School Advisory Council who gave an excellent presentation on the issue of Sweatshops
- Transportation costs was a concern of crisis proportion
- Only 6 of approximately 29 MLAs attended the meeting the Board had with Calgary Caucus where the Board discussed the province wide school board transportation problems.

**Zone 1** (A. Brick): A. Brick advised that the next Zone meeting was scheduled for May 19<sup>th</sup>, at which time a new Zone representative to the ASBA Board of Directors would likely be elected.

**Zone 23** (H. Welwood): H. Welwood highlighted from her written report that Gerry Steinke, Chair of Northern Gateway, had been elected as the Zone 23 representative on the ASBA Board of Directors and Lynda Akers, a trustee with Grande Yellowhead, was elected as his alternate.

**Zone 4** (B. Herder): D. Anderson commented on the excellent presentation given at the last Zone 4 meeting on high school completion rates.

**Zone 5** (M. Munro): In addition to the written report, M. Munro advised that there would be a new Zone 5 representative appointed to the Board of Directors.

**Zone 6** (P. Aitchison): In addition to her written report, the following information was presented:

- Lethbridge Public would be submitting an emergent resolution regarding Class Size Funding for consideration at the Spring General Meeting
- Dr. Leroy Walker, Superintendent of Westwind, had recently passed away
- Horizon provided extra Fine Arts education to their students with their "Fine Arts CTS boxes"

**ACSTA** (T. Paszek): The Board was provided with a copy of the Spring 2006 edition of "The Catholic Dimension".

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

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

**C.5 Lead Role Reports**

**Excellence in Teaching Awards Gala:** A. Brick reported that the held May 6 awards gala was wonderful.

**ASBA Committee on Drug Awareness** (L. Burke-Gaffney). Please refer to the written report and minutes of the April 13, 2006 meeting.

**CASS as a Professional Organization:** D. Anderson reported on behalf of G. Gibeault that CASS had taken ASBA's concerns into account. He added that the Board would be provided with a briefing on the status of CASS governance at the June meeting and would consider endorsing the final CASS proposal at the September meeting.

**Insurance – ASEBP:** H. Welwood reported that extending trustee coverage to 70 years of age had received first reading by the ASEBP Board and that some details of the Health Spending Accounts were being clarified.

**C.8 Reports**

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

President Kubinec thanked the outgoing Directors - Maureen Emond, Nancy Close, Alice Brick, Heather Welwood, and Maureen Munro for their outstanding service to ASBA.

**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 3:50 p.m.

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President

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Executive Director