



Minutes

ASBA Board of Directors' Meeting

September 13 – 14, 2018

ASBA Office, 1200, 9925 – 109 Street, Edmonton, Alberta

Board of Directors

Lorrie Jess, President
Trina Boymook, Vice-President
Tammy Henkel, Director Zone 1
Cheryl Dumont, Director Zone 2/3
Jennifer Tuininga, Director Zone 2/3
Cathy Peacocke, Director Zone 4
Marsha Tkach, Director Zone 5
Brad Toone, Director Zone 6
Cathie Williams, Director Calgary Catholic Schools
Trina Hurdman, Director Calgary Board of Education
Debbie Engel, Director Edmonton Catholic Schools
Trisha Estabrooks, Alternate Director Edmonton Public Schools

Observers

Mario Gagné, FCSFA
Gerry Steinke, PSBAA

Staff

Valeria Palladino, Interim CEO/ ED
Kit Anderson, Coordinator Governance and Committees
Tatiana Hagerty, Executive Assistant
Rae Thygesen, Manager, Communications & External Relations

Regrets

Michael Janz, Director Edmonton Public Schools
Michael Ouellette, ACSTA

T. Estabrooks, Alternate Director, Edmonton Public Schools, took the Oath of Office for ASBA Directors.

Call to Order

President L. Jess called the meeting to order at 9:09 a.m. The meeting attendees sang O Canada. President L. Jess made the following treaty acknowledgement:

“We acknowledge that we are on Treaty 6 territory, a traditional meeting grounds, gathering place, and travelling route to the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux. We acknowledge all the many First Nations, Métis and Inuit whose footsteps have marked these lands for centuries.”

President made introductory remarks.

1.0 Approval of Agenda

Item 22.0 Superintendent Leadership Quality Standards Certification Concerns was added to the agenda.

MOTION moved by T. Hurdman:

BE IT RESOLVED THAT

“The agenda be approved as amended.”

CARRIED

Absent: T. Henkel

2.0 Conflict of Interest Declaration

No conflict of interest was declared.

MOTION moved by C. Williams:

BE IT RESOLVED THAT

“The Board of Directors move *in camera* at 9:18 a.m.”

CARRIED

Absent: T. Henkel

T. Henkel joined the meeting at 9:42 a.m.

MOTION moved by D. Engel:

BE IT RESOLVED THAT

“The Board of Directors move *out of camera* at 10:24 a.m.”

CARRIED

Absent: none

C. Boddez joined the meeting at 10:38 a.m.

3.0 Office Lease – presentation by guest Chad Boddez, JLL Real Estate Services

The office space survey prepared by Chad Boddez was circulated prior to the meeting as part of the Board meeting package.

Mr. Boddez spoke about his company, his realtor experience, and outlined the comparable market analysis. Mr. Boddez answered the questions from the Board.

C. Boddez left the meeting at 11:12 a.m.

ASBA Observers M. Gagné and G. Steinke joined the meeting at 11:15 a.m.

M. Gagné, Observer, FCSFA, took the Oath of Office for ASBA Observer to the ASBA Board of Directors.

4.0 Consent Agenda

The following items were removed from Consent Agenda:

- 4.4.1 Alberta Schools' Athletic Association Report
- 4.5 Correspondence Report

MOTION moved by T. Henkel:

BE IT RESOLVED THAT

"The consent agenda be approved as amended. The consent agenda includes the following resolutions:

- Approval of Minutes of the Board of Directors' meeting held on May 10, 2018
- Approval of Minutes of the Special Board of Directors' meeting held on June 1, 2018
- Approval of Minutes of the Special Board of Directors' meeting held on June 3, 2018
- Approval of Minutes of the Special Board of Directors' meeting held on June 8, 2018
- Director Reports
 - Zone 1
 - Zone 2/3
 - Zone 4
 - Zone 5
 - Zone 6
 - Calgary Board of Education
 - Calgary Catholic School District
- Reports on CSBA Congress & National Trustee Gathering
 - Submitted by Trina Boymook
 - Submitted by Lorrie Jess
 - Submitted by Cathy Peacocke
- Observers Reports

- Zone 7 (ACSTA) Report
- Zone 8 (PSBAA) Report
- External Committee Reports
 - Teacher Salary Qualification Board.”

CARRIED

Absent: none

4.4.1 Alberta Schools’ Athletic Association (ASAA) Report

The Board discussed the ASAA Report.

MOTION moved by J. Tuininga:

BE IT RESOLVED THAT

“The ASBA Board of Directors directs the Interim Executive Director to follow up with the ASBA representative to the ASAA with respect to item C raised in the report to the Board.”

CARRIED

Absent: none

4.5 Correspondence

ACTION ITEM: Administration to circulate the letter from The Alberta Dental Association and College to the Board.

5.0 Executive Reports

5.1 President’s Report

The President’s report was circulated prior to the meeting as part of the Board meeting package.

President L. Jess made a verbal update on her report that included the following:

- Attended Zone 5 meeting on September 7, 2018
- Attended Zone 1 meeting on September 12, 2018.

President L. Jess answered the questions from the Board.

Ratification of the Board Decisions Made Between the Meetings

MOTION moved by T. Henkel:

BE IT RESOLVED THAT

“The Terms of Reference for the Ad Hoc Committee Executive Director/Chief Executive Officer Search be approved as circulated.”

CARRIED (June 29, 2018)

Absent: none

PDAC Committee Member Election

Elections of a PDAC member took place. D. Eddleston's resignation and T. Boymook's election to the Vice-President position, created a vacancy on PDAC. A call for interest was circulated to the Board and three Directors put their names forward. The confidential voting was conducted through an electronic survey and it was closed at 4:30 p.m. on July 17. C. Dumont was announced as the successful candidate.

MOTION moved by J. Tuininga:

BE IT RESOLVED THAT

"C. Dumont be appointed as a member of PDAC for a term ending December 2019."

CARRIED

Absent: none

Logo Selection

Following the previous decision of the Board on rebranding, the Board considered the new logo options presented by the Administration and voted through confidential electronic survey. The "Synergy" logo was chosen by the majority of the Board on August 14.

MOTION moved by B. Toone:

BE IT RESOLVED THAT

"ASBA new logo be approved as of August 14, 2018, based on the Board of Directors online survey results."

CARRIED

Absent: none

5.2 Vice-President's Report

The Vice-President's report was circulated prior to the meeting as part of the Board meeting package.

Vice-President T. Boymook spoke to her report and verbally updated the Board on the meetings that she attended and answered the questions from the Board.

5.3 Interim CEO/ ED's Report

The Interim CEO/ ED's report was circulated prior to the meeting as part of the Board meeting package. The Interim CEO/ ED provided a verbal update and answered the questions from the Board.

6.0 ASBA Strategic Plan Final Implementation Report for Year One 2017/2018

The report was circulated prior to the meeting as part of the Board meeting package. The Interim CEO/ ED asked R. Thygesen, Manager, Communications & External Relations, to provide an update on the branding and new website progress. R. Thygesen reported that the newsletter was launched on September 12, 2018, with 55% opening rate and 44% click on links

rate (as of the end of the day on September 12). The distribution group of the newsletter was addressed and discussed. The work on the website was reported to be on track. Media summary email availability to members was discussed.

ACTION ITEM: Administration to look into Brownlee’s promise to provide a newsletter on relevant and arising legal issues in education.

7.0 SGM and Summer Leadership Academy (SLA) Debrief, Survey Results, and Discussion

The survey results summary for both SGM and Summer Leadership Academy were circulated prior to the meeting as part of the Board meeting package. The discussion took place and the following additional feedback was provided:

- Not enough time for FNMI session,
- Location of the SLA was unmanageable for some Boards,
- Value in attending the SLA.

V. Palladino informed the Board of the following:

- Plans for a two-day Winter Leadership Academy tentatively scheduled for the third week of January,
- Addition of webinar sessions,
- FGM 2018 speakers’ selection was completed in March 2018.

Issues Forum discussion took place.

MOTION moved by B. Toone:

BE IT RESOLVED THAT

“The Board of Directors directs the Interim Executive Director to develop a proposal regarding a potential *Issues Forum* to be held in fall 2019.”

CARRIED

Absent: none

8.0 PDAC Report

8.1. Revisions of Policy Statements – Report

The report was circulated prior to the meeting as part of the Board meeting package. T. Boymook spoke about the Policy Statements review and PDAC’s recommendation to the Board. She asked for Board’s feedback and a discussion took place.

MOTION moved by D. Engel:

BE IT RESOLVED THAT

“The Board of Directors approves a change in name from ASBA Policy Statements to ASBA Position Statements.”

BE IT FURTHER RESOLVED THAT

“The style/housekeeping changes to the ASBA Position Statements be approved as presented.”

CARRIED

Absent: none

8.2 Membership Engagement Proposal

The proposal was circulated prior to the meeting as part of the Board meeting package.

T. Boymook spoke about the Key Message Generative Discussion to engage the membership during the FGM 2018.

MOTION moved by D. Engel:

BE IT RESOLVED THAT

“The Board of Directors directs PDAC and Administration to proceed with a *facilitated Key Message Generative Discussion* as outlined in the proposal.”

CARRIED

Absent: none

9.0 External Committees Review – Report

The report was circulated prior to the meeting as part of the Board meeting package.

MOTION moved by L. Jess:

BE IT RESOLVED THAT

“The Board of Directors tasks PDAC to review Governance Policy 9 to align with the results of the conducted External Committee Review and provide recommendations to the Board.”

BE IT FURTHER RESOLVED THAT

“Calls for interest be sent out by October 12th to fill identified vacancies for terms to end by August 31, 2020.”

CARRIED

Absent: none

10.0 ASBA Board Meeting Schedule for 2019

The proposed ASBA Board of Directors’ meeting schedule was circulated as part of the Board meeting package.

MOTION moved by T. Henkel:

BE IT RESOLVED THAT

“The Board of Directors approves the 2019 meeting schedule as amended.”

CARRIED

Absent: none

11.0 Preparing for ASBA Strategic Planning Session

The proposal for the Strategic Planning Session 2019 was circulated as part of the Board meeting package.

MOTION moved by D. Engel:

BE IT RESOLVED THAT

“The Board of Directors holds the Strategic Planning Session on February 15, 2019.”

BE IT FURTHER RESOLVED THAT

“Tash Taylor, School Boards Consultant, facilitates the session.”

BE IT FINALLY RESOLVED THAT

“The members are surveyed to obtain their input into the updated strategic plan.”

CARRIED

Absent: none

The President announced the Board would recess until 8:30 a.m. the following day. The Observers were adjourned at 4:10 p.m.

The President called the meeting to order at 8:33 a.m. on September 14, 2018.

MOTION moved by C. Williams:

BE IT RESOLVED THAT

“The Board of Directors move *in camera* at 8:41 a.m.”

CARRIED

Absent: D. Engel, T. Henkel

D. Engel joined the meeting at 8:44 a.m.

T. Henkel joined the meeting at 9:45 a.m.

The following agenda items were discussed *in camera*.

12.0 ASBA Office Lease Proposal Discussion

13.0 Response to EPSB re: Office Space

14.0 External Committees Appointments

14.1 Appointment to Teacher Salary Qualification Board

14.2 Appointment to ASEBP Board of Trustees

14.3 Appointment to ASBIE

15.0 Superintendents Appointment – Update

16.0 Personnel Matters – Update

17.0 Action Item from the SGM re: Review of the Reserve Funds

18.0 Finance and Audit Committee Report and Recommendations

- 19.0 Ad Hoc Committee Executive Director/Chief Executive Officer Search Report
- 20.0 Board Evaluation
- 21.0 Matters Arising from Board Emails
- 22.0 Superintendent Certification
- 23.0 Other Business

MOTION moved by C. Williams:

BE IT RESOLVED THAT

“The Board of Directors move *out of camera* at 1:39 p.m.”

CARRIED

Absent: none

The following motions were carried after the *in camera* session.

MOTION moved by C. Williams:

BE IT RESOLVED THAT

“The Board of Directors approves the proposal from Triovest as presented by C. Boddez, JLL Real Estate Services.”

A recorded vote was requested.

For	Against	Absent
T. Boymook	T. Estabrooks	None
C. Dumont		
D. Engel		
T. Henkel		
T. Hurdman		
L. Jess		
C. Peacocke		
M. Tkach		
B. Toone		
J. Tuininga		
C. Williams		

CARRIED

MOTION moved by J. Tuininga:

BE IT RESOLVED THAT

“The Board of Directors directs the Interim Executive Director to develop a communication plan regarding the new lease agreement as soon as possible.”

CARRIED

Absent: none

MOTION moved by C. Peacocke:

BE IT RESOLVED THAT

“The Board of Directors directs the President to respond to the EPSB that reflects the direction given by the Board.”

CARRIED

Absent: none

MOTION moved by D. Engel:

BE IT RESOLVED THAT

“The Board of Directors appoints Lorraine Stewart to the Teacher Salary Qualification Board for a two-year term from September 14, 2018, to June 30, 2020, for a maximum of two consecutive terms.”

CARRIED

Absent: none

MOTION moved by C. Peacocke:

BE IT RESOLVED THAT

“The Board of Directors appoints Darryl Scott as a Director to the ASEBP Board of Trustees for a term effective September 17, 2018, to December 31, 2021, for a maximum of two consecutive terms.”

BE IT FURTHER RESOLVED THAT

“A call for interest be sent out for the ASEBP Board of Trustees Observer position and that the candidates presented to the ASBA Board at its October 12th meeting.”

BE IT FINALLY RESOLVED THAT

“The Board of Directors directs the Administration to make a written request to the ASEBP Board of Trustees to allow for a second Observer position on their Board.”

CARRIED

Absent: none

MOTION moved by J. Tuininga:

BE IT RESOLVED THAT

“A call for interest be sent out for three school business officials to serve staggered terms as ASBA representatives on ASBIE.”

CARRIED

Absent: none

MOTION moved by C. Williams:

BE IT RESOLVED THAT

“The Board of Directors directs the Interim Executive Director to explore options to address school boards’ concerns and challenges with regards to superintendent appointments and reappointments.”

CARRIED

Absent: none

MOTION moved by T. Hurdman:

BE IT RESOLVED THAT

“The Board of Directors directs the Executive Committee undertake a review of the reserve funds and make recommendations to the Board.”

CARRIED

Absent: none

MOTION moved by C. Williams:

BE IT RESOLVED THAT

“As recommended by the ASBA Finance and Audit Committee, the Board of Directors accepts the Collins Barrow engagement letter for the audit of the year ending August 31, 2018.”

CARRIED

Absent: none

MOTION moved by J. Tuininga:

BE IT RESOLVED THAT

“The Board of Directors directs the Interim Executive Director to bring forward the questions identified by the Board to the Office of the Registrar and report the results from that meeting at the October 12th meeting.

BE IT FURTHER RESOLVED THAT

“The Interim Executive Director develops key messages with regards to the same.”

CARRIED

Absent: none

T. Taylor joined the meeting at 1:45 p.m.

Tash Taylor, Senior Officer and School Boards Consultant, presented the process for the Board evaluation.

MOTION moved by D. Engel:

BE IT RESOLVED THAT

“The Board of Directors meets in person on October 19, 2018, 5:00 p.m. – 7:00 p.m. for Board self-evaluation PD session.”

T. Taylor left the meeting at 2:45 p.m.

22. Other Business

There was no other business.

Adjournment

The meeting was adjourned to the call of the Chair at 2:47 p.m.

Chair

Chief Executive Officer