



## Minutes

### ASBA Board of Directors' Meeting

September 12, 2019

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

#### Attendance

##### Board of Directors

Lorrie Jess, President

Trina Boymook, Vice-President

Delainah Velichka, Director, Zone 1

Cheryl Dumont, Director, Zone 2/3

Arlene Hrynyk, Director, Zone 2/3

Daryl Scott, Director, Zone 4

Marsha Tkach, Director, Zone 5

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, Director, Edmonton Public Schools

##### Observers

Gerry Steinke, PSBAA

Tanya Saumure, FCSFA

##### Staff

Dr. Vivian Abboud, CEO

Jan Olson, Chief Business Officer

Kim Motiuk, Executive Assistant

Zach Smith, Manager, Finance and  
Human Resources

Rae Thygesen, Manager, Communications and External Relations

Jennifer Elsinga, Governance and Committees Associate

Steven Langer, Chief Officer, Education and Professional Development

Chelsea McNaughton, Board Governance Coordinator

#### 1.0 Call to Order

The Chair called the meeting to order at 10:36 a.m., welcomed Gerry Steinke as observer, and made the following treaty acknowledgment:

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.

#### 2.0 Approval of Agenda

##### MOTION

2019-09-12-01

Moved by D. Scott

THAT the agenda of the ASBA Board of Directors' September 12, 2019 meeting be approved as circulated.

**CARRIED**

### **3.0 Conflict of Interest Declaration**

No conflicts were declared.

### **4.0 Oath of Office (for all new members)**

There were no new members in attendance requiring an Oath of Office.

### **5.0 Consent Agenda**

The Chair reminded Directors and Zone Chairs to provide reports as they highlight key information for the Board of Directors.

There was discussion regarding the transfer policy in the Alberta Schools' Athletic Association report. The Chair agreed to address this item in the future.

Directors were notified that they can receive copies of correspondence by contacting ASBA administration. The phrase "N/A" will be changed to clarify the action that has happened.

### **MOTION**

**2019-09-12-02**

Moved by C. Dumont

THAT the ASBA Board of Directors approves the consent agenda as circulated.

**CARRIED**

### **6.0 Items Lifted from Consent Agenda**

No items were lifted from consent agenda.

### **7.0 President's Report**

The President provided a verbal update to complement the written report included in the meeting package. Highlights included:

- The CEO and the Advocacy Committee are in regular contact with the Ministry of Education on the Education Act and Regulations.
- The CEO maintains a good relationship with Nicole Williams, Chief of Staff, Minister of Education.
- ASBA is attending regular meetings with the Minister of Education every six weeks.

### **8.0 Vice-President's Report**

The Vice-President provided a verbal update to complement the written report contained in the meeting package, which included an update on the Board Chairs' meeting scheduled for September 12, 2019. The meeting is intended for information sharing only, and the agenda includes four items: MacKinnon Report, Funding Formula Review, Advocacy Efforts, and Promising Practices.

### **9.0 Chief Executive Officer's Report**

The President provided a verbal update to complement the written report included in the meeting package. Highlights regarding the 2020 Youth Mental Health Summit included: the potential for a \$50,000 donation if ASBA hosts the youth mental health summit; potential partnerships with the Ministry of Mental Health and Addictions and the Mental Health Commission of Canada; and mixed feedback from Zones regarding the Youth Mental Health Summit. The CEO suggested addressing the membership at FGM 2019 about hosting the summit.

The CEO announced that the Minister of Education will co-host the Honouring Spirit: Indigenous Student Awards; she also introduced new staff members: Chelsea McNaughton, Board Governance Coordinator; Kim Motiuk, Executive Assistant; Dr. Cindi Vaselenak, Consultant.

### **10.0 Strategic Planning – Implementation Report for Year Two**

Chief Business Officer, J. Olson, referenced the attachments included in the agenda package and clarified that the report is a synopsis of strategies and deliverables in the current plan. There was agreement to add a new column to the report that indicates which objectives have been completed.

### **11.0 Schedule for Strategic Plan 2020-23**

In response to member requests, ASBA is providing more opportunities for input for the 2020-2023 strategic plan. Consultations in Zone meetings are already underway, and the Board will receive a copy of this input in early 2020. Members will have a second opportunity to provide feedback once a draft is created.

The President requested, with agreement, that Directors take a more active role in Zone consultations by facilitating the remaining sessions in their Zones. ASBA administration agreed to share the consultation materials with Directors.

#### **MOTION**

**2019-09-12-03**

Moved by T. Boymook

THAT the Board of Directors support the timeline for the 2020-2023 Strategic Plan development and hiring a facilitator for the February 2020 Strategic Planning Session.

**CARRIED**

### **12.0 Board Meeting Dates**

There was discussion regarding a tentative meeting schedule considered in the 2019 strategic planning session. ASBA administration agreed to review the meeting dates and ensure alignment with the items included in the agenda package.

#### **MOTION**

**2019-09-12-04**

Moved by T. Boymook

THAT the Board of Directors defer approving the meeting schedule for the 2020 and 2021 calendar years to the September 13, 2019 Board meeting.

**CARRIED**

### **13.0 Annual Work Plan**

There was agreement that the work plan cannot be finalized until the meeting dates are approved.

#### **MOTION**

**2019-09-12-05**

Moved by T. Boymook

THAT the Board of Directors defer approving the 2019-20 Annual Work Plan to the September 13, 2019 Board meeting.

**CARRIED**

### **14.0 Parking Update**

ASBA Finance Manager, Z. Smith, provided rationale for reducing the number of unused parking stalls, which would result in an annual savings of \$15,000. There was discussion regarding purchasing parking stalls for Board meetings on an as-needed basis.

### **15.0 Donation of Archives**

Donation of materials to the Provincial Archives of Alberta requires approval from ASBA's Board of Directors. Discussion ensued, which included: art previously hung in the meeting room; what to do with items rejected by the Provincial Archives; and materials with indigenous history. The Board requested that art in place before the January 2019 renovations be returned to the meeting room and that the Indigenous Relations Coordinator review materials for indigenous significance prior to donation.

#### **MOTION**

**2019-09-12-06**

Moved by D. Scott

THAT the Board of Directors approve the donation of historic Alberta School Boards Association records to the Provincial Archives of Alberta.

**CARRIED**

### **16.0 Excess Furniture**

There was discussion regarding excess furniture from ASBA's recent renovations and downsizing. The Board agreed that ASBA should make an attempt to donate furniture to a charity before disposal.

### **17.0 Presentation on Provincial Achievement Test & Diploma results**

There was discussion regarding the historical context of the Provincial Achievement Test and Diploma Results in the Board's annual work plan. The Board agreed that this item was no longer significant because results are being shared with Boards directly.

#### **MOTION**

**2019-09-12-07**

Moved by D. Velichka

THAT the task "Hear presentation on Provincial Achievement Test and Diploma results as per joint protocol with Alberta Education" be removed from the Board of Directors' Annual Work Plan as listed in Governance Policy 2 Appendix.

**CARRIED**

### **18.0 Curriculum Proposal**

The CEO provided a verbal update on ASBA's progress towards a proposal. There was agreement to bring a draft to a future Board of Directors' meeting for review and approval.

### **19.0 Teacher Growth, Supervision and Evaluation Policy**

The CEO is working with Gene Williams, Assistant Deputy Minister for the System Excellence Division of Alberta Education, on revisions to policy provisions. However, announcement of the federal election to be held on October 21, 2019 will likely delay a meeting with G. Williams.

### **20.0 ASBA Website Access**

The CEO advised that one of ASBA's commitments in Zone meetings is to review the website model. S. Langer advised that the website currently has 497 users, and the current limit with the provider is set at 500. He then reviewed the options provided in the agenda package. Discussion ensued, which examined the number of requests for access and potential costs for increasing access.

## **MOTION**

**2019-09-12-08**

Moved by C. Williams

THAT the Board of Directors grant access to the Superintendents to The Learning Centre and agree to a three year license renewal, and have the website provider code the Superintendents to have the same access to the members' only section of the website as Trustees in order to access the necessary information from the members' only section of the website.

**DEFEATED**

### **21.0 Literature Review – School Boards and Student Achievement**

S. Langer provided a brief methodology of the information included in the agenda package. The Board requested that the material be shared on the members' only website, with links to all the sources.

### **22.0 Bill 201 – Anaphylaxis Policy Advisory**

S. Langer provided a brief overview of the differences between the previous anaphylaxis policy advisory and the changes as a result of Bill 201. ASBA administration revised the anaphylaxis policy advisory statement for alignment, and conducted a legal review in July 2019.

There was discussion on Bill 201, which included: the potential need to hire nurses; child monitoring; mandatory training; ATA participation; the cost of epi-pens; and annual replacement. The Board agreed that this is an area for advocacy to highlight the financial burden on school boards; the Board also requested additional information on the potential increased costs for each Board as a result of Bill 201.

### **23.0 Educational Landscape Learning Resource**

A tool is being created by the ASBA learning team that provides information on all the organizations involved in the education landscape. It will include: CASS, ASBOA, ACSTA, ASCA, PSBAA, ATA, and various Alberta government Ministers. The tool would include the organization's mandate, its connection to ASBA, and its connection to the education system.

### **24.0 ASCA Update**

ASCA requested ASBA's support in offering a virtual meeting in November. There was agreement that this request would be more appropriately directed to Zone Chairs.

### **25.0 Indigenous Activities – Update**

ASBA received confirmation that the Indigenous Relations and Education ministries will co-host the Honouring Spirit: Indigenous Student Awards next year at Government House. ASBA staff are in the process of reviewing the Honouring Spirit: Indigenous Student Awards process and criteria to continually enhance the event, particularly with respect to providing the award in the student's traditional language.

ASBA's Indigenous Relations Coordinator is developing a comprehensive learning plan to support member Boards regarding Truth and Reconciliation Calls to Action in a workshop style, assisting them in determining where they are at and how to build concrete steps to move forward. The Indigenous Advisory Circle is participating in the development of the framework. The Board expressed an interest in learning more about the framework at a future meeting.

### **26.0 Four Partners Retreat**

The CEO notified the Board that a tentative date has been set for November 25 or 26, 2019, and that the Minister of Education will be invited. Every partner is expected to pay a portion of the cost.

**27.0 Letter from a Member**

**MOTION**

Moved by T. Boymook

THAT the Board go in camera at 3:27 pm.

**2019-09-12-09**

**CARRIED**

**28.0 Adjournment**

The meeting was adjourned at 4:14 pm.



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Delainah Velichka, Director, Zone 1

Cheryl Dumont, Director, Zone 2/3

Arlene Hrynyk, Director, Zone 2/3

Daryl Scott, Director, Zone 4

Marsha Tkach, Director, Zone 5

Brad Toone, Director, Zone 6 (by phone)

Pamela Rath, Alternate Director, Calgary Catholic Schools

Trina Hurdman, Director, Calgary Board of Education

Debbie Engel, Director, Edmonton Catholic Schools

Trisha Estabrooks, Director, Edmonton Public Schools

##### Observers

Gerry Steinke, PSBAA

##### Staff

Dr. Vivian Abboud, CEO

Jan Olson, Chief Business Officer

Kim Motiuk, Executive Assistant

Steven Langer, Chief Officer, Education and PD

Rae Thygesen, Manager, Communications

Jennifer Elsinga, Governance and Committees Associate

Zach Smith, Manager, Finance and Human Resources

Chelsea McNaughton, Board Governance Coordinator

#### 1.0 Call to Order

The Chair called the meeting to order at 8:51 a.m. and made the following treaty acknowledgment:

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.

#### 2.0 Approval of Agenda

##### MOTION

2019-09-13-01

Moved by D. Scott

THAT the agenda of the ASBA Board of Directors' September 13, 2019 meeting be approved as circulated.

**CARRIED**

#### 3.0 Conflict of Interest Declaration

No conflicts were declared.

Pamela Rath read and signed the Oath of Office, and there were round-table introductions.

**MOTION**

**2019-09-13-02**

Moved by M. Tkach

THAT the Board of Directors defer approving the meeting schedule for the 2020 and 2021 calendar years to the October 10, 2019 Board meeting.

**CARRIED**

There was discussion with respect to the Board Chairs' meeting held on the evening of September 12, 2019, including: networking; solidifying ASBA's important advocacy role; and the need for more cross-ministry collaboration. The Board discussed the possibility of sponsoring a resolution at the 2019 FGM to ensure the word "public" is included in the legal name of 41 Boards.

**4.0 Finance and Audit Committee**

The Chair invited T. Boymook, Chair of the Finance and Audit Committee, to provide an update.

**4.1 Audit Engagement Letter**

**MOTION**

**2019-09-13-03**

Moved by D. Scott

THAT the Board of Directors approve the Audit Engagement Letter with KBH Chartered Accountants for the August 31, 2019 year-end audit.

**CARRIED**

**5.0 Zone Chairs Committee**

The Chair invited T. Boymook, Chair of the Zone Chairs' Committee, to provide an update.

**5.1 Roles and Responsibilities**

There was discussion and agreement that ASBA can leverage Zones more effectively through information sharing, advocacy efforts, and networking. Many Board members expressed concern regarding the current practices of some Zones (i.e. media releases and in-camera sessions); there was agreement that ASBA Bylaws and Governance Policies should be updated to reflect the intent and role of Zones.

**MOTION**

**2019-09-13-04**

Moved by T. Hurdman

THAT the Board of Directors defer review of Bylaw 15.4 and Governance Policy 14 to PDAC, to be brought forward at their October 10, 2019 Board meeting.

**CARRIED**

**5.2 Summary of Responses**

There was discussion regarding the Zone survey responses included in the agenda package. Zone 1 responses were not included because they had not been received by the time the feedback was consolidated.

**6.0 Advocacy Committee**

The Chair invited T. Boymook, Chair of the Advocacy Committee, to provide an update.

### **6.1 Policy Alignment for School Boards**

There was discussion on the delay by the government in releasing the Choice in Education Act and possible gaps in ASBA position statements, including: reinstating the cap on charter schools, the lack of enforcement of charter schools regulations, school board autonomy of designing fee structures, and school bus drivers' exemptions for MELT requirements. The Board requested a list of all charter schools currently operating in Alberta, along with their mandates. The Board requested that PDAC consider developing position statements on choice in education and school fees.

### **6.2 Education Act and Regulations Update**

The Advocacy Committee Chair provided a verbal update on the process used to review the Education Act Regulations changes over the summer, which included meetings with the Ministry and special committee meetings to review every change.

### **6.3 Generative Discussion**

There was conversation, with support, on hosting a generative discussion at the 2019 FGM and using topics from Board professional development sessions to guide the subject matter chosen.

### **6.4 Board of Directors Professional Development**

At the February 15, 2019 PDAC meeting, it was recommended that Board professional development funds be used to serve the Board as a whole, rather than individuals. The Advocacy Committee Chair reviewed a list of political analysts who could provide PD at the October 2019 Board meeting around understanding the political landscape under the UCP government.

#### **MOTION**

**2019-09-13-05**

Moved by C. Dumont

THAT professional development in the area of social media protocols be provided to the Board of Directors.

**CARRIED**

There was discussion regarding covering registration fees for Board members to attend the CSBA Congress 2020.

#### **MOTION**

**2019-09-13-06**

Moved by D. Engel

THAT the Board of Directors be funded by ASBA for the registration fee to attend CSBA Congress 2020.

**CARRIED**

There was discussion regarding registration fees of the Executive Committee at ASBA general meetings. Directors are required to attend but are unable to connect with their Division trustees to function as a Board. School boards pay the registration fees, even though Directors are not attending on behalf of their school board.

#### **MOTION**

**2019-09-13-07**

**MOVED** by T. Hurdman

THAT any of the Executive Committee of ASBA at any general meeting of the association will have their expenses covered by the ASBA.

**CARRIED**

## **7.0 Policy Development Advisory Committee (PDAC)**

The Chair invited T. Boymook, Chair of PDAC, to provide an update; the process of examining all position statements scheduled for the 2019 FGM was reviewed.

### **7.1 Revisions to Governance Policies – GP 10.4.1**

#### **MOTION**

**2019-09-13-08**

Moved by T. Estabrooks

THAT the Board of Directors approves the following definition of “emergent” for inclusion in Governance Policy 10.4:

Emergent positions:

- Arise after the submission deadline for regular position statements; and
- Require urgent direction/action before the next General Meeting.

#### **AMENDMENT MOVED** by B. Toone

Add a third item:

- Require justification explaining why a resolution is emergent, which must be clearly stated upon submission.

**CARRIED**

THAT the Board of Directors approves the following definition of “emergent” for inclusion in Governance Policy 10.4:

Emergent positions:

- Arise after the submission deadline for regular position statements; and
- Require urgent direction/action before the next General Meeting; and
- Require justification explaining why a resolution is emergent, which must be clearly stated upon submission.

**CARRIED**

### **7.2 Revisions to Governance Policies – GP 10.7**

The PDAC Chair reviewed the process for an emergent resolution with the Board. There are occasions when the Executive Committee needs to react quickly and take a position but does not have time to connect with the Board of Directors.

#### **MOTION**

Moved by C. Dumont

THAT the Board of Directors approves the following revision to Governance Policy 10.7:

#### **10.7. ASBA Policy Positions Between General Meetings**

**10.7.1** Emergent situations may arise when the Association is required to adopt a policy position for a matter in which ASBA position statements are silent or do not specifically address the matter at hand. In such situations, the Board of Directors shall be consulted in accordance with ASBA Bylaw 8.2.7.

10.7.2 In situations where immediate action is required and the issue has significant implications for members, the Executive Committee has the delegated authority to determine the course of action, which may include enacting a policy position between General Meetings.

10.7.3 Any policy position that is adopted under 10.7.2 shall be reported to the Board of Directors as soon as practical and brought to the next regular or special meeting of the Board. During this meeting, the Board will review the circumstances that required a policy position and the plan for ratification as a Position Statement at the next General Meeting or Special General Meeting.

**DEFEATED**

#### **AMENDMENT**

Moved by T. Estabrooks

To delete the phrase “which may include enacting a policy position between General Meetings” at the end of 10.7.2.

**DEFEATED**

As the Executive Committee is not delegated to take a policy position, GP 10.7 does not need to exist.

#### **7.3 Resource for Resolution Learning**

ASBA staff is creating a resource for the development of resolutions, which will include tips for drafting resolutions and how to create support at the Board or Zone levels. Once completed, the resource will be available on The Learning Centre.

#### **8.0 CSBA National Congress and Indigenous Gathering**

J. Olson provided notified the Board that the CSBA website is live, and a callout for presenters has been released. Registration will open in 2020. A request for proposal has also been released; the deadline for submissions is October 11, 2019.

#### **MOTION**

**2019-09-13-09**

Moved by B. Toone

THAT Trisha Estabrooks be added to the CSBA 2020 Task Force.

**CARRIED**

#### **9.0 Zone Languages Committee – Update**

The Chair invited C. Dumont, Chair of the Zone Languages Committee (ZLC), to provide an update. The ZLC is requesting that the Board of Directors sponsor a resolution at the 2019 FGM on second language learning. The Committee believes that this is an important issue that could receive support from multiple Ministries (Advanced Education; Agriculture and Forestry; Economic Development, Trade and Tourism; Health; Labour and Immigration; Culture, Multiculturalism and Status of Women; Justice; Indigenous Relations; and Education).

There was discussion to clarify the difference between the requested position statement and those that currently exist with respect to English language learning. The distinction is that the new position statement relates to support for helping Divisions develop what they need and advocating for additional teachers or learning materials. The Board commended C. Dumont for her commitment and dedication to language learning.

#### **MOTION**

**2019-09-13-10**

Moved by C. Dumont

THAT the ASBA support a position statement at the 2019 FGM that requests Alberta Education to support language learning in the areas of English, Indigenous, French and the introduction of other global languages.

**CARRIED**

#### **10.0 SGM Meeting Format and Youth Summit 2020**

J. Olson referenced a handout that provided options for reducing registration fees for members at the 2019 FGM and 2020 SGM. The Board agreed that the cost reduction is intended to be a one-time event and should not set a precedent for future events.

#### **MOTION**

**2019-09-13-11**

Moved by T. Boymook

THAT ASBA provide a 50-percent reduction in the cost to register at FGM 2019 and a 50-percent reduction in the cost to register at SGM 2020; the remaining funds will be used to offset Alberta trustee registration at CSBA Congress 2020.

**CARRIED**

The CEO would like feedback from members at the 2019 FGM regarding the Youth Mental Health Summit 2020. By November, there will be more information available regarding funding, the potential program, and impact on other events. A comment was made that full post-meeting survey results, including comments and answers to questions, would facilitate further discussions and enable the Board to make adjustments going forward.

#### **MOTION**

**2019-09-13-12**

Moved by B. Toone

THAT the ASBA administration bring forward the complete survey results from the 2019 SGM to an upcoming meeting of the Board of Directors, before the decision is made for the upcoming SGM schedule.

**CARRIED**

D. Velichka and T. Boymook opposed

#### **11.0 FGM Program**

The Chair invited T. Boymook, Chair of PDAC, to provide an update. The draft 2019 FGM program included in the agenda package was considered, and J. Olson was invited to provide further details. The keynote speaker will be Sharon Wood, the first North American woman to climb Everest.

The CEO queried the Board whether it would like to have a red tape information session at the October 2019 Board meeting or would prefer an opportunity at 2019 FGM. The Board suggested that it happen at 2019 FGM, but the meeting length will need to be evaluated. There was agreement that engagement with the Indigenous Advisory Circle should take place earlier in the first day of 2019 FGM to improve attendance. There was discussion on the benefits of hosting an advocacy session and an MLA breakfast.

#### **MOTION**

**2019-09-13-13**

**MOVED** by A. Hrynyk

THAT the Board of Directors directs ASBA administration to explore the possibility of an MLA breakfast on Tuesday of the 2019 FGM.

**CARRIED**

### 11.1 General Meeting Attendance

There was discussion regarding the risks of inviting guests to attend the business portion of general meetings, which included the practices of partner association business meetings. The CEO reminded the Board that there is a media scrum immediately following the business session to provide highlights.

**MOTION** **2019-09-13-14**

Moved by D. Velichka

THAT the business session of general meetings will be restricted to ASBA members, their administrative staff, and ASBA administration only.

**CARRIED**

**MOTION** **2019-09-13-15**

Moved by T. Boymook

THAT the Board of Directors move in camera at 1:53 pm.

**CARRIED**

**MOTION** **2019-09-13-16**

Moved by D. Velichka

THAT the Board of Directors move out of in camera at 3:08 pm.

**CARRIED**

**MOTION** **2019-09-13-17**

Moved by T. Hurdman

THAT the Board of Directors rescind its motion of May 9, 2019 that stated that, "The ASBA Board of Directors directs the CEO to update the Board of Directors on staffing changes."

A recorded vote was requested.

**CARRIED**

D. Scott and B. Toone opposed

The meeting was adjourned at 3:13 pm.