



**Public Board Meeting Minutes**  
Wednesday November 23, 2016  
6:00 – 9:00 p.m.  
FFCA Central Office Boardroom  
#240, 688 Heritage Dr. SE  
Calgary, AB

**Attendees:**

**Board & Administration:** Amish Patel (Chair), Cindy McGlashan-Beaucage (Vice-Chair), Shelley Schroh, Cristian Rios, Pamela Wilson, Andrew Chu, Wayne Weinheimer, Roger Nippard, Kurtis Leinweber, Reta Morgan, Lorne McDonald, Joan Burke, Jeff Cullen, Meredith Poole

**Presenters:** Terry Booth (Auditor), Bharati Singh, Josh Symonds, Jesse Classen

**Gallery:** Danny Williamson, Amanda Fisher, Franklin Aldridge

**6:00 CALL TO ORDER**

1. Review of Meeting Agenda – Reverse Items 9.1 and 9.2. Remove Item 9.3 as a Discussion Item and add as Item 8.1 under Information.  
**MOVED** by Pamela Wilson and seconded by Wayne Weinheimer that the November 23, 2016 Board Meeting Agenda be approved as amended. **CARRIED**.
2. Approval of Minutes  
**MOVED** by Shelley Schroh and seconded by Cindy McGlashan-Beaucage that the minutes of the October 19, 2016 Public Board Meeting be approved as presented. **CARRIED**.
3. Audit
  - 3.1 Auditor's Report – Auditor Terry Booth reported that the audit was completely clean with no errors or adjustments, and that the Collins Barrow team had great support from FFCA.
    - 3.1.1 Audited Financial Statements  
**MOVED** by Pamela Wilson and seconded by Shelley Schroh that the 2015-2016 Audited Financial Statements be approved as presented, that the information be shared with stakeholders at the Annual General Meeting, and that it be entered into Alberta Education's spreadsheet format and forwarded to them.  
This year is a transition year to the integration of an Audit Committee, which in future will make recommendations to the Board in relation to the Audit process.  
In addition to being congratulated for her great work related to the Audit, Reta was also commended for her outstanding achievement in winning her ninth consecutive Meritorious Budget Award from ASBO International!
4. Campus Reports
  - 4.1 Professional Learning & Student Feedback – The High School Admin Team reported on their Teacher Feedback Results using Survey Monkey, which proved to be more efficient, if somewhat less personal than the method used in previous years. This drastically increased the sample size, and the anonymity of Survey Monkey had the effect of making it possible for students to answer more honestly. Agree/disagree results for the 7 survey statements over the 2 years are extremely consistent, point to clear areas both of strength and growth, and generate a number of questions for future reflection.
5. Correspondence – None this month.
6. Policies
  - 6.1 Policy 13 Appeals and Hearings re Student Matters  
**MOVED** by Cristian Rios and seconded by Shelley Schroh that Policy 13 Appeals and Hearings Regarding Student Matters be approved by the Board for Second Reading as amended. **CARRIED**.

**MOVED** by Shelley Schroh and seconded Cindy McGlashan-Beaucage by that Policy 13 Appeals and Hearings Regarding Student Matters be approved by the Board for Third Reading as presented.  
**CARRIED.**

7. Superintendent's Report – 1. Audit Committee met just prior to tonight's meeting; very good group. Thanks and congratulations to Reta re clean audit as well as ASBO award – outstanding work on both counts! 2. AERR/3YEP: thanks to Kurtis, Joan and Lorne – the report looks good and our results are spectacular. 3. Campus visits with David Townsend have just concluded; this is incredible professional development and we are very fortunate to be working with someone who does this kind of work so well all over the world. Our admin are completely enthusiastic and engaged in this process. 4. Five of seven Campus Admin visits have been completed for this month. 5. The Australian delegation that visited in the spring will be back next April, and we are arranging some special events around their time in Calgary. 6. Many thanks to all parties involved in the necessary repairs to NWE following the sewer issues there. Work was done quickly and with minimal disruption to daily routines. 7. A meeting with Marc Prefontaine and key staff was held this past Monday to discuss the implementation phase of the Strategic Plan; it's a complicated process. 8. Took a road trip to Olds High School with Kurtis and Jesse Classen to look at some of the reasons they are one of the province's top-performing high schools. 9. Have been joining with the Partner Research Schools initiative to connect with professors who are researching particular topics (in relation to our strategic plan in particular). 10. Highlight of the recent CASS conference was a closed session between the Superintendents & the Minister where he emphasized that the budget is under intense scrutiny. 11. The Central Office staff will be volunteering at Samaritan's Purse on Wed. Nov. 30; this has become a Christmas tradition for the CO team.
8. Information Items
  - 8.1 Winter Break Closure - The following decision was made by the Board as per the conditions stated in Policy 5, and was given due diligence in relation to financial and HR considerations. The Board has decided that, beginning in 2016-17 and into the future, all FFCA locations be closed for the period between Christmas and New Year's Day. This will result in full-time, year-round staff being given up to three days paid (i.e., not considered vacation) time off. For those year-round staff members who work less than full-time, the time off will be pro-rated.
9. Discussion Items
  - 9.1 AERR/3YEP  
**MOVED** by Shelley Schroh and seconded by Cindy McGlashan-Beaucage that the Board approve the 2015-16 Annual Education Results Report/2016-2019 Three-Year Education Plan as presented.  
**CARRIED.**
  - 9.2 Approval of Agenda for Dec. 7 AGM  
**MOVED** by Shelley Schroh and seconded by Pamela Wilson that the Board approve the agenda for the 2016 AGM as amended. **CARRIED.**  
Notice of the meeting will be sent out immediately to ensure that bylaw conditions are met.
  - 9.4 Staff Resignation  
**MOVED** by Shelley Schroh and seconded by Cindy McGlashan-Beaucage that the Board accept the resignation of Employee #10041 effective December 31, 2016.
10. Committees
  - 10.1 Charter Board Committee of the Whole – Continues to have productive meetings on a regular basis.
  - 10.2 Executive Committee – Meets at least once/month.
  - 10.3 Community Relations Committee - Still need Board members for SMS, SWE SC meetings.
    - 10.3.1 Parent Partnership Forum Update – 265 responses were received to the parent surveys; these were used as the basis for 5 questions at the parent forum last night; small crowd but great conversations and suggestions. We will send out a reminder notice re the next forum and emphasize that ALL parents are welcome. We may want to consider inviting wait list families in future.
  - 10.4 Human Resources Committee – The Superintendent Review Process will be finalized for the

December 14 Board meeting, at which time the Board Review Process will be examined, and after that the Board Election Process. Future initiatives are expected to include reviews of the Board Handbook, technology/software, and succession planning/recruitment.

10.5 Audit Committee

10.5.1 Appointment of Auditors

**MOVED** by Pamela Wilson and seconded by Wayne Weinheimer that the Board recommend that the Society approve the recommendation of administration that Collins Barrow Calgary LLP, Chartered Accountants be appointed Auditors for the 2016-17 school year. **CARRIED.**

10.6 TAAPCS Board Rep Report - Cindy McGlashan-Beaucage reported that at the EAC meeting she attended in Red Deer this past Friday, it was proposed that the suggestion be made to the membership that we move forward with Phase 2 of our Communications Plan. A budget for next year, including a revised scale for membership fees, will be sent out prior to the January meeting.

10.7 Director Highlights – Wayne Weinheimer: NEE SC meeting; Andrew Chu: SMS SC meeting re AERR/3YEP discussion; Shelley Schroh: CR Committee work with Pamela re Parent Partnership Forums; Cindy McGlashan-Beaucage: Night of the Phoenix; Pamela Wilson: PP Forum #1; Cristian Rios: PP Forum #1; Amish Patel: see Chairperson's Remarks below.

11. Open to Gallery – Jesse Classen commented that it was nice to be back.

12. Talking Points (Standing Item) – Will be distributed.

13. Chairperson's Remarks – Highlights: 1. Parent Partnership Forum: There were only 11 parents present but it was still a great evening because they were engaged and the quality of the feedback was high. 2. Audit Committee: They are very strong members who asked very good questions. 3. Much thanks to the CR Committee and admin re the Parent Partnership work.

**ADJOURNMENT:** 7:57 p.m.

**NEXT PUBLIC MEETING:** Annual General Meeting December 7, 2016  
Regular Meeting December 14, 2016

**FUTURE AGENDA ITEMS:** Policy 7 Board Operations, Policy 11 Delegation of Authority, Policy 14 Uniforms, Policy 15 Managed Growth, Policy 17 Transportation of Students to Campus, Policy 18 Parent-School Partnerships