



## Public Board Meeting

November 20, 2019

6:30-9:00 p.m.

Southeast Elementary

9711 Academy Dr. SE

Calgary, AB

### Attendees:

**Board & Administration:** Chair Jeff Wilson, Vice-Chair Faruq Suleman, Director Rizvan Bharmal, Director Sumara Diaz, Director Jenny Hill, Director Naren Makwana, Director Jehn Scantlebury, Director Randall Spahl, Superintendent Roger Nippard, Deputy Superintendent Kurtis Leinweber, Secretary Treasurer Reta Morgan, Coordinator of Instruction Joan Burke, Coordinator of School Services Lorne McDonald, Executive Assistant Meredith Poole

**Presenters:** SEE Principal Educator Denise Budgen, SEE Associate Principal Brian Crouch; Auditor Terry Booth

**Gallery:** Cindy McGlashan-Beaucage, Shelley Schroh, John Deines, Josh Symonds, Raymond Chow, Cliff Sanderson, Tanya Borthwick, Katie Dawe, Shane Dawe, Taira Anten, Kim Gurr, Jim Poirier, Sarah Massey, Valentina Lev, Almeera Sunderji, Karim Sunderji

## MINUTES

6:30 p.m. CALL TO ORDER

1. Review of Meeting Agenda – no changes.
2. Approval of Consent Agenda  
19/11/20 –1CA  
MOVED by Director Hill and seconded by Director Makwana that the Consent Agenda for Nov. 20, 2019 be approved as presented. CARRIED. (Minutes of Sept. 11, 2019 Public Board Meeting)
3. Audit  
3.1 19/11/20 –1RA Audited Financial Statements  
MOVED by Director Makwana and seconded by Director Diaz that the Board approve the use of the capital reserve to fund \$500,000 of the capital additions in the 2018-19 year and that the statements be revised to reflect the change. CARRIED.  
  
3.1 19/11/20 –1.1RA  
MOVED by Director Makwana and seconded by Director Bharmal that the 2018-2019 Audited Financial Statements be approved as amended, and that the information be shared with stakeholders at the Annual General Meeting, and submitted to Alberta Education. CARRIED.  
  
3.2 19/11/20 –2RA Appointment of Auditors  
MOVED by Director Makwana and seconded by Director Bharmal that the Board recommend that the

Society approve the recommendation that RSM Alberta LLP, Chartered Accountants be appointed as Auditors for the 2019-20 school year. CARRIED

#### 4. Campus Reports

4.1 Understanding Begins with Listening – Principal Budgen and AP Crouch presented their work with Denise Petersen designed to enable staff and students to develop and understanding of, and respect for, the cultures, perspectives and experiences and contemporary contexts of First Nations, Metis and Inuit through 4 interwoven processes: cultural belonging, instructional design, pedagogy and sharing through story.

#### 5. Superintendent's Report

- Budget: The government is funding growth but has eliminated three grants, one of which (class size) will impact our budget to the tune of about \$1.7m. This will be partially offset this year by a one-time \$700,000 grant, but will have the full impact next year.
- Audit: CFO Reta Morgan is to be commended for another exceptional year leading to a clean audit, as well as receiving for the 11<sup>th</sup> year, the ASBO International Award.
- High School Update: A Memorandum of Understanding is in the works but is complicated by the fact that the CBE owns the land that FFCA High School is located on; the MoU is now in the hands of the Legal Department of Alberta Education.
- Choice in Education Act: An online survey will be coming out; everyone is urged to respond. TAAPCS is meeting with the Minister to present the position of Charter Schools.
- Waitlist System: A new system has been implemented which should be much more efficient once the bugs are worked out.
- TAAPCS Board of Governors' Award: Presented to FFCA Executive Assistant Meredith Poole at the Annual General Meeting in recognition of her 15 years of service to the organization.
- FFCA profiled in U. of C. research study on Teacher Growth, Supervision and Evaluation.
- Continued involvement in a number of provincial committees.
- Attended Night of the Phoenix at the high school; very inspirational.

#### 6. Information Items

6.1 Standing Item: The following Administrative Procedures have been updated/created and are now in force.

6.1.1 AP-C-103.2 Parent-Student-Staff Involvement in Administrator Growth

6.1.2 AP-G-102.1 Staff Reduction

6.1.3 AP-G-201.2 Parent and Student Involvement in Teacher Growth

6.1.4 AP-G-201.3 Substitute Teacher Feedback and Evaluation

6.1.5 AP-H-201.1 Use of ICT

6.1.6 AP-H-201.1.2 Classroom Social Media Account Information Form

6.1.7 AP-H-201.1.3 Student Digital Social Media Use Consent Form

6.1.8 AP-H-201.1.4 ICT Acceptable Use Agreement for Staff

6.1.9 AP-H-201.1.5 ICT Acceptable Use Agreement for Parents and Community Members

6.1.10 AP-H-201.1.6 ICT Acceptable Use Agreement for Directors

6.1.11 AP-H-201.1.7 ICT Acceptable Use Agreement for Students

6.1.12 AP-I-804.1 Appropriate and Safe Use of Tools and Equipment

6.1.13 AP-G-301.4 Early Retirement Incentive Program (new)

6.2 Standing Item: Strategic/Education Plan Update - No report as the deadline for submission has been extended to January 6, 2020. The next few weeks will see the engagement of stakeholders as the documents are developed and refined.

7. Discussion Items

7.1 19/11/20 – 3RA Budget

MOVED by Director Suleman and seconded by Director Diaz that the Board approve the 2019-2020 Budget Fall Update as presented, and requests that Administration provide the necessary documentation to Alberta Education by the deadline of January 6, 2020. CARRIED.

7.2 19/11/20 – 4RA 2020-21 Calendars

MOVED by Director Hill and seconded by Director Makwana that the 2020-21 Calendars be approved as presented. CARRIED.

7.3 19/11/20 – 5RA Bylaws

MOVED by Director Hill and seconded by Director Suleman that the proposed revisions to the FFCA 2018 Bylaws be approved as presented, and the Chair be authorized to approve any additional technical edits as required. CARRIED.

7.4 19/11/20 – 6RA AGM Agenda

MOVED by Director Hill and seconded by Director Makwana that the Board approve the 2019 Annual General Meeting agenda as amended. CARRIED.

7.5 19/11/20 – 7RA Resignations

MOVED by Director Suleman and seconded by Director Bharmal that the Board accept the resignations (retirements) of Employees 10132 and 10039 effective June 30, 2020. CARRIED.

8. Committees

8.1 Charter Board Committee of the Whole – No report.

8.2 Executive Committee – No report.

8.3 Communications and Community Relations Committee – No report.

8.4 Policy & Performance Review Committee

8.4.1 Election Update – Five candidates have put their names forward to run for a position on the Board, so there will be an election. Director Zagorsky has indicated that he will not be running for re-election.

8.4.2 19/11/20 – 8RA Policy 21 Anaphylaxis

MOVED by Director Diaz and seconded by Director Hill that Policy 21 Anaphylaxis be approved for First Reading as presented. CARRIED.

#### 8.4.3 19/11/20 – 9RA Superintendent Performance Review

MOVED by Director Diaz and seconded by Director Scantlebury that the Charter Board approve the Superintendent Evaluation Report as developed during the evaluation workshop of October 26, 2019 as an accurate accounting of the Superintendent's performance for the period September 1, 2018 to August 31, 2019, and further that the Charter Board authorize the Chair to make any required technical edits and to sign the report on the Charter Board's behalf. CARRIED.

#### 8.4.4 19/11/20 – 10RA Board Performance Review

MOVED by Director Diaz and seconded by Director Hill that the Charter Board approve the Charter Board Performance Review Report for the period September 1, 2018 to August 31, 2019 as developed at the facilitated workshop of October 26, 2019 and that the Charter Board Chair be authorized developed at the facilitated workshop of October 26, 2019 and that the Charter Board Chair be authorized to monitor the priorities and suggestions agreed to and bring items forward for Charter Board consideration as deemed appropriate. CARRIED.

8.5 Audit Committee – The Audit Committee met on November 19, 2019 to review the Audited Financial Statements and Report to the Board, as well as the Director expenses for the past year.

8.6 TAAPCS Board Rep Report – The TAAPCS AGM was held on Oct. 25/26 at which time both the Halvar Jonson and Board of Governors' Awards were handed out. FFCA continues to support our fellow charters and the Association's relationship with Alberta Education.

8.7 Director Highlights – Director Makwana: Night of the Phoenix; Director Hill: Service Recognition at Welcome Back Breakfast, Superintendent and Board Performance Reviews; Director Spahl: recent ASC meeting/plan for 25<sup>th</sup> anniversary; Director Diaz: tonight's SEE presentation; Vice-Chair Suleman: tonight's presentation, positivity around difficult budget deliberations; Director Scantlebury: the care and compassion shown in the budget deliberations, Welcome Back Breakfast, tonight's presentation; Director Bharmal: Audit Committee meeting; Chair Wilson: SEE Remembrance Day Service.

#### 9. Open to Gallery

10. Chairperson's Remarks – Chair Wilson expressed his thanks for the good work of the Directors and Administrators over the past year.

ADJOURNMENT: 8:47 p.m.

NEXT PUBLIC MEETING: 6:00 p.m. December 11, 2019; 8:00 p.m. Annual General Meeting

FUTURE AGENDA ITEMS: Technology Report (Jan. 2020)