



**MINUTES
March 26-27, 2022**

Present: Brandi Rai, President
Kerry Bodell, Director
Jacquie Surgenor, Director
Sheila Hobday, Director
Krista Li, Director
Andi Romito, Director

Shelley Odishaw, Vice President
Hollie Tarasewich, Director
Greta Gerstner, Director
Krista Scott, Director
Melissa Smith, Director
Rich Haggarty, Director (Sunday, March 27)

Regrets/Leave:

Staff: Wendy Keiver, Executive Director

1. CALL TO ORDER AND WELCOME

President Rai called the meeting to order at 8:02 am on Saturday, March 26, 2022, and welcomed everyone. She provided a Treaty and Territory Acknowledgement. Directors then participated in an ice-breaker activity.

2. REVIEW OF THE AGENDA

MOTION: *Directors Tarasewich/Surgenor*
That the ASCA Board of Directors approves the agenda, as presented.

CARRIED UNANIMOUSLY

2.1 Board Meeting Protocols and Team Agreement were supplied for information and review.

3. PREVIOUS BOARD MINUTES

3.1 February 28, 2022, Minutes

MOTION: *Directors Gerstner/Bodell*
That the ASCA Board of Directors approves the February 28, 2022, Board Meeting Minutes, as presented.

CARRIED UNANIMOUSLY

4. BUSINESS: STEWARDSHIP AND REPRESENTATION

4.1 Stewardship (Association Oversight)

A. Advocacy Committee

No report

B. Governance Committee

No Report

C. Internal Finance Committee

No Report

D. Legacy Committee

No report.



E. Member Engagement Committee

No report

F. Nominations Committee

MOTION: Directors Surgenor/Bodell

That the ASCA Board of Directors accepts the Nominations Committee's report as presented.

CARRIED UNANIMOUSLY

MOTION: Directors Surgenor/Romito

That the ASCA Board of Directors includes a review of the need for the Nominations Committee at the same time as other Board Committees are confirmed within the Board of Directors Work Plan and determines next steps and responsibility for the tasks identified within this report.

CARRIED UNANIMOUSLY

G. Recognition Awards Committee

No report

H. Education Issues and E-Scan

President Rai and Executive Director Keiver initiated this item by providing the Board with information related to the request from the School Finance Branch to School Divisions for receipt of email addresses for School Council Chairs. When ASCA learned of this, it immediately issued an e-Bulletin to Superintendents, principals, and school council chairs, suggesting caution in complying with the request, detailing specific concerns. Following that, the Executive Director sent a series of comprehensive questions to Alberta Education related to this initiative and received four (4) very short bullet points in response, which in fact raised more questions and concerns.

Directors discussed their perspectives and concerns about this initiative. There is a need to know if Education partners are aware of this, and what their responses are. Directors would also like to know if this is a 'solution' from Alberta Education to having heard from some School Divisions that the ASCE Grant is causing a disproportionate administrative burden. Finally, is ASCA going to come out with a position on this?

Items identified by Directors (Roundtable):

*Principals not believing the investment of a few hours to participate in ASCA Learning Opportunities is valuable.

*Struggles with getting principals to realize that school councils are intended to collaborate with the principal.

*ASCE Grant is forcing School Councils to collaborate to use, but it's taking a lot of time to plan. There are far more important topics school councils could and should be focusing on – the ASCE Grant is a 'distraction'.

*School Council Chairs in one School Division are spending a lot of time via email trying to figure out how to use the ASCE Grant.

*Appear to have more interest in ASCA Conference and AGM this year.

*CoSC has arranged a couple of Learning Opportunities with ASCA; not really well attended but very valuable.



- *A barrier experienced with using the ASCE Grant has been in determining if all parents must have a stake in the learning, or can it just be the school council.
- *Multiple conversations at School Council Meetings related to how the ASCE Grant could be best used, taking up valuable time and energy.
- *Division has a well-established CoSC and a very skilled Communications person, along with a School Council Chair who is an event planner by profession, the framework of which has contributed to the success of planning the use of the ASCE Grant for three (3) different themed engagement events.
- *Celebration for the School Division – has reimplemented Pride policy – celebration week in June!
- *Two new Trustees have difficulties with ‘status quo’; they are really wanting to talk to involved parents about inequities within Division. Recommend Directors take all opportunities to talk with new Trustees who are wanting to implement change.

I. Financial Report

- i. Income Statement at 2.28.22, Year End Forecast and revised 2021-2022 Budget

MOTION: Directors Hobday/Gerstner

That the ASCA Board of Directors accepts the February 28, 2022, Income Statement with Year End Forecast and revised 2021-2022 Budget for information and directs the Executive Director to review how the vacation payout is represented on the Income Statement.

CARRIED UNANIMOUSLY

- ii. Balance Sheet at 2.28.22

MOTION: Directors Hobday/Bodell

That the ASCA Board of Directors accepts the February 28, 2022, Balance Sheet for information.

CARRIED UNANIMOUSLY

- iii. Preliminary 2022-2023 budget

MOTION: Directors Gerstner/Bodell

That the ASCA Board of Directors approves the DRAFT 2022-2023 Budget Version C and directs the Executive Director to make it available to ASCA Member School Councils in advance of the 2022 AGM.

CARRIED

MOTION: Directors Surgenor/Gerstner

That the ASCA Board of Directors reviews the approved 2022-2023 Budget at the May and June 2022 Board Meetings.

CARRIED UNANIMOUSLY

Action: The Executive Director is to ensure a review of the approved 2022-2023 Budget is scheduled on the May and June 2022 Board Meeting Agendas.

- iv. Fund Developer Progress & SWOT Report
Guest: Kat Mooney, principal and founder of Pounce Support Services



Directors reviewed the 24-page SWOT Analysis report prior to the Board meeting and provided comments and asked questions related to the information presented. Ms. Mooney responded to questions.

Ms. Mooney then briefly explained what is currently being worked on for the Association in terms of the focus on fund development and plans for the upcoming three (3) months.

J. Board Progress: Vision Path Destinations and Growth Goals Progress

An updated report was not provided for this item; however, a link was included on the agenda for previous reports.

K. Executive Director Report

- i. Monthly Activities: ED, Staff

MOTION: Directors Tarasewich/Bodell

That the ASCA Board of Directors accepts the Monthly Activities report for information.

CARRIED UNANIMOUSLY

- ii. Conference and AGM Update

The Executive Director provided a verbal report regarding the Conference plans, Programme, speakers, and registration.

L. Board Management

- i. Mentorship/PODs/Team Building

This item was incorporated into other discussions throughout the Board Meeting.

- ii. In Camera

MOTION: Directors Scott/Tarasewich

That the ASCA Board of Directors moves in camera to debrief the Fund Developer update.

CARRIED UNANIMOUSLY

MOTION: Directors Romito/Surgenor

That the ASCA Board of Directors moves out of camera.

CARRIED UNANIMOUSLY

MOTION (from in Camera): Directors Surgenor/Bodell

That the ASCA Board of Directors accepts the Fund Developer update for information.

CARRIED UNANIMOUSLY

- iii. Proposed 2022 – 2023 Board Work Plan

MOTION: Directors Gerstner/Romito

That the ASCA Board of Directors approves the ASCA Board of Directors 2022-2023 Board Work Plan as amended.

CARRIED UNANIMOUSLY



MOTION: *Directors Haggerty/Gerstner*

That the ASCA Board of Directors directs the governance Committee to review the Executive Director Performance Assessment Guide given current organizational realities and recommend revisions to the Board at or before the November 2022 Board Meeting.

CARRIED UNANIMOUSLY

iv. **Executive Director and Board Self-Evaluations**

Previous to the Board Meeting, Directors participated in electronic surveys focusing on the rate of achievement perceived related to the Executive Director Performance Assessment Guide (PAG), the Board Growth Goals, and the Board's work to advance the Vision Path Destinations.

The anonymous responses were compiled into two draft reports, one forming the Executive Director Evaluation, the other forming the Board Self-Evaluation Report. During the in-camera session, Directors had an opportunity to provide additional insights and perspectives on each report, for mutually agreed upon inclusion.

The process was facilitated by Director Surgenor, an individual highly experienced in these types of processes, who donated her time and expertise as a gift to the Board considering the Association's fiscal reality.

MOTION: *Directors Tarasewich/Li*

That the ASCA Board of Directors moves in camera to discuss the Executive Director and Board Self Evaluations.

CARRIED UNANIMOUSLY

MOTION: *Directors Li/Tarasewich*

That the ASCA Board of Directors moves out of camera.

CARRIED UNANIMOUSLY

MOTION: *Directors Gerstner/Bodell*

That the ASCA Board of Directors approves the Executive Director Evaluation report as developed during the Executive Director Evaluation session of March 27, 2022, as an accurate accounting of the Executive Director's performance for the period April 2020 to March 2022, and further, that the Board authorizes Director Surgenor to make any required technical edits and to provide the final report to the President for her signature.

CARRIED UNANIMOUSLY

MOTION: *Directors Tarasewich/Romito*

That the Board of Directors approves the Board Self-Evaluation report as developed during the Board Self-Evaluation session of March 27, 2022, and that Director Surgenor be authorized to make any technical edits prior to being signed by the President and then circulated to the Board and Executive Director.

CARRIED UNANIMOUSLY

MOTION: *Directors Scott/Bodell*

That the Board of Directors authorizes the Executive Director to share the Board Self-Evaluation final report, including the Board's 2022-2023 Growth Goals, with staff.

CARRIED UNANIMOUSLY



- v. Director's Reports (Ad Hoc) Committee Report and Recommendations
Discussion on this item relayed ways various Boards capture the work accomplished by their Board Members, including verbal round table discussions, and how ASCA may incorporate some of these methods moving forward, providing summaries within the Board Meeting Minutes.

MOTION: *Directors Hobday/Smith*

That the ASCA Board of Directors accepts this Ad Hoc Committee report on Improving the Director Reporting Process for information and agrees to utilize an electronic form for future Directors reports.

CARRIED UNANIMOUSLY

- vi. AGM Roles/Rehearsal
The Executive Director provided a verbal report regarding the progress being made on the AGM Agenda, Standing Rules, script, and other important AGM documents, in collaboration with the new Parliamentarian. A date has not been set for an AGM rehearsal but will be decided soon.

4.2 Representation (Provincial Level Participation)

A. Director's Reports

The link to the online compilation of individual Director's reports was provided on the agenda.

B. School Council Engagement Task Force

No Report

C. Stakeholder Engagement

- i. Alberta Rural Education Symposium
A written report was provided to the Board in the Meeting Package. Director Bodell also verbally summarized her experience.
- ii. CASS Indigenous, Métis, and Inuit Education Gathering
A written report was provided to the Board in the Meeting Package. Director Romito also verbally summarized her experience.

D. Advocacy in Action Summary

An updated report was not provided for this item; however, a link was included on the agenda for previous reports.

4.3 Unfinished Business

5. INFORMATION ITEMS:

5.1 Future **Weekend** Meeting Dates: *To Be Decided*

5.2 Future **Weekday Evening** Meeting Dates: *To Be Decided*

5.3 Future **Pre-Conference** Board Meeting: **April 22, 2022, 8:00 am**

5.4 Future **General Meetings** of ASCA: **2022 Annual General Meeting (AGM) April 24, 2022**

5.5 Future **Post-AGM** Board Meeting: **April 24, 2022, 5:00 pm**



6. **MEETING EVALUATIONS:** Directors were reminded to complete the electronic Board Meeting Evaluation before 12:00 noon Wednesday, April 6, 2022.
7. **ADJOURNMENT:** The meeting was adjourned at 3:15 p.m. on Sunday, March 27, 2022.

Brandi Rai

President
Brandi Rai

Wendy Keiver

Executive Director
Wendy Keiver

*The ASCA Board of Directors makes decisions to ensure the Alberta School Councils' Association is:
Relevant; Sustainable; Autonomous; and Innovative.*