



**MINUTES
November 18-19, 2023**

Present: Brandi Rai, President
Greta Gerstner, Director
Richard Haggarty, Director
Edward Tse, Director (8:20 a.m. Nov. 18.23)

Shelley Odishaw, Vice President
Kerry Bodell, Director
Ken Glazebrook, Director (8:23 a.m. Nov. 18.23)

Regrets/Leave: Krista Li, Director,
Chelsea Ezeagwuna, Director

Staff: Wendy Keiver, Executive Director

1. CALL TO ORDER AND WELCOME

President Rai called the meeting to order at 8:03 a.m. on Saturday, November 18, 2023, and welcomed everyone. She provided a Treaty and Territory Acknowledgement. Directors then participated in a team-building activity.

2. BOARD MEETING PROTOCOLS/TEAM AGREEMENT/CULTURE CONTAINER

The ASCA Board Meeting Protocols, the ASCA Team Agreement and the ASCA Culture Container were supplied for information and review.

3. REVIEW OF THE CONSENT AGENDA

President Rai removed Item 3.4 (4.1.D) Internal Finance Committee Report from the Consent Agenda for discussion following the financial reports (4.1.J).

3.1 Previous Board Minutes & Action/Motion Tracking: September 23, 2023

That the ASCA Board of Directors adopts the September 23, 2023, Board Meeting Minutes as presented.

3.2 Advocacy and Resolutions Committee Report (4.1.A)

That the ASCA Board of Directors adopts the changes to the Call for Advocacy Resolutions for the ASCA AGM 24 submission form.

That the ASCA Board of Directors adopts the Advocacy and Resolutions Committee timeline for providing input into Advocacy Policies requiring action at the 2024 AGM.

That the ASCA Board of Directors adopts the SCETF Questions regarding Parental Responsibilities in Alberta Education as presented.

3.3 Fund Development Committee Report (4.1.B)

That the ASCA Board of Directors adopts the Fund Development Committee report for information.

That the ASCA Board of Directors adopts the Fund Development Committee's recommendation to direct the Executive Director to apply for the Shaw Birdies for Kids Program.

3.4 Internal Finance Committee Report (4.1.D) Removed from Consent Agenda

3.5 Member Engagement Committee Report (4.1.F)

That the ASCA Board of Directors adopts the Member Engagement Committee report for information.

3.6 Recognition Award Committee Report (4.1.H)

That the ASCA Board of Directors adopts the Recognition Awards Committee report for information.

That the ASCA Board of Directors adopts the Recognition Awards Committee recommendation that awards be handed out for 2023-2024.



MOTION: *Directors Haggarty/Gerstner*
That the ASCA Board of Directors adopts the Consent Agenda as amended.

ADOPTED UNANIMOUSLY

4. BUSINESS: STEWARDSHIP AND REPRESENTATION

4.1 Stewardship (Association Oversight)

A. Advocacy Committee (Consent Agenda Item)

Action: The Executive Director is to distribute the School Council Engagement Task Force survey by the beginning of December 2023, with the deadline for submission being Friday, February 23, 2024.

B. Fund Development Committee (Consent Agenda Item)

Action: The Executive Director is to apply for the Shaw Birdies for Kids Program in January of 2024 in relation to our upcoming Golf Tournament fundraiser.

C. Governance Committee

No Report.

D. Internal Finance Committee (Removed from Consent Agenda)

MOTION: *Directors: Bodell/Gerstner*
That the ASCA Board of Directors adopts the Internal Finance Committee report for information.

ADOPTED UNANIMOUSLY

MOTION: *Directors: Bodell/Haggarty*
That the ASCA Board of Directors adopts the Internal Finance Committee recommendation to extend the deadline for the repayment of the CEBA loan from December 12, 2023, to December 22, 2023.

ADOPTED UNANIMOUSLY

E. Legacy Committee

No Report

F. Member Engagement Committee (Consent Agenda Item)

G. Nominations Committee

No Report

H. Recognition Awards Committee (Consent Agenda Item)

I. Education Issues and E-Scan

Roundtable: Items identified by Directors:

Directors shared information from school council meetings and other opportunities they have attended. One concern is a lack of communication from division levels and input from parents to the divisions not being shared appropriately among division staff members. Some Directors reported concerns related to the one-sided reporting and focus on bullying incidents and wonder if the definition of bullying in the *Education Act* is adequate. Classrooms and schools being over-capacity in some areas are also problematic, resulting in some families living in very close proximity to their school of choice are not able to enroll their children and must find alternative schools and incur additional transportation expenses to have their children attend. Newer neighbourhoods are now fully developed, with land reserved for schools, yet Alberta Education has not provided funding for new school builds, despite repeated requests from school authorities. Some Directors are hearing that students aren't reporting bullying incidents because they have no trust or faith in adults being able to assist. The current environment of



bullying not taking place only at school but continuing during non-school hours is especially concerning and difficult to address.

Another trend appears to be the limited number of parents with the energy and capacity to be receptive to the efforts of their schools, school councils, or school divisions in terms of encouraging engagement. One Director mentioned the trend of an increase in “peer parenting” due to intensified online presence and a decrease in authentic parenting might be a contributing factor.

Learning gaps are still concerning for many students and parents, as are increases in mental health struggles without adequate, accessible support. Adding to these are the financial struggles of many families, impacting the ability for basic needs to be met. This also impacts their ability for school and transportation fees to be covered. Additional concerns from parents include the increased occurrences of physical (viral/bacterial) illnesses among students and staff.

J. Financial Report

- i. Income Statement on October 31, 2023, forecast and revised budget

MOTION: Directors Glazebrook/Haggarty

That the ASCA Board of Directors adopts the October 31, 2023, Income Statement with revised 2023-2024 Budget and Year End Forecast for information. **ADOPTED UNANIMOUSLY**

- ii. Balance Sheet on October 31, 2023

MOTION: Directors Bodell/Tse

That the ASCA Board of Directors adopts the October 31, 2023, Balance Sheet for information.

ADOPTED UNANIMOUSLY

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

The report was made available to Directors on their webpage for review. Various aspects of the report, including format and purpose, were discussed.

L. Executive Director Report

- i. Monthly Activities: ED, Staff

MOTION: Directors Bodell/Gerstner

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

ADOPTED UNANIMOUSLY

- ii. Conference/AGM Planning Update

MOTION: Directors Haggarty/Bodell

That the ASCA Board of Directors adopts the 2023 Conference and Annual General Meeting Planning Update report for information.

ADOPTED UNANIMOUSLY

Action: The Executive Director is to allocate time on the January 2024 Board Meeting agenda for the Board to review and discuss the AGM Rules of Order.

- iii. Breach Report – Waiving of 2023 Engagement Event Registration Fees

The ASCA Board of Directors determined that the Executive Director’s decision to waive the registration fees for the 2023 Engagement Event was in the Association’s best interest and appreciated the opportunity for the Board to provide its support.



M. Board Management

i. Mentorship/PODs

Vice President Odishaw led a discussion on Board succession planning, encouraging Directors to explore continuing service to ASCA. Directors were invited to seek information from the President, Vice President, and Executive Director in the coming months.

ii. In-Camera

The Board did not move In-Camera during this meeting.

iii. Board Self-Evaluation Process

The Board discussed options for evaluating its work, effectiveness, and efficiency in relation to the Board Governance Manual Performance Assessment Guide (PAG).

MOTION: *Directors Gerstner/Bodell*

That the ASCA Board of Directors directs the Executive Director to retain the services of Leadership and Life to facilitate the Board Self-Evaluation.

ADOPTED UNANIMOUSLY

iv. Executive Director Performance Review Process

The Board discussed options for reviewing and evaluating the performance of the Executive Director, recognizing that the Executive Director Performance Assessment Guide (PAG) within the ASCA Board Governance Manual will need to be reviewed and amended prior to the evaluation.

MOTION: *Directors Tse/Gerstner*

That the ASCA Board of Directors directs the Executive Director to retain the services of Leadership and Life to facilitate the Executive Director Performance and Compensation Review.

ADOPTED UNANIMOUSLY

v. Staff/Contractor Christmas Recognition

MOTION: *Directors Tse/Gerstner*

That the ASCA Board of Directors provides a reasonable holiday recognition to ASCA staff and contractors.

ADOPTED UNANIMOUSLY

4.2 Representation (Provincial Level Participation)

A. Director's Reports

Directors reviewed the reports that had been submitted and then participated in a real-time exploration and explanation of the reporting tool. Suggestions for improvements were noted and subsequently incorporated.

B. School Council Engagement Task Force: Results

No Report.

C. Stakeholder Engagement

i. ASCA School Council Engagement Opportunity

The ASCA Board of Directors hosted a 3-hour virtual School Council Engagement Opportunity with guest speakers from Alberta Education and school divisions in Saskatchewan. The event was attended by over 60 people and appeared to be well received. Information and resources are located on ASCA's [website](#).



- ii. Engagement Event Advocacy and Event Evaluation Survey Questions
Directors reviewed the two (2) survey response reports and directed the Executive Director to post the reports publicly on the Engagement Event webpage.

Action: The Executive Director is to post the reports from the two (2) surveys conducted during the School Council Engagement Event publicly on the Engagement Event website.

- iii. ASCA School Council Engagement Opportunity Debrief
Directors provided their perspectives on the successes and areas for improvement related to the virtual School Council Engagement Event. Overall, the event went very well, and the Board extended its gratitude to the Executive Director, ASCA staff, and contractors for their efforts in executing an engaging and meaningful event.

D. Advocacy in Action Summary

A link was provided to the ongoing summary of opportunities the President, Vice President, and Executive have had to represent ASCA at various regional and provincial committees and events.

4.3 Unfinished Business

5. Information Items:

5.1. Future Weekend Board Meeting Dates:

January 20-21, 2024

March 16-17, 2024

5.2. Future Weekday Evening Board Meeting Dates: None

5.3. Future Pre-AGM Board Meeting: April 26th, 2024 @ 8:00 a.m.

5.4. Future General Meetings of ASCA: 2024 Annual General Meeting (AGM) April 28th, 2024

5.5. Future Post-AGM Board Meeting: April 28th, 2024, ~5:00 p.m.

6. Meeting Evaluations (electronic): The Board was reminded to complete the online Board Meeting Evaluation prior to 12:00 noon, Wednesday, November 22, 2023.

7. ADJOURNMENT: The meeting was adjourned at 11:40 a.m. on Sunday, November 19th, 2023.

President
Brandi Rai

Executive Director
Wendy Keiver

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