



## 2024 Alberta School Councils' Association (ASCA) ANNUAL GENERAL MEETING MINUTES

### CALL TO ORDER

The meeting was called to order at 8:04 a.m. by the Chair of the AGM, President Brandi Rai.

### TERRITORY ACKNOWLEDGEMENT

Director Tse provided a Territory Acknowledgement.

### NATIONAL ANTHEM

The playing of the National Anthem was shared by video at 8:14 a.m.

### ELDER BLESSING

Elder Wilson Bearhead spoke to the assembly about the importance of nurturing the partnership between home and school and resultant student success, and then provided a blessing.

### PRESIDENT'S ADDRESS

President Rai began her address by acknowledging the day as being the National Day of Mourning. President Rai then recapped her report which was included with the AGM package (Appendix A) and ended by acknowledging the work of ASCA Staff, Contractors, Instructors and Volunteers who worked to make the AGM happen, as well as the ASCA Directors.

### TEST VOTE

Instructions for electronic balloting using Election Buddy were provided in advance. A test vote for the electronic balloting was conducted for all voting delegates.

### CREDENTIALS REPORT

There were 87 voting delegates holding an additional 29 proxies for a total of 116 votes. 22 voting delegates need be in attendance for quorum to be met.

**Motion** to adopt the Credentials Report as presented.

**ADOPTED BY UNANIMOUS CONSENT**

### 2024 ASCA AGM CONVENTION STANDING RULES (Appendix B)

The Chair accepted a request to remove item #17 from the Standing Rules.

Pursuant to a **Call for Order of the Day**, the Chair amended the original motion by striking the words "Permanent Convention" and inserting "2024 ASCA AGM".

**Motion** to adopt the 2024 ASCA AGM Standing Rules as amended.

**ADOPTED BY UNANIMOUS CONSENT (AMENDED)**

Following approval of the Standing Rules, and as the words "permanent convention" had been removed, the Assembly unanimously agreed to adding item #17 back into the Standing Rules.

### APPOINTMENTS:

The Chair made the following appointments:

- Minutes Approval Committee: The ASCA Board of Directors
- Teller: Jodi Skerratt
- Timers: Director Krista Li and Moderator Brenda Kell
- Parliamentary Advisor: Director Ken Glazebrook

### ADOPTION OF THE 2024 AGM AGENDA

The Chair confirmed for the assembly that the Proposed Advocacy Resolutions were submitted by Monday, January 15<sup>th</sup>, 2024.

**Approval to add Emergent Resolution 24-01** Opposing the Alberta Government's Proposed Policies Re: "Preserving Choice for Children and Youth" to the agenda.

**ADOPTED**



**Approval to add Emergent Resolution 24-02** "Preserve Non-Partisan Elections for Alberta School Board Trustees" to the agenda.

**ADOPTED**

**Approval to add Emergent Resolution 24-03** "Request for Emergency, Multi-Tiered Task Force to ensure Public School Space for All Students" to the agenda.

**ADOPTED**

**Motion** to adopt the 2024 AGM Agenda as amended.

**ADOPTED BY UNANIMOUS CONSENT**

#### [UPDATED CREDENTIALS REPORT](#) (Appendix C)

Chair gave an update to the original credentials report noting were now 122 voting delegates in attendance holding an additional 31 proxies for a total of 157 votes. 31 voting delegates need be in attendance for quorum to be met.

#### [2023 AGM MINUTES](#)

The Chair confirmed for the assembly that the 2023 AGM Minutes were reviewed and adopted by the Minutes Approval Committee during the ASCA Board of Directors regular Board meeting on May 24, 2023. The Chair also noted that the 2024 AGM Minutes will be made available to the Minutes Approval Committee for its approval by June 30, 2024.

#### [NOMINATIONS AND ELECTIONS PROCESSES OVERVIEW](#)

Chair yielded the floor to ASCA Nominations Coordinator, Director Rich Haggarty, who gave a brief summary of the Association's nomination and elections procedures, noting the current year's need to hold elections for the positions of President, Vice President, three (3) 2-Yr Term Directors, and one (1) 1-Yr Term Director, with the possibility of another one (1) 1-Yr Term Director depending upon the outcome of the President and Vice Presidential elections. Director Haggarty also disclosed the eligibility requirements for all positions.

#### [CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR PRESIDENT](#)

Confirmation and affirmation of nominations for the position of President was received and notice of the meeting of candidate eligibility was given. The candidate was given the opportunity to address the assembly.

#### [ELECTION OF PRESIDENT](#)

Chair declared **Kerry Bodell elected to the position of President** by acclamation.

#### [ADMINISTRATIVE RESOLUTIONS](#)

Chair yielded the floor to Vice President Odishaw who gave an overview of the Administrative Resolutions Process.

#### [ADMINISTRATIVE RESOLUTION A24-01](#) *Maintain five (5) existing ASCA Advocacy Policies*

**Motion:** That the Alberta School Councils' Association (ASCA) maintains ASCA Advocacy Policies 94-8 (Funding of Evening and Summer Schools), 02-15 (Textbook Fees and Workbooks), 03-09 (Field Trip Safety for Alberta Students), 04-15 (Recognition of School Completion / Opportunities for Post-Secondary Opportunities), and 14-3 (Accountability – Parent Right to Quality of Service).

**ADOPTED BY UNANIMOUS CONSENT**

#### [ADMINISTRATIVE RESOLUTION A24-02](#) *Amend three (3) and revise two (2) ASCA Advocacy Policies*

**Motion:** To amend ASCA Advocacy Policies 02-13 (Input on Selection of School Staff), 02-12 (Input on Selection of Principal), and 02-4 (School Nutrition Programs), and to revise ASCA Advocacy Policies 03-07 (Sharing Responsibility for Appropriate Use of Standardized Testing) and 06-6 (Capital Project Approval Criteria), as presented.

**ADOPTED (DEBATED)**

#### [CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR VICE-PRESIDENT](#)

Confirmation and affirmation of nominations for the position of Vice-President was received and notice of the meeting of candidate eligibility was given. The candidate was given the opportunity to address the assembly.



### ELECTION OF VICE-PRESIDENT

Chair declared **Ken Glazebrook** elected to the position of Vice-President by acclamation.

### RESOLUTIONS

Chair yielded the floor to Vice President Odishaw who gave an overview of the Advocacy Resolutions Process.

#### ADVOCACY RESOLUTION P24-01 *Integrate Climate & Biodiversity Education Throughout the Curriculum from K-12*

**Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education for a framework for embedding climate & biodiversity throughout the D-12 curriculum that incorporates hands-on learning experiences with a focus on critical thinking, equity, and wellbeing.

**ADOPTED (DEBATED)**

#### ADVOCACY RESOLUTION P24-02 *Funding for More Assessments of Learning Disabilities*

**Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education and the Minister of Health for new and targeted funding for increased availability of professionals to help diagnose learning disabilities and support neurodivergent children.

**ADOPTED (DEBATED AND AMENDED)**

#### ADVOCACY RESOLUTION P24-03 *Improving Indoor Air Quality (IAQ) in Alberta Classrooms & Shared Environments*

**1st Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education for increased funding for modern HVAC systems for health & learning (with air filtration and cooling systems) not only in new schools but retrofitted in older school buildings as well.

**ADOPTED (DEBATED)**

**2nd Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education to require school boards to provide frequent and regular information on indoor air quality (IAQ) and improvements made to IAQ in schools to parents, including specific air quality improvements and IAQ specifications and monitoring in schools, including classrooms, gymnasiums, cafeterias, bathrooms, and all shared environments, and that they release this information publicly to afford all students and staff a safer environment in which to work, learn and thrive.

**DEFEATED (DEBATED AND AMENDED)**

### CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR DIRECTOR – 2-YR TERM

Confirmation and affirmation of nominations for the position of Director – 2-Yr Term was received and notice of the meeting of candidates' eligibility was given. The candidates were given the opportunity to address the assembly.

### ELECTION OF DIRECTOR – 2-YR TERM

Chair declared **Edward Tse, Ismeria Bruce, and Meagan Parisian** elected to the position of Director – 2Yr Term by acclamation.

### RESOLUTIONS CONTINUED

#### ADVOCACY RESOLUTION P24-04 *Equity in Playground Funding*

**1st Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Ministers of Education and Infrastructure to correct the inequities caused by the Playground grant funding available to new schools by:

- 1) Creating an equitable grant program targeted for the life cycle replacement of existing playgrounds at older schools, especially where the school has no access to any other government funding; and
- 2) Allow schools where no playground currently exists to access the same grant funding as brand-new schools (\$250,000 in 2023-2024).

**ADOPTED BY UNANIMOUS CONSENT (DEBATED)**

**2nd Motion:** That the Alberta School Councils' Association (ASCA) Advocacy Policy 05-02 Funding for Playground Facilities (2021) be amended:



1. By inserting “life cycle replacement” and “including removal of existing structure” before “maintenance” and by inserting “at older schools” before “based on established criteria” in the first paragraph;
2. And by adding “That funding priority is targeted to schools with playground footprints located on school land, and which are ineligible to receive funding from other levels of government. Funding should be prioritized based on an assessment of need and factors such as existing playgrounds age/condition, social vulnerability, access to other funding sources, school population, and location of adjacent public playgrounds accessible to the school” as a second paragraph.

**ADOPTED BY UNANIMOUS CONSENT (DEBATED AND AMENDED)**

ADVOCACY RESOLUTION P24-05 *Preserving Safe and Inclusive Spaces for 2SLGBTQI+ Students*

**1<sup>st</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister of Education and other education stakeholders and partners to pause the proposed changes until meaningful consultation on the substance of the policy, not only its implementation, has occurred with key stakeholders including 2SLGBTQI+ students, 2SLGBTQI+ community-based organizations, teachers, and the ATA, parents and ASCA, and school board associations.

**ADOPTED (DEBATED)**

**2<sup>nd</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister of Education and other education stakeholders and partners to maintain the current legislation for one notification with an opt-out option for sexual education.

**ADOPTED (DEBATED)**

**3<sup>rd</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister of Education and other education stakeholders and partners for the preservation of GSAs/QSAs in all schools in Alberta with continued protections surrounding the personal information of students participating in GSAs/QSAs. These protections should continue to allow students to participate in GSAs without fear of their families or others being notified.

**ADOPTED (DEBATED)**

**4<sup>th</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister of Education and other education stakeholders and partners to continue to allow teachers to use third-party, evidence-based, medically accurate sexual education and gender and relationship materials in developmentally appropriate ways without requiring prior approval from the Ministry of Education.

**ADOPTED (DEBATED)**

**5<sup>th</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister of Education and other education stakeholders and partners to support schools and school boards to be gender inclusive on school forms, websites, and communications, recognizing that gender exists on a spectrum, not as a male/female binary.

**ADOPTED (DEBATED)**

**6<sup>th</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister of Education and other education stakeholders and partners to support professional development for teachers to provide the knowledge and skills to a) respond immediately and in developmentally appropriate ways to discriminatory language and behavior and b) use inclusive language, and c) incorporate positive example that affirm and embrace differing sexual orientations and gender identities.

**ADOPTED**

**7<sup>th</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocate to the Minister of Education and other education stakeholders and partners to allow students to use a name and/or pronoun that is different from the one they were given at birth without requiring parental permission.

**ADOPTED (DEBATED)**



ADVOCACY RESOLUTION P24-06 *Resource Support for French Immersion Teachers (Available Before Implementation of Curriculum Changes)*

**Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education for French Immersion resources to be developed and available at the same time as English resources prior to the implementation of curriculum.

**ADOPTED BY UNANIMOUS CONSENT**

CONFIRMATION AND AFFIRMATION OF NOMINATIONS FOR DIRECTORS 1-YEAR TERM

Confirmations and affirmations for the position of Director – 1-Year Term were received, notice of the meeting of candidates' eligibility was given, and candidates were afforded the opportunity to address the assembly.

ELECTION OF DIRECTOR – 1-YR TERM

Chair declared **Stephanie Bugbee elected to the position of Director – 1Yr Term** by acclamation.

FINANCIAL REPORT

The Assembly received reports from Directors Bodell and Gerstner respecting the following:

1. **Audited Financial Statements** (Appendix D)
2. **Membership Fees**

Members were notified of the need to increase Membership Fees for all categories of paid ASCA Membership for the 2024-2025 Membership year beginning July 1, 2024. Additional information highlighted the introduction of a members-only discount pertaining to fees associated with learning opportunities and other resources and supports.

ADVOCACY RESOLUTION P24-07 *Enhanced Reporting of and Support for Class Size and Complexity*

**1<sup>st</sup> Motion:** That the Alberta School Councils' Association advocates to the Minister of Education to:

1. Annually report class sizes while actively enacting initiatives aimed at reducing class sizes to levels that facilitate effective teaching and learning;
2. Allocate funding and resources for ongoing professional development for educators, ensuring they have the skills and strategies needed to navigate complex classrooms effectively;
3. Increase funding to hire additional qualified educators and support staff, recognizing their pivotal roles in addressing the complex needs of students;
4. Commit to engaging in meaningful collaboration with relevant stakeholders, including parents, educators, and community members, to develop and implement strategies that promote educational equity through thoughtful consideration of class size and complexity.

**ADOPTED BY UNANIMOUS CONSENT**

**2<sup>nd</sup> Motion:** That the Alberta School Councils' Association (ASCA) Advocacy Policy 20-05 Support for Addressing Class Size and Complexity be archived.

**ADOPTED BY UNANIMOUS CONSENT**

EMERGENT RESOLUTION ER24-01 *Opposing the Alberta Government's Proposed Policies Re: "Preserving Choice for Children and Youth"*

**1<sup>st</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education and the Premier of Alberta to stop further development and implementation of the proposed policy "Preserving Choice for Children and Youth".

**WITHDRAWN**

**2<sup>nd</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education and the Premier of Alberta to increase support of 2SLGBTQIA+ students to protect them from discrimination and bullying in the classroom.

**ADOPTED (DEBATED)**

**3<sup>rd</sup> Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education and the Premier of Alberta to dedicate funding, resources, and programming that serve to better educate parents, caregivers, and peers on gender diversity and the importance of acceptance and inclusion.



**ADOPTED (DEBATED AND AMENDED)**

EMERGENT RESOLUTION ER24-02 *Preserve Non-Partisan Elections for Alberta School Board Trustees*

**Motion:** That the Alberta School Councils' Association (ASCA) advocates to the Minister of Education, and the Government of Alberta for the preservation of non-partisan elections for school board trustees.

**ADOPTED BY UNANIMOUS CONSENT (DEBATED)**

EMERGENT RESOLUTION ER24-03 *Request for Emergency, Multi-Tiered Task Force to Ensure Public School Space for All Students*

**Motion:** That the Alberta School Councils' Association (ASCA) advocate for the Minister of Education to establish a Task Force with the following objectives and mandates:

1. To develop an Emergency Provincial strategic, province-wide plan for school infrastructure that aligns with ASCA's existing advocacy policies while introducing innovative approaches such as but not limited to new funding models and cost-effective solutions.
2. To collaborate closely with the Alberta Government, school districts, and other relevant stakeholders to gather data, assess needs, and prioritize infrastructure projects based on educational necessity rather than political influence.
3. To implement a comprehensive public engagement strategy that includes regular updates via social media, press releases, and public forums, allowing for parent and community input into the planning and prioritization processes.
4. To ensure that the task force's findings and recommendations are presented in a timely manner with a detailed progress report that is shared publicly.
5. To establish mechanisms for ongoing review and adaptation of the infrastructure strategy to respond to new challenges and opportunities as they arise.
6. To advocate for amendments to the Alberta Education Act to make the prioritization of school builds transparent, providing clear criteria and timelines accessible to all parents and communities, ensuring that decisions on when and where schools are built are made public, regardless of the school board.
7. To ensure that no school exceeds 100% capacity - a situation where students do not have access to a school in their area.

**ADOPTED BY UNANIMOUS CONSENT (DEBATED AND AMENDED)**

2025 ADVOCACY RESOLUTIONS

Vice President Odishaw made a first call for proposed draft Advocacy Resolutions for AGM 2025.

ADJOURNMENT

President Rai declared the 2024 ASCA Annual General Meeting adjourned at 7:35pm.

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President  
Brandi Rai

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Executive Director  
Wendy Keiver





## **Appendix A: President's Report**

ASCA Member School Councils, guests, and observers:

Almost a century ago, this work started with the mothers. It started with parents who came together to support their students in public education. Here we are, 95 years later and I, as a mother, have had the privilege of serving on this Board for eight years, four of those here as President.

It is my pleasure to provide you with a brief written summary of highlights for our year at Alberta School Councils' Association (ASCA).

The work of school councils across our province continues to serve schools through their support and advocacy. The work of ASCA has continued in step with our Members as we work to fulfill our Vision and Mission. Knowledgeable, respected, and empowered parents are the foundation of education here in Alberta and we have been for almost a century. The partnerships that parents have with teachers, administrators, trustees, and various education stakeholders are the pillars of support that hold up our students as they navigate their learning journeys.

Through another year of prudent fiscal stewardship, we worked diligently to utilize our resources and relationships to shift our business model while maintaining the high-quality learning opportunities, support, and advocacy that our Members deserve. We continue to diversify our revenue streams, we deliver services with the same care and integrity we always have, and we have supported Members, non-members, and partners throughout another complex school year.

We believe that ASCA is relevant, sustainable, autonomous, and innovative. The professional development we offer at ASCA continues to be greatly appreciated and well utilized by school council members. School councils are working diligently while fulfilling their legislated roles. Their work is valuable and crucial, which is why it is so important they are empowered to be the impactful local advocates their students need.

The ongoing advocacy we undertake on behalf of our Member School Councils is vital to shaping an education system that supports all students, is equitable for all students, and recognizes the individual merits of all students. The multitude of needs in our province have been at the forefront of our advocacy. ASCA has worked steadfastly to effect change on your behalf through numerous conversations and ongoing advocacy related to curriculum implementation, inadequate funding, class sizes, transportation, additional supports in schools and in classrooms, strains in the system, and equity for students.

Our Executive Director and all ASCA staff and contractors have worked diligently and tirelessly alongside our Board to do the right things, for the right reasons, in the face of multiple challenges because we are all dedicated to parent voice in education.

Similarly, each of you have persevered and contributed locally and provincially to ensure that parent voice is utilized meaningfully. As we have gathered to celebrate 95 years of parent voice in education this weekend, I want us to hold space for all those parents who came before us and those who will come after us. This work we do, we do together, and we do because these are our babies. These students are young people that we will walk alongside for as long as we can as their parents, their mentors, and witnesses to their life's journeys. The connections we have as parents to our children, our school communities, and to each other through this Association are valuable and valued.



As ASCA moves forward, ending another year of good work for good people, we move forward with each of you. From every ASCA Director to each of the people we contract or employ, to those parents, guardians, teachers, trustees, and superintendents present here today, and to those who were unable to attend and are working diligently in their communities to make a difference - we are moving forward, one foot in front of the other, together.

ASCA knows the importance and power of parental voice in education through school councils. The education and empowerment of school councils across our province is meaningful work and necessary work because we know the engagement of parents in the education system is vital for student success. We are grateful for the local support and advocacy that school councils offer their communities. We are grateful for the Members, guests and observers who joined us for our Conference and those who joined us today at our second hybrid AGM. Your enthusiasm and dedication are inspirational; empowering your voices at the provincial level is critical, meaningful, and invaluable work.

As I leave the position of ASCA President, I leave you all with the very best wishes, hopes, and dreams for your continued empowerment, your continued advocacy, and for the continued success of all students in Alberta.

***Thank you for letting me serve you; it has been an honour I will hold dear for the rest of my days.***

*Brandi Rai*

Brandi Rai  
ASCA President





## Appendix B: 2024 ASCA AGM Standing Rules

1. **Sign-in.** Each person attending the Annual General Meeting (AGM) **in person** shall sign in at the appropriate Check-In Table and is required to wear the Name Badge and wrist band(s) provided while in attendance at the AGM.
2. **Login.** Each person attending the Annual General Meeting (AGM) **virtually** shall sign in using their proper first and last name and use the **Chat Window** to identify the school council, community, location, school division or education organization they are representing. (i.e.: *École Dickinsfield School Council, EPSB or Trustee, High Prairie SD*).
3. **Technical requirements and malfunctions.** Each person attending the AGM **virtually** is responsible for their audio and Internet connections; no action shall be invalidated on the grounds that the loss of, or poor quality of, a Voting Delegate's or AGM attendee's individual connection prevented participation in the meeting.
4. **Forced disconnections.** The Chair may cause or direct the disconnection or muting of a **virtual** attendee's connection if it is causing undue interference with the meeting.
5. **Quorum.** The presence of quorum shall be established by the Credentials Report and announced by the Chair. Thereafter the continued presence of a quorum shall be presumed unless the Executive Director notifies the Chair of the lack of a quorum. Any Voting Delegate may request a confirmation of quorum when warranted.
6. **Voting Delegates.** Voting Delegates are Parents authorized by ASCA Member School Councils (as per Bylaw 3.44) who have submitted their signed Credential Form prior to the deadline required by ASCA.
7. **Proxy Holders.** Proxy Holders are Parents authorized by an ASCA Member School Council other than their own, to vote on behalf of that School Council (as per Bylaw 3.26), and for which a Proxy Form has been submitted prior to the deadline required by ASCA. Unless also authorized as the Voting Delegate for their own School Council, Proxy Holders may not move or second motions, and may not speak as the mover of a motion made by the School Council for which they hold the Proxy.
8. **Election Buddy.** **All Voting Delegates** and **Proxy Holders** shall cast a vote using the **Election Buddy digital voting platform** unless otherwise directed by the Chair. Voting Delegates and Proxy Holders are required to keep secure and confidential the unique Voting Access Key issued to them by Election Buddy.
9. **Unanimous Consent.** Unanimous consent (informal vote) may be used as deemed appropriate by the Chair.

A Voting Delegate attending **in person** may object to Unanimous Consent by approaching the microphone(s), stating the name of the School Council they are representing, location or school division, their full name, and the objection.

A Voting Delegate attending **virtually** may object to Unanimous Consent by typing the school council, community, location or school division and the word "**Object**" in the **Chat Window**. (i.e.: *St. Michael School Council, CSSD, object*).

If there is an objection, a formal vote will be taken.



10. **Assignment of the Floor (Speaking at the AGM).** With the exception of ASCA Directors making recommendations (in the form of motions) to Members on behalf of the Board of Directors, only a Voting Delegate may move or second any motion or resolution.

10.1 **IN-PERSON ATTENDEES:** To seek recognition from the presiding officer, Voting Delegates attending **in person** shall use the microphone(s), take a place in line and, upon being recognized by the presiding officer, state the name of the School Council they are representing, its location or school division and their full name (i.e.: *Delwood School Council, Edmonton Public, Janice Jones*). They shall then state the purpose for which they are speaking, i.e.: the intention to move or second a motion; the intention to speak for or against the motion. The process for making a Parliamentary Inquiry, a Request for Information, or other interrupting motion is described in Rule #15.

10.2 **VIRTUAL ATTENDEES:** To seek recognition from the presiding officer, Voting Delegates attending **virtually** shall type in the **Chat Window** the name of the School Council they are representing and its location or school division (i.e.: *Delwood School Council, Edmonton Public, moves; Fultonvale School Council, EIPS, "speaking FOR"*). They shall then type the purpose for which they would like to speak, i.e.: the intention to **move** or **second** a motion; the intention to **speak for or against** the motion. The process for making a Parliamentary Inquiry, a Request for Information, or other interrupting motion is described in Rule #15.

The ASCA Virtual Moderator will monitor the **Chat Window** and collaborate with the presiding officer to ensure equity of recognition and keep track of speaking order. Side comments, discussion, and/or debate shall not be permitted in the **Chat Window**. Virtual attendees failing to comply with this rule may be removed from the AGM without warning.

After a motion or resolution is moved, seconded, and stated by the Chair, the Voting Delegate who made the motion may, upon recognition by the Chair, speak to the motion or resolution or invite another parent representative from their school council to speak on their behalf, for a **maximum of three (3) minutes**.

Parent delegates who are not voting may indicate a desire to participate in discussions or speak to any motion, by following the steps for Voting Delegates (in person or virtually) above.

11. **Alternating the floor.** A Voting Delegate, Proxy Holder, or parent representative who wishes to speak for or against any motion may indicate such in the manner described in Rule #10 (Assignment of the Floor), adding either "**speaking FOR (In Favour)**" or "**speaking AGAINST (Opposed)**" and waiting to be recognized by the Chair. Voting Delegates, including those acting as Proxy Holders, and parent representatives may **speak one time only** to any resolution or motion for a **maximum of three (3) minutes**.
12. **Motions submitted in writing.** Any **amendments** or motions not already in writing in the AGM package must **first** be submitted **in writing, signed, or acknowledged, by both the mover and seconder. Only Voting Delegates may move or second motions and amendments.**

For Voting Delegates attending **in person**, submission is made to the **Scribe** using the **duplicate forms** provided, who will prepare it for display for all delegates.

For Voting Delegates attending **virtually**, submission is made through the **Chat Window** using the format indicated in Rule #10 above and shall be seconded in the same manner. The **Scribe** will then prepare it for display for all delegates.

Upon recognition by the Chair, the Voting Delegate may speak to the amendment or new motion.



13. **Substantive motions** or resolutions are main motions which introduce a new subject for discussion and action. Resolutions require a mover and a seconder. **Discussion for Substantive Motions will be limited to 30 minutes.**
14. **Procedural motions**, such as secondary motions, offer different approaches to consider during the discussion of a pending main motion (or substantive motion or resolution). If a procedural motion is debatable, such as an amendment, **discussion will be limited to 10 minutes.**
15. **Interrupting motions.** Interrupting motions, if deemed urgent and related to the immediately pending motion, may be made. No other motions will be allowed to interrupt. The Voting Delegate shall provide the name of their School Council and its location, and their full name, when recognized by the Chair or seeking recognition in the Chat Window. The Virtual Moderator or Executive Director will assist the Chair to ensure interrupting motions are promptly addressed.
  - **“Parliamentary Inquiry”**(PI) (to ask a question on parliamentary procedure); or
  - **“Request for Information”** (RI) (to request urgent, germane information); or
  - **“Point of Order”** (POO) (to state a breach in the rules, must be timely).

#### 15.1 IN-PERSON ATTENDEES

To make an interrupting motion, an in-person Voting Delegate shall raise their hand to display their wristband, quickly and safely approach the microphone(s), then state the appropriate interrupting motion, the name of their School Council and its location, their full name, and wait for the Chair to respond before stating the question or the rule that is breached.

#### 15.2 VIRTUAL ATTENDEES

To make an interrupting motion, a virtual Voting Delegate shall use the **“raise hand”** icon and type into the **Chat Window** the appropriate interrupting motion, or abbreviation (PI, RI, POO) followed by their School Council and its location or school division (i.e.: *St. Mary School Council, ECSD*) and then the question or the rule that is breached. Upon recognition, the chair will respond.

16. **Division of a Question.** If a motion contains two or more parts capable of standing as separate questions, the assembly may vote to treat each part separately by a motion for **Division of a Question** which shall require a second, is not debatable, is amendable, and requires a majority vote (or unanimous consent).
17. **Emergent Resolutions** introduced at the AGM must be first ruled as fitting the specific criteria required, and then be approved to be **added to the Agenda** by at least two-thirds (66 ⅔%) of the Voting Delegates. To introduce the (Emergent) Resolution, the **specific wording must first be provided in writing** in the manner described in Rule #12. When recognized by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the (Emergent) Resolution.

If the motion is seconded, and after the Chair states the question on whether to add to the agenda, the maker of the motion may speak only to **the need to consider** the (Emergent) Resolution prior to the vote to add the (Emergent) Resolution to the agenda for consideration.
18. **Extraordinary Resolutions** arising as a result of the business conducted at the AGM must be first ruled as fitting the specific criteria required, and then be approved to be **added to the Agenda** by at least seventy-five (75%) of the Voting Delegates. To introduce the (Extraordinary) Resolution, the **specific wording must first be provided in writing** in the manner described in Rule #12. Upon recognition by the Chair, the Voting Delegate may make a motion to amend the Agenda by adding the (Extraordinary) Resolution.



If the motion is seconded, and after the Chair states the question on whether to add to the agenda, the maker of the motion may speak only to **the need to consider** the (Extraordinary) Resolution prior to the vote to add the (Extraordinary) Resolution to the agenda for consideration.

19. **Chat Window.** The **Chat Window** shall be used only to conduct business associated with the Annual General Meeting, unless otherwise directed. Improper use of the **Chat Window** may result in an attendee being removed from the AGM.
20. **Display of motions.** Main motions or resolutions, or the pertinent part of main motions, amendments, and other documents currently before the assembly, shall be displayed, to the extent feasible.
21. **Non-member or Observer.** Upon recognition by the Chair, and after properly identifying themselves as noted in Rule #10 above, a non-member or observer may ask for permission to address the Assembly. Permission will be granted at the discretion of the Chair, who may seek Approval by Unanimous Consent of the Assembly. When time is of the essence, Voting Delegates shall be given priority to speak before parent representatives, non-members, or observers.
22. **Promotional Materials.** No materials of any kind shall be distributed, sold, or displayed at or during the AGM, and no appeals for support or collections of any kind shall be made, without prior approval of the Alberta School Councils' Association President.
23. **Appointments:** The Chair shall make the following appointments, if/as deemed appropriate or needed, to carry out the business of the AGM:
  - Minutes Approval Committee
  - Teller(s)
  - Timer(s)
  - Parliamentarian
  - Microphone Monitors
24. **Rules.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meeting in all cases to which they are applicable and in which they are not inconsistent with the Bylaws of the Alberta School Councils' Association (ASCA) or these Standing Rules.



## Appendix C: 2024 AGM Attendance

Alberta School Councils' Association  
Regular General Meeting  
April 28, 2024

### Attendance Summary – Voting/Non-voting/Observer by Division

#### Second Credentials Report Attendance – Voting (including by Proxy) – Total 157

Whispering Hills Primary School	Aspen View Public Schools
Smith School	Aspen View Public Schools
Boyle School	Aspen View Public Schools
Sparling School	Battle River Regional Division
Forestburg School	Battle River Regional Division
Jack Stuart School – <b>PROXY</b>	Battle River Regional Division
École Notre Dame School	Black Gold Regional Division
Calmar Elementary School	Black Gold Regional Division
Leduc Junior High School	Black Gold Regional Division
David Thompson School	Calgary Board of Education
Colonel Irvine School	Calgary Board of Education
Glenbrook School	Calgary Board of Education
Sam Livingston School	Calgary Board of Education
Mount View School	Calgary Board of Education
Western Canada High School	Calgary Board of Education
Alternative High School	Calgary Board of Education
Sundance School	Calgary Board of Education
Sir Winston Churchill High School	Calgary Board of Education
Central Memorial School - <b>PROXY</b>	Calgary Board of Education
Dr. E.P. Scarlett High School - <b>PROXY</b>	Calgary Board of Education
Haysboro School – <b>PROXY</b>	Calgary Board of Education
John Ware School – <b>PROXY</b>	Calgary Board of Education
Woodman School – <b>PROXY</b>	Calgary Board of Education
Penhold School	Chinook's Edge School Division
St. Francis of Assisi Academy	Christ the Redeemer School Division
École Good Shepherd School	Christ the Redeemer School Division
Centre for Learning@HOME	Christ the Redeemer School Division
Holy Trinity Academy	Christ the Redeemer School Division



St. Mary's School (Okotoks)	Christ the Redeemer School Division
Holy Spirit Academy – <b>PROXY</b>	Christ the Redeemer School Division
Notre Dame Collegiate – <b>PROXY</b>	Christ the Redeemer School Division
St. Anthony's School – <b>PROXY</b>	Christ the Redeemer School Division
St. Joseph's Collegiate School - <b>PROXY</b>	Christ the Redeemer School Division
Christ the King Academy - <b>PROXY</b>	Christ the Redeemer School Division
Holy Trinity Academy – <b>PROXY</b>	Christ the Redeemer School Division
St. Boniface School	Edmonton Catholic Schools
Our Lady of Mount Carmel School	Edmonton Catholic Schools
Holy Cross School	Edmonton Catholic Schools
Virginia Park School	Edmonton Public Schools
Hazeldean School	Edmonton Public Schools
Delwood School	Edmonton Public Schools
Victoria School	Edmonton Public Schools
W.P. Wagner School	Edmonton Public Schools
Amiskwaciy Academy	Edmonton Public Schools
Dunluce School	Edmonton Public Schools
Clara Tyner School	Edmonton Public Schools
Greenfield School	Edmonton Public Schools
Rideau Park School	Edmonton Public Schools
Forest Heights School	Edmonton Public Schools
Rutherford School	Edmonton Public Schools
Richard Secord School	Edmonton Public Schools
Bisset School	Edmonton Public Schools
Kensington School	Edmonton Public Schools
Ross Sheppard School	Edmonton Public Schools
Hardisty School - <b>PROXY</b>	Edmonton Public Schools
T.D. Baker School – <b>PROXY</b>	Edmonton Public Schools
St. Luke Catholic School	Elk Island Catholic Schools
École Pere Kenneth Kearns School	Elk Island Catholic Schools
Our Lady of Perpetual Help School - <b>PROXY</b>	Elk Island Catholic Schools
École Campbelltown School	Elk Island Public Schools
Lakeland Ridge School	Elk Island Public Schools
James Mowat School	Elk Island Public Schools
Salisbury Composite High School	Elk Island Public Schools
Wes Hosford School	Elk Island Public Schools
Clover Bar Junior High School	Elk Island Public Schools
Westboro Elementary School	Elk Island Public Schools
Mills Haven Elementary School	Elk Island Public Schools





Bev Facey Community High School	Elk Island Public Schools
Sherwood Heights Junior High School	Elk Island Public Schools
St. Peter the Apostle High School	Evergreen Catholic Schools
St. Thomas Aquinas Middle School	Evergreen Catholic Schools
St. Anne School	Fort McMurray Catholic Schools
École McTavish Junior High Public School	Fort McMurray Public Schools
Greely Road School	Fort McMurray Public Schools
Westwood Community High School	Fort McMurray Public Schools
Mother Teresa Catholic School	Grande Prairie Catholic Schools
École St. Gerard Catholic School	Grande Prairie Catholic Schools
Parkside Montessori School	Grande Prairie Public School District
Bertha Kennedy Catholic Community School	Greater St. Albert Catholic Schools
École Sacre Coeur School	Greater St. Albert Catholic Schools
École Secondaire Sainte Marguerite d'Youville School	Greater St. Albert Catholic Schools
École Routhier/Falher School	High Prairie School Division
G.P. Vanier /Donnelly School	High Prairie School Division
Prairie River Junior High School - <b>PROXY</b>	High Prairie School Division
St. Teresa of Calcutta School	Holy Spirit Roman Catholic Schools
St. Michael's School	Holy Spirit Roman Catholic Schools
Barnwell School	Horizon School Division
Hays School	Horizon School Division
École Dr. Bernard Brosseau School	Lakeland Catholic School District
École Notre Dame Elementary School	Lakeland Catholic School District
Dr. Gerald B. Probe Elementary School	Lethbridge School District
Nicholas Sheran Community School	Lethbridge School District
Senator Joyce Fairbairn Middle School	Lethbridge School District
Holy Redeemer Catholic JR/SR School	Living Waters Catholic Schools
École St. Anne School	Living Waters Catholic Schools
Willow Creek Composite High School	Livingstone Range School Division
West Meadow Elementary School	Livingstone Range School Division
A.B. Daley School – <b>PROXY</b>	Livingstone Range School Division
W.A Day Elementary School - <b>PROXY</b>	Livingstone Range School Division
Pat Hardy Primary School	Northern Gateway Regional Division
Elmer Elson Elementary School	Northern Gateway Regional Division
Glendon School	Northern Lights School Division
Bonnyville Centralized High School	Northern Lights School Division
Northland Online School	Northland School Division
Paddle Prairie School	Northland School Division
Hillview School	Northland School Division



Blueberry School	Parkland School Division
Woodhaven Middle School	Parkland School Division
Connections for Learning	Parkland School Division
Copperhaven School	Parkland School Division
Brookwood School	Parkland School Division
High Park School	Parkland School Division
École Broxton Park School	Parkland School Division
Westview School	Parkland School Division
Parkland Village School - <b>PROXY</b>	Parkland School Division
Graminia School – <b>PROXY</b>	Parkland School Division
Millgrove School – <b>PROXY</b>	Parkland School Division
Spruce Grove Composite High School - <b>PROXY</b>	Parkland School Division
Worsley Central School	Peace River School Division
Dixonville School	Peace River School Division
Bezanson School	Peace Wapiti School Division
Whispering Ridge Community School	Peace Wapiti School Division
Fort Assiniboine School	Pembina Hills Regional Division
Our Lady of the Rosary School	Red Deer Catholic Regional Schools
Mountview Elementary School	Red Deer Public School District
Glendale School	Red Deer Public School District
Esquela Vista Grande School	Red Deer Public School District
Barrie Wilson Elementary School	Red Deer Public School District
Eastview Middle School	Red Deer Public School District
Gateway Christian School	Red Deer Public School District
Hunting Hills High School - <b>PROXY</b>	Red Deer Public School District
École Lindsay Thurber Comp. High School - <b>PROXY</b>	Red Deer Public School District
Oriole Park School - <b>PROXY</b>	Red Deer Public School District
École Central Middle School - <b>PROXY</b>	Red Deer Public School District
Glenbow Elementary School	Rocky View School Division
Ralph McCall School	Rocky View School Division
Bert Church High School	Rocky View School Division
Joseph M. Demko School	St. Albert Public Schools
École Paul Kane High School - <b>PROXY</b>	St. Albert Public Schools
Father Lacombe Catholic School	St. Thomas Aquinas Roman Catholic
Landing Trail School	Sturgeon School Division
Morinville Public Elementary School	Sturgeon School Division
Lilian Schick School	Sturgeon School Division
Namao School	Sturgeon School Division
Sturgeon Composite School - <b>PROXY</b>	Sturgeon School Division



Gibbons School – <b>PROXY</b>	Sturgeon School Division
Sturgeon Heights School - <b>PROXY</b>	Sturgeon School Division
Ochre Park School - <b>PROXY</b>	Sturgeon School Division
Camilla School – <b>PROXY</b>	Sturgeon School Division
Magrath Elementary School	Westwind School Division
Raymond Elementary School	Westwind School Division
Raymond Junior High School	Westwind School Division
Raymond Senior High School	Westwind School Division
Westwind Alternate School - <b>PROXY</b>	Westwind School Division
École Lacombe Junior High School	Wolf Creek School Division
École James S. McCormick School	Wolf Creek School Division
Terrace Ridge School - <b>PROXY</b>	Wolf Creek School Division

**Note:** A Voting Delegate from Rancheview School Council, Rocky View School Division, joined the AGM after the official Credential Report.

**Attendance – Non-Voting – Total 24**

Sparling School	Battle River Regional Division
Sunalta School	Calgary Board of Education
Western Canada High School	Calgary Board of Education
Bisset School	Edmonton Public Schools
Greenfield School	Edmonton Public Schools
Greenfield School	Edmonton Public Schools
Kensington School	Edmonton Public Schools
Victoria School	Edmonton Public Schools
Salisbury Composite High School	Elk Island Public Schools
École McTavish Junior High Public School	Fort McMurray Public Schools
Greely Road School	Fort McMurray Public Schools
École St. Anne School	Living Waters Catholic Regional Division
Ardmore School	Northern Lights School Division
Anzac Community School	Northland School Division
Concklin Community School	Northland School Division
Hillview School x 2	Northland School Division
Northland Online School	Northland School Division
Susa Creek School	Northland School Division
Whispering Ridge Community School	Peace Wapiti School Division
Swan Hills School x 2	Pembina Hills Regional Division
Father Lacombe Catholic School	St. Thomas Aquinas Roman Catholic Schools
École James S. McCormick School	Wolf Creek School Division



**Attendance – Observing – Total 25**

Lifetime Member x 2	Alberta School Councils' Association (ASCA)
District / Central Office x 3	Edmonton Public Schools
District / Central Office	Fort McMurray Public Schools
District / Central Office x 4	High Prairie School Division
District / Central Office	Livingstone Range School Division
District / Central Office	Medicine Hat School District
District / Central Office x 4	Northland School Division
District / Central Office	Parkland School Division
District / Central Office x 2	Peace River School Division
District / Central Office x 3	Red Deer Public School District
District / Central Office	Rocky View School Division
District / Central Office	St. Albert Public Schools
District / Central Office	Wild Rose School Division



## **Appendix D: Copy of 2023 Financial Summary**



**ALBERTA SCHOOL COUNCILS' ASSOCIATION  
Financial Statements  
For The Year Ended June 30, 2023**





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## INDEPENDENT AUDITORS' REPORT

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To the Directors of Alberta School Councils' Association

*Opinion*

We have audited the financial statements of Alberta School Councils' Association (the Association), which comprise the statement of financial position as at June 30, 2023, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Association as at June 30, 2023, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditors' Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

*Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Association's financial reporting process.

(continues)





**Independent Auditors' Report to the Directors of Alberta School Councils' Association (continued)**

*Auditors' Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

**METRIX GROUP LLP**

Chartered Professional Accountants

Edmonton, Alberta  
August 31, 2023



**ALBERTA SCHOOL COUNCILS' ASSOCIATION  
Statement of Financial Position  
As At June 30, 2023**

	2023	2022
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash and cash equivalents	\$ 162,188	\$ 236,563
Temporary investments (Note 2)	50,369	50,118
Receivables (Note 3)	6,456	13,260
Goods and services tax recoverable	-	4,301
Prepaid expenses	9,249	5,881
	<u>228,262</u>	<u>310,123</u>
<b>TANGIBLE CAPITAL ASSETS (Note 4)</b>	<u>675</u>	<u>1,129</u>
	<u><b>\$ 228,937</b></u>	<u><b>\$ 311,252</b></u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 31,042	\$ 37,777
Goods and services tax payable	3,961	-
Deferred fees revenue	32,505	90,533
Deferred contributions (Note 5)	-	5,207
	<u>67,508</u>	<u>133,517</u>
<b>CALLABLE DEBT (Note 6)</b>	<u>40,000</u>	<u>40,000</u>
	<u>107,508</u>	<u>173,517</u>
<b>NET ASSETS</b>		
Unrestricted net assets	120,754	136,606
Internally restricted net assets	675	1,129
	<u>121,429</u>	<u>137,735</u>
	<u><b>\$ 228,937</b></u>	<u><b>\$ 311,252</b></u>

**ON BEHALF OF THE BOARD:**

Brandi Rae Board President

Wendy Keiver Executive Director

The accompanying notes are an integral part of these financial statements.



**ALBERTA SCHOOL COUNCILS' ASSOCIATION  
Statement of Operations  
For The Year Ended June 30, 2023**

	2023	2022
<b>REVENUE</b>		
Grants	\$ 121,452	\$ 15,367
Membership fees	118,250	127,425
Parent Conference fees	112,273	32,994
Fees for service	84,140	42,417
Sponsorships and donations	17,761	53,597
Annual General Meeting	5,590	1,990
Other	5,254	4,758
Interest	4,245	4,035
	<u>468,965</u>	<u>282,583</u>
<b>EXPENSES</b>		
Salaries, wages and benefits	203,899	274,168
Services	105,742	49,074
Parent conference	83,877	20,085
General and administrative expenses (Schedule 1)	37,791	101,473
Annual General Meeting	27,712	8,742
Communications and marketing	9,584	10,961
Board expenses (Schedule 2)	8,482	1,850
Advocacy and representation	7,730	5,521
Amortization	454	472
	<u>485,271</u>	<u>472,346</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES BEFORE OTHER INCOME</b>	<b>(16,306)</b>	<b>(189,763)</b>
<b>OTHER INCOME</b>		
Government assistance	-	12,546
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	<b>\$ (16,306)</b>	<b>\$ (177,217)</b>

The accompanying notes are an integral part of these financial statements.