

**Minutes of
Connect Charter School Society, Board of Directors Meeting
April 12, 2016 at Connect Charter School**

Board members present: Denise Kitagawa (C), Harold Lemieux (PC), Dave Robinson (VC), Wendy Baillie, Mark Blake, Tim Edwards, David McKenzie, Jeff Turner, Jennifer Hittel, Gavin Peat and Mackenzie Regent.

Board members absent: Joni Carroll, Luana Comin-Sartor, Chas Filipski, Susan Gaetz and Dr. Norm Vaughan.

Staff present: Susan Chomistek (Superintendent), Darrell Lonsberry (Principal), Dr. Phil Butterfield (Assistant Principal) and Myra Penberthy (Secretary Treasurer).

Connect Charter School teacher, Mr. Louis Cheng and the Science Communication Club presented a wonderful exhibition of science experiments in which each participant took an active role in not only demonstrating their skills in science but their skills in public speaking.

Board Chair Ms. Denise Kitagawa declared a quorum and called the meeting to order at 6:11 pm.

Motion 51.15 by Jeff Turner,
THAT the April 12, 2016, Board agenda be approved as amended.

Carried

Motion 52.15 by David McKenzie,
THAT the Board approves the March 8, 2016, Board of Directors meeting minutes.

Carried

Motion 53.15 by Mackenzie Regent,
THAT the Board approves the February 2016 Quarterly financial statements.

Carried

Motion 54.15 by Mackenzie Regent,
THAT the Board approve the 2016/17 school fees of: Transportation \$750, Enrichment \$525, Laptop maintenance/insurance \$60 and Lunchroom \$50, per student.

Carried

Motion 55.15 by Dave Robinson,
THAT an independent contractor agreement be approved for Mr. Robert Pegg, beginning on April 13, 2016 and terminating May 31, 2016.

Carried

Motion 56.15 by Dave Robinson,
THAT an independent contractor agreement be approved for Mr. Ron Sweet, beginning on April 13, 2016 and terminating May 31, 2016.

Carried

Motion 57.15 by Denise Kitagawa,
THAT the board accept with regret Chas Filipski's resignation.

Carried

The Board expressed its thanks to Mr. Filipski for his contribution to the Board and the communication committee.

Health and Safety Report, Darrell Lonsberry

- The first meeting of the Health & safety committee will occur next week.
- A fire drill was held on April 11, 2016 at the school. We can clear the building in 1 minute 24 seconds.

Leadership Team Report, Susan Chomistek, Darrell Lonsberry & Phil Butterfield

- Ms. Susan Chomistek presented the leadership team report in Appendix "A".

Secretary Treasurer Report, Myra Penberthy

- Secretary Treasurer's Report in Appendix "B".

Facilities, Tim Edwards,

- No facility committee meeting has occurred.
- The facilities committee toured Renert School.

School Operations, Denise Kitagawa

- School Operations Board report in Appendix "C".
- Did not have a meeting.
- We have verbal indications that the Connect Charter School policies submitted to the Minister of Education have been approved.

Second campus, Mark Blake

- See report in Appendix "D".
- The terms of reference for the committee will be submitted next month.

Governance, Denise Kitagawa

- The committee met on April 12, 2016, and reviewed their terms of reference.
- The committee will be bringing 3 updated policies, Role & Responsibility of the Board, Role of Board Member and Board Meetings to the Board.
- Ms. Anam Kazim, M.L.A. will be attending the parent conference.
- A letter of invitation to the Minister of Education to visit Connect Charter School will be sent promptly.

School Council, Mark Blake

- Parent Summit will be occurring on the April 16, 2016.
- Dialog with Darrell and the amendments to the policies involving LGBTQ students were reviewed.
- Councils AGM and elections next month.

Communications, Wendy Baillie

- The committee presented the elevator speech as an audio file.
- Ms. Baillie as chair of the committee thanked all the committee members for all their hard work on the message and the choice of each word.

The meeting terminated at 7:30 p.m.

Denise Kitagawa, Board Chair

Appendix “A”
Connect Charter School Superintendent/Leadership Team Report
Board of Directors Meeting – April 12, 2016

1. Exemplary Learning, Teaching, and Leadership in Connect Charter School

Outdoor and Environmental Education is a descriptor on our Exemplary Learning, Teaching, and Leadership Frameworks and forms one of the key pillars in our Charter. Spring is an incredibly busy time at Connect Charter School as many of our outdoor and environmental education programs take place. All of the grade 6 students participated in a winter camp at Ribbon Creek in January and February, where they cross-country skied, built quinzees, and practiced winter survival skills. The remainder of our classes are immersed in a three or four day experience over the next two months. At the grades 4 and 8 levels, the students will be going to Kamp Kiwanis. As this is a new location and format, extensive work is being completed to design these trips based on our goal of providing rich outdoor learning and leadership opportunities for our students. Home room teachers, under the guidance and with the support of Mr. John Cadman, are working to design the program and activities. The grades 5 and 7 students will be going to Fort Steele, which has strong historical and environmental contexts. As part of the **Leadership Education** development at Connect Charter School, the grades 8 and 9 students will play leadership roles at Fort Steele. These leaders must apply for the opportunity to attend and will be selected based on their involvement in the school community, as well as their expressed desire to grow as student leaders. In the fall, an Outdoor Education Leadership elective was designed and taught by Mr. Greg Neil, and many of our students participated in this course. Additional training will be given to the students who are selected to go by Mr. John Cadman, Ms. Shashi Shergill, and Ms. Katie Hagg, one of our student teachers and a former alumni of our school. Mr. Rob Pegg will also be providing support for our students and teachers. We have found that the training and guidance that the student leaders receive prior to going on the camps has been very beneficial and has had a powerful impact on both the leaders and the younger students.

Enhancing our Collaboration mandate is a board priority for Connect Charter School, as well as being a mandate for charter schools. One of the provincial projects that we have been chosen to be part of is the Alberta Education School Technology Advisory Committee (STAC). On March 16, Susan Chomistek attended a meeting in Edmonton for STAC. Work on the implementation of the policy framework for technology and sharing the work within our school relative to the implementation was the focus. Guidance was then given as to how this would best be shared throughout the province. Susan was also asked, as one of four superintendents in the province to participate in a collaborative design workshop on Thursday and Friday, April 21 and 22, 2016. The workshop will build on the successful collaboration of education system partners in the draft development of the professional practice standards and will focus on open conversation and dialogue about what the education system needs to do in order to ensure successful implementation.

2. Parent Summit and Student Wellness Summit 2016

We are on the final lead up to the first Student Wellness Summit, which will take place on Friday, April 15th, and the 6th Annual Parent Summit, which will be taking place on Saturday, April 16th. There has been a great response from the parent community and they have already surpassed the ticket sales from last year with still one more week to go! Complementary tickets are available for Board members who wish to attend. <http://www.eventbrite.ca/e/2016-parent-summit-connect-charter-school-tickets-22081064057?aff=eac2>.

3. Pre-Service Teachers

We are nearing the end of our winter/spring term with pre-service teachers from Mount Royal University and the University of Calgary. The six MRU teacher candidates will be completing their program on April 22nd, and the U of C student teachers will be returning to the university to wrap up their courses. We look forward to seeing some of our pre-service teachers on our sub list once they receive certification. It is also worth noting the exemplary mentoring that has been provided by our teachers who have hosted pre-service teachers this year. Taking on a mentoring role requires commitment, flexibility, and deep understanding of why we do what we do.

4. Critical Incidence Response Team

In the wake of the tragic deaths of twin brothers, one of whom was a student at Westmount, the Calgary area charter schools are in the early stages of developing a Critical Incident Response Team (CIRT) to build capacity for addressing any future trauma incidents that may affect one or more of the six partner schools. A steering committee meeting will be taking place on April 18, with selection and training of staff to take place shortly thereafter.

5. Bouldering Wall Update

Many of our staff have now been trained by Mr. Greg Neil, who is a certified Association of Canadian Mountain Guides Climbing Gym Instructor Level 1. The students, both within the physical education classes and during other times, are using the bouldering wall regularly. The list of activities and games that can be used by all teachers is being added to and modified. As part of his responsibilities, Mr. Neil also regularly checks to make sure that the holds are safe. Mr. Neil is starting a Bouldering Club at the school during select lunch hours.

6. The Association of Alberta Public Charter Schools (TAAPCS)

April 8 – TAAPCS School Leadership Learning - Calgary

May 5 and 6 – TAAPCS Regular Meeting – Sherwood Park

Apr. 8, June 10 – Executive Advisory Council – Red Deer

Appendix “B”

Connect Charter School Society Board Meeting April 12, 2016 Secretary Treasurer’s Report

Student information record system PASI compliant

We have started to review vendor presentations in regards to a PASI compliant student information record system. Mr. Scott Petronech, Mrs. Nola Shewfelt and I were part of an online presentation by Ms. Andrea Child from Maplewood Computing Ltd. and were impressed at the flexible, comprehensive and user-friendly system that she presented.

The costs are reasonable: “Assuming that the school would be hosted and since the first year of ServicePlus is included in the purchase, the initial invoice would be for \$2,550 (Initial License and Hosting), and the annual fees, starting in a year, would be \$900 (ServicePlus and Hosting),” stated Mr. Dave Minshall, President and CEO, Maplewood Computing Ltd.

According to Andrea Child, “Training is not included in the purchase price. We offer our schools a very flexible and complete approach to training. Regarding delivery methods, we have several different options, depending on your needs.

1. Custom On-Site Visit - \$900.00 + travel costs (airfare, car, hotel) + HST for a day of on-site training...
2. Remote Web Session - \$150.00 per hour + HST. If you were interested in this method, we find it best to limit our on-line sessions to no more than 3 hours at a time. Our web training sessions are lecture style in format, and are recorded and become your personal property.”

We are currently arranging with PowerSchool Group LLC to receive a demonstration of their system as well, prior to making a recommendation.

Annual Benefit Review with Morneau Shepell

On March 2, 2016 Ms. Krista Brenner and I, along with the other Southern Alberta Charter School’s representatives had an annual review of our Sun Life employee benefits and rates for upcoming year. We are pleased to report that our benefits broker Morneau Shepell has negotiated an overall rate increase of 2% from an initial increase of 14.2% by Sun Life. However, we are quite aware that our rates are usage based and we can expect that if our benefits usage as a school continues to be high, we will experience benefits increases in subsequent years.

Respectfully submitted,
Myra Penberthy

Appendix “C”

Connect Charter School Operations Committee Board Report – April 2016

- Beverly Barca, our liason from Alberta Education, has advised Superintendent Susan Chomistek that our recently submitted policies (6.04 Student Health and Safety and 6.08 Student Conduct) appear to be in compliance with the legislated requirements in the School Act and the Alberta Human Rights Act. Ms. Barca requested that we submit our Student Code of Conduct document, which is referenced in policy 6.08, for review by Alberta Education. The Leadership team plans to update the Student Code of Conduct for the 2016/17 school year. In the meantime, a copy of the old version has been submitted in response to Beverly’s request.
- A quick scan of the Board’s policy manual identified 18 policies that include at least one occurrence of the word “ensure”. For each occurrence, a detailed review (including referencing back to the wording of the applicable legislation and/or regulation) will be required before any policy wording changes can be recommended to the Board.
- In March, Minister Eggen spoke at a College of Alberta Superintendents conference attended by Superintendent Susan Chomistek. Minister Eggen said that the Education Act will be proclaimed during the spring 2016 sitting of the Alberta legislature and will be effective for the 2016/27 school year. At the time, the Minister was still reviewing two items but otherwise indicated that the version of the Education Act and associated Regulations are “solid”.

The attached table outlines the policies that still need to be reviewed for possible updates to align with the Education Act and proposed Regulations. Connect Charter School operations need to comply with the new Education Act and associated Regulations once in effect, regardless of any outstanding work on the policy manual.

Submitted by Denise Kitagawa on behalf of the School Operations Committee

Scope of Policy Work for Education Act – Updated April 7, 2016

Committee	References	Scope of Work
Governance	Board Procedures Reg; Ed Act 52, 64-69	Policy 1.04 Role & Responsibility of the Board, Policy 1.06 Board Meetings By-laws (timing = Nov AGM)
	Petitions & Public Notices Reg	Public notice provisions only
	Ed Act 86(1)	Policy 1.05 Role of Board Member
	Ed Act 33(1)(k) – Trustee Code of Conduct	Charter schools are exempted from this requirement. Might want a Board Member Code of Conduct anyhow. Future consideration?
Facilities	Borrowing	Information Only
Finance & Audit	Alberta School Foundation Fund	No policy required. Review to assess whether there are any changes to timing of receipt of funds from Alberta Ed.
	Borrowing	Low priority. No policy required. For information only. Only applies if we want to borrow funds.
	Disposition of Property	Low priority. No policy required. For information only. Only applies if we dispose of property with a value > \$50,000.
	Investment Regulation	No policy required. Regulation applies so should be reviewed to ensure our Investment practices follow the requirements.
	Ed Act 142(1) – Make-up of Audit Committee	Terms of reference to be updated. Addition of 2 (two) non-director audit committee members is a new requirement.
	School Fees	Updated policy (procedures only) presented to Board 24 Feb 2015.
School Operations	Petitions and Public Notices	New policy – Petitions. First reading 21 Apr 2015.
	Student Record	Updated policy 6.01 ready for review and approval by the Board.
	Student Transportation	Updated policy approved by the Board 8 Mar 2016.

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Committee	References	Scope of Work
School Operations (cont'd)	School Councils	Updated policy approved by the Board 21-Apr-2015.
	Ed Act 33(2) — A board shall establish, implement and maintain a policy respecting the board's obligation...to provide a welcoming, caring, respectful and safe learning environment that includes the establishment of a code of conduct for students that addresses bullying behaviour. Ed Act 33(3) prescribes rules re: the code of conduct.	Updated policies 6.04 and 6.08 approved by the Board 8-Mar-2016. References to School Act to be updated once Education Act is in effect.
	Ed Act 41, 42, 43	Policy 2.02 Appeals
	Jeff identified 2 small changes needed	Policy 4.03 Role of the Teacher
	Ed Act 222, 223	Policy 4.05 Role of the Superintendent
	Ed Act 11(3) thru 11(5), 32, 33(e), 40	Policy 6.06 Educational Placement of Students with Special Needs

Connect Charter School Second Campus Committee Minutes and Report

Attendees

Mark Blake

Phil Butterfield

Susan Chomistek

Tim Edwards

Gavin Peat

Location: Starbucks / Renert School Tour

Meeting started: 8:15 a.m MST Thursday April 7, 2016

Proposed Agenda

- Update and review latest developments with regards to the a second campus

- Tour Renert School as an example of a school in a “nontraditional” building

Discussion Team met in Starbucks near the Renert school to review and update on activities since last meeting. Susan updated the group that Alberta Education currently does not have visibility of available schools from the main boards in Calgary. Nonetheless, we identified some work to do to investigate possible campus sites. Action items to followup on:

- Investigate possible school site currently being used by City of Calgary for storage.
- Follow up on Tim’s conversation with Mike Vernon regarding school site.
- Research whether there have been any policy changes regarding restrictions on charter schools owning property.
- Mapping the waitlist Mark has offered to have the waitlist mapped by postal code to help identify alternative target neighborhoods.

Renert School Tour

Renert School is a private school in Calgary’s northwest. It was founded and is run by Dr. Moshe Renert and his brother. Renert started as a tutoring company. It created Renert School in 2013. Some of the tenets of Renert’s approach include: allowing students to progress at their own pace; helping students identify and nourish their passions; and utilizing a wholistic approach to education that includes mathematics and literature, art and martial arts, music and yoga, dance, chess, and philosophy. Some observations and facts from the tour:

- Renert has approximately 250 students in grades K12
- The school is three floors of 14,000 ft² for a total of 42,000 ft²
- The building is a multiuse facility operating up to 1214 hours a day and seven days per week. Tutoring, martial arts, dance and yoga classes are some of the other uses.
- It is a purposebuilt building in a business park zoned commercial / light industrial. The zoning of the school was an issue with the City of Calgary. The City was resistant to grant Renert a school zoning. However, since Renert started with a zoning acceptable for a tutoring business, the City was willing to add a school zoning as a secondary use to the commercial zoning they were first granted.
- The school has specially designed martial arts dojo, two dance studios, a yoga studio and purposebuilt music room with breakout rooms.
- Total cost of construction is approximately \$8 million. Renert did not consider repurposing an existing industrial or commercial building because they said that it would ultimately be more expensive than building from scratch.
- Renert was extremely cost and design conscious in building their school. Dr. Renert’s recommendations:
 - Focus on design
 - Make the school very welcoming for children a Happy Building!!
 - Create multiuse spaces and give the kids multiple physical outlets/choices.
- ELAN was their builder. Also, having a designer that is completely aligned with the vision/approach/budget is critical.
- 75-80% of their students come from a 3 km radius. Was wider initially but their families have moved closer to the school