

**Minutes of  
Connect Charter School Society, Board of Directors Meeting  
June 14, 2016 at Connect Charter School**

**Board members present:** Denise Kitagawa (C), Harold Lemieux (PC), Dave Robinson (VC), Wendy Baillie, Mark Blake, Joni Carroll, Tim Edwards, Jennifer Hittel, David McKenzie, Gavin Peat, Mackenzie Regent (via Skype) and Dr. Norm Vaughan.

**Board members absent:** Luana Comin-Sartor, Susan Gaetz and Jeff Turner.

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

*The Board had a discussion on funding and fundraising led by Ms. Mackenzie Regent who eloquently presented the current funding challenges at Connect Charter School Society.*

Board Chair Ms. Denise Kitagawa declared a quorum and called the meeting to order at 6:10 p.m.

Motion 70.15 by Dave Robinson,  
THAT the June 14, 2016, Board agenda be approved.  
Carried

Motion 71.15 by Mark Blake,  
THAT the May 17, 2016, and May 26, 2016, Board of Directors' meeting minutes be approved.  
Carried

Ms. Myra Penberthy discussed the May 31, 2016, financial statements which were presented to the Audit & Finance committee at the June 10, 2016, meeting.

Motion 72.15 by Gavin Peat,  
THAT the Board approves the May 31, 2016, quarterly financial statements for Connect Charter School Society.  
Carried

Ms. Kitagawa presented Policy 1.08 Risk Management for first reading.

Motion 73.15 by Denise Kitagawa,  
THAT the Board approves the first reading of Policy 1.08 Risk Management.  
Carried

Motion 74.15 by Harold Lemieux,  
THAT the Board ratifies the following contracts:  
1. A full-time assistant principal contract effective August 1, 2016, until July 31, 2017, for Ms. Satwant Shergill; and  
2. A full-time continuing teaching contract effective August 15, 2016, for Ms. Brittney Glinsbockel.  
Carried

Health and Safety Report, Darrell Lonsberry

- The Occupational Health and Safety investigator has closed our file and sent confirmation that we have complied with all the requirements and are currently in compliance with all their regulations.

Governance, Denise Kitagawa

- The Minister of Education, Minister Eggen, has visited Suzuki; Westmount and FFCA visits are pending.
- The Education Act is not being proclaimed this year, the School Act is still in effect for 2016/17 school year.

- The Alberta curriculum is being revamped.
- New requirements and reporting format for Annual Education Results Report (AERR) are out.
- New board members are needed in areas of: communications, facilities and legal.
- Becky Kalall, charter board consultant will be conducting sessions for charter school board directors: Oct 5, Jan 24, Mar 23 from 6:00-8:30 p.m. This will cost approx. \$900/board which includes 4 directors attending. The board expressed appreciation for the offering but are planning a similar session for the next Board retreat.

School Operations, Denise Kitagawa

- No report.

Leadership Team Report, Susan Chomistek, Darrell Lonsberry, Dr. Phil Butterfield and Scott Petronech

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

Communications, Wendy Baillie

- See communications plan in Appendix "B".
- Our relationship with external stakeholders is a priority.
- The communications plan is deliberately open, to provide a high level guidance to administration, to be there to support them as required.

Motion 75.15 by Tim Edwards,

THAT the Board approves:

THE terms of reference of the Communications Committee as amended and rescinds all other versions;

THE communications plan as presented by the Communications Committee;

THE appointment of Mr. David McKenzie to the Communications Committee; and

THAT the Board accepts Ms. Wendy Baillie's resignation, effective June 17, 2016, with profound regret.

Carried

Facilities, Tim Edwards,

- No report.
- The Facilities Committee wants to meet with administration prior to the end of June.

Research & Innovation, Dr. Norm Vaughan

- The Canadian Society for the Study of Education (CSSE) conference was held at the University of Calgary. Dr. Phil Butterfield, Ms. Brittney Glinsbockel, and Dr. Norm Vaughan presented. The Board was very appreciative of their outstanding efforts.
- A comprehensive Research and Innovation project, evaluate Fresh Grade, a student learning assessment tool, has been completed by Mr. Kevin Sonico and Ms. Deidre Bailey.

Motion, Denise Kitagawa,

THAT the Board accepts Dr. Norm Vaughan's resignation with profound regret.

Carried

External Collaboration, Dave Robinson

- No report.

Second Campus Committee, Mark Blake

- There was a review of the waitlist area map for Connect Charter School (approx. 1300 are on the current waitlist).

Motion 76.15 by Mark Blake

THAT the Board approves the terms of reference of the Second Campus Committee as amended.

Carried

School Council, Mark Blake

- The new school council includes: Ms. Jennifer Hittel as President, Ms. Sajida Faiyaz, and Ms. Susan Naylen Sorrell as Co-Vice Presidents, Mr. Michael Ireton, Treasurer, and Ms. Tamra Murray as Secretary.

Secretary Treasurer & Audit & Finance Committee Report, Myra Penberthy

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

Motion 77.15 by Dave Robinson

THAT the Board approves the terms of reference of the Audit & Finance Committee as amended and rescinds all other versions.

Carried

The meeting terminated at 8:05 pm

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Denise Kitagawa, Board Chair

## Appendix “A”

### Connect Charter School Superintendent/Leadership Team Report

#### Board of Directors Meeting – June 14, 2016

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

**Research Focus, Leadership, and Communication** are all integral parts of our Exemplary Learning, Teaching, and Leadership Frameworks. Dr. Phil Butterfield and Ms. Brittney Glinsbockel recently represented our school at the Canadian Society for the Study of Education (CSSE) conference at the University of Calgary. Phil had an opportunity to present the findings of his research exploring the impact of the mentor teacher/pre-service teacher relationships on experienced teachers. Brittney, two other teachers, and Dr. Norm Vaughn presented “The Journey of transition: Teacher candidate to first year teacher”. During the presentation, Ms. Glinsbockel focused on how the Mount Royal University program prepared her for her first year of teaching and drew upon personal experiences at Connect Charter School while addressing ideas around community, co-curricular involvement, placement and practicums, assessment, and professional learning plans. She was able to contribute to recommendations for the MRU Bachelor of Education Program as well as to the discussion of conditions that lead to success for new teachers.

**Outdoor and Environmental Education and Leadership** are descriptors in our Exemplary Learning, Teaching, and Leadership Frameworks. This is the third year for our **backpacking electives** courses. OE electives provide a natural extension to core outdoor education trips. We are very pleased with the increased student and teacher participation, especially among first time participants. The grades 4/5 Outdoor Education electives have been consistently oversubscribed all year, with over 50 students in all three terms. The focus at grade 4/5 is to build skills with regard to comfort in the outdoor environment, to build capacity in the students to be ready to learn outside through effective self-care, and to build upon their sense of wonder and appreciation for the outdoor world. For the grades 6 - 9 electives, over 150 students have participated in a wide variety of Outdoor Education courses. These courses range from Outdoor Survival, Back Country Cooking, Cycling, Fall, Winter, and Spring Backpacking, and Outdoor Leadership.

Final details for the fall trips are being made. The grade four students will be going to YMCA Camp Riveredge, hidden within Calgary’s river valley. The focus, as in the past, will be on an introduction to outdoor education focusing on outdoor learning, community building, developing self-care in the outdoors, and building the culture of mutual respect. The site has tee pees, places for a large campfire, a low ropes course, and potential access to the river. The grade five students will be going to the Owl Group Camp. In addition to the traditional outdoor and environmental activities, such as the night walk, the Animal Game, hiking, and campfire songs, the students will be working on the wetlands unit pond study unit and will test the water in the pond and complete Insect identification activities. Grades 6 and 7 will be going to Camp Sweet, Grade 8 will be doing the Rocky Mountain tour, and Grade 9 will be going to Bamfield.

Our staff and students take the descriptor of **Lifelong Learning** very seriously. Congratulations to Ms. Shashi Shergill who was granted her Master of Education degree in Education Context on June 7 from the University of Calgary.

**Leadership, Meaningful Curriculum Implementation, and Student Engagement** are three of the descriptors in our Exemplary Learning, Teaching, and Leadership Frameworks. We are very pleased with a new elective for the 2015/16 school year -

Agents of Change. Students in this elective participated in their trip to Winnipeg last month. The trip was extremely successful. Students engaged in the programming and exhibits at the Canadian Museum for Human Rights. They shared their insights and knowledge through ongoing debriefing sessions and reflective journaling throughout the trip. As this was the pilot year of this elective class, students provided teachers with feedback on the trip and the elective. Overwhelmingly, the feedback was positive. Some insights that students shared included feeling overwhelmed at the sheer magnitude of human rights violations that have occurred throughout modern history. It was an uplifting experience because the students felt that as individuals they could actually make a difference, and that they wanted to. Students recognized through critical analysis the patterns of behaviour and decision-making that in the past led to these atrocities, patterns that are being repeated even now in our world.

Another program that has been very positive for our students is Peer Mentoring. Due to the collaborative nature of our classrooms, we already adopt a number of peer assisted learning strategies at Connect. Peer mentoring is a more formal procedure for students receiving support and mentorship outside of the classroom setting. It is an instructional method that uses pairings of mostly stronger students to tutor students who require support, under teacher supervision. The Peer Mentoring program has been running for three years. The goals of the program are relationship building, mentorship and support, and school connectedness. We currently have eighty mentors from grades 7 – 9 working with and providing support to over eighty students in the school across grades 4-9. Our educational assistants, in particular, Ms. Leane Riley, role coordinate and supervise the program at the school. The program is administered and overseen by Shashi Shergill through her portfolio responsibilities.

## **2. Bouldering Wall Update**

The bouldering wall was a huge hit this year. The wall was used in two Physical Education units, the first in November and again in March. The November unit was an introduction to bouldering and bouldering games and the March unit focused on advanced movement skills and technique. The wall was also used for a Friday bouldering club. Looking ahead to the 2016-17 school year, we will continue to use the wall in bouldering specific PE units and are planning on incorporating the use of the wall in other PE units such as Mission Impossible, Obstacle Course Racing (OCR) unit, and potentially the Fire Fighter Games unit. The student feedback has been very positive and we are grateful to the Board for supporting this endeavour, to Mr. Neil for training the entire school, to the teachers for supporting the use of the wall, and to the students for their unbridled enthusiasm.

## **3. Registration**

Registration has gone very well this year. We are waiting for one parent to confirm attendance, but all of the other spots have been filled. We will have 616 students for the 2016/17 school year.

## **4. The Association of Alberta Public Charter Schools (TAAPCS)**

October 6/7, 2016 Regular Meeting (Calgary)

## **Appendix “B”**

### **CONNECT CHARTER SCHOOL 2016/17 Communications Plan**

#### **Preamble**

Connect Charter School Board and staff members are strongly committed to establishing and maintaining open, direct, information and formal communication processes with the school community and with external Stakeholders and partners.

Connect strives to build a stronger community profile and promote our success and collaboration as a charter school.

Producing a formal communications plan is identified as a key activity in the Connect Charter School Strategic Plan.

#### **Purpose**

- Outline communications objectives and priorities
- Create a clear and consistent message for the School
- Identify communications challenges
- Empower the School to maintain control over its reputation
- Ensure various audiences can access information quickly and easily
- Optimize use of the School’s communications resources
- Advance the School’s overall strategic plan

#### **2016/17 Objectives and Board Priorities**

- Refine existing communications plan to better support the promotion of the school as an active contributor to a collaborative network of schools with the shared goal of promoting exemplary learning, teaching and leadership
- Build on our distinct Connect brand in order to facilitate connections with partners
- Identify, engage, and develop external supporters and champions

## Appendix “C”

# Connect Charter School Society

Board Meeting

June 14, 2016

## Secretary Treasurer’s Report

### **Audit & Finance committee meeting**

The May 31, 2016 Connect Charter School Society financial statements were presented to the Audit & Finance Committee at our meeting on June 10, 2016. The financial reports showed a favorable cash position due to the receipt of student fees for the 2016/17 school year, however the payment for student laptops & iPads will reduce the balance in June. The net surplus is in a positive position and we are on track for a net breakeven for the year ended August 31, 2016.

During the meeting we also reviewed the terms of reference and made some minor amendments. The terms of reference are in the drop box for your review and to add to the committee folder in the drop box.

### **Budget 2016/17**

On our budget report the full time equivalent (FTE) count for uncertificated staff was missing so we resubmitted the report with the additional information. This includes: 2015/16 - 10.8 FTE and 2016/17 - 11 FTE.

### **Alberta Education Transportation Audit**

On May 26, 2016 we had an Alberta Education transportation audit which involved looking at the students who ride the bus and determining if any changes were required to the grant funding. Their main focus is to ensure that all students are over the walk limit of 2.4 km to qualify for funding. The Alberta Education grant is \$549/student bused. Mr. Rick Grebenstein, Senior Manager, Transportation, Alberta Education stated, “There are no funding adjustments as a result of this review. The student data in your application and in Edulog (our transportation software) is extremely accurate. Great job!” I would like to thank Ms. Margaret Mills and Ms. Nola Shewfelt who did an exceptional job keeping our transportation records accurate.

### **Secretary Treasurer’s meeting on June 6, 2016**

The secretary treasurer’s for charter schools met in the Connect collaboration room on June 6, 2016. We invited payroll staff to be involved and provide feedback regarding a presentation made by Morneau Shepell, our employee benefits broker on an administrative services only (ASO) plan for Extended Health Care benefits (which does not include the drug plan). Currently we are on an ASO plan for the dental portion of our plan and it has saved the school some money. The presentation was informative and well received. This is a new initiative that Sunlife will be offering and should we choose to go forward we would be the first schools to try out this new plan. We will be considering the option as a group.

Some of the other agenda items included:

- Westmount Canada Revenue Agency payroll audit
- RFP discussion regarding the charter schools waste management contract
- Bursary application process
- Budget 2016-17
- Alberta Education quarterly financial reporting

### **Saying Goodbye to our Principal**

I would like to thank Mr. Darrell Lonsberry for all his outstanding advice, support and intelligence. I will miss his sense of humour, analytical mind and humanitarian kindness. He has left a long legacy of fine achievements which will live on within Connect Charter School. I wish him well in his new role of principal in the Rockyview School Division and I know that he will do amazing work there.

### **Chair of the Communications committee**

Thank you to Ms. Wendy Baillie for all her hard work as Chair of the Communications committee. All her creative efforts including: the charter renewal, name and logo changes, communications plan, elevator speech and numerous occasions representing the Board are greatly appreciated. I will always remember how supportive and engaged she was in her role on the Board.

Respectfully submitted,

Myra Penberthy

Connect Charter School Society

Board Meeting

June 14, 2016