

**Minutes of  
Connect Charter School Society, Board of Directors Meeting #2  
November 22, 2016 at Connect Charter School**

**Board members present:** Denise Kitagawa (C), Dave Robinson (VC), Mark Blake, Susan Gaetz, Jennifer Hittel, Ron Koper, Roman Lohin, Christy Newson, Gavin Peat, Mackenzie Regent, Michelle Rousseau and Hyacinth Schaeffer.

**Board members absent:** Susan Boughs, Joni Carroll and Linda Trinh.

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

Board Chair Ms. Denise Kitagawa declared a quorum and called the meeting to order at 6:32 p.m.

Motion 23.16 by Susan Gaetz,  
THAT the November 22, 2016, Board agenda be approved.

Carried

Motion 24.16 by Jennifer Hittel,  
THAT the following are appointed as Officers for the 2016/17 year: Chair, Denise Kitagawa, Vice Chair, Dave Robinson, Chair of the Audit & Finance committee, Mackenzie Regent and Secretary Treasurer, Myra Penberthy

Carried

Motion 25.16 by Mackenzie Regent,  
THAT Grant Thornton LLP are appointed as auditors for the year ending August 31, 2017, as recommended by the Audit & Finance committee.

Carried

Motion 26.16 by Mark Blake,  
THAT the Board approve the amalgamation of the Facilities committee with the Second Campus committee to be called the Facilities Planning and Utilization committee and approve the terms of reference.

Carried

Motion 27.16 by Dave Robinson,  
THAT the following are appointed as members and chairs of the Board committees for the 2015/16 year:  
Governance, Denise Kitagawa (C), Susan Boughs, Ron Koper, Mackenzie Regent, Dave Robinson,  
Audit & Finance, Mackenzie Regent (C), Christy Newson, Gavin Peat and Linda Trinh,  
Facilities Planning & Utilization, Mark Blake (C), Joni Carroll, Roman Lohin, Gavin Peat and Mackenzie Regent  
Communications, Joni Carroll (C), Jennifer Hittel, Michelle Rousseau, Non-Board member: David McKenzie  
School Operations, Susan Gaetz (C), Roman Lohin,  
External Collaboration Dave Robinson (C), Gavin Peat, Hyacinth Schaeffer  
Non-Board members, Lori Wilhelm Einsporn, Debra Scott, Torbin Bech-Hansen  
Research & Innovation, Dave Robinson (C), Hyacinth Schaeffer  
Non-Board member, Dr. Kevin O'Connor

Carried

Motion 28.16 by Jennifer Hittel,  
THAT the Board approves the 2015-16 Annual Educations Results Report (AERR) and 3 year Education plan as presented.

Carried

There will be a short Board meeting on December 6<sup>th</sup> 6:00 start followed by new Board member orientation on that date.

Motion 29.16 by Mark Blake,  
  
THAT the Board approves the Enviroshred contract  
Carried

Motion 30.16 by Susan Gaetz,  
THAT the Board approves the amendments to Policy 1.04, 1.05 and 1.06.  
Carried

Motion 31.16 by Denise Kitagawa,  
THAT the Board revokes Motion 63.15 dated May 17, 2016.  
Carried

School Operations, Denise Kitagawa

- Minutes in Appendix "E".
- Ms. Kitagawa described the school operations committee which focuses on the policies of the Connect Charter School Society. The next year will be focused on Risk Management Policy, Social Media Policy and Admissions Policy,

Health and Safety Report, Phil Butterfield,

- School leadership team has been doing walkthroughs the school with an occupation health and safety focus.

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

- Ms. Susan Chomistek presented the Leadership Team Report in Appendix "A".

Governance, Denise Kitagawa

- The Governance committee did not meet.
- Next meeting will focus on planning for the February Strategic Advance.

Secretary Treasurer & Audit & Finance Committee Report, Myra Penberthy

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

External Collaboration & Research & Innovation, Dave Robinson

- No report.

School Council, Jennifer Hittel

- School council has a new bank changing from TD to Alberta Treasury Branch.
- The executive and a sub-committee are planning on changing the by-laws.
- The parent summit is being revised to 4 smaller parent workshops.

Facilities Planning & Utilization, Mark Blake & Tim Edwards.

- The committee met two weeks ago. They discussed the amalgamation of the two committees and the terms of reference.
- Capital projects as they related to the AERR were discussed.

Communications, Jennifer Hittel

- Minutes from the November 22, 2016 meeting will be in next month's meeting.

Meeting terminated at 8:12pm.

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Denise Kitagawa, Board Chair

## Appendix “A”

### Connect Charter School Superintendent/Leadership Team Report

#### Board of Directors Meeting- November 22, 2016

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

One of the descriptors within our Exemplary Learning, Teaching, and Leadership Frameworks is **Collaboration**, promoting and supporting a culture of collaboration in our school community and beyond. Werklund School of Education, Ever Active Schools, and the Faculty of Kinesiology identified key stakeholders whose interests align with a *vision that cultivates educated, informed and contributing members of society who are well in every sense of the word*. As such, I was invited to participate in a consultation to provide feedback and input on course content. The session was excellent, and I appreciated the leadership role that Gavin Peat played in this innovative initiative at the University of Calgary.

A further descriptor on the Exemplary Learning, Teaching, and Leadership Frameworks is **Lifelong Learning**. Congratulations are extended to Erin Coulliard-Piper and Jessica Kelly, who were granted Master of Education degrees from the University of Calgary. We are so proud of our staff for modeling lifelong learning for our students and the school community.

##### 2. National Award for Innovation in Geography Teaching

Greg Neil was recently honoured for winning one of Canada’s top medals in education, [the Innovation in Geography Teaching Award](#), for his exemplary contributions in fostering geographic engagement and increasing the geographic literacy of his students. Greg travelled to Ottawa on November 16 to receive the medal. He was interviewed by CBC radio, and I have attached the link.

<http://www.cbc.ca/news/canada/calgary/programs/homestretch/canadian-geographic-teaching-award-winner-greg-neil-1.3851022> We are very proud of Mr. Neil for this outstanding accomplishment!

##### 3. Education Plan and Annual Educational Results Report

The Education Plan and Annual Educational Results Report will be presented for approval at the November 22, 2016, meeting of the Board of Directors. It will then be posted on our website and shared with Alberta Education.

##### 4. College of Alberta School Superintendents’ Conference – November 3 - 4

Deputy Minister Curtis Clark spoke at the CASS Conference on November 4 and provided details into the future direction and key priorities for Alberta Education. Among the items he presented was information on the standards that have been developed for teachers, school leaders, and system leaders. These are now before the Minister, and it is anticipated they will be approved soon. A second information item was that the government is committed to funding renewable sources of energy and is supporting a program to have more solar panels in schools. An additional 45 million dollars has been earmarked for mental health and wellness in schools. The four pillars that the government has adopted are; People, Process, Profile, and Accountability. In a separate session, Deputy Minister Clark answered questions from superintendents. Among the questions was the passing of the Education Act. He said this was still in active discussion and was unfolding, and he expected some action to take place in the near future. With regards to budget, he said it was going to be a different fiscal conversation and the it would be a difficult year. Platform pieces would be funded and the priority for the government. Deputy Minister Clark’s presentations provided insight and direction and were very positive.

## 5. Thank You

We are very grateful to the following directors who have served on the Board for Connect Charter School:

- **Harold Lemieux** began as Board Chair in November of 2011. From the beginning of his time on the Board of Directors, his expertise in governance and law were of immeasurable benefit to Connect Charter School. An outstanding and professional leader, Harold's influence was far-reaching. Highly respected throughout the province by Alberta Education personnel, Harold's influence made a difference in major decisions that were made on behalf of the school. During TAAPCS meetings, Harold's wisdom and understanding of issues was greatly appreciated. He consistently championed our charter and challenged decisions that were contradictory to our mandate. His knowledge of charter schools and the important role they play in research, innovation, and outreach has contributed to a change in the language and focus during TAAPCS meetings. Harold has always been a very strong and very visible supporter of the school, and has championed the work of the staff and the students. His calm, professional, and wise demeanor sets a tone that is most admirable. For our leadership team, Harold's reasoned perspective consistently kept us focused on our mandate and what was truly important. We are going to miss Harold on our Connect team.
- **Wendy Baillie** has made significant contributions as a member of the Board of Directors of Connect Charter School. Her expertise on the Communications Committee was invaluable. Whether speaking to Ministers of Education or working with our school community, Wendy's informed and eloquent approach was most impressive. Wendy was a key member of the team who submitted the Connect Charter School Society application for charter renewal. As a result of the excellent work she did, the school was granted a 15 year charter. Using the same collaborative approach, Wendy engaged all stakeholders and worked tirelessly from the initial phase, throughout the process, to the final evaluation and assessment with the rebranding of the school. With her strengths in communication and leadership, Wendy very effectively managed this very complex undertaking in a positive way and was able to lead the change process in an inclusive and respectful manner. In addition to her work on the committee, Wendy's contributions at board meetings were much appreciated. Her balanced approach of seriousness for the subject while still maintaining a great sense of humour is missed. Wendy's commitment to our school lives on in the Baillie Family Scholarship, an enduring legacy.
- **David McKenzie's** wealth of background experiences has been invaluable to our Board. He brought to the role the important perspective of a parent, and he also contributed greatly to many other aspects of Board work. As a member of the Professional Assistance and Research and Innovation Committees, David supported the work of teachers and administrators as researchers and lifelong learners. Since the beginning of the Professional Assistance program, several teachers have completed Masters and Doctorate degrees. David's legal expertise and involvement in political advocacy were further benefits to our school. Frequently contacted for his opinions on legal matters or on the political scene, David could be counted on for a knowledgeable, thoughtful and reasoned approach. He used his experiences in law and as a parent to inform the decisions within our school. Supportive and enthusiastic of our students and staff, David has been an incredible asset, both on the Board and as a member of our school community. His insightful contributions to board and leadership discussions will be missed, but we hope David stays connected and continues to support our work on the Communications Committee as a non-director member!

- **Jeff Turner** filled many and varied roles on the Connect Board. His experiences as a teacher and as an exceptional principal within the Calgary Board of Education, as well as being a faculty member at the University of Calgary were very valued on the School Operations Committee and the External Collaboration Committee. Jeff had innovative ideas as to what teaching and learning *could* look like, and he worked both within the universities and at our school to bring some of these ideas to life. One of many examples was having students and teachers go to the university to share experiences and thoughts with pre-service teachers. These authentic experiences helped the students as they articulated the learning process, the teachers as they reflected on their practice, and the university students as they had authentic conversations with “real people”. In addition to this, we appreciated his wisdom and guidance on questions pertaining directly to the school operations. Jeff knew the practical implications of all decisions and he had a tremendous understanding of the School Act and relevant policies. We will miss Jeff’s enthusiasm and great knowledge!
- **Tim Edwards** has made a significant contribution as a member of the Board of Directors. Having previous responsibility for major decisions with Shell facilities all over Canada and experience and training as an engineer, Tim provided incredible knowledge and guidance and was a key reason for many of the major infrastructure projects at Connect Charter School. His passion for enhancing our school facility to improve learning has been incredibly impressive and effective in bringing about change. Specifically, his leadership as part of the Facilities Committee in managing the major renovation of the IAC, in receiving approval from Enmax for the installation of solar panels on the school roof, and participation in the Gen-E program was greatly appreciated. Tim has brought about some significant improvements to the learning climate in classrooms through the installation of windows, lighting upgrades, and solar tubes, and through other initiatives such as the development of the Collaboration Centre. Tim’s passion for providing a positive educational environment, for developing great learning spaces, and for advocating for all students in a practical, informed way has been very valuable and will be missed.
- Serving both as chair of the Audit and Finance Committee and a member of the Governance Committee, **Luana Comin-Sartor** worked tirelessly to support the school. We have benefited significantly from her extensive background in the corporate world and her accounting expertise. Luana has provided strong leadership as chair of the Audit and Finance committee and has been very effective in facilitating the involvement of the members of the board in adopting a budget and overseeing the financial operations of the school. As the accounting compliance requirements have changed, Luana has provided leadership with the transition. Her education and experience as a Chartered Accountant helped to guide our practice and to develop very strong procedures in many areas. Although communications was not a formal part of her responsibilities, Luana was brilliant with presentations and key messaging, and this made a great difference when communicating with the Minister of Education, with Alberta Education personnel, and within our school community. While her contributions in her formal roles on the Board were outstanding, Luana’s insights and assistance in informal but purposeful and strategic ways also made a significant difference.

## 6. Alberta Education and the Association of Alberta Public Charter Schools (TAAPCS) Meetings

January 20/21, 2017 - TAAPCS Regular Meeting – Red Deer

May 11/12, 2017 – TAAPCS Regular Meeting – Valhalla Charter School

Nov. 18, Feb. 24, Apr. 17, June 9 – Executive Advisory Council – Red Deer

**Connect Charter School Society  
Board Meeting  
November 22, 2016  
Secretary Treasurer’s Report**

**Draft Financial Statements**

The financial statements for October 31, 2016 were shared with the Audit & Finance Committee on November 16, 2016. The year-to-date results show a deficit of \$48,700. The impact of school startup is that expenses are higher in the first quarter of the year. We are predicting to be on budget for yearend.

**Audit**

The Audit & Finance committee met on October 27, 2016 to review the Audited Financial Statements and Report to the Audit & Finance committee from Grant Thornton. The meeting gave the Audit and Finance committee an opportunity to receive and provide feedback to our auditors and review their report. Our committee’s expertise was very evident in their interaction with our auditors.

**ASBOA**

I will be attending the Annual issues forum on December 1, 2016 for the Association of School Business Officials of Alberta in Edmonton. The Minister of Education and the Deputy Minister, Dr. Curtis Clarke will be presenting. We will all be participating in round table discussions and breakout sessions.

**Board members leaving**

I would like to thank all the board members who are leaving the board: Mr. Harold Lemieux, as Past Board Chair, Ms. Wendy Baillie as Vice Chair and Chair of the Communications committee, Mr. David McKenzie, Research & Innovation committee, Mr. Tim Edwards, Chair of the Facilities committee and Ms. Luana Comin Sartor, Chair of the Audit & Finance committee and Mr. Jeff Turner as member of the School Operations committee and Dr. Norm Vaughan as Chair of the Research & Innovation committee. You have all made outstanding contributions to the Board, have been willing to step up to the plate on numerous occasions and have exceeded the expectations of what the roles have dictated. Thank you for all the time and energy you have poured into your participation and duties.

Respectfully submitted,  
Myra Penberthy