

**Minutes of
Connect Charter School Society, Board of Directors Meeting
January 9, 2018, at Connect Charter School**

Board members present: *Dave Robinson (C), Roman Lohin (VC), Denise Kitagawa (PC), Susan Boughs, Joni Carroll (via Skype), Jennifer Hittel, Ron Koper, Mangesh Kumthekar, Christy Newson, Gavin Peat, Hyacinth Schaeffer and Linda Trinh*

Board members absent: *Dr. Kevin O'Connor, Mackenzie Regent, and Michelle Rousseau*

Guest: *Michelle Shaw Williams*

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

Allison Schultz, Agency Development Associate, from the Calgary Foundation on Sustainable Revenue Generation gave a very information presentation to the Board. Much was learned about fund development options available to non-profit and charitable organizations.

Board Chair Mr. Dave Robinson declared a quorum and called the meeting to order at 7:04 p.m.

Mr. Dave Robinson asked the Directors if there were any conflicts of interest. None were declared.

Motion 35.17 by Denise Kitagawa,
THAT the January 9, 2018, Board meeting agenda be approved as amended.
Carried

Motion 36.17 by Jennifer Hittel,
THAT the December 12, 2017, Board of Directors meeting minutes be approved as amended.
Carried

Motion 37.17 by Christy Newson,
THAT the November 30, 2017, Quarterly Financial Statements be approved.
Carried

Motion 38.17 by Christy Newson,
THAT the Board approves the Audit & Finance committee Terms of Reference and rescinds all previous versions.
Carried

Mr. Ron Koper facilitated a discussion for the January 26th and 27th Connect Charter School Board Advance. The Board was very impressed with the amount of work and thought the committee put into the process. There were assigned reflective tasks for the Board members to consider prior to attending the advance.

Leadership Team Report. Susan Chomistek, Dr. Phil Butterfield, Shashi Shergill and Dr. Chris Hooper

- See Appendix "A"
- The Peace Festival was a great celebration, and the grade nine students and staff were commended for their efforts in planning. Four classrooms have been built in Nepal because of the generosity of the Connect school community over the last several years.

Occupational Health & Safety Report, Susan Chomistek

- See Appendix “B”
- Compliance to the audit report is almost complete.
- Phil Butterfield updated on the water damage and repairs to Connect Charter School, due to pipes freezing and the sprinklers bursting. The repairs in the Band and Science lab classrooms and hallway are underway.

Secretary Treasurer & Audit & Finance Committee Report, Myra Penberthy

- Appendix “C” and Appendix “D”

Governance, Dave Robinson

- Governance Committee meeting is on January 10, 2018.

Health, Safety, Environment and Security, Roman Lohin

- No report

External Collaboration & Research & Innovation, Dave Robins

- A University of Calgary meeting on January 12 is planned, with Hyacinth Schaeffer, Dr Phil Butterfield, Dr. Lindsay Reid, and Dr. Nancy Chick from the University of Calgary. Both Dr. Reid (Vice Provost, Teaching and Learning) and Dr. Chick (Director, Taylor Institute for Teaching and Learning) are interested in discussing possible research collaboration with Connect with the focus on improving and enhancing teaching and learning.
- The committee is exploring other opportunities with the University of Calgary.

School Council, Jennifer Hittel

- Coffee with Council will be a regularly scheduled event to promote communication and interaction between parents and council.

School Operations, Roman Lohin

- The first meeting with the new committee was on December 18, 2017.
- The committee minutes are in appendix “E”
- Priorities were set for a 3 year review of policies
- Employee Relations were updated for the procedures to comply with new legislation.

Facilities Planning & Utilization,

- No Report

Communications, Joni Carroll

- Communications intern Sydney Fairfield from Mount Royal University has started at Connect Charter School. She will be archiving EXPO activities, interviewing students and parents on EXPO experiences, and working on the project “Partners in Place – Building Communities through Experiential Education”.

Fund Development, Ron Koper

- The next meeting will be Thursday Jan 11, 2018.

TAAPCS, Ron Koper

- Fees for the 2018/19 year will be discussed by the Board of Governors at a special meeting on February 8, 2018.

- Ron updated the Board on the valuable meeting he attended as Chair of the Board of Governors of TAAPCS with the Minister of Education.
- Ian Gray is working on the Communications rollout.

Motion 39.17 by Denise Kitagawa

THAT the Board move in camera

Carried

Motion 40.17 by Denise Kitagawa

THAT the Board move out of camera

Carried

The meeting terminated at 8:45 pm.

Dave Robinson, Board Chair

Appendix “A”

Connect Charter School Superintendent/Leadership Team Report

Board of Directors Meeting - January 9, 2018

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

Two descriptors in our Exemplary Teaching, Learning and Leadership Frameworks are **Meaningful Curriculum Implementation** and **Student Wellness**. During November, our grades six and seven students participated in aquatic activities at Repsol Sports Centre. This is a part of the *Activities in Alternative Environments* portion of the physical education curriculum. In the new year, grades four and five students will participate in the *Swim to Survive* program. The purpose of this aquatics programs is to increase the comfort of students in water and to educate students to address the concerning statistic of an increased rate of incidents of drowning in Canada. The grades eight and nine students will be participating in the aquatics unit in May. An added feature to the grades eight and nine program is they will be cycling to their aquatic experience so they develop skills and confidence when they access community programs on their own.

During Peace Festival, the Phys. Ed. students participated in a variety of games from around the world. The inspiration for this unit began with Inuit games, then expanded to Arctic games, and, finally, games from many cultures were added. Connect Charter students have even created their own games which are now featured in this unit.

Two descriptors in our Exemplary Learning, Teaching and Leadership Frameworks are **Lifelong Learning** and **Parents as Partners**. The second of four Parent Summits will be held on January 24. Constable Carter Duchesney from the Calgary Policy Service will be speaking on Social Media and Cyberbullying. Board members are welcome to attend any of these very valuable learning opportunities.

2. Peace Festival

We ended 2017 at Connect with our Peace Festival. The *Speaker Series* presentations during the week touched on the themes of resilience, peace, human rights, STEM (science, technology, engineering, math), and reconciliation and allowed students time to discuss important topics and ways in which they could get involved in their communities and make a difference. The activities were related to our theme for the Peace Festival, *We Are This Place*. This year we raised \$3000 for Medical Mercy Canada. Four classrooms in Nepal have been built because of the generosity of our school community supporting Medical Mercy Canada over the last few years. Karen Cuthbertson presented a framed photograph to our school in appreciation of this support. In addition to all of these activities, we collected 2500 pounds of food and raised \$1500 for the Calgary Food Bank, \$354 was raised by the AARCS (Alberta Animal Rescue Crew Society) Club, and the grade seven students raised \$945 for Mustard Seed, which will feed 268 adults this winter. We are so proud of our students, parents, and school community for their generosity of spirit.

3. Baillie Family Scholarship

Two former alumni of our school were awarded a **Baillie Family Scholarship** this year. Madeline Keough is currently attending Queen’s University and is in her second year of a dual degree program to earn a Bachelor of Education degree and a Bachelor of Science degree majoring in Chemistry. Katie Pegg is also a second-year student at Queen’s University completing a Bachelor of Education degree concurrent with a Bachelor of Science degree majoring in Mathematics. In their applications, both spoke of their commitment to using an inquiry based approach in their teaching and also of their gratitude for the strong educational program they received while students at Calgary Science School. We are very grateful to the Baillie family for their great generosity and are proud of Madeline and Katie for their accomplishments!

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

TAAPCS EAC Meetings: Meeting with Deputy Minister Curtis Clarke, January 11, (postponed to April)

Regular meetings January 12, 2018; April 13, 2018; June 15, 2018

TAAPCS Spring Meeting: May 4/5, 2018

Appendix “B”

Connect Charter School - January OHS Report		
Criteria	Description	Response/Status
External Impacts/Updates	Nothing to report	
Risk Management	Nothing to report	
Safety	Snow and ice	Increased sanding and snow removal
Health	Anticipating changes to OHS and WCB legislation	Respond when more information is forwarded. Possible policy changes.
Security	Nothing to report	
Emergency Preparedness	Following school policies and procedures	
Litigation or potential issues against the organization	Nothing to report	
Compliance to Audit Reports	Continuing to develop procedures and processes for Safety Audit	60 addressed (December - 55) 13 in process (December - 17) 0 to be addressed (December - 1)
Trends	Nothing to report	

Connect Charter School Society
Board Meeting
January 9, 2018
Secretary Treasurer’s Report

Audit & Finance Committee

The Audit & Finance committee met on December 21, 2018 and welcomed new committee member Mangesh Kumthekar. They reviewed the terms of reference; set meeting dates for the next 3 meetings, reviewed the quarterly financial statements for November 30, 2017, and planned for upcoming meeting agenda items. The minutes of the meeting are included in the drop box as well.

Alberta School Business Officials Association (ASBOA)

PRESIDENTS UPDATE

The Association was invited to send 2 representatives (President and Vice-President) to attend a pre-budget meeting with other stakeholders, the Minister of Education and the Minister of Finance. I wanted to take this opportunity to share some of the discussions from that meeting.

In our comments to Minister Eggen and Minister Ceci last week, we presented the following key messages:

- Advocate for the resurrection of the Saskatchewan MP’s private member bill excluding School Authorities from GST to reduce costs.
- Advocate for an exemption from municipal utility franchise fees for school authority operated facilities to reduce costs.
- Highlight that the IMR restrictions, may have unintended consequences on current tuition agreements which are based on total expenditures, and exclude capital
- Highlight the importance of integrating the nutrition program with existing community based programs, combined with outcomes based on socio-economic data.
- Highlight that all funding is important, however to meet fiscal reality and student population shifts around the province, Divisions require the flexibility to align with provincial priorities; meet local needs, and an opportunity to discuss extraordinary circumstances.

Also in our meeting with the Ministers, a clarification was made about the Deputy Ministers message on discretionary spending. The message was to convey the departments’ response to achieve cost savings, not a direction to school authorities.

Going forward my challenge to you as members is to help each other with the constraints imposed: share your examples, experiences and processes at zone meetings. Explore opportunities with your colleagues that don’t yet exist. Share with your Superintendent and Trustees your need for additional resources based on what you need to change in order to meet those requirements, grounded in best practices, and ensure that we continue to support students in the classroom....

Edward Latka, ASBOA President

Respectfully submitted,
Myra Penberthy

Appendix “D”

Audit and Finance Committee Meeting

December 21, 2017 7:30 am – 9:05 am

Attendees: Mackenzie Regent (via teleconference), Mangesh Kumthekar, Christy Newson, Gavin Peat, Susan Chomistek, Dr. Phil Butterfield, and Myra Penberthy

The agenda was reviewed and approved.

The minutes from the November 14, 2017 Audit & Finance committee meeting were approved.

Review Terms of Reference of the Audit & Finance Committee

- Four Changes were reviewed and discussed.
- A black line version of the Terms of reference will be provided to the committee for clarification.
- Once the committee has reviewed the black line version and is comfortable with the changes, the terms of reference will be presented to the Board for approval.

Set Meeting Dates

- The committee set up tentative dates for the next three months.
- February 6, 2018 7:30am
- March 8, 2018 7:30am
- April 24, 2018 7:30am
- Myra to send out invitations to committee members for those dates

Review of November 30, 2017 Quarterly Financial Statements

- The Audit and Finance committee reviewed and approved the quarterly financial statements.
- In the review, the **absence** of a large variance, with the new EXPO program, was noted.
- Although there are Public Sector Accounting Standard changes effective in the coming year, we do not need to change our systems to obtain the information required to implement the changes. The changes will mainly affect disclosures in the notes to the audited financial statements.

Next Meeting Agenda Items

- GIC investments and other options for obtaining the optimal rate of return
- Risk review and Insurance
- Policies to review:
 - 3.01 Fees
 - 3.02 Fiscal Management and Appendix 1
 - 3.03 Budget
 - 3.05 Fundraising

Prepared by,
Myra Penberthy

Appendix “E”

Connect Charter School Operations Committee Meeting Minutes

Date: December 18, 2017

Location: Collabrium

Attendees: Roman Lohin (Chair), Denise Kitagawa, Susan Chomistek, Myra Penberthy, Phil Butterfield, Gail Stevenson, Brittney Glinsbockel

Absent: Linda Trinh

The meeting commenced at 9:00 am

1. The agenda was reviewed and approved
2. The October 2nd, 2017, School Operations Committee (SOC) meeting minutes were reviewed and approved
3. The committee reviewed Policy 1.03 Policy Development and it remains unchanged. The committee reviewed the Terms of Reference. Changes may be required to paragraphs 2, 10 and 11 depending on the final *Policy Update Matrix*. The matrix will be balanced to spread out the update workload for the current and future years. In addition, paragraph 6 will be updated to reflect a “minimum” of two directors (not a maximum of two) are appointed annually.
4. The *Policy Update Matrix* was reviewed. There are 42 policies that will require review. Fourteen will require annual review based on a three year review cycle. Twenty nine policies require 2018 review due to last review dates, Administration’s request on priority policies and legislative requirements. A separate meeting with Roman, Denise and Susan will be conducted to balance the workload for the current and future years. The 2018 reviews will primarily address Administration’s request on priority policies and legislative requirements. Reviews by other Committees are required due to the legislative requirements and moving the work to the best suited subject matter Committee. The Respective Appendix associated with a Policy will be reviewed at the same time as the policy. Appendix 4 *Exemplary Teaching and Learning* will be reviewed in 2018 to assign content to the appropriate policy.
5. The committee reviewed Old Business items:
 - a. Policy 1.07 Petitions was placed in *Abeyance*. The policy is not required as the “Draft” Education Act will not be proclaimed. The policy will remain in the event it is required in the future.
 - b. Social Media policy has been numbered 4.10 & will be in School Operations/Policy Manual 2018
6. There were no New Policies identified for development at this time.
7. Existing Policy Updates:
 - a. Policy 4.01 Employee Relations was reviewed and updated in response to the associated January 1, 2018 Legislative change. As procedures only were updated, the policy will be presented as information at the January 9, 2018 Board meeting.
 - b. Policy 6.08 Student Conduct will be reviewed in 2018.
8. No Other business was identified for discussion.

Actions:

- a. Update ToR as required post approval of the final *Policy Update Matrix – School Operations Committee*
- b. Susan to provide options for the next School Operations Committee meeting in January 2018
- c. Roman to provide options for a matrix workload balance meeting.

The meeting terminated at 12:30 pm