

**SUZUKI CHARTER SCHOOL SOCIETY  
SCHOOL BOARD MEETING MINUTES**

**Learning Commons**

**Thursday January 16, 2020**

**6:00 P.M.**

**Present:** Treena Gish, Frank Doruiter, Jen Garrison, Nicole Palmer, James Garrison, Ehsanul Haque, Tara Beland and Eric Taub.

**Administration:** Lynne Paradis and Heather Christison

**Observers:** Danielle and Conrad Garden

1. Call to order at 6:02 p.m. by Vice Chair Palmer.
2. Approval of agenda.

**Motion: 20:01** Moved by Frank Doruiter that the Board approve the agenda as circulated.  
**APPROVED**

3. Approval of the minutes from the December 11, 2019 Board meeting.

**Motion: 20:02** Moved by Treena Gish that the Board approve the minutes from the December 11, 2019 board meeting as circulated.  
**APPROVED**

4. Book Study – Trust by David Johnston  
As part of the board professional development plan, the board is engaged in a book study. The first third of the book was discussed by the board, see attached guide, with Director Doruiter leading the conversation. Director Beland will lead the discussion next month.
5. Reports
  - Board Chair - no report
  - Superintendent – see attached
  - Secretary Treasurer – see attached

**Motion: 20:03** Moved by Eric Taub that the Board accepts the Superintendent and Secretary Treasurer reports as presented.  
**APPROVED**

6. Junior High.  
Superintendent Paradis provided the board with the most current junior high student registration numbers. Director Jen Garrison did a phone survey of the grade six students seeking information regarding the junior high program.



Director Jen Garrison was able to speak to forty-three (43) of the forty-six students' parents. Parents voiced their concerns and confusion about details for the junior high program. The reoccurring questions from parents involved details on the facility, extra circular (sports groups, music lessons and academic challenge).

**Motion: 20:04 Moved by Jen Garrison that given the results of the phone survey with parents of grade six students, the deadline for registering for grade seven for September 2020 has been extended. Further, an information evening regarding grade seven will be held at the school on January 30, 2019.**

**APPROVED**

7. Administrative Procedures. – Attached

Administrative procedures fall within the responsibilities of the Superintendent of schools and are provided to the board as information. The administrative procedures are the guidelines for the day to day operations of the school. From time to time the administration will update the administrative procedures due to changes required by Alberta Education or as part of internal monitoring by administration.

Attached are six administrative procedures that have been changed and are provided for the board's information. Dr. Paradis will answer any questions the board members may have.

8. Document Discovery: Access Copyright's Counterclaim. The school received direction from the Deputy Minister on November 25, 2019 requiring schools to participate in a limited discovery process that required searching for records relevant to litigation between the Federal Court of Canada and all the Ministries of Education (except in B.C. and Quebec) on the issue of copyright in schools. There was debate whether Charter Schools were to be included or not as Boards. The final decision was that Suzuki Charter School did have to comply with the request. Records had to be supplied pertaining to copyright practices backdated to 2013. All pertinent documents were submitted December 18, 2019. The Superintendent will provide answers to any questions regarding the class action litigation.

9. School Calendar. See attached

Approval of the school calendar is the responsibility of the SCSS board. Typically, SCSS aligns the beginning of the school year and the Winter Break with Edmonton Public Schools Boards (EPSB) dates and would bring to the board a calendar for a two-year period for consideration. Currently EPSB does not have a 2021-2022 calendar approved. When EPSB approves a 2021-2022 calendar, Senior Admin will develop a draft calendar for 2021-2022 and bring it to the board for consideration.

Senior Admin is providing the board with two options for the board's consideration.

**Motion: 20:05 Moved by Frank Doruiter that board approve the draft 2020-2021 version #2 calendar.**

**APPROVED**



10. School Support Staff Position.

In December 2019 one of the school's support staff resigned their position. The school administration has conducted interviews and has provided a recommendation to the Superintendent to fill the position for the remainder of the school year. Superintendent Paradis will provide the board with details.

**Motion: 20:06 Moved by Ehsanul Haque that the board approve the personnel recommendation by the Superintendent and offer candidate #1 the position of school support staff until June 26, 2020.**

**APPROVED**

11. Board and Superintendent Annual Evaluation.

As stipulated in the board policies, the Human Resources committee has drafted a plan for the evaluations to the board for discussion.

**Motion: 20:07 Moved by James Garrison that the board approve the plan for the annual evaluation of the board and Superintendent as presented by the Human Resources Committee.**

**APPROVED**

12. Educational Research Project. – no updates

13. The Association of Alberta Public Charter School (TAAPCS).

No updates

14. Board Work Plan - attached

15. Correspondence – see attached

16. In camera

17. Adjournment at 8:15 p.m.

Approved February 13, 2020

Signature of Vice Chair Nicole Palmer



Signature of Secretary Treasurer Heather Christison

