

board highlights

Board of Directors Meeting | October 2, 2024

2023-2024 Audited Financial Report

- Metrix Group Manager Stephen Webber presented a clean audit, highlighting that all controls and processes were sufficient, with no weaknesses or issues.
- It was recommended that CASS consider allocating its unrestricted surplus to new reserves or increasing existing ones.
- With concerns about CASS’ reliance on a single grant and emphasizing the need to prepare for potential funding shortfalls, the operational reserve was increased to cover 3-6 months of operations and setting aside specific reserves for course development.
- The balances in the CASS Reserve Accounts as of July 1, 2024 are as follows:

Internally Restricted Legal Reserve	\$100,000
Internally Restricted Operating Reserve	\$200,000
Future Educational Support Reserve	\$200,000
Unrestricted Reserve	<u>\$391,639</u>
Total	\$891,639
- The audit will be presented at the November AGM and posted in the Member Portal.

2024-2025 Final Budget Presentation and Reserve Allocations

- The budget reflects an accurate year-end fiscal position and clearer revenue and expenditure patterns.
- It maintains a focus on transparency, aligning costs with similar organizations, addressing the expanded administrative scope of the College, supporting members' professional growth, and projecting a balanced budget.
- A minor increase in office supply expenditure is offset by revenue from new memberships.
- As reflected above, increasing the internally restricted reserve would address CASS' growing commitments, while also ensuring funds for future course development and potential certification programs.
- The final approved budget will be presented to membership at the November AGM.

Finalizing of the 2024-2025 Strategic Planning

- At its September Planning Meeting, the Board completed its contributions to CASS’ revised strategic plan, developed with Incite Communications.
- Final approval of the strategic plan will be done at the November Board Meeting.
- A significant next step is the presentation of the plan to membership at the AGM and the development of an external-facing strategic plan for public sharing.

2023-2024 Conditional Grant Final Report

- The report was submitted to the Ministry on October 4, 2024.

CASS BOARD OF DIRECTORS 2024/25



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Michael McMann
1st Vice President



Dr. Reagan Weeks
2nd Vice President / Zone 6 Director



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Jonathan Kaiswatum
First Nations (Treaty 7) Director



Brigitte Kropielnicki
Francophone Director

- This report provided a detailed commentary about the 100% completion of the work done on each of the seven deliverables.
- It is important to highlight that at least 100 regulated members actively contributed to achieving the grant deliverables.
- The Board expressed appreciation to CASS Principal Leadership Consultant Dr. Gloria Antifaiff for her leadership in the achievement of the grant deliverables and her attention to how the funding has been efficiently expended.

CASS Fall Conference Update and Annual General Meeting Agenda

- The Fall Conference registration opened on September 27 with the full program now available online.
- At its September meeting, the Board approved the 2024-2025 conference structure, featuring new elements like hybrid CEP courses, a Communities of Practice (CoP) Pilot, APLC series, and learning labs.
- Due to time constraints, CASS Principal Leadership Consultant Dr. Gloria Antifaiff reviewed session proposals, ensuring a balance of competencies and themes for the conference. Key topics include AI, workforce research, and mental health.
- The CASS Annual General Meeting will cover topics like financials, the strategic plan, and board introductions, with a Zoom option for non-attendees. Additional agenda topics are due to be submitted on October 18th to be included.

Advocacy on CASS' Curriculum Engagement

- The Ministry was receptive to CASS' feedback about its limited role in the last curriculum revision, agreeing that CASS could provide more specific insights in future processes.
- There is a strong need for curriculum guides that better support teachers with mapped resources and assessments.
- The Alberta Professional Learning Consortium's Curriculum Planning and Assessment Resources (CPARs) were well-received, but expansion is currently limited due to the enhanced costs of developing these resources.
- The possibility of a conditional grant to support this work will be explored.

Grow Your Own Teacher Recruitment and Certification White Paper

- Back in June, the Board engaged with the Ministry to explore ways to expedite teacher recruitment and certification, including a proposal to establish Grow Your Own (GYO) Degree Certification programs.
- Supported by academic research, CASS submitted a case to Alberta Education, highlighting best practices for increasing the teacher supply while maintaining high standards.
- At the Ministry's request, CASS developed a white paper, drawing on research conducted by Dr. Gloria Antifaiff.
- The project was funded through a \$15,000 reallocation from an existing government grant.
- CASS will continue to explore partnerships and communicate updates to the membership, and as necessary, the Ministry, to advance this initiative.
- Acknowledgement is given to Dr. Gloria Antifaiff for leading this work and to M. McMann for his active participation in the case study.

Committee Appointments - Continuing Education Program Committee

This adhoc committee will be tasked with the responsibility of providing advice on the design of the CEP, gathering feedback from members, and advising the Governance and Nominating Committee (GNC) on continuing education matters. The committee members are:

- Vincent Behm - GNC Member and Committee Chair
- Jonathan Kaiswatum - First Nations Director
- Kim Frykas - Zone 1 Representative
- Shauna Boyce - Zone 2/3 Representative
- Dr. Ryan Sawula - Zone 4 Representative

- Dr. Chris Fuzessy - Zone 5 Representative
- Terri Lynn Duncan - Zone 6 Representative
- Wesley Oginski - Charter Schools Representative

Committee Appointments - Conference Planning Committee

The committee will play a key role in advising on the programming for CASS' Annual and Summer conferences, ensuring these events build system education leaders' capacity and align with the CEP's objectives. The newly appointed members are:

- Jonathan Kaiswatum - First Nations Director
- Corinne Kruse - Zone 1 Representative
- Peter Barron - Zone 2/3 Representative
- Jodi Smith - Zone 4 Representative
- Dr. Andrea Holowka - Zone 5 Representative
- Robbie Charlebois - Zone 6 Representative