



BOARD OF TRUSTEES REGULAR MEETING

Greater St. Albert Roman Catholic Separate School District No. 734
District Office

6 St. Vital Ave., St. Albert, AB T8N 1K2 | Phone: 780-459-7711

AGENDA

Monday, February 22, 2016 | 6:30 p.m. - Call to Order
7:30 P.M. – Public Meeting

1. **Call to Order:** Noreen Radford
2. **In-Camera**
3. **Out-of-Camera at 7:30 p.m.**
4. **Opening Prayer:** René Tremblay
5. **Approval of Agenda**
6. **Presentation Delegation:**
 - 6.1 Thought Exchange Update via Teleconference (7:40 pm)
7. **Approval of Minutes & Summaries**
 - 7.1 Regular Board Meeting Minutes of February 8, 2016 Attached
8. **Approval of Committee & Event Reports from Advocacy Committee Meetings**
No reports
9. **Good News (Communication & Community Relations)** Attached
10. **Questions from the Public**
(Questions are submitted in writing on the Thursday prior to meeting. Information and the form can be found on the District website located on the District website at <http://bit.ly/1SLTFSh>.)
No questions at this time
11. **Consent Items**
(The Chair will ask for a motion to receive and to approve all recommendations contained therein. Prior to approving the motion, any trustee may request the status of a consent item be changed to an action item.)
 - 11.1 Policy 7 –Board Operations: Meeting Start Time Amendment (Schlag) Attached
 - 11.2 Policy 11 – Delegation of Authority (Keohane) Attached
12. **Action Items**
 - 12.1 New St. Albert and Morinville School Names (Keohane) Attached
 - 12.2 Board Evaluation Report (Radford) Attached

13. New Business

- | | | |
|------|---|----------|
| 13.1 | Change of Format for BELRA presentations (Radford) | Attached |
| 13.2 | Agenda Package for Regular Board Meetings (Radford) | Attached |
| 13.3 | Tracking System for Motions and Requests for Information (Radford) | Attached |
| 13.4 | Construction of Options for Policy 19: Recruitment and Selection of Personnel (Radford) | Attached |

14. Information Items

- | | | |
|--------|--|----------|
| 14.1 | Report from the Chair | |
| 14.1.1 | Correspondence | Attached |
| 14.1.2 | Other Items | |
| 14.2 | Report from the Superintendent | |
| 14.2.1 | Trustee Request for Information | |
| | • We Day Costs (Quick) | Attached |
| 14.2.2 | Organizational Management | |
| | • Transportation Overview (Schlag) | Attached |
| | • Student Enrolment Update (McGuinness) | Attached |
| | • Staffing Update (McGuinness) | Attached |
| 14.2.3 | Fiscal Responsibility | |
| | • St. Albert Catholic High School Modernization Update (Schlag) | Attached |
| 14.2.4 | Faith Leadership | |
| | • Parish Partnerships in St. Albert Legal and Morinville (Quick) | Attached |

15. Board Commitments

Attached

16. Clarification Period for Public & Media

(Related to agenda items, only as deliberated)

17. Trustee Request for Information

18. In-Camera *(if applicable)*

19. Out-of-Camera *(if applicable)*

20. Closing Prayer: René Tremblay

21. Adjournment



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 7.1

Regular Board Meeting Minutes of February 8, 2016

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on February 8, 2016 as circulated/as circulated and amended.

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF
GREATER ST. ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 734
HELD on MONDAY, February 8, 2016, 6:30 P.M.
District Office, 6 St. Vital Avenue,
St. Albert, AB**

MEMBERS PRESENT Trustees Crockett, McEvoy, Proulx, Radford, Shaw, and Tremblay

ADMINISTRATION PRESENT
D. Keohane, superintendent, D. Quick, assistant superintendent, D. Schlag, secretary-treasurer

ADMINISTRATION ABSENT
S. McGuinness, assistant superintendent.

CALL TO ORDER Trustee Radford called the meeting to order at 6:32 p.m.

IN CAMERA

129/16 Trustee Crockett: THAT the Board of Trustees move In Camera at 6:32 p.m.
CARRIED (6/6)

OUT OF CAMERA

130/16 Trustee Tremblay: THAT the Board of Trustees move Out of Camera at 7:32 p.m.
CARRIED (6/6)

OPENING PRAYER Trustee McEvoy offered the Opening Prayer

APPROVAL OF AGENDA

131/16 Trustee Tremblay: THAT the Board of Trustees approve the agenda as presented.
CARRIED (6/6)

PRESENTATIONS None

APPROVAL OF MINUTES & SUMMARIES

132/16 Trustee Crockett: THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on January 25, 2016 as amended with the correction to motion 127/16 to reflect the action as "Out of Camera."
CARRIED (6/6)

APPROVAL OF ADVOCACY MEETING SUMMARIES

133/16 Trustee Shaw: THAT the Board of Trustees approve the summary of the Board Advocacy Committee meeting held on February 1, 2016 as circulated.
CARRIED (6/6)

COMMITTEE AND EVENT REPORTS

134/16 **Trustee Shaw:** **THAT** the Board of Trustees approve the committee reports from the Board Advocacy Committee meeting held on February 1, 2016 as follows:

- 8.1 Alberta School Boards Association (Crockett)
- 8.2 Alberta Catholic School Trustees Association (Shaw)
- 8.3 Surviving the Storm Lecture (Radford)

CARRIED (6/6)

GOOD NEWS **Trustee Radford** shared the Good News Report.

QUESTIONS FROM THE PUBLIC
None

CONSENT ITEMS
Review of Board Policy 13 – Appeals and Hearings Regarding Student Matters (Keohane)

135/16 **Trustee Shaw:** **THAT** the Board of Trustees approve the review of Board Policy 13 – Appeals and Hearings Regarding Student Matters with no change.

CARRIED (6/6)

ACTION ITEMS
Shaping Our Future Implementation Plan

Trustee Radford reminded the Board that a motion is currently on the floor from the previous meeting and is open for discussion.

136/16 **Trustee McEvoy:** **THAT** the Board of Trustees approve the Shaping Our Future Implementation Plan and anticipated cost implications as presented.

CARRIED (6/6)

By-election

Secretary-treasurer Schlag updated the Board on options available regarding the by-election, indicating based on the tie vote from the previous meeting there will be a by-election. No direction has been provided for timing or plans for a by-election. If the Board wishes to proceed, then direction will be required. Alternatively, the motion from January 25, 2016 could be rescinded and a second motion made to confirm the seat would remain vacant. The Board discussed the options presented.

137/16 **Trustee Crockett:** **THAT** the Board of Trustees direct the secretary-treasurer to explore and confirm plans for a by-election, further to the defeated motion on January 25, 2016, to arrive at an optimal by-election date in 2016 and report back to the Board as soon as possible, but no later than March 21, 2016.

CARRIED (6/6)

NEW BUSINESS **Start Time for Regular Board Meetings**

Trustee Proulx raised options for hosting daytime meetings for all Regular Board meetings, not including Advocacy Meetings.

Trustee Proulx introduced the motion that the Board of Trustees amend the start time of March 21st meeting and the six remaining 2015-2016 Monday Regular Meeting dates to 2:00 PM for In Camera and 3:30 PM for Public access, with a half hour recess between the In Camera and Public meeting with a light supper provided.

During discussion, **Trustee McEvoy** requested a friendly amendment to remove the provision of a supper. Amended motion (remove “with a supper provided”). Trustee Proulx accepted that friendly amendment and further modified her motion to remove the reference to a half hour recess.

138/16

Trustee Proulx: **THAT** the Board of Trustees amend the start time of March 21st meeting and the six remaining 2015-2016 Monday Regular Meeting dates to 2:00 PM for In Camera and 3:30 PM for Public access.

CARRIED (6/6)

INFORMATION ITEMS

Report from the Chair

Trustee Radford shared correspondence received Minister Eggen in response to the Board’s TEBA submission. Trustee Radford indicated the Wild Rose Party has requested the District’s participation in a discussion around how Greater St. Albert Catholic Schools addresses Inclusion and the cost to provide this support.

Trustee Radford mentioned that data is available regarding traffic patterns in school zone areas in Morinville and ticketing patterns. A report was shared with the Board (attached).

Report from the Superintendent

Response to Trustee Request for Information

Assistant Superintendent Quick provided a summary on the myPass self-service Student Record System.

Faith Leadership Report

Assistant superintendent Quick shared a summary report on the Faith and Spiritual initiatives across the District including staff and student faith formation. It was highlighted that the opening Blueprints event in August will be held in Morinville this year. A request was made to ensure the report is posted to the website and shared with the community.

Policy

Superintendent Keohane advised the Board that due to changes in the Guide to Education, Board Policy 11 – Delegation of Authority will need to be amended, which will come before the Board on March 21, 2016.

139/16

Trustee Proulx: **THAT** the Board of Trustees receive the Superintendents Report as information.

CARRIED (6/6)

BOARD COMMITMENTS

140/16

Trustee McEvoy: **THAT** the Board of Trustees approve the Board Commitments as presented and updated at this meeting.

CARRIED (6/6)

CLARIFICATION PERIOD FOR PUBLIC & MEDIA

There were no questions.

TRUSTEE REQUEST FOR INFORMATION

Trustee Shaw requested that administration provide an update on the cost to the District for students to attend the We Day event in Calgary.

MEETING EXTENSION

141/16 **Trustee McEvoy:** **THAT** the Board of Trustees extend the Regular meeting of the Board until 10:15 p.m.
CARRIED (6/6)

IN CAMERA

142/16 **Trustee Crockett:** **THAT** the Board of Trustees move In Camera at 9:06 p.m.
CARRIED (6/6)

OUT OF CAMERA

143/16 **Trustee Shaw:** **THAT** the Board of Trustees move Out of Camera at 10:07 p.m.
CARRIED (6/6)

CLOSING PRAYER **Trustee McEvoy** offered the closing prayer.

ADJOURNMENT

144/16 **Trustee Crockett:** **THAT** the Board of Trustees adjourn the regular meeting at 10:08 p.m.
CARRIED (6/6)

Secretary Treasurer

Chair



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 9

Good News (Communication & Community Relations)

PREPARED BY:

Carol Bruineman, communications manager

BACKGROUND:

Please see attached.

Good News

Regular Board Meeting

February 22, 2016

School & Community News

- The **MCHS Community** was recently blessed with donations from **Landrex Homes** in support of their industrial shop, and from **Champion Pet Foods** to help support their studio operations and their Urban Agriculture program. Thank you to both of these organizations for supporting students and enhancing their program experience!

Development and Peace News

Funds raised will go directly to the Philippines Partnership Project that was established between the Greater St. Albert Catholic Schools and Development and Peace to support survivor communities of Super Typhoon Haiyan. The following is an update on the range of events taking place in our schools in support of this effort.

- Congratulations goes out to the **ESSMY** community that raised over \$3000 in support of Development and Peace. Students skipped for 5.5 hours and had a great afternoon. A huge thank you for all those that helped out including our local businesses that provided prizes for our event!
- Shrove Tuesday at **École Notre Dame** served up hundreds of pancakes resulting in close to \$500 in donations towards Development and Peace! Thank you to the staff, students and their families.
- **École Father Jan** students had fun serving up Fair Trade Hot Chocolate at their school raising more than \$1,000 towards Development and Peace. Wow, that is a lot of hot chocolate!!
- The Annual Box Social event at **G.H. Primeau** set a record for fun and for contributions. This year's event raised \$1,750!
- At **J.J. Nearing** their Wake-a-Thon was fun and of course tiring; however, they were successful in raising \$1,500 towards their Development and Peace fund!
- With all these fabulous events taking place the District contribution to the building of Pope Francis School has now reached the 1/3 mark, or \$70,000! Thank you to all the schools and their communities for their generosity!



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 11.1

Board Policy Review

PRESENTERS:

Deb Schlag, secretary-treasurer

BACKGROUND:

Further to the February 8, 2016 Regular Meeting where a motion was passed to change the meeting start times for In-Camera and for Public access, to 2:00 PM and 3:30 PM respectively, commencing with the March 21, 2016 Regular Meeting of the Board and all regular meetings thereafter, Policy 7, section 2.1, has been modified to align with the motion.

Currently, the Order of the Agenda, as outlined in Section 7 of Policy 7, allows only for the Opening Prayer to be shared with members of the public. The Order of the Agenda is being modified to allow for the Closing Prayer to be shared with members of the public as well (items 18-21 have been reordered).

For both of the above modifications, revisions to Policy 7 have been highlighted in **RED** as displayed on pages 2, 5, and 6.

RECOMMENDATION:

THAT the Board of Trustees approve the changes to Board Policy 7– Board Operations in sections 2 and 7 (start times and agenda order).

BOARD OPERATIONS

In order to discharge its responsibilities to the electorate of the District, the Board of Trustees shall hold meetings as often as is necessary. A quorum, which is a simple majority of the number of trustees, must be present for every duly constituted meeting. The Board has adopted policies so that the business of the Board can be conducted in an orderly and efficient manner.

1. Organizational Meeting

An organizational meeting of the Board of Trustees shall be held annually, and no later than four weeks following an election day when there has been a general election. The Secretary-Treasurer will give notice of the organizational meeting to each trustee as if it were a special meeting.

Each trustee will take the oath of office immediately following the call to order of the organizational meeting after a general election. If for some reason, a trustee is unable to attend the organizational meeting, the trustee may, by special arrangement, take the oath of office any time after the results of a general election are official. Trustees can commence their duties only after the oath of office is taken and deposited with the Secretary-Treasurer. Special provisions will be made for a trustee taking office following a by-election.

The Secretary-Treasurer shall act as Chair of the meeting for the purpose of the election of the Board Chair and Vice-Chair. Upon completion of the elections, the Board Chair shall preside over the remainder of the organizational meeting or request the Secretary-Treasurer to remain as Chair to complete the business specified on the agenda. The election of the Board Chair shall be for a period of one year.

The organizational meeting shall, in addition:

- 1.1 Establish a schedule (date, time and place) for regular meetings, and any additional required meetings including the next organizational meeting;
- 1.2 Create such standing committees of the Board as are deemed appropriate, and appoint members, who shall then select the Committee Chair at the first meeting of that committee;
- 1.3 Appoint Board representatives to the various Boards or committees of organizations or agencies where the Board has regular representation, as appropriate;
- 1.4 Confirm the appointment of Auditor for the fiscal year ending August 31 of the calendar year following the organizational meeting.
- 1.5 Confirm the Borrowing Resolution for the fiscal year ending August 31 of the calendar year following the organizational meeting.

- 1.6 Review Board member conflict of interest stipulations and determine any disclosure of information requirements; and
- 1.7 Appoint signing officers for the District.

2. Regular Meetings

- 2.1 Regular meetings will normally be held twice a month, but may be extended to three meetings per month or reduced to one meeting per month when deemed necessary by the Board. One of the regularly scheduled meetings shall be held during the last week of the month, whenever possible. Meetings will normally be held on the same day of the week for the duration of year, as per the schedule approved at the organizational meeting. Such meetings will ordinarily be held in the Boardroom at the District Office in St. Albert and are open to the public, unless designated as In-Camera for the duration of the meeting. Meetings will normally commence at ~~6:30 pm~~ **2:00 pm** (or earlier, as directed by the Board at a previous meeting) for In-Camera discussion, with a public start time of ~~7:30 pm~~ **3:30 pm**. ~~Selected meetings will commence at 2:00 pm for In-Camera discussion, with a public start time of 3:00 pm (as per the schedule approved by the Board at the Organizational Meeting).~~ Regular meetings are not normally held during the months of July and August. The Board may, by resolution, alter the schedule in such manner as it deems appropriate. Regular meetings of the Board will not normally be held without the Superintendent and Secretary-Treasurer, or their designate(s), in attendance.
- 2.2 All regular meetings will be held in accordance with Sections 66, 70, 71, 72, 73, and 74 of the *School Act*.
- 2.3 Meeting procedures will be held according to Robert's Rules of Order. Provisions of the *School Act*, as referenced within this policy take precedence at all times.
- 2.4 All motions involving approval of discretionary spending, not specifically itemized in the approved annual trustee general budget, in excess of \$500, will include background material for Trustee review prior to the meeting in which the motion is presented. The background material will include, but may not be limited to, the following information:
 - 2.4.1 Original budget for category of expenditure being considered
 - 2.4.2 Year-to-date expenditures in the expenditure category being considered
 - 2.4.3 Available funds in the category of expenditure being considered
 - 2.4.4 Any future commitments and financial impact known at the time of consideration
 - 2.4.5 Financial impact to the overall trustee general budget
 - 2.4.6 Rationale supporting the value to the Board of Trustees in regard to the expenditure in question.

3. Special Meetings

Occasionally, unanticipated or emergent issues require immediate Board attention and/or action.

Special meetings of the Board of Trustees may be held from time to time as provided for under section 67 of the School Act. Special meetings of the Board will only be called when the Chair, the majority of trustees or the Minister is of the opinion that an issue must be dealt with before the next regular meeting.

A written notice of the special meeting, including date, time, place and nature of business, shall be issued to all trustees by registered mail (at least 7 days prior to the date of the meeting) or in person (at least 2 days prior to the date of the meeting), unless every trustee agrees to waive the requirements for notice.

The nature of the business to be transacted must be clearly specified in the notice of the meeting. Unless all trustees are present at the special meeting, no other business may be transacted.

Special meetings of the Board will not normally be held without the Superintendent and Secretary-Treasurer, or their designate(s), in attendance.

4. Committee of the Whole (In-Camera) Sessions

The preservation and enhancement of the public's trust in the educational system is an important priority of the Board. The Board believes that public trust is preserved by conducting open Board meetings. Notwithstanding this belief, occasionally matters of unusual sensitivity do require the Board to hold closed meetings.

The Board may hold a meeting or part of a meeting in camera to discuss sensitive issues where the majority of the trustees are of the opinion that it is in the public interest to do so.

In-camera sessions will generally be held to discuss sensitive matters pertaining to:

- ◆ Individual students.
- ◆ Individual Board members.
- ◆ Collective bargaining/contract negotiations.
- ◆ Personnel matters.
- ◆ Acquisitions or disposal of real property.
- ◆ Litigation brought before or against the Board.
- ◆ Other matters that the majority of trustees feel would not be in the public interest to discuss in open meeting.
- ◆ Reviewing and consider legal advice according to client-solicitor privilege.

The Board may convene in-camera only by proper resolution of the Board. Such resolution shall be recorded in the minutes of the Board.

The Board shall, during the in-camera session:

- 4.1 Discuss only the matter which gave rise to the closed session.
- 4.2 Adopt only resolution as is required to reconvene the Board in a public meeting. The Board shall convene or re-convene a regular or special meeting to take action on any matters discussed.

Such sessions shall be closed to the public and the press.

Board members and other persons attending the in camera sessions are not permitted to discuss the details of the discussion outside of the sessions.

5. Committee Meetings

5.1 Board Advocacy Committee Meetings

The primary focus of Board Advocacy Committee Meetings is for trustees to be informed of mutual efforts being taken to enhance the viability, effectiveness, and goals of Catholic education as they pertain to the district and the province. Board Advocacy Committee Meetings also provide the public with an opportunity to understand how internal and external committees of the Board and Trustee community and event reports advance the cause of the Board's public service mandate.

Trustees will attend Board Advocacy Committee Meetings as scheduled and approved at the organizational meeting to discuss committee reports, trustee events, school council meeting topics, and other advocacy topics of interest. In addition, board members will have opportunity to participate in Trustee Development to enhance the understanding of governance and gain a better understanding of a variety of educational issues. All Advocacy Committee Meetings are open to the public but are informational in context only. The summary of these meetings will be presented for approval at the next regular meeting of the board. Any "business arising" that may require a motion may be placed on a future Regular meeting agenda for discussion as "New Business". No "in-camera" discussion is allowed at Advocacy Committee Meetings.

Advocacy Committee Meetings will not normally be held without the Superintendent and Secretary-Treasurer, or their designate(s), in attendance.

5.2 Board-Directed Committee Meetings

The primary focus of Board-Directed Committee Meetings, which are closed to the public, is for assigned trustees to gather information on a specific topic or represent the Board and bring information back to the Board. All designated trustees of the board will attend one or more meetings to review topics that impact the Board and/or the school district, when directed by the Board at a Regular Meeting. When these meetings are intended to provide an informed recommendation to the Board for consideration, the discussion will be included in the background to a motion. Otherwise, the summary of the discussion will be presented at the next regular meeting of the Board. No "in-camera" discussion is allowed at Committee Meetings, as the Board may convene "in-camera" only by proper resolution of the Board.

When Committee Meetings are directed by the Board, they will not normally be held without the Superintendent or Secretary-Treasurer, or their designate(s), in attendance.

6. Meeting Attendance from a Distance via Electronic Means

As per items 5 and 6 in section 71 of the *School Act*,

(5) A trustee may participate in a meeting of the board by electronic means or other communication facilities if the electronic means or other communication facilities enable the trustees participating in the meeting and members of the public attending the meeting to hear each other.

(6) Trustees participating in a meeting of the board by electronic means or other communication facilities are deemed to be present at the meeting.

A trustee must ensure the means and location used to electronically participate in the meeting will allow moving-in camera, and will meet all the requirements of an in-camera session.

7. Agenda for Regular Meetings

The Board Chair, in consultation with the Superintendent, is responsible for establishing the agenda for Board meetings.

Items may be placed on the agenda in one of the following ways:

- 7.1 By notifying the Superintendent or Board Chair at least six days prior to the Board meeting.
- 7.2 By notice of motion at the previous meeting of the Board.
- 7.3 Request from a committee of the Board.
- 7.4 A quorum of the Board, prior to the approval of the agenda, may request that the Board Chair add an item.

The Board supports the use of a standard agenda format for all regular Board meetings.

Items on the agenda will generally be given preference in the following order:

1. Items requiring Board decisions (action items).
2. Receiving delegations or presentations.
3. Information items.

More significantly, the agenda for regular meetings of the Board shall generally follow the order outlined below:

1. Call to Order
2. In Camera
3. Out of Camera (~~3:00 PM~~ or ~~7:30 PM~~)
4. Opening Prayer (3:30 PM)
5. Approval of Agenda
6. Presentation Delegation (if applicable)

7. Approval of Minutes & Summaries
8. Approval of Committee & Event Reports from Advocacy Committee Meetings
9. Good News
10. Questions from the Public (must be submitted beforehand in writing – see 7.1)
11. Consent Items
12. Action Items
13. New Business
14. Information Items
15. Board Commitments
16. Clarification Period For Public and Media (related to agenda items, only as deliberated)
17. Trustee Request for Information
18. Closing Prayer
19. In-Camera (closed session) – if applicable
20. Out-of-Camera – if applicable
- ~~21. Closing Prayer~~
- ~~22.~~ 21. Adjournment

7.1 Agenda Supplemental Information

Consideration of the Agenda:

1. Modifications, additions, deletions
2. Approval

Presentation/Delegation

Delegations as requested from time to time are addressed in Section 10 of this policy.

Questions from the Public

The Board invites inquiries from the public in the following manner:

- Questions from the public are to be kept to three minutes and the Board will not permit critical or accusatory statements, within the question, about particular individuals or schools whether named or identifiable by the context.
- All questions must be submitted on the form available on the website <http://goo.gl/forms/hNpp5UvaHp> or as attached in Appendix 44-7-A.
- All questions must be submitted to the Office of the Secretary Treasurer to be included with the Board Package, no later than noon on the Thursday prior to a scheduled meeting date, as approved at the Organizational Meeting.

- The question will be read aloud at the scheduled meeting date by the submitter, or if the submitter is unable to be present at the meeting, by the Board Chair during the “Questions from the Public” portion of the Agenda. The Board Chair will read the question and announce the submitter’s name.
- All responses will be provided in writing by the Board Chair, within two weeks of the question being read aloud at a scheduled meeting date.
- The response to the question will be mentioned in the Report from the Chair at the next scheduled meeting following the date of the response.

Business Arising

1. Summaries of previous committee working sessions.
2. Minutes of previous Board meetings.
3. Consent Items

Information Items

1. Report from the Chair
 - a. Correspondence
 - b. Other Updates
2. Report from the Superintendent
 - a. Administrative Reports
 - Communication & Community Relations
 - Organizational Management
 - Fiscal Responsibilities

The Superintendent shall ensure that the agenda package, containing the agenda and supporting information, will be distributed to each trustee at least 48 hours prior to regular Board meetings. The Superintendent will normally include an administrative recommendation for all items included on the agenda.

The agenda and supporting documentation (excluding confidential material) shall be made available by the Superintendent to schools, school councils and the media.

The list of agenda items shall be posted in the District Office, in a place readily accessible to the general public. Any elector may inspect the agenda and request a copy.

Emergent issues that require Board action may arise after the agenda has been prepared. Such items shall be brought to the attention of the Board Chair, who may bring items before the Board. The Superintendent, with the permission of the Board Chair, may also bring forth emergent items.

The Board Chair, at the beginning of the meeting, shall ask for additions to and/or deletions from the agenda prior to agenda approval. Changes to the agenda may be made by a majority of those present.

The Board Chair may change the order of items on the agenda in order to meet deadlines or accommodate delegations. In such cases, a trustee may challenge the Chair in accordance with the procedures adopted by the Board. (Robert's Rules of Order)

During the course of the Board meeting, the majority of trustees present may request that the Board Chair place items before the Board for discussion.

8. Minutes

The Minutes shall record:

- 8.1 A brief summary of the circumstances which gave rise to the matter being placed before the Board;
- 8.2 All resolutions, including the Board's disposition of same, placed before the Board; and
- 8.3 The votes, when and as requested, by a trustee, as per section 72 of the School Act.

The Minutes shall:

- 8.4 be prepared by the recording secretary;
- 8.5 be reviewed by the Superintendent of Schools prior to submission to the Board;
- 8.6 be considered an unofficial record of proceedings until such time as adopted by a resolution of the Board; and
- 8.7 upon adoption by the Board, be deemed to be the official and sole record of the Board's business.

The Secretary-Treasurer shall:

- 8.8 upon approval of the Superintendent as to the accuracy of the 'draft' minutes, prepare an unofficial meeting summary for distribution to District employees, the media serving the residents of the District, School Councils, the local Members of the Legislative Assembly, and other interested persons upon request. Minutes of regular meetings are generally approved at the next scheduled regular meeting. Approved minutes are available for review by electors or any member of the public, at any time after posting. Printed copies of minutes, subject to a fee set by the Secretary-Treasurer, are available upon request.
- 8.9 upon adoption by the Board, initial each page of the minutes, sign the concluding page of the minutes and affix the corporate seal of the District to the concluding page of the minutes;
- 8.10 establish a codification system for resolutions placed before the Board which will provide for ready identification of the resolution as to the meeting at which it was considered.
- 8.11 establish and maintain a file of all Board minutes.
- 8.12 ensure the minutes are posted on the website within two weeks of approval by the Board.

The Board Chair shall, upon adoption by the Board, initial each page and sign the concluding page of the minutes. It is the responsibility of all trustees present at a meeting to check the minutes for errors or omissions.

When required by the Board, its committees shall prepare and submit ~~notes~~ a summary of the meeting to the Board or make a recommendation via board motion for consideration that captures the reason for the meeting.

9. Motions

Motions do not require a seconder, except in rare instances as described below.

9.1 Notice of Motion

Notice of Motion serves the purpose of officially putting an item on the agenda during the course of debate, or for the next or a future regular meeting and gives notice to all trustees of the item to be discussed. A notice of motion is not debatable and may not be voted on.

A trustee may present a notice of motion for consideration arising out of and immediately after disposal of a motion currently under debate, at the next regular meeting of the Board or may specify another meeting date. A trustee may also provide the Superintendent with a written notice of motion and ask that it be placed on the agenda of the next regular meeting and read at the meeting. The trustee need not be present during the reading of the motion, however if the trustee is not present, an alternate mover is required at the meeting at which the notice is given, otherwise the item will be dropped.

9.2 Discussion on Motions

The custom of addressing comments to the Board Chair should be followed by all persons in attendance.

A motion or recommendation from Administration must be placed before the Board prior to any discussion taking place on an issue. When a motion originates from the floor, the mover of the motion shall provide a written copy of the motion to the Board Chair. Once a motion is before the Board and until it is passed or defeated, all speakers shall confine their remarks to the motion or to the information pertinent to the motion.

9.3 Speaking to the Motion

The mover of a motion first and every trustee shall have an opportunity to speak to the motion before any trustee is allowed to speak a second time. The mover of the motion is permitted to close debate on the motion.

As a general guide, a trustee should not speak longer than five minutes on any motion. The Board Chair has the responsibility to limit the discussion by a trustee when such a discussion is repetitive or digresses from the topic at hand, or where discussion takes place prior to the acceptance of a motion.

No one shall interrupt a speaker, unless it is to ask for important clarification of the speaker's remarks, and any such interruption shall not be permitted without permission of the Board Chair.

Should a trustee arrive at the meeting after a motion has been made and prior to taking a vote, the trustee may request further discussion prior to the vote. The Board Chair shall rule on further discussion.

9.4 Reading of the Motion

A trustee may require the motion under discussion to be read at any time during the debate, except when a trustee is speaking.

9.5 Recorded Vote

The recording secretary shall, whenever a recorded vote is requested by a trustee before the vote is taken, record in the minutes the name of the trustees who voted for or against the matter. The recording secretary shall, immediately after a vote is taken and on the request of a trustee, record in the minutes the name of that trustee and whether that trustee voted for or against the matter or abstained.

9.6 Required Votes

The Board Chair, and all trustees present, including those attending by electronic means, unless excused by resolution of the Board or by the provisions of the *School Act*, shall vote on each question. Each question shall be decided by a majority of the votes of those trustees present. A simple majority of a quorum of the Board will decide in favor of the question. In the case of an equality of votes, the question is defeated. A vote on a question, except for elections, shall be taken by open vote, expressed by show of hands, or for those trustees attending by electronic means, made by verbal (or visual) confirmation of "in favor" or "opposed" to the question. In the case of elections, the vote to elect the Board Chair or Vice-Chair, ~~which~~ is by secret ballot, unless there is unanimous agreement among the trustees to use a show of hands. If a trustee participates in an election by electronic means and the vote is by secret ballot, that trustee shall ensure they have technology available to send a text or email directly to the Secretary-Treasurer who will record the vote and maintain confidentiality of said vote. If there is unanimous agreement among the trustees to use a show of hands, the trustee(s) attending by electronic means, will provide verbal (or visual) confirmation of their choice for each office in question.

9.7 Debate

In all debate, any matter of procedure in dispute shall be settled, if possible, by reference to Robert's Rules of Order. If this reference is inadequate, procedure may be determined by motion supported by the majority of trustees in attendance.

10. Delegations to Board Meetings

The Board believes that it has the responsibility to encourage members of the public to bring concerns relating to educational matters to regular meetings of the Board. The Board also believes it has a responsibility to conduct regular public meetings of the Board in an orderly and efficient fashion. The Board will receive representations and delegations on any subject pertinent to Board business provided the item has been placed on the agenda.

Public comments are to be kept to five minutes, unless the delegation has been invited to speak by the Board or asked to present a final report. In all cases of invitation, the Board will advise a specific timeframe for the presentation. The Board will not permit critical or accusatory statements, about particular individuals or schools whether named or identifiable by the context.

The Superintendent will inform the representative(s) making the presentation with regard to time, place and Board policy and procedures regarding presentations and delegations.

If a decision on the issue by the Board is required subsequent to the presentation, the Superintendent will inform the individual or group of the Board meeting at which the issue will be debated and a decision made.

The following procedures will normally be followed:

- 10.1 Groups or individuals wishing to make presentations to the Board will normally do so at regular public meetings of the Board. Groups shall appoint one spokesperson to make the presentation and respond to questions. Other speakers may be recognized by the Chair. On matters where the public interest may be compromised by presenting the issue in public, the Board may move to an in camera session.
- 10.2 Normally, a presentation or delegation will not be received at a public meeting of the Board unless the matter has been placed on the agenda.
- 10.3 A written request for an item to be placed on the agenda must be received by the Board Chair or Superintendent seven days prior to the meeting date. The request should be accompanied by the terms of reference for the presentation to be made. The Board Chair and the Superintendent will determine if the matter is pertinent to Board business. In an emergent situation where the timeline cannot be met, the Chair shall rule whether or not the delegation shall be heard
- 10.4 The Board will not normally debate the matter presented to it at the meeting during which the issue is raised. Questions of clarification directed through the chair may be asked.
- 10.5 The Board will normally refer a decision on a matter presented by a delegation to the next regular meeting of the Board.
- 10.6 Administration will normally review the issue and prepare a recommendation for the Board's consideration at a subsequent meeting of the Board.

- 10.7 The Chair has the authority to exclude a person guilty of improper conduct or to limit participation in order to maintain order and complete the business of the meeting.

11. Board Member Honoraria and Expenses

It is the practice of Boards in Alberta to establish honoraria for trustees in recognition of their contributions to the school jurisdictions that they serve. In addition, trustees from time to time incur expenses, in the performance of Board-related duties for which they should be reimbursed, subject to budget limitations. A District Allowance Schedule shall be established annually as part of the budget process and posted to the website after approval.

11.1 Honoraria

Annual honoraria shall be paid to trustees for the following activities for which attendance is expected: regular board meetings (as outlined in section 2), committee-of-the-whole meetings (as outlined in section 4), board advocacy committee meetings (as outlined in section 5.1), board-directed committee meetings (as outlined in section 5.2), board planning meetings/sessions, agenda planning meetings, planned board and superintendent evaluation meetings, planned public engagement meetings, and attendance at events such as long service awards, and special school events (e.g., graduations, school openings or rededications, beginning, end-of-year, and other special Masses, and program launchings).

Payment of the annual amount shall be made monthly, equally divided over 12 months of the year. Annual increases shall be effective each September, and beginning September 1, 2014 shall be equal to the annual percentage change from August to August in the Consumer Price Index, by province (Alberta), for “all items”, as published by Statistics Canada.

11.2 Per Diems

A per diem service shall be paid to trustees for all other Board-related meetings not mentioned in 11.1. An Extended Per Diem shall be paid for a maximum of 9 hours of service, in any given day, for which the rate will be equal to the Full Day plus the Half Day Rate. A Full Day Per Diem shall be paid for 6 hours of service or more (6 to 8 hours). A Half Day Per Diem shall be paid for a minimum of 3 hours of service or more (3 to 5 hours). All totals may be cumulative and consist of more than one event. Per Diem claims will be processed for a minimum of 3 hours and in increments of 3 hours thereafter when cumulative totals are used.

No per diem is paid to trustees for purely social functions, unless approved by motion on Board Commitments at a regular board meeting. Events of this type include banquets and lunches with or without a guest speaker, cocktail parties, sporting events, etc. Tickets to these events may be claimed subject to trustee budget availability when there is a networking benefit to the Board. If a guest ticket is purchased, that expense shall always be charged to the individual Trustee budget.

11.3 Expense Funds

Expense funds are to be used prudently and responsibly, with a focus on accountability and transparency. Rates for the following allowances shall be approved by the Board annually at a Regular Meeting of the Board, usually in September of each year. Trustees shall receive the applicable annual allowances (paid in twelve (12) equal monthly installments) as follows:

1) **Non-Accountable Expense Allowance**, payable to all trustees for which receipts are not required, to cover individual meals (for any Board-related duties identified in 11.1), at-home internet, cell phone, and other office expenses / supplies for all Board-related duties.

2) **Position Expense Allowance**, payable to the Chair and Vice-Chair only, in recognition of additional expenses as a result of these two positions on the Board. The Vice-Chair's Allowance shall be equal to 70% of the Chair's approved Allowance.

The District shall pay or reimburse trustees, subject to budget limitations, for the following expenses related to:

11.3.1 Fees

Registration fees for trustee development or other events shall be charged to individual trustee budgets. In the event a trustee attends ASBA Spring General Meeting, ASBA Fall General Meeting, and /or the ACSTA Fall General Meeting, amounts equal to the incurred registration fee only shall be transferred from the General Budget to increase the individual Trustee budget accordingly.

11.3.2 Travel

In-region travel (distances of 100 km or less from the District Office) is limited to mileage and parking. Claims in this category may be made for all board related business, including all types of board meetings outlined in sections 2, 3, 4, and 5, board committee representative meetings as assigned at the organizational meeting, and additional events that are approved on the commitment list. Claim details must be identified clearly on a claim form, including amount, date and event, and will be posted to the website quarterly. All in-region mileage and travel claims are to be charged against Trustee Budgets as opposed to the General Budget.

When out-of-region travel (distances greater than 100 km from the District Office) is required, travel-related expenses such as mileage, accommodation, parking, and meals, may be claimed by a Trustee and must be identified clearly on a claim form and will be posted to the website quarterly. All out-of-region mileage and travel claims are to be charged against Trustee Budgets as opposed to the General Budget.

Out-of-region travel costs, when travel is to a location served by an airport, shall be paid at the lesser of mileage or economy airfare, which is the booking class for all flights. When travel is to a location not served by an airport, travel costs shall be paid at the lesser of mileage or economy airfare to a location nearest the destination.

Taxis are the preferred method of ground transportation when the use of a personal vehicle is not feasible.

11.3.3 **Alcohol**

Individual Trustees shall not expense alcohol with district funds with the exception of the Board Chair or designate when hosting non-Board members on behalf of the Board.

11.3.4 **Accommodation**

Standard room accommodation may be claimed for out-of-region travel or multi-day meetings in the same location.

- 11.4 The District shall pay or reimburse trustees for travel when it is determined that the purpose for travel cannot be adequately met through telephone, correspondence or facsimile.
- 11.5 Trustees shall submit expense reimbursement claims, approved as required, on the prescribed claim form to the Secretary-Treasurer at least once a month, following the actual date of an event. Claims submitted in advance of an event will not be accepted. Payment of amounts from the general account will be made monthly following approval by the Chair of the Board. The Vice-chair will approve the general expense report submitted by the Chair. Both individual and general expense claim forms will be coded and counter signed, for accounting approval, by the Secretary-Treasurer.
- 11.6 All claims for expense reimbursement shall be supported by receipts, unless an amount on the claim form specifically excludes this requirement.
- 11.7 Individual Trustee remuneration will be reported annually in the District's audited financial statements. Such information, along with expense details, will be posted on the District website, on a quarterly basis, throughout the fiscal year.

12. **District Purchasing Cards**

- 12.1 Each trustee, upon request, will be issued a district purchasing card for use during the four year term of office, subject to the following restrictions:
 - (1) The card will be limited to use for approved trustee business only.
 - (2) Each trustee card will have a \$2,000 limit; \$3,500 for Board Chair.
- 12.2 Statements will be submitted directly to the district by the purchasing card issuer and distributed to the cardholder by the Secretary Treasurer (or designate).
- 12.3 The statements will be subjected to the same approval process as other trustee expenses.
- 12.4 Failure to use the purchasing card in accordance with established policies and procedures as outlined in the PURCHASING CARD GUIDELINES may result in loss of card privileges.

- 12.5 The purchasing card shall be returned to the Secretary Treasurer upon the conclusion of the term of office.

13. Board Member Conflict of Interest

The Board believes that trustees, or their families, should not gain benefits or monetary rewards because of their position as a trustee except for any allowances, honorarium or remuneration approved by the Board for duties performed.

The Board expects:

- 13.1 Each trustee will accept sole responsibility for declaring a conflict of interest.
- 13.1.1 Each trustee will be knowledgeable with Sections 80-91 of the School Act.
 - 13.1.2 Each trustee will limit a declaration of conflict of interest to those matters specified in Section 80 of the School Act.
 - 13.1.3 Each trustee will advise the recording secretary of the declaration.
 - 13.1.4 The trustee will declare any personal conflict of interest at the point in the agenda where the matter arises.
 - 13.1.5 The trustee will absent himself or herself from the Board table when in conflict, and shall leave the meeting room until the discussion and voting on the matter are concluded.
- 13.2 Each trustee will refrain from participating in discussion, debate or voting on any issues in which a personal conflict of interest is declared.
- 13.2.1 The recording secretary will record in the minutes:
 - ◆ the trustee's declaration;
 - ◆ the trustee's abstention from the debate and the vote.
 - ◆ the trustee's return to the meeting

14. Assigned Equipment

- 14.1 To enable Trustees to fulfill their duties effectively and efficiently, Trustees will be equipped with appropriate District issued and configured computer hardware, as determined by the Secretary-Treasurer, for their four year term of office.
- 14.2 A record of equipment on loan to each Trustee will be kept on file.
- 14.3 At the end of the four year term, Trustees may purchase the Board provided equipment at fair market value. Otherwise, an outgoing Trustee will return the provided equipment within ten (10) days following the Organizational Meeting of the newly elected Board. In the case of a re-elected Trustee, old equipment (if not purchased at fair market value) must be returned upon the replacement of the equipment.

- 14.4 It is the responsibility of each Trustee to safeguard the equipment that has been provided. If the equipment is lost, stolen, or damaged during the term of office, replacement cost will be charged to the Trustee budget.

Legal Reference: Section 60, 64, 65, 66, 67, 68, 70, 71, 72, 73, 74, 75, 80, 81, 83, 145, *School Act*

Revision Dates: December 14, 2009, February 15, 2010, March 7, 2011, May 30, 2011, October 17, 2011, January 16, 2012, January 30, 2012, October 15, 2012, October 29, 2012, June 10, 2013, November 4, 2013, January 27, 2014, September 29, 2014, September 28, 2015, December 14, 2015, [February 22, 2016](#)

QUESTION(S) FROM THE PUBLIC – FORM

(This form must be completed and submitted to the Office of the Secretary-Treasurer by Noon, Thursday – prior to the date of the scheduled meeting at which the question will be asked)

Date of Board Meeting:	
Question: (please print)	
Name of Submitter:	
Address of Submitter: (full address, including PC)	
Home Phone:	
Cell Phone:	
Email:	
Will you be reading the question at the meeting?	YES NO



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 11.2

Board Policy Review

PRESENTERS:

David Keohane, superintendent of schools

BACKGROUND:

As government policies respecting the operations of schools are deleted, newly created, or amended, the scope of delegation of authority to the Superintendent will change. Within item 5 of the policy, the following existing operational elements affecting teaching and learning have undergone changes for 2015 - 2016 in the following areas:

Deletions:

- Special Education
- Integrated Occupational Programs

Additions:

- A Welcoming, Caring, Respectful, and Safe Learning Environment (for Students and Staff)
- Inclusive Education
- A Code of Conduct for Students that Addresses Bullying Behaviour
- First Nations, Métis, Inuit Education
- A Learning and Technology Framework for Learning
- Learning Commons
- Knowledge and Employability Programs
- Daily Physical Activity

Deletions are listed because they are no longer a regulated focus of Alberta Education from an operational perspective.

The case for these additions are either due to the programming expectations of the current Guide to Education and recent changes to Section 45.1 (2) and (3) of the School Act.

Recommended changes to this policy are outlined in the red text of the policy that is attached.

RECOMMENDATION:

THAT the Board of Trustees approve the changes to Board Policy 11– Delegation of Authority as presented.

BOARD DELEGATION OF AUTHORITY

The School Act allows for the Board to delegate certain of its responsibilities and powers to others.

The Board authorizes the Superintendent to do any act or thing or exercise any power that the Board may do, or is required to do or exercise, except those matters which, in accordance with section 61(1) of the School Act, cannot be delegated.

Notwithstanding the above, the Board also reserves to itself the authority to make decisions on matters requiring Board approval in accordance with Board policies and practices; and further, the Board requires that any new provincial, regional or local initiatives must be initially brought to the Board for discussion and determination of decision-making authority.

Specifically:

1. This delegation of authority to the Superintendent includes:
 - 1.1 Any authority or responsibility set out in the School Act and regulations as well as authority or responsibility set out in other legislation or regulations;
 - 1.2 The ability to enact Administrative Procedures, practices or regulations required to carry out this authority; and
 - 1.3 The ability to sub-delegate this authority and responsibility as required subject to paragraph 3.3 below.
2. The Superintendent is directed to develop an Administrative Procedure to fulfill Board obligations created by any federal legislation or provincial legislation other than the School Act.
3. The Superintendent is authorized to:
 - 3.1 Suspend the services of a teacher including, without limitation, the power under Section 105 (2) of the School Act, to suspend a teacher from the performance of the teacher's duties without prior notice if the Superintendent is of the opinion that the welfare of the students is threatened by the presence of the teacher. The suspension shall be conducted in accordance with the requirements of the School Act;
 - 3.2 Terminate the contract of employment of a teacher and to terminate the administrative designation held by a teacher, however;
 - 3.3 The Superintendent shall not sub-delegate the power to suspend or terminate the contract of employment or administration delegation of a teacher.
4. With respect to the power specified in paragraph 3 above, the Board requires the Superintendent to:

- 4.1 Advise the Board forthwith, in writing of any suspension or termination of a contract or administrative designation held by a teacher, made pursuant to such delegate powers;
 - 4.2 Comply with all requirements as set out within the School Act with respect to suspension and/or termination of teachers;
 - 4.3 In the case of a termination of a contract of employment for a teacher, provide the affected teacher with the written notice of any termination made pursuant to such delegated power, all within the requirements of the School Act.
5. The Superintendent is delegated the authority to develop Administrative Procedures that are consistent with provincial policies and procedures for the following program areas:
- ~~5.1 –Special Education~~
 - 5.1 A Welcoming, Caring, Respectful, and Safe Learning Environment (for Students and Staff)
 - 5.2 Inclusive Education
 - 5.3 A Code of Conduct for Students that Addresses Bullying Behaviour
 - 5.4 First Nations, Métis, Inuit Education
 - 5.5 A Learning and Technology Framework for Learning
 - 5.6 Learning Commons
 - 5.7 Knowledge and Employability Programs
 - 5.8 Daily Physical Activity
 - 5.9 Guidance and Counseling
 - 5.10 Services for Students and Children
 - 5.11 School-Based Decision Making
 - ~~5.11 Integrated Occupational Programs~~
 - 5.12 Student Evaluation
 - 5.13 Teacher Growth, Supervision and Evaluation
 - 5.14 Home Education
 - 5.15 Early Childhood Services
 - 5.16 Outreach Programs
 - 5.17 Locally Developed/Acquired and Authorized Junior and Senior High School Complementary Courses
 - 5.18 Off – Campus Education
 - 5.19 English as a Second Language
 - 5.20 French as a Second Language and French Language Immersion
6. The superintendent is delegated the authority to act in the absence of board policy in cases where an emergency action must be taken in accordance with the following:
- 6.1 The action must be taken with regard to the tenor of the board's philosophy.
 - 6.2 The superintendent must inform the board promptly of such emergency action.
 - 6.3 The superintendent shall inform the board of the need of a policy in the event of future occurrences.

7. In accordance with directives emanating from federal and provincial authorities in relationships to Influenza Pandemic and the consequent circumstances that may prevail, the superintendent may temporarily suspend current administrative procedures and operating guidelines. Such action shall be reported to the board as soon as possible; along with a recommendation should a change in procedure be warranted.

Legal Reference: Section 61, 105, School Act



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 12.1

Naming of the New Schools

PRESENTERS:

David Keohane, Superintendent of Schools

BACKGROUND:

As per Procedures 1 – 10 of the District's Naming of Schools Policy, the Board is now in a position where it can determine names for its two newly awarded schools in St. Albert and Morinville by resolution. The attached memo outlines the three selections that each committee representing St. Albert and Morinville made for their respective schools. Since there is a common name within each list, the Board is being requested to examine both committee's priorities at the same time, and determine names based upon the best application of a name to a respective school community.

All of the names recommended within the lists presented have been approved by Archbishop Richard Smith, Archbishop to our St. Albert Schools; and Archbishop Paul Terrio, Bishop to our Morinville and Legal Schools.

The Board is being requested to review the attached memo for specifics regarding the lists that each committee has presented.

RECOMMENDATION:

THAT the Board of Trustees approve the name _____ for the new St. Albert School.

THAT the Board of Trustees approve the name _____ for the new Morinville School.



Memorandum

DATE: February 22, 2016
TO: Board of Trustees
FROM: David Keohane
Superintendent of Schools
RE: **Recommendation of School Names Report**

Background

On January 28th and February 2nd, naming committees structured in support of *Policy 18 – Naming of Schools*, met to engage in a deliberation process that would bring three priorities for each of our two newly awarded schools to the Board. The January 28th meeting was dedicated to naming a school for the new St. Albert School, and on February 2nd, a meeting was dedicated to naming a school for the new Morinville School.

The quality of preparation, discernment, and dedication of those who recommended names for our schools from both committees was most commendable. Collectively, both groups brought about 40 names to their meetings. Each committee reduced its large list of names to 6 names, which were discussed by the whole group, and then through a final voting process by each participant, each committee was able to arrive at the 3 top priorities that are provided in this report.

At each meeting, the final voting process for each participant resulted in a distribution of five votes that could be placed through any desired weighting on a list of 6 names. Therefore, the overall result of the top three priorities for each committee is ranked by a percentage number. This explains why the total percentage of votes does not add up to 100. A small remaining percentage votes would have been dedicated to priorities that did not make the top three selections being recommended to the Board.

St. Albert Committee Results:

The top three recommended selections for the St. Albert School in order from highest to lowest priority is as follows:

1. Pope Francis School – 43%
2. Sister Alphonse School – 37%
3. St. André School – 21%

The reasoning that was presented among participants to explain the merit of these choices is as follows:



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Pope Francis School

- Students can connect to our Holy Father as such an exemplary living example of what being a model and witness to Jesus Christ means.
- The selection fits extremely well with the 4th criteria of the Policy.
- The Pope's significance in proclaiming the Joy of the Gospel and Laudato Si (On Care for Our Common Home) has great faith formation potential for youth and these very teachings can greatly enhance the entire ethos of a Catholic Elementary School.

Sister Alphonse School

- This Sister of Charity of Montreal (Grey nun) was the first teacher at the St. Albert Mission, and accompanied the Oblates in tending to the needs of our first community.
- The selection fits extremely well with the 4th criteria of the Policy.
- Sister Alphonse served the mission at the age of 23 and was remembered by the Grey Nuns as being "jovial, resourceful; a real sunshine for somber days." She focused on connecting with First Nation communities by learning the Cree language. In addition to being our first teacher of students, she spent time using her gifts as a seamstress to help the entire community. Sister Alphonse made clothes, knitted, and made straw hats to create income for the first St. Albert Community.
- Sister Alphonse's gentleness and determination of self-sacrifice as one who "cares" and "shares" makes her an excellent example for students, staff, and the entire community.

St. André School

- St. André was canonized to sainthood in 2010. He lived from 1845 – 1937. He served the religious life as a brother to the Church and is a significant figure of the Church among French-Canadians.
- The selection fits extremely well with the 4th criteria of the Policy.
- St. André was a true servant to his faith community in Montreal and is credited with thousands of reported miraculous healings. St. André spent most of his life in frail health and refused to take credit for his cures. He steadfastly gave credit to Saint Joseph and spent much of his life focused on the development of a chapel in honour of that saint. St. André was educationally challenged, but devoted the best of his God given gifts to bring hope and well-being to thousands of others.

Morinville Committee Results:

1. Pope Francis School – 25%
2. St. John the Baptist School – 23%
3. St. Kateri Tekawitha School – 23%



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Pope Francis School

- Students can connect to our Holy Father whose pastoral example has a powerful connection to people of all faiths.
- The selection fits extremely well with the 4th criteria of the Policy.
- The Pope's teaching, language, and expressions can strongly enhance the ethos of an elementary school.

St. John the Baptist School

- The name adheres to Procedure Statement 6 of the Policy:
 - Through applying relevant criteria, consideration shall be given to the local Parish name if not previously selected.
- The selection fits extremely well with the 3rd criteria of the Policy.
- St. John exemplified the giving of self to Jesus. He proclaimed Jesus' coming, made himself (although a prophet) less significant than Jesus, and as the "forerunner" of our faith, he prepared the way for Jesus to take a place in our world/lives.
- St. John the Baptist, although English in wording, is the same name as is dedicated to the Parish and it was offered in English in anticipation that the school would be developed as a single – track, English School.

St. Kateri Tekawitha School

- St. Kateri was canonized to sainthood in 2012. She lived from 1656 – 1680. Affected by small-pox, she died at the age of 23. She never married, was vowed to celibacy, and converted to Roman Catholicism at the age of 19, when she move to a Jesuit mission south of Montreal. Upon her death, witnesses say that her small-pox scars faded, making her face radiant and beautiful. Through the years, various miracles have been attributed to her intercession.
- St. Kateri is the first Native American to be canonized in the Church.
- The selection fits extremely well with the 3rd criteria of the Policy.
- St. Kateri is affectionately called the *Lilly of the Mohawks*. Her name Tekawitha means "putting things in order." She put her life and priorities in order in a short time.
- When she moved from the American Colonies to Canada, and worked for the Jesuits, by caring for the sick and the old and prioritizing the education of children.

Other Notes and Further Considerations:

- Sister Alphonse has not been used to name a school in Canada. The Grey Nuns have given their support to consider this name within this deliberation process, and are honoured that Sister



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Alphonse has been considered by the District. The new St. Albert School was awarded in our 150th anniversary year of providing Catholic education, and Sister Alphonse was our first teacher.

- Pope Francis has been used as the namesake for a recently awarded school with the Dufferin - Peel Catholic School Board. There is no other Catholic School in Canada that bears this name. Through our 150th year Legacy Project, the District is working towards funding the construction of the Pope Francis School in Tacloban, Philippines. In 2015, our students recommended to Development and Peace the naming of the school in the Philippines to be Pope Francis Elementary School – a name that is the namesake of the village upon which a new community is being constructed. The people of the village have graciously and enthusiastically adopted the name to be the namesake of the elementary school and will always remember Greater St. Albert Catholic Schools for this invaluable gift.
- St. Kateri and St. André have become increasingly popular names for Catholic schools in Canada. The “Canadian connection” and suitability to elementary schools of these saints is compelling. St. Kateri School is the name of a school in Edmonton Catholic, and St. Kateri Tekawitha is the name of a school in Calgary Catholic. Academié Saint-Andre Academy is the name of the recently constructed elementary school in Beaumont, Alberta.
- Finally, please note that the generic description of *school* has been used in this report. The committees did not deliberate upon alternative names to elementary such as *academy*. Should a description of this kind be of worthy consideration, the word academy is associated with a school that provides a unique or specialized focus on learning. Some may deem the description academy to be elitist when other schools in the jurisdiction do not have this same distinction. However, some may consider academy to be a unique way to position the character of a Catholic school within a community or society. The name for a Catholic school could be viewed as a distinctive term to describe moral - purpose and excellence, and therefore, could be attractive to families. The St. Thomas Aquinas School Division has recently used the term for its newest school, and Christ the Redeemer now uses the term to describe all of its elementary schools. While it is not a necessity for a grade level description to be deliberated upon at this time, as the grade configuration for these schools becomes more fully known, it would be appropriate for the Board to consider how the description of the school should complement the name of the school.

Thank you for your attention to these recommendations and additional information.

-DK

Naming of Schools

Background Statement

Catholic schools have a unique opportunity to establish an ethos, philosophy, set of standards, and source of celebration in relationship to the namesake of a school. Within a Catholic School community, the school name may also forge a deep spiritual bond for the students and staff, and enhance the faith life of all associated with the school community. Ultimately, a name that is selected should deepen the relationship of all in the school with the person of Jesus Christ as members of his Body, the Church. The purpose of this policy and related guidelines is to provide direction to staff and community partners who are responsible for proposing names for new schools in Greater St. Albert Catholic Schools.

Procedures

1. New schools of Greater St. Albert Catholic Schools shall be named in honour of the Divinity, a Catholic tradition, a person or group that has been officially recognized by the Church (through beatification or canonization) or an outstanding Catholic figure.
2. When developing potential names for a school, the following considerations should be in place:
 - 2.1. First consideration is given to an aspect of the mystery of Jesus Christ (Christ the King, Good Shepherd, Holy Trinity, Holy Name of Jesus, Divine Mercy, etc.).
 - 2.2. Second consideration is accorded to Our Lady, who may be named under one of her many titles (Our Lady of Grace) or in relation to her life (Nativity of Our Lady, Assumption of Mary).
 - 2.3. Third, the name of a canonized saint may be considered, since canonization is a declaration to the universal Church that the one canonized is worthy of imitation.
 - 2.4. Fourth, the name of a person associated with the founding of Catholic education in Alberta, or an exemplary model and witness to the Catholic faith within our world may also be considered, provided there has arisen around him or her a reputation for sanctity and dedication to Christ and His Church.
3. The duplication of names within the Board shall be avoided.
4. The name of the school shall be such that it does not encourage abbreviation or nicknaming that demeans the exemplary witness and modelling to our faith that is inherent within the name.
5. The possessive form shall not be used in the name.

6. Through applying relevant criteria, consideration shall be given to the local Parish name if not previously selected.
7. As soon as the boundaries are established for the new school, the Superintendent, in consultation with Trustees shall meet to determine membership of a name selection committee.
8. The name selection committee shall consist of the trustee(s) representing the ward where the school will be located, local pastor(s), parents of the future students of the new school, and other community members deemed appropriate.
9. The committee shall seek input and engage in consultation on possible school names.
10. The committee shall recommend at least three names, in order of preference, with rationale, to the Board.
11. Where the title of an individual for whom the school has been named has been changed by the Catholic Church, the Superintendent shall consult with the principal and school council of the school and shall draft a report to the Board recommending renaming of the school to incorporate the new title.
12. The Board shall determine the name of the new school by resolution.
13. The principal of a newly named school will ensure that a suitable plaque, scroll, or display outlining the significance of the school name is arranged for and displayed appropriately in the school.

Implemented: July 7, 2015



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 12.2

Board Evaluation Report 2014-2015

PRESENTER:

Trustee Radford

BACKGROUND:

On behalf of the Board, the Board Chair contracted Dr. Leroy Sloan, a consultant with the Alberta School Boards Association to facilitate the process. The Board participated in a self-evaluation exercise that was to be followed by a face to face discussion. The meeting took place on December 7, 2015 and the Board was presented with a summary report in early January. (*see meeting folder for report*).

The Board has had an opportunity to review the report comments and monitoring recommendations.

RECOMMENDATION:

THAT the Board of Trustees receive the **Board Self-Evaluation Report 2014-2015**, dated December 7, 2015 as prepared by Dr. Leroy Sloan, as information, and adopt the recommendations as required.



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 13.1

Change of Format for BELRA presentations

PRESENTER:

Trustee Radford

BACKGROUND:

Historical Significance:

- Minister Hancock establishes the MELRA
- Minister's Education Leadership Recognition Awards

The Minister's Education Leadership Recognition Awards (MELRA) celebrates significant improvement and/or very high achievement at the district or jurisdiction level. These awards, created in collaboration with key education stakeholders, recognize those school board leaders who make a difference in the lives of our students every day.

Many of the award categories are based on the province's Accountability Pillar, an innovative and straightforward way of measuring our learning goals at the school authority and provincial level. School boards are eligible to receive multiple awards if their annual results demonstrate significant improvement and/or very high achievement in any of the Accountability Pillar categories and/or the additional four categories listed below.

Accountability Pillar Categories

- Safe and Caring Schools
- Student Learning Opportunities
- Student Learning Achievement (Grades 1 to 9)
- Student Learning Achievement (Grades 10 to 12) including High School Completion
- Preparation for lifelong learning, world of work, and citizenship
- Parental Involvement
- School improvement

Additional Categories:

- Healthful living (e.g.: Physical Education, Health, Nutrition, etc.)
- Fine Arts (e.g.: Music, Drama, etc)
- Practical Arts (e.g.: RAP, CTS, etc.),
- Academic Non-Diploma Exam Courses (e.g.: Second languages, Religious studios, courses leading to a diploma exam such as Applied Math 10 and 20 or Pure Math 10 and 20, etc.)

The GSACRD board decides to continue the award by renaming it the BELRA (Board of Excellence in Learning Recognition Award).

A motion was made in 2014 in response to this award.

131/14 Trustee Radford: That the Board of Trustees direct the superintendent to examine alternatives to the current BELRA awards format as presented in his report and bring back options or consideration for the 2013-2014 awards (to be presented in 2015) Carried 7/7.

RECOMMENDATION:

THAT the board continue to present the BELRAs but will direct the superintendent to consult with administrators to find a time when majority of staff are able to attend such as at P.D. sessions, early closing staff meetings, celebrations etc. The superintendent will then present suggestions to the board at the April 11, 2016 regular board meeting for adoption of new format.



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 13.2

Agenda Package for Regular Board Meetings

PRESENTER:

Trustee Radford

BACKGROUND:

Further to a motion made on February 8, 2016 regarding a change in start time for regular board meetings, other considerations need to be addressed. The board became aware that an earlier start for board meetings is desired from both an administration and Trustee point of view. This reduces the time available for the board to review the board package. The package at times is rather lengthy and may be over 100 pages. It contains important information that needs due diligence in processing and perhaps requires some individual trustee research. In order to obtain the package in due time, the agenda meeting needs to occur earlier in the week and the package distributed on or before Thursday of the week prior to board regular meetings. With the board monitoring calendar distributed at the beginning of each year, topics are known as to when they are scheduled and appropriate materials can be gathered in due time.

RECOMMENDATION:

That agenda meetings be held on the Wednesday prior to regular board meetings and packages be distributed on the Thursday prior to regular board meetings. The board would be sensitive to significantly unusual circumstances that at times may preclude this from occurring.



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 13.3

Tracking System for Motions and Requests for Information

PRESENTER:

Trustee Radford

BACKGROUND:

In order to provide the board with a concise and manageable reference for ongoing actions taken in regard to motions and trustee requests for information, a tracking report would be valuable as a governance tool. GSACRD board of trustees has maintained a reliable system of tracking motions through their meeting minutes. This is a cumbersome device if a quick response is needed as to the status of a motion or request. A spreadsheet similar to included samples would assist the board in their governance role. Modifications to meet the specific needs of our board would need to be constructed but the intention of the recommendation is that extra work of administration in developing the spreadsheet be kept to a minimum.

Rational for requesting the Tracking Report:

Good record-keeping helps the board manage its work. Good records mean the board can effectively manage its work and make sure things don't fall through the cracks. Minutes and reports record how decisions were made, what the board considered when it made the decision, who was present at meetings, who voted and who was given responsibility for putting the decision into action. The Tracking Report will assist in the status of the decisions made by the board. Good record-keeping is an essential reference and source of information for future decision making.

Poor record-keeping can mean that important information about decisions made and timely completions could be lost over time. This puts later boards at risk of making decisions without full knowledge of the history of an issue.

A Board Motion and Request Tracking Report assists in a quick referral guide to the status of motions and trustee requests for information. This can be presented under old business quarterly to provide up to date information. Any question as to the status of motions or requests can be referred to the Superintendent or raised as an addition to the agenda under old business.

RECOMMENDATION:

That the board directs the Superintendent to design a Tracking Report containing Board Motions and Trustee Request for Information using the provided samples as guidelines.



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 13.4

Construction of Options for Policy 19: Recruitment and Selection of Personnel

PRESENTER:

Trustee Radford

BACKGROUND:

On researching other boards as to their Policy Handbook, I noticed that each board listed below has a policy dealing with Recruitment and Selection of Personnel. The policies are similar in nature with variances only in the level of participation of the board. In all cases, the board is involved in the interview process and selection of Superintendent and Senior Administration. In some cases, the board is also involved in the interview process and selection of Directors, Consultants, and Principals. The wording of each policy may be somewhat different but the intent is similar. Given the fact, that well-constructed policies dealing with recruitment and selection of personnel are already completed, it would be reasonable to expect a similar policy be implemented for our district within this board's calendar year.

If there are any policies that may be affected by this motion, it would be advisable to visit them as well.

The purpose of this motion is to bring options to the board regarding recruitment and selection of personnel. It is not to approve whether a policy of this nature will be voted as to implementation at this time. It is strictly to give direction to the Superintendent to provide alternatives to a policy. The board then has an option to make a recommendation if it is the will of the board to include a Policy 19 Recruitment and Selection of Personnel.

- Star Catholic – Policy 16 – Recruitment and Selection of Personnel
- Red Deer Catholic – Policy 12 - Recruitment and Selection of Personnel
- Elk Island Catholic – Policy 16 - Recruitment and Selection of Personnel
- Evergreen Catholic – Policy 16 - Recruitment and Selection of Personnel
- Living Waters Catholic – Policy 16 - Recruitment and Selection of Personnel
- Grande Prairie Catholic – Policy 16 - Recruitment and Selection of Personnel
- Medicine Hat Catholic – Policy 16 - Recruitment and Selection of Personnel
- Holy Family – Policy 16 – Recruitment and Selection of Personnel

District	Senior Administration	Leadership Pool	Directors/ Consultants/Principals
Red Deer Catholic	x	x	x
STAR	x		x
Elk Island Catholic	x		x
Grande Prairie Catholic	x		x
Evergreen Catholic	x		x
Living Waters Catholic	x		x
Holy Family Catholic	x		
Medicine Hat Catholic	X (different wording)		x

RECOMMENDATION:

That the board direct the Superintendent to construct a proposed Policy 19 – Recruitment and Selection of Personnel and bring two options to the board at their March 21st Regular Board Meeting.



Greater St. Albert Roman Catholic Separate School District No. 734

Board Chair Correspondence

Attachment for Agenda Item 14.1.1

As reported by the Board Chair

Regular Board Meeting Date: February 22, 2016

	Date of Correspondence	Sender	Subject of Correspondence
1.	February 22, 2016	GSACRD	Returning Signed Reciprocal Use Agreement to the City of St. Albert



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 14.2

Report from the Superintendent

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees receive the superintendent's report as information.



DATE: February 22, 2016 **REFERENCE:** 16/04
TO: Board of Trustees
FROM: David Keohane, Superintendent of Schools
SUBJECT: We Day Expenses
ORIGINATOR: David Quick, Assistant Superintendent
REFERENCE: We Day 2015 Costs

ISSUE

At the February 8, 2016 regular meeting, Trustee Shaw requested information as to the cost of We Day 2015.

BACKGROUND

The Board has encouraged and supported district schools to participate in We Day as a means to raise awareness of social justice issues and to encourage our students to be citizens of the world by completing service projects that will assist children and families in need around the world.

CURRENT SITUATION

On October 27, 320 students and 30 GSACRD staff travelled to Calgary to participate in We Day 2015. Students who were not chosen to attend in person were able to join in via the Internet from their school.

Many of the students who attended in person were often those involved as student leaders in the various service projects in each school, including our district legacy project to build a school for children in Tacloban, Philippines.

KEY POINTS

Transportation cost: \$9387.50
Substitute cost: \$5315.76

ATTACHMENTS & APPENDICES

N/A

**Superintendent's Information Report to the Board
Greater St. Albert Roman Catholic Separate School District No. 734
February 22, 2016**

***Trustee Request for Information**

We Day Costs

At the February 8, 2016 regular meeting, Trustee Shaw requested information on We Day costs to the district. Assistant Superintendent, David Quick, will provide a report. (Attached)

Organizational Management

Transportation Overview

Secretary-Treasurer, Deb Schlag will provide an overview on transportation. (Attached)

Student Enrolment and Staffing Reports

Assistant Superintendent, Sean McGuinness, will provide a report on student enrolment and a report on staffing. (Attached)

Fiscal Responsibility

St. Albert Catholic High School Modernization Update

Secretary-treasurer, Deb Schlag will provide and update on the modernization plans of St. Albert Catholic High School.

Faith Leadership

Parish Partnerships in Legal and Morinville

Assistant Superintendent, David Quick, will provide an update on the partnership of the Parishes and our district.

Recommendation: That the Board receives this report as information.*This report has been organized according to the categories of responsibilities for the superintendent (outlined in Policy 12), as they would apply to the timing of the report.



MEMORANDUM

TO: David Keohane, Superintendent

FROM: Deborah Schlag, Secretary-Treasurer &
Lauri-Ann Turnbull, Transportation Supervisor

DATE: February 10, 2016

RE: 2015-16 Interim Transportation Overview

Key Highlights of Operations

- The Transportation Assistant position continues to be sufficient at a .5 FTE as there is some flexibility for busy periods during school start up. This has been of great assistance in keeping costs down for both Parent Fees and the Department. The current Transportation Assistant has tendered her resignation due to the relocation needs of her family. The position will be advertised by the end of the month with the goal of securing a candidate by May 1, 2016.
- While many of last year's Bus Routes experienced above average minor delays due to both driver shortage and inclement weather, this year that has not been the case. Only on 1 occasion this year, has cancellation been required. This occurred in Legal on December 10th, 2015, when heavy fog in the early hours of the morning, created virtually zero visibility. These routes ran as scheduled for the afternoon. The District's automated emergency call out system Synrevoice, the website, and radio and T.V stations were used to contact all families affected by the cancellation of these routes or portions thereof.
- Transportation received higher than normal calls from the Legal parents regarding routing and bus schedule for the months of September to November. Transportation can attribute these calls to the transition period required of a new contractor for the families attending Legal School. These calls have now settled down and things are running as scheduled.



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- The GSACRD website and the Synrevoice emergency call out system continue to be the primary sources for bus cancellation and/or delay notifications and parents are happy with these modes of communication.
- The additions of GPS & Zonar on busses contracted to GSACRD have been an added level of security for families using District transportation. The GPS allows the District to access and track all routes and busses. The Zonar “Z-Pass” (scanable passes) has proven to be a very valuable tool for verification of locations and times. When a student boards and /or departs a bus, the system provides the exact location and time a student of the event. The system maintains information for the current school year.
- Complaints received by the Transportation Department have decreased in comparison to the past year. The bulk of the complaints focused on requests for door-to-door service or a closer stop location for a child. Many of these calls were received during the school year start up and reduced considerably by the end of October. Delay complaints have been kept to a minimum due to use of the emergency call out system (Synrevoice) providing immediate information to parents rather than reliance on direct contact with the Transportation Department. The Secretary-Treasurer has only dealt with issues pertaining to the Legal change in contractor service to date this school year.
- An informal conversation regarding 2016-2017 bus pass fees has been held with the Transportation Director of St. Albert Public Schools, however no confirmation of fees is available at this time. Sturgeon has also been contacted but has not yet been available for comment.
- GSACRD continues to be open to options for co-operative bussing with neighbouring school districts, however there is still a great deal of work to do to ever realize some level of mutual benefit.
- Southland continues to operate our Special Needs routes in Morinville, Legal, as well as routes for specialized programs in Edmonton, consistent with previous years. This year, we have also added the St. Albert Special Needs routes. They also provide Pre-Kindergarten runs in Morinville, Legal and St. Albert. In addition, this year they have been awarded 7 regular runs including a single route in St.



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Albert. There have been minimal issues or concerns with these runs except for the transition in Legal early in the current school year.

- District communication with contractors has significantly improved over the previous year. The Transportation Department continues to stress timely notification as a priority to ensure the Synrevoice can be utilized effectively to notify parents as efficiently as possible.
- Bus Pass Applications were fully automated and available online with a website submission for the 15-16 school year (available April 2015). This new process has been very well received by parents and the 24/7 nature of this flexibility has been beneficial to all involved.
- New for 2015-16 has also been the inclusion of Bus Fees in SchoolCash Online, the electronic payment system used by the District. This process has allowed parent to benefit an expended instalment plan, which has also been very well received.

Bus Pass Fee Historical Overview

								(\$10 discount if purchased prior to June 1)	(\$10 discount if purchased prior to June 1)	(\$10 discount if purchased prior to June 1)	Same Rates for 16-17
BUS PASS FEES		06/07	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15-16
Urban											
	Gr 1 - 12 per pass	\$125	\$165	\$165	\$165	\$165	\$185	\$195	\$240	\$240	\$270
	Family Rate	\$310	\$575	\$575	\$575	\$575	\$647.50	\$685	\$815	\$815	\$845
	Cross Boundary	\$180	\$220	\$220	\$220	\$250	\$270	\$280	\$330	\$330	\$360
Rural											
	Gr 1 - 12 LESS than 2.4 km	\$125	\$165	\$165	\$165	\$165	\$185	\$195	\$240	\$240	\$270
	Family Rate	\$310	\$575	\$575	\$575	\$575	\$647.50	\$685	\$815	\$815	\$845
	Cross Boundary	\$180	\$220	\$220	\$220	\$250	\$270	\$280	\$330	\$330	\$360
	Gr 1- 12 MORE than 2.4 km	\$ 70	\$110	\$110	\$110	\$110	\$130	\$130	\$190	\$190	\$220
	Family Rate	\$175	\$385	\$385	\$385	\$385	\$455	\$455	\$640	\$640	\$670
Cross Boundary		\$180	\$220	\$220	\$220	\$250	\$270	\$280	\$330	\$330	\$360
Replacement Passes		\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$10	\$15



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Projected Deficit/Surplus for 2015-2016

The Fall Update Budget projected a deficit of **(\$128,017)**, which included **(\$28,017)** for the Transportation Department only if the contingency is fully utilized. There is the possibility of a small surplus of \$11,972 if the contingency of \$40,000 for additional buses is not used. The Contingency has not yet been accessed at this point of the year and salaries and benefits are on track.

Early Dismissal Expenses

Bussing for SACHS/VJM's early dismissal every Friday is an additional cost of \$27,898 for the 2015-2016 year. This is an extra cost because bus drivers work an extra hour on early dismissal days. These extra runs cannot be claimed for funding.

Special Education Expenses

Funding for Special Needs Transportation in 2015-16 is projected to be lower than the expected actual expenses, estimated at \$365,627, which are currently tracking slightly under budget at 26.34% in December for the current school year (which is 33.3% of the year).

Non Funded Noon Hour Kindergarten Routes

Currently there are 4 kindergarten noon hour runs in St. Albert. As of April 1, 2016 the number of runs will be reduced to 3, as a result of the transition of the Progressive Kindergarten Program students to full day kindergarten at École Marie Poburan. The Town of Morinville has 2 runs and the Town of Legal has 1 run.

New Software

The Department has used EDULOG software since approximately 1995 with great success. This is an American company and with the \$US exchange rate's rapid escalation of late, costing has increased significantly for annual maintenance. Since the Department has goals to improve access to information for parents and schools, research has indicated other systems with improved programming capability, with lower cost and Canadian roots. The department has gathered quotes and upon review of all proposals has chosen to terminate our current contract with no penalty and sign with GEOREF Systems Ltd., a fully Canadian company out of Waterloo, Ontario. The new software is called **BusPlanner** and is expected to improve service for families and further streamline processes in 2016-17.



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Department Goals

1. Revise the existing Parent Transportation Guidelines (to be completed by Dec 2015). Currently completed and in review. The goal is to have the Guidelines and a “Frequently Asked Questions” section, posted to the website by June 2016.
2. Fully implement BusPlanner and ensure training for all department personnel and school support personnel.

Summary

In summary, the department is anticipating to meet or improve the projections of budget for the current year. The department is always looking for ways to improve service to families while keeping costs and concerns to a minimum.



Greater St. Albert
Catholic Schools

Greater St. Albert Roman Catholic Separate School District No. 734

6 St. Vital Avenue, St. Albert, AB T8N 1K2

Telephone (780) 459-7711

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www.gsacrd.ab.ca

To: David Keohane, Superintendent of Schools

From: Sean McGuinness, Assistant Superintendent of HR & Leadership Services

Date: February 22, 2016

Re: **February 1, 2016 - Enrolment Report**

Please accept the attached as the district monitoring report of student enrolment as of February 1, 2016. This report compares the current student enrolment to the enrolment numbers at September 30, 2015. The monitoring of enrolment indicates that district enrolments have remained relatively stable.

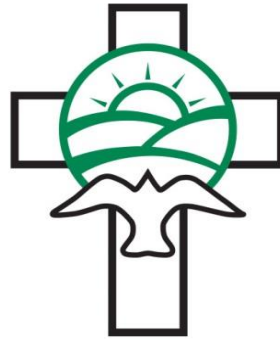
It is also noted that changes in the enrolment of kindergarten through grade 9 programs after September 30th will not change the per student grant that was based on the September 30th enrolments. Changes in high school enrolments will impact the credit enrolment unit (CEU) grant for the second semester.

Please contact me if you have any questions.

Sean McGuinness
Assistant Superintendent
HR & Leadership Services

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**Greater St. Albert
Catholic Schools**

DISTRICT ENROLMENT

MONITORING REPORT

as of February 1, 2016

for the 2015/2016 School Year

Greater St. Albert Catholic Schools

Enrolment Report at February 1, 2016

	ECS	1	2	3	4	5	6	7	8	9	10	11	12	12R	Total Enrolment (Including ECS)	1-year % Change
DISTRICT SUMMARY																
September 30, 2011	440	466	414	449	502	458	515	564	502	524	383	428	422	10	6,077	
September 30, 2012	422	427	421	421	456	510	470	550	566	515	364	346	448	7	5,923	-2.53%
September 30, 2013	407	412	415	442	431	462	523	475	544	568	363	358	342	18	5,760	-2.75%
September 30, 2014	434	423	429	426	449	445	479	526	490	550	375	349	350	17	5,742	-0.31%
September 30, 2015	375	445	443	432	432	466	446	505	521	504	375	361	319	17	5,641	-1.76%
February 1, 2016	369	444	439	435	431	467	445	507	520	502	382	351	318	11	5,621	-0.35%

* Please note that the totals in the last row depict the changes from September 30, 2015 to February 1, 2016.

* Please note that the decrease in enrolment at the Returning Grade 12 level reflects the loss of the returning Grade 12 students who traditionally only complete 1 semester. In addition, it reflects the number of returning Grade 12 students who have registered for the second semester instead of attending the first.

Note:

This enrolment report only details regular Kindergarten to Grade 12 enrolment 5,621

This report does not include:

- * St. Gabriel/Storefront School Students 154
- * PUF Preschool Students 85
- * Alexandre Tache Francophone Students 32
(Taking classes at SACHS)

Total enrolment with unreported students 5892

Italics used to denote numbers are for information.

Legend:

12R = Returning Grade 12 Students

Greater St. Albert Catholic Schools

Enrolment Report at February 1, 2016

	ECS	1	2	3	4	5	6	7	8	9	10	11	12	12R	Total Enrolment (Including ECS)	1-year % Change
--	-----	---	---	---	---	---	---	---	---	---	----	----	----	-----	--	--------------------

<i>Albert Lacombe</i>																
September 30, 2014	29	20	30	25	39	47	50								240.0	
September 30, 2015	26	24	38	31	35	52	46								252.0	5.00%
February 1, 2016	28	23	38	30	35	51	47								252.0	0.00%

<i>Bertha Kennedy</i>																
September 30, 2014	34	26	41	32	31	44	18								226.0	
September 30, 2015	25	32	24	40	33	32	46								232.0	2.65%
February 1, 2016	25	34	24	41	33	31	46								234.0	0.86%

<i>Ecole Father Jan</i>																
September 30, 2014	47	51	43	55	30	30	40								296.0	
September 30, 2015	36	43	57	39	56	27	28								286.0	-3.38%
February 1, 2016	34	43	57	39	55	27	28								283.0	-1.05%

<i>JJ Nearing</i>																
September 30, 2014	65	69	65	56	71	68	69								463.0	
September 30, 2015	53	71	73	72	50	72	67								458.0	-1.08%
February 1, 2016	53	69	72	72	50	73	67								456.0	-0.44%

<i>Ecole Marie Poburan</i>																
September 30, 2014	70	64	57	62	51	53	58								415.0	
September 30, 2015	60	65	62	55	58	50	52								402.0	-3.13%
February 1, 2016	58	63	60	54	55	49	51								390.0	-2.99%

Greater St. Albert Catholic Schools

Enrolment Report at February 1, 2016

	ECS	1	2	3	4	5	6	7	8	9	10	11	12	12R	Total Enrolment (Including ECS)	1-year % Change
Neil M Ross																
September 30, 2014	62	51	61	57	80	60	76								447.0	
September 30, 2015	58	67	53	69	59	82	64								452.0	1.12%
February 1, 2016	57	68	54	68	60	83	64								454.0	0.44%

Vital Grandin																
September 30, 2014	25	26	21	24	31	35	35								197.0	
September 30, 2015	23	30	21	24	24	34	36								192.0	-2.54%
February 1, 2016	22	30	22	27	26	36	36								199.0	3.65%

RS Fowler																
September 30, 2014								128	110	118					356.0	
September 30, 2015								127	137	116					380.0	6.74%
February 1, 2016								128	140	117					385.0	1.32%

VJ Maloney																
September 30, 2014								157	174	171					502.0	
September 30, 2015								154	154	181					489.0	-2.59%
February 1, 2016								155	153	179					487.0	-0.41%

ESSMY																
September 30, 2014								97	79	115	37	17	31		376.0	
September 30, 2015								88	91	75	27	32	12		325.0	-13.56%
February 1, 2016								89	90	76	27	31	12		325.0	0.00%

Greater St. Albert Catholic Schools

Enrolment Report at February 1, 2016

	ECS	1	2	3	4	5	6	7	8	9	10	11	12	12R	Total Enrolment (Including ECS)	1-year % Change
St. Albert Catholic High																
September 30, 2014											185	185	184	3	557.0	
September 30, 2015											207	182	173	4	566.0	1.62%
February 1, 2016											214	180	171	3	568.0	0.35%

Notre Dame																
September 30, 2014	86	95	98	97	95										471.0	
<i>English</i>	61	66	69	68	65											
<i>Immersion</i>	25	29	29	29	29											
<i>Alexander Band</i>					1											
September 30, 2015	82	96	98	89	102										467.0	-0.85%
<i>English</i>	54	70	75	64	76											
<i>Immersion</i>	28	24	23	25	26											
<i>Alexander Band</i>	0	2	0	0	0											
February 1, 2016	82	97	95	90	102										466.0	-0.21%
<i>English</i>	51	61	63	60	67											
<i>Immersion</i>	28	24	23	23	25											
<i>Alexander Band</i>	3	12	9	7	10											

Greater St. Albert Catholic Schools

Enrolment Report at February 1, 2016

	ECS	1	2	3	4	5	6	7	8	9	10	11	12	12R	Total Enrolment (Including ECS)	1-year % Change
Georges H Primeau																
September 30, 2014						95	112	124	110						441.0	
English						79	94	105	93							
Immersion						15	17	18	16							
Alexander Band						1	1	1	1							
September 30, 2015						98	95	112	120						425.0	-3.63%
English						72	81	91	101							
Immersion						23	13	20	18							
Alexander Band						3	1	1	1							
February 1, 2016						98	95	112	118						423.0	-0.47%
English						73	82	91	100							
Immersion						23	12	20	17							
Alexander Band						2	1	1	1							

Greater St. Albert Catholic Schools

Enrolment Report at February 1, 2016

	ECS	1	2	3	4	5	6	7	8	9	10	11	12	12R	Total Enrolment (Including ECS)	1-year % Change
MCHS																
September 30, 2014										129	153	147	135	14	578.0	
English										112	133	141	127	14		
Immersion										14	16	4	6	0		
Alexander Band										3	4	2	2	0		
September 30, 2015										117	141	147	134	13	552.0	-4.50%
English										96	130	138	128	13		
Immersion										18	8	5	4	0		
Alexander Band										3	3	4	2	0		
February 1, 2016										115	141	140	135	8	539.0	-2.36%
English										96	130	131	129	8		
Immersion										16	8	5	4	0		
Alexander Band										3	3	4	2	0		

Legal																
September 30, 2014	16	21	13	18	21	13	21	20	17	17					177.0	
September 30, 2015	12	17	17	13	15	19	12	24	19	15					163.0	-7.91%
February 1, 2016	10	17	17	14	15	19	11	23	19	15					160.0	-1.84%

Greater St. Albert Catholic Schools
Enrolment Report at February 1, 2016

St. Albert Ward

School	ECS	1	2	3	4	5	6	7	8	9	10	11	12	12R	School Enrolment Total Feb 1, 2016	School Enrolment Total Sept 30, 2015	Enrolment % Change from Sept 30, 2015 to Feb 1, 2016
<i>Albert Lacombe</i>	28	23	38	30	35	51	47								252.0	252.0	0.00%
<i>Bertha Kennedy</i>	25	34	24	41	33	31	46								234.0	232.0	0.86%
<i>Father Jan</i>	34	43	57	39	55	27	28								283.0	286.0	-1.05%
<i>JJ Nearing</i>	53	69	72	72	50	73	67								456.0	458.0	-0.44%
<i>Ecole Marie Poburan</i>	58	63	60	54	55	49	51								390.0	402.0	-2.99%
<i>Neil M Ross</i>	57	68	54	68	60	83	64								454.0	452.0	0.44%
<i>Vital Grandin</i>	22	30	22	27	26	36	36								199.0	192.0	3.65%
<i>RS Fowler</i>								128	140	117					385.0	380.0	1.32%
<i>VJ Maloney</i>								155	153	179					487.0	489.0	-0.41%
<i>ESSMY</i>								89	90	76	27	31	12		325.0	325.0	0.00%
<i>St. Albert Catholic High</i>											214	180	171	3	568.0	566.0	0.35%
St. Albert Ward Total															4033.0	4034.0	-0.02%

Morinville Ward

<i>Notre Dame</i>	82	97	95	90	102										466.0	467.0	-0.21%
<i>Georges H. Primeau</i>						98	95	112	118						423.0	425.0	-0.47%
<i>MCHS</i>										115	141	140	135	8	539.0	552.0	-2.36%
Total Morinville Ward															1428.0	1444.0	-1.11%

Legal Ward

<i>Legal School</i>	10	17	17	14	15	19	11	23	19	15					160.0	163.0	-1.84%
Total Enrolment:	369	444	439	435	431	467	445	507	520	502	382	351	318	11	5621.0	5641.0	-0.35%

Legend:

ECS = Early Childhood Services (Kindergarten)

12R = Returning Grade 12 Students

Greater St. Albert Catholic Schools
ECS Student Enrolment Report
as of February 1, 2016

ECS - School	Enrolment Sept 30/15	Enrolment Feb 1/16	Change in Enrolment Sept 2015 to Feb 2016	Enrolment % change Sept 2015 to Feb 2016
Albert Lacombe	26.0	28.0	2.0	7.69%
Bertha Kennedy	25.0	25.0	0.0	0.00%
J. J. Nearing	53.0	53.0	0.0	0.00%
Father Jan	36.0	34.0	-2.0	-5.56%
Ecole Marie Poburan	60.0	58.0	-2.0	-3.33%
Neil M. Ross	58.0	57.0	-1.0	-1.72%
Vital Grandin	23.0	22.0	-1.0	-4.35%
Notre Dame	82.0	82.0	0.0	0.00%
Legal	13.0	10.0	-3.0	-23.08%
TOTAL	376.0	369.0	-7.0	-1.86%

Legend:
ECS = Early Childhood Services (Kindergarten)
PUF = Program Unit Funded
MM = Mild-Moderate

Greater St. Albert Catholic Schools
PreKindergarten Student Enrolment Report
as of February 1, 2016

Enrolment Sept 30/15	Enrolment Feb 1/16	Change in Enrolment Sept 2015 to Feb 2016	Enrolment % change Sept 2015 to Feb 2016
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Pre-Kindergarten Enrolment Including Funded Students Only				
Albert Lacombe	13	16	3.0	23.08%
Bertha Kennedy	19	19	0.0	0.00%
Vital Grandin	19	20	1.0	5.26%
Notre Dame (Vanier)	21	22	1.0	4.76%
Legal	7	8	1.0	14.29%
TOTAL	79.0	85.0	6.0	7.59%

Pre-Kindergarten Enrolment Including Funded and Non-Funded Students				
Albert Lacombe	19	21	2.0	10.53%
Bertha Kennedy	31	31	0.0	0.00%
Vital Grandin	29	29	0.0	0.00%
Notre Dame (Vanier)	31	31	0.0	0.00%
Legal	14	14	0.0	0.00%
TOTAL	110.0	126.0	16.0	14.55%

Legend:
ECS = Early Childhood Services (Kindergarten)
PUF = Program Unit Funded
MM = Mild-Moderate

Greater St. Albert Catholic Schools
Home School, ELL and FNMI - Enrolment Report at February 1, 2016

<i>Home School</i>	<i>ECS</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>Enrolment Total</i>	<i>Enrolment % Change from Sept 30, 2015 to Feb 1, 2016</i>
September 30, 2015														0	
February 1, 2016														0	0%

<i>ELL Summary (Funded)</i>	<i>ECS</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>Total:</i>	<i>Enrolment % Change from Sept 30, 2015 to Feb 1, 2016</i>
September 30, 2015	0	9	17	21	20	23	11	16	11	15	11	7	15	176	
February 1, 2016	0	9	17	20	21	24	13	18	12	18	14	7	14	187	6.25%

<i>FNMI Summary (Funded)</i>	<i>ECS</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>Total:</i>	<i>Enrolment % Change from Sept 30, 2015 to Feb 1, 2016</i>
September 30, 2015	13	27	22	28	21	28	28	40	46	46	42	24	32	397	
February 1, 2016	12	14	21	29	20	27	38	41	47	46	47	22	34	398	0.25%

Legend:
ELL = English Language Learners
FNMI = First Nations, Metis and Inuit
ECS = Early Childhood Services (Kindergarten)



Greater St. Albert
Catholic Schools

Greater St. Albert Roman Catholic Separate School District No. 734

6 St. Vital Avenue, St. Albert, AB T8N 1K2

Telephone (780) 459-7711

Fax (780) 458-3213

www.gsacrd.ab.ca

MEMORANDUM

DATE: February 9, 2016

TO: David Keohane, Superintendent of Schools

FROM: Sean McGuinness, Assistant Superintendent, Human Resources/ Leadership

RE: **Staffing Report - February 2016**

Attached is a Staffing Report for February 2016. Included is a comparison of the staffing levels to September 2015.

Sean McGuinness
Assistant Superintendent
Human Resources/Leadership

SM/lm

Attachment:

Faith in Our Students

PASSION • RELATIONSHIPS • COMMITMENT • HOPE • INNOVATION • EXCELLENCE

Greater St. Albert Roman Catholic Separate School District No. 734
CERTIFICATED STAFF REPORT
February 1, 2016
(Total FTE by Site)

SCHOOL	Sept 30 2015 FTE	Feb 1 2016 FTE
Albert Lacombe School	17.03	17.46
Bertha Kennedy Catholic Community School	13.17	13.45
Ecole Father Jan	14.99	14.79
Neil M. Ross Elementary School	22.39	22.54
Vital Grandin Catholic School	12.30	12.58
R.S. Fowler Catholic Jr. High	17.95	17.63
St. Albert Catholic High	31.94	29.40
V. J. Maloney Catholic Jr. High	24.63	24.63
Ecole Marie Poburan	18.84	20.45
Ecole Secondaire Ste. Marguerite d'Youville	16.18	16.44
J.J. Nearing Catholic Elementary	23.43	23.43
St. Gabriel High School	2.00	2.00
Storefront School	4.60	4.80
Ecole Notre Dame Catholic Elementary School	24.90	23.90
Legal School	11.40	11.27
Ecole Georges H. Primeau Middle School	22.87	23.08
Morinville Community High School	31.23	31.23
School Total	309.85	309.08

District Office	5.30	6.30
District Total	315.15	315.38

*DO FTE does not include non-ATA staff (D. Keohane, D. Quick, S. McGuinness, C. McClure); includes 1.0 FRIM float



Memorandum

To: David Keohane, Superintendent
From: Deb Schlag, Secretary-Treasurer
Date: February 9, 2016
Re: Modernization Update – SACHS

Greater St. Albert Catholic Schools received approval for a substantial modernization for St. Albert Catholic High School (SACHS) in St. Albert on February 4, 2014. The announcement was delivered at a student rally by St. Albert MLA, Stephen Khan, with several Trustees and many students present and was received with great enthusiasm by all.

A meeting took place on February 27, 2014 between the District, Alberta Infrastructure and Alberta Education to confirm details around project management. The District was told the project would be managed by Infrastructure and the Project Manager was named.

Since then Group 2 has been awarded the bid as Architects and a meeting was held on June 24, 2014 to determine the Scope & Vision on the Project. A subsequent meeting on July 14, 2014 was held to deal with schematic design review and consider phasing requirements of the project.

The overall budget is managed by Alberta Infrastructure and is approximately \$15.5 M with an additional \$609,929 provided for Furniture and Equipment (\$409,929) and Career and Technology Studies (\$200,000).

The scope of the project includes the following areas with a rough distribution of budget in the following areas:

Building Envelope (mechanical & electrical) and barrier free access	\$10 M
Science updates, Diverse Learning Needs, Conversion of a Library space to a Learning Commons, Washrooms including Gender Neutral, CTS Shop reconfiguration, Ancillary Classrooms Update, Change Rooms reconfiguration, Gym storage & fitness reconfiguration	\$1.5 M
Roof replacement (partial), Parking Lot resurfacing, other misc. items	\$3.2 M
Lunch / Study reconfiguration, Music & Art area updates, Media & Radio area updates	\$0.8 M
(85% Bldg. Envelope; 15% Instructional Upgrades) TOTAL ESTIMATED BUDGET:	\$15.5 M



Greater St. Albert
Catholic Schools

PASSION • RELATIONSHIPS • COMMITMENT • HOPE • INNOVATION • EXCELLENCE

The project was tendered for construction in August 2015 and the General Contractor awarded the project is Whitson Contracting. Williams Engineering is a Sub Consultant and handling all Mechanical, Electrical, and Structural engineering work. Other companies involved (but may not be limited to) are Chown Electric and Goldbar Contractors. Group2 Architecture remains on the project as a Prime Consultant.

Any necessary abatement work was completed prior to school recommencement following the Christmas 2015 break and demolition work was in progress during December 2015 and January 2016.

Safety on site is a high priority and construction areas are secured and contained away from students and staff.

Work is being completed in three phases according to the color coded floor plan attached and is expected to be completed by September 2017. Work encompasses a significant portion of the school.

Phase 1A is expected to be complete by June 2016 and 1B will commence over summer break and be completed by September 2016.

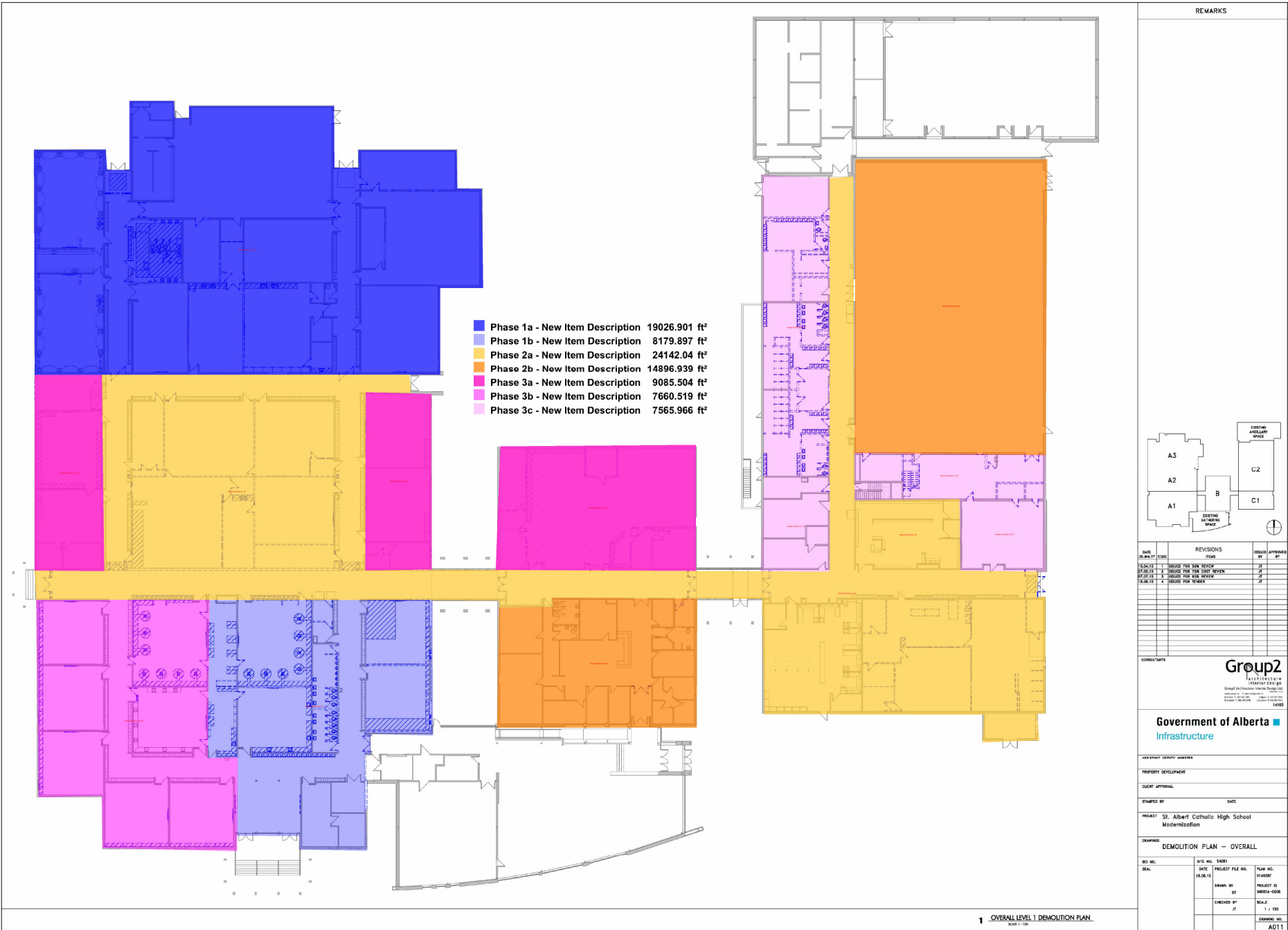
Phase 2 is expected to take approximately 2 months and with possible delays should be completed before Christmas 2016.

Phase 3 is more involved and is expected to take about 6 months and take the 1st half of the year from January to June 2017. The summer will be a buffer and account for any experience delays which should have the project finished for student utilization by September 2017.

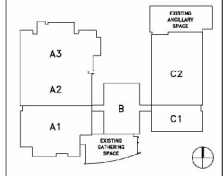
The General Contractor holds regular site meetings every two weeks. Ron Gamache, Manager of Operations and Maintenance or a designate attends the meetings along with one or both of the SACHS Administrative team.

It is important to note that outside work is always subject to weather delays, which may cause untimely delays in the project – two major outside projects are the roof and the parking lot.

St. Albert Catholic High School Modernization - Phasing Plan Jan. 5, 2016



REMARKS



DATE	REVISIONS	ISSUED APPROVED BY
ISSUED FOR	REVISION	BY
07.26.15	1 ISSUED FOR PER REVIEW	JF
07.26.15	2 ISSUED FOR PER REVIEW	JF
07.26.15	3 ISSUED FOR PER REVIEW	JF
07.26.15	4 ISSUED FOR TENDER	JF

Group2
Interior Design
14185

Government of Alberta
Infrastructure

PROPERTY DEVELOPER
CLIENT APPROVAL
DRAWN BY DATE
PROJECT St. Albert Catholic High School Modernization

DRAWING: DEMOLITION PLAN - OVERALL

REV. NO.	DATE	PROJECT FILE NO.	PLAN NO.
1	01.05.16		10-0000
2			10-0000
3			10-0000
4			10-0000



DATE: February 22, 2016
TO: The Board of Trustees
FROM: David Keohane, Superintendent of Schools
SUBJECT: Parish Partnerships in St. Albert, Morinville and Legal
PREPARED BY: David Quick, Assistant Superintendent

BACKGROUND

All schools within GSACRD are involved with regular, scheduled meetings with their associated parishes, in order to strengthen relationships, connect the parish directly with the GSACRD students/families, and to support the parishes in sacramental preparation.

Although GSACRD has always worked to foster a connection between our parishes and our schools, the Archdiocese of Edmonton's Sacramental Education Initiative (SEI), which began in September of 2013, has helped standardize the processes and goals of the parish/school meetings. All schools and parishes within GSACRD have been provided with a binder, Standards for Preparing Children and Youth for the Sacraments. The resource (to be officially promulgated this summer) offers support for parents, teachers, administrators and parish clergy/staff with regard to the school/parish connection. In addition to offering specific information about preparation for each of the sacraments, the resource includes agendas for the bi-monthly meetings, practical ideas for implementation, and tips on how schools and families can be fully involved with the sacramental preparation offered by the parish.

Our St. Albert schools are continuing meetings with Fr. Maurice Okolie and Fr. Peter Ebidero at Holy Family Parish, and with Fr. Ignacy at St. Albert Parish. The priests in each parish have met with administration from all the schools three times this year, with a fourth meeting planned for April. At these meetings, schedules are created for the priests to visit the schools on a weekly, rotational basis. As well, schools and priests work together to schedule liturgies and celebrations so that priests are able to celebrate with students at either the parish or school.

The same meetings have taken place in Morinville with twin brothers, Fr. Martin and Fr. Mario meeting with the school administrators and with the GSACRD Religious Education Consultant, to plan celebrations, liturgies and regular visits to our Morinville schools. To date, we have met two times in the 2015-2016 school year, with a third meeting planned for April/May.

Finally, Fr. Francis, new to St. Emile Parish in Legal, has been working with the staff and administration from Legal school to plan and celebrate liturgies with the students, both at the parish and in the school. The school has communicated regularly with St. Emile parish, and has had one meeting involving GSACRD's religious education consultant.



BOARD OF TRUSTEES REGULAR MEETING

FEBRUARY 22, 2016

ATTACHMENT FOR AGENDA ITEM 15

Board Commitments

BACKGROUND:

Please see attached.

RECOMMENDATION:

THAT the Board of Trustees approve the Board Commitments as presented and updated at this meeting.

Greater St. Albert Catholic Schools Board Commitments 2015/2016

Month	Date	Event	Location Time	Attending
FEBRUARY				
	February 22, 2016	BELRA-Vital Grandin	12:25 pm	Schlag, Shaw
	February 22, 2016	BELRA-St. Gabriel	11:30 am	Quick, Crockett
	February 24, 2016	Community Conversation	SACHS (7:00-9:00 pm)	McEvoy, Crockett, Proulx, Tremblay
	February 26-28, 2016	Religious Education Congress	Anaheim	Shaw
	February 29, 2016	Meeting with ASCTA	Sorrentino's St. Albert (6:00 pm)	McEvoy, Crockett, Radford, Proulx, Tremblay, Shaw, Keohane
MARCH				
	March 6-8, 2016	Annual Rural Symposium	Banff Centre	Radford
	March 7, 2015	High School Culinary Challenge Awards Dinner	Shaw Conference Centre Hall D (6:00 pm)	
April				
	April 9-11, 2016	NSBA Annual Conference	Boston	
	April 15-16, 2016	Board Planning Session	Providence Renewal Centre	Radford, Tremblay, Shaw, Crockett, McEvoy, Proulx, Keohane, Schlag, Quick, McGuinness, Bruineman
	April 22-24, 2016	School Councils 2016 Conference and AGM	Delta Hotel Edmonton	
	April 28-May 1, 2016	SPICE	Delta, Kananaskis	
MAY				
	May 3-6, 2016	Blueprints	Delta, Kananaskis (Dr. Peter Feldmeier)	
	May 12, 2016	Annual Reciprocal Use Meeting	SVGCC -evening time tbc	Keohane, Schlag, Radford, Shaw, Tremblay, Crockett, McEvoy, Proulx
	May 13, 2016	ESSMY Grad		
	May 20, 2016	SACHS Grad		
	May 27, 2016	Zone 2/3 Edwin Parr Dinner	Edmonton	
JUNE				
	June 6/7, 2016	ASBA Spring General Meeting	Red Deer	
	June 11, 2016	MCHS Grad	Northlands Expo (3:00 pm)	
JULY				
	July 6/7, 2016	National Gathering on Aboriginal Education	Winnipeg	
	July 7-9, 2016	CSBA Congress	Winnipeg	