

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES OF  
GREATER ST. ALBERT ROMAN CATHOLIC  
SEPARATE SCHOOL DISTRICT NO. 734  
HELD on MONDAY, NOVEMBER 27, 2017, 2:00 P.M.  
District Office, 6 St. Vital Avenue,  
St. Albert, AB**

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**MEMBERS PRESENT** Trustees Becigneul, Crockett, Proulx, Radford, Schell, Shaw, and Tremblay

**ADMINISTRATION PRESENT**

D Keohane, superintendent; R Nixon, assistant superintendent; D Schlag, secretary-treasurer

**CALL TO ORDER** Trustee Shaw called the meeting to order at 2:00 p.m.

**IN CAMERA**

**75/18** Trustee Becigneul: THAT the Board of Trustees move In Camera at 2:00 p.m.

**CARRIED (7/7)**

**OUT OF CAMERA**

**76/18** Trustee Crockett: THAT the Board of Trustees move Out of Camera at 3:31 p.m.

**CARRIED (7/7)**

**OPENING PRAYER**

Trustee Becigneul offered the Opening Prayer.

**ACKNOWLEDGEMENT**

Trustee Shaw acknowledged that the Board is meeting on the original lands of the Cree, those of Treaty 6, and on the homeland of the Métis Nation. Kinanâskomitin Manito (Thank you Creator).

**APPROVAL OF AGENDA**

**77/18** Trustee Becigneul: THAT the Board of Trustees approve the agenda as presented.

**CARRIED (7/7)**

**PRESENTATION DELEGATION**

There were no presentations.

Trustee Shaw acknowledged the guests who joined the meeting today including Kevin George and Patrick Moore from the Accounting Firm, Meyers, Norris, Penny LLP and public audit committee members, Bruce Perry and John Smith.

**APPROVAL OF MINUTES & SUMMARIES**

**78/18** Trustee Radford: THAT the Board of Trustees approve the minutes of the Organizational meeting of the Board held on October 30, 2017 as circulated.

**CARRIED (7/7)**

**79/18**                    **Trustee Radford:**    **THAT** the Board of Trustees approve the minutes of the regular meeting of the Board held on October 30, 2017 as amended, with the removal of “in French” on opening prayer.

**CARRIED (7/7)**

**80/18**                    **Trustee Radford:**    **THAT** the Board of Trustees approve the minutes of the special meeting of the Board held on October 31, 2017 as circulated.

**CARRIED (7/7)**

**81/18**                    **Trustee Radford:**    **THAT** the Board of Trustees approve the summary of the Board Committee of the Whole Meeting held on November 6, 2017 as circulated.

**CARRIED (7/7)**

**82/18**                    **Trustee Radford:**    **THAT** the Board of Trustees approve the minutes of the special meeting of the Board held on November 9, 2017 as circulated.

**CARRIED (7/7)**

**83/18**                    **Trustee Radford:**    **THAT** the Board of Trustees approve the minutes of the Financial Audit Review regular meeting of the Board held on November 22, 2017 as circulated.

**CARRIED (7/7)**

**APPROVAL OF COMMITTEE & EVENT REPORTS**

**84/18**                    **Trustee Crockett:**    **THAT** the Board of Trustees approve the committee report, ASBA Zone 2/3, from the Board Committee of the Whole meeting held on November 6, 2017.

**CARRIED (7/7)**

**GOOD NEWS**                    **Trustee Shaw** shared Good News Report, correcting the date of anticipated opening of the Legal daycare as Feb 2018, rather than Feb 2019, as stated in the report.

**Trustee Becigneul** applauded the **Vital Grandin School Choir** (staff and students) for the marvelous performance at the Alberta Catholic School Trustees’ Association AGM.

**QUESTIONS FROM THE PUBLIC**

There were no questions.

**CONSENT ITEMS**

**Policy Review**

**85/18**                    **Trustee Schell:**        **THAT** the Board of Trustees approve the review of Board Policy 3 – Role of the Trustee with no changes.

**CARRIED (7/7)**

**ACTION ITEMS**

**Audited & Unaudited Financial Statements**

**Secretary-treasurer Schlag** presented the audited Financial Statements highlighting the process and procedure that is followed. An overview of the financial position of the district was presented along with the statement of operations which highlighted a small surplus position of \$105,510.

86/18

**Trustee Radford:** THAT the Board of Trustees approve for release the Audited Financial Statements (AFS) and Notes for the year ending August 31, 2017 with operating revenues of \$70,370,284 and operating expenditures of \$70,264,774, resulting in an operating surplus of \$105,510 .

**AND**

**THAT** the Board of Trustees receive the Unaudited Schedules (UAS) to the Financial Statements for the year ending August 31, 2017 as information and direct Administration to post the UAS on the district website along with the AFS and Notes by November 30, 2017.

**CARRIED (7/7)**

**Fall Budget Update**

**Secretary-treasurer Schlag** provided a 2017-18 budget update to the Board, based on September 30<sup>th</sup> enrolments, focusing on the expected year-end financial position which is projected to be a deficit position. Variances in projections were explained and it was highlighted that the budget reflects stable enrolment across the district.

87/18

**Trustee Tremblay:** THAT the Board of Trustees formally receive the FALL Budget UPDATE for 2017-2018 as information, reflecting Revenues of \$69,531,446 and Expenses of \$70,205,900; an overall projected deficit of (\$674,454).

**CARRIED (7/7)**

**Combined 2016-2017 Annual Education Results Report and 2017-2020 Three-Year Education Plan**

**Superintendent Keohane** highlighted that the value of public sector work is about whether or not you deliver on the Mission of the organization. He reviewed how the district did with respect to prescribed government measures and what the focus for the future is. Legislative documents that guide reporting were noted, and all of the district plans and reports that are inputs into the plan. This includes how the Catholic faith furthers the governments’ mandate. Evidence of reaching goals were explained and the significance of each. Administrators are focused on steadily strengthening their instructional leadership through the study of Fullan and Quin’s (2016) book, Coherence, which will contribute to reaching further education plan goals.

**MOTION TO EXTEND**

88/18

**Trustee Bécigneul:** THAT the Board of Trustees extend the meeting until 6 p.m.

**CARRIED (7/7)**

89/18

**Trustee Bécigneul:** THAT the Board of Trustees approve the combined 2016-2017 Annual Education Results Report & 2017-2020 Three-Year Education Plan for submission to Alberta Education.

**CARRIED (7/7)**

**NEW BUSINESS**

**Alberta Knights of Columbus Charitable Foundation “Top Up Dinner”**

**90/18**                    **Trustee Radford:**     **THAT** the Board of Trustees defer the decision on any purchase of tickets for the April 14, 2018 Knights of Columbus Charitable Foundation, "Top Up Dinner" to the Committee of the Whole Meeting on Dec 4, 2017 for more discussion.

**CARRIED (7/7)**

**Board Directed Committee-Governance Budget Review  
2018-2019**

**91/18**                    **Trustee Becigneul:**   **THAT** the Board of Trustees approve the establishment of a board directed committee of a maximum of three trustees, including the Secretary-Treasurer, to review all elements of the governance budget for 2018-19, with a goal to sharing the results with the Board no later than the last meeting of March 2018. Trustees assigned to this committee are: Trustee Becigneul, Trustee Proulx, and Trustee Tremblay.

**CARRIED (7/7)**

**INFORMATION ITEMS**

**Report from the Chair**

Trustee Shaw reminded trustees to RSVP to the ATA dinner for December 11, 2017

**Report from the Superintendent**

The Report from the Superintendent included responses to three (3) Trustee Requests for Information: Transportation and Early Dismissal in Schools (secretary-treasurer Schlag for Trustee Tremblay), Distribution of Information for the St. Kateri Tekakwitha Consultation (communications manager Bruineman for Trustee Radford), and information on the Remembrance Day Wreaths for Trustee Proulx.

Assistant superintendent Nixon provided information on the Interagency and Academic Partnerships as well as the Legal School Dynamic Options Program that is being piloted in the second half of 2017-18.

**92/18**                    **Trustee Becigneul:**     **THAT** the Board of Trustees receive the superintendent's report as information.

**CARRIED (7/7)**

**BOARD COMMITMENTS**

**93/18**                    **Trustee Tremblay:**   **THAT** the Board of Trustees approve the Board Commitments as presented and updated at this meeting.

**CARRIED (7/7)**

**CLARIFICATION PERIOD FOR PUBLIC & MEDIA**

**Carryl Bennett-Brown** mentioned that a Trustee Luncheon will be held during Teacher's Convention in February 2018 and reminded trustees of the ATA Dinner is on December 11, 2017.

**TRUSTEE REQUEST FOR INFORMATION**

**Trustee Radford** requested information on the mental health services that are available in the communities to support parent

inquiries and what resources are available for families?

**CLOSING PRAYER**

**Trustee Becigneul** offered the closing prayer.

**MOTION TO EXTEND**

**94/18**

**Trustee Proulx:** **THAT** the Board of Trustees extend the meeting until 6:30 p.m.

**CARRIED (7/7)**

**IN CAMERA**

**95/18**

**Trustee Crockett:** **THAT** the Board of Trustees move In Camera at 5:58 p.m.

**CARRIED (7/7)**

**OUT OF CAMERA**

**96/18**

**Trustee Tremblay:** **THAT** the Board of Trustees move Out of Camera at 6:33 p.m.

**CARRIED (7/7)**

**ADJOURNMENT**

**97/18**

**Trustee Proulx:** **THAT** the Board of Trustees adjourn the regular meeting at 6:33 p.m.

**CARRIED (7/7)**

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Secretary Treasurer

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Chair



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

## Committee Report Summary

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**Board Advocacy Committee Meeting Date:** October 27, 2017

**Submitted by Trustee:** Trustee Crockett for Trustee Becigneul

**Committee/Event Name:** ASBA Zone 2/3 General Meeting

**Committee Meeting Date:** November 6, 2017

### **Election –**

Chair – Colleen Holowaychuk

Vice-Chair – Colette Gascon-Zahar

Director 1 – Trina Boymook

Director 2 – Jennifer Tuininga (current)

Zone 2/3 Alternate 1 – Cheryl Dumont

Zone 2/3 Alternate 2 – Judy Muir

Zone Secretary – Kim Ayers and Accountant – Heather Rogers both from ASBA

### **ASBA Long Service Awards – Congratulations for your dedication!**

Cathy Proulx – 7 terms

Rosaleen McEvoy – 4 terms

Noreen Radford – 2 terms

Joan Crockett – 2 terms

**Zone members approved audited Financial statement.** Many thanks to Michael Gramatovich for his audit for the last 3 out of 4 years. Financial Managers and/or Secretary Treasurers are needed for 2017-2018 approval of statements.

**Proposed Budget** was passed. No changes to fee. Over \$32 000 sitting in reserves. Motion passed for 2017 – 2018 budget to have a minimum of \$10 000 and a maximum of \$15 000 as reserves.

**Ideas for Advocacy and Professional Development** can be submitted to chair anytime before next meeting. Vote will be taken for top ideas.

*Next meeting November 24, 2017*

*Board Reps 8am for “meet and greet” and training.*