



# 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, April 23, 2018 | 2:00 P.M. Call to Order  
3:30 P.M. – Public Meeting

1. **Call to Order:** Serena Shaw
2. **In-Camera** Attached
3. **Out-of-Camera at 3:30 pm**
4. **Opening Prayer:** René Tremblay
5. **Acknowledgment of Territories:** Serena Shaw  
The Greater St. Albert Catholic School Board acknowledges that it 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).
6. **Approval of Agenda**
7. **Presentation Delegation**
  - 7.1 Provincial EXL Award Recognition (Barry Litun, Executive Director, College of Alberta School Superintendents)
  - 7.2 St. Kateri Tekakwitha Academy Phase 2 Consultation: What We Heard Report (Jan Bloomfield, Independent Consultant, Strategy Plus) Attached for Trustees
8. **Approval of Minutes & Summaries**
  - 8.1 Regular Board Meeting Minutes of March 19, 2018 Attached
  - 8.2 Committee of the Whole Meeting Summary of April 9, 2018 Attached
9. **Approval of Committee & Event Reports from Advocacy Committee Meetings**
  - 9.1 Business Liaison – St. Albert (Crockett) Attached
  - 9.2 Alberta School Boards Association Zone 2/3 (Becigneul) Attached
10. **Good News (Communication & Community Relations)** Attached
11. **Questions from the Public**  
*(Questions are submitted in writing on the Thursday prior to meeting. Information and the form can be located on the District website at <http://bit.ly/1SLTFSh>.)*

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## **12. 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.*

- 12.1 Review of Board Policy 17- Public Interest Discloser and Board Policy 20 – Laura Bird Memorial Beacon of Hope Award (Keohane) Attached

## **13. Action Items**

- 13.1 St. Kateri Tekakwitha Academy Phase 2 Report (Bruineman) Attached  
13.2 Board Planning Session Agenda (Shaw) Attached  
13.3 Transportation Tenders (Schlag) Attached

## **14. New Business**

- 14.1 Rural Caucus of the Alberta School Boards (RCASB) Membership (Tremblay) Attached  
14.2 Summer Jobs Grant Implications Support (Schell) Attached

## **15. Information Items**

- 15.1 Report from the Chair  
    15.1.1 Correspondence  
    15.1.2 Other Items  
15.2 Report from the Superintendent  
    15.2.1 Educational Leadership  
        • Leadership Succession Planning Report (Morozniuk) Attached

16. Board Commitments Attached

## **17. Clarification Period for Public & Media**

*(Related to agenda items, only as deliberated)*

## **18. Trustee Request for Information**

## **19. Closing Prayer: René Tremblay**

## **20. In-Camera** *(if applicable)*

## **21. Out-of-Camera**

## **22. Adjournment**



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 7

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### Presentation Delegation

#### 7.1 **Provincial EXL Award Recognition**

Mr. Barry Litun, the Executive Director of College of Alberta School Superintendents, will be in attendance to honour our Superintendent, David Keohane, as the provincial winner of the EXL Award for Excellence in School System Leadership.

#### 7.2 **St. Kateri Tekakwitha Academy Phase 2 What We Heard Report**

Jan Bloonfield, independent consultant/owner of Strategy Plus will present the report from the St. Kateri Tekakwitha Academy Phase 2 survey.



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 8.1

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### Regular Board Meeting Minutes of March 19, 2018

#### **BACKGROUND:**

Please see attached.

#### **RECOMMENDATION:**

THAT the Board of Trustees approve the minutes of the regular meeting of the Board held on March 19, 2018 as circulated or 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, March 19, 2018, 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, and Tremblay

**MEMBERS ABSENT** Trustee Shaw

**ADMINISTRATION PRESENT**

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

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

**IN CAMERA**

**167/18** Trustee Becigneul: **THAT** the Board of Trustees move In Camera at 2:00 p.m.  
**CARRIED (6/6)**

**OUT OF CAMERA**

**168/18** Trustee Becigneul: **THAT** the Board of Trustees move Out of Camera at 3:24 p.m.  
**CARRIED (6/6)**

**The Board recessed until 3:35 p.m.**

**OPENING PRAYER**

Trustee Schell offered the Opening Prayer.

**ACKNOWLEDGEMENT**

Trustee Tremblay 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**

**169/18** Trustee Becigneul: **THAT** the Board of Trustees approve the agenda as amended with the addition of new business 14.1 Sale of Land.  
**CARRIED (6/6)**

**PRESENTATION DELEGATION**

There were no presentations.

**APPROVAL OF MINUTES & SUMMARIES**

**170/18** Trustee Radford: **THAT** the Board of Trustees approve the minutes of the regular meeting of the Board held on February 26, 2018 as circulated.  
**CARRIED (6/6)**

**171/18**                      **Trustee Crockett:**    **THAT** the Board of Trustees approve the minutes of the Special Meeting (Expulsion) held on March 1, 2018 as circulated.  
**CARRIED (6/6)**

**172/18**                      **Trustee Becigneul:**    **THAT** the Board of Trustees approve the summary of the Committee of the Whole meeting held on March 5, 2018 as circulated.  
**CARRIED (6/6)**

**173/18**                      **Trustee Proulx:**        **THAT** the Board of Trustees approve the minutes of the Special Meeting (Expulsion) held on March 15, 2018 as circulated.  
**CARRIED (6/6)**

**APPROVAL OF COMMITTEE & EVENT REPORTS**

**174/18**                      **Trustee Becigneul:**    **THAT** the Board of Trustees approve the Business Liaison - St. Albert and Alberta School Boards Association Zone 2/3 reports, distributed by Trustee Crockett and Becigneul, respectively, from the March 5, 2018 Committee of the Whole meeting.  
**CARRIED (6/6)**

**GOOD NEWS**

**Trustee Tremblay** shared the Good News Report.

**Trustee Becigneul** commended district schools on the success of their elementary wrestling teams.

**Superintendent Keohane** commended MCHS for their participation in the Food Bank Drive in support of Constable Wynn; they were not part of the area that the fundraiser was organized for, but their school community displayed exceptional compassion by making this happen.

**QUESTIONS FROM THE PUBLIC**

There were no questions.

**CONSENT ITEMS**

**Board Policy Review**

**175/18**                      **Trustee Becigneul:**    **THAT** the Board of Trustees approve the review of Board Policy 1 - District Mission Statement, Values and Beliefs, Statement of Philosophy and Objectives with the changes as presented and amended as well as Board Policy 10 – Policy Making and Board Policy 15 – School Closure with no changes.  
**CARRIED (6/6)**

**ACTION ITEMS**

**2019-2022 Capital Plan**

**Secretary-treasurer Schlag** updated the Board on the cycle for the Capital Plan and the requirements for the submission.

**176/18**                      **Trustee Radford:**        **THAT** the Board of Trustees approve the Three-Year Capital Plan for 2019-2022 with the following two projects and ranked priorities, MCHS (1), and BK (2), with electronic submission to follow on or before the April 1, 2018 submission deadline.  
**CARRIED (6/6)**

**Visual Identity Implementation Plan**

**Communications manager Bruineman** presented to the Board an implementation plan including timelines and associated costs to phase in the approved new visual identity beginning at the end of April 2018.

- 177/18**                      **Trustee Becigneul:**     **THAT** the Board of Trustees approve the District Visual Identity Implementation Plan approach as presented and approve expenditures of up to \$35,000 to support the Phase 1 and 2 roll-out.
- CARRIED (6/6)**

**Adjustments to Trustee Remuneration**

- 178/18**                      **Trustee Schell:**            **THAT** the Board of Trustees approve the payment of Per Diems based on a \$30 per hour rate, effective September 1, 2018, which will eliminate the current ½-day, full day, and extended day rates. Once the hourly Per Diem rate goes into effect, the maximum number of hours claimed in any given day will be ten (10).
- CARRIED (6/6)**

- 179/18**                      **Trustee Radford:**     **THAT** the Board of Trustees approve that the current non-accountable allowance of \$1,800 per Trustee be added to the current Trustee Honorarium of \$11,609 effective September 1, 2018, prior to any potential adjustment from a change in the CPI for 2018-19.
- AND**  
The current non-accountable allowance of \$1,500 for the position of Chairperson be added to the current Chairperson Honorarium of \$13,891 and the \$1,800 Trustee non-accountable allowance effective September 1, 2018, prior to any potential adjustment from a change in the CPI for 2018-19.
- AND**  
The current non-accountable allowance of \$1,050 for the position of Vice-Chairperson be added to the current Vice-Chairperson Honorarium of \$12,732 and the \$1,800 Trustee non-accountable allowance effective September 1, 2018, prior to any potential adjustment from a change in the CPI for 2018-19.
- CARRIED (6/6)**

**2018-2019 Instructional Calendar**

- 180/18**                      **Trustee Becigneul:**     **THAT** the Board of Trustees approve the amended 2018-2019 Instructional Calendar as reviewed.
- CARRIED (4 in favor, 2 opposed; Proulx, Radford)**

**Edwin Parr Award Nomination**

- 181/18**                      **Trustee Crockett:**     **THAT** the Board of Trustees endorse the nomination of Ryan Harrison from J.J. Nearing Catholic Elementary School as the District’s nominee for the 2018 Edwin Parr Teacher Award.
- CARRIED (6/6)**

**NEW BUSINESS**

**Sale of Land**

**Trustee Becigneul:** THAT the Board of Trustees direct the Superintendent to further engage with the North Central Francophone Regional Division to address its request to purchase land for school development needs in Legal.

**CARRIED (5 in favor, 1 opposed: Proulx)**

**INFORMATION ITEMS**

**Report from the Chair**

**Trustee Tremblay** shared a written response to the inquiries made by C. Bennett-Brown at the February 26, 2018 Regular Meeting of the Board.

**Report from the Superintendent**

**Superintendent D. Keohane** shared reports on the following:

- Field Trip Activity Report
- Quarterly Financial Statement Report for the 2nd Quarter
- RFP Transportation Tender Timeline Update

**182/18**

**Trustee Crockett:** THAT the Board of Trustees receive the superintendent’s report as information.

**CARRIED (6/6)**

**BOARD COMMITMENTS**

**183/18**

**Trustee Radford:** 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**

There were no requests.

**MOTION TO EXTEND THE MEETING**

**184/18**

**Trustee Proulx:** THAT the Board of Trustees extend the meeting until 6:00 p.m.

**CARRIED (6/6)**

**CLOSING PRAYER**

**Trustee Schell** offered the closing prayer.

**Trustees recessed from 5:08 p.m. to 5:12 p.m.**

**IN CAMERA**

**185/18**

**Trustee Becigneul:** THAT the Board of Trustees move In Camera at 5:13 p.m.

**CARRIED (6/6)**

**OUT OF CAMERA**

**186/18**

**Trustee Becigneul:** THAT the Board of Trustees move Out of Camera at 5:34 p.m.

**CARRIED (6/6)**



**Visual Faith Enhancements Committee: Sister Alphonse Academy**

**187/18**

**Trustee Becigneul:** **THAT** the Board of Trustees approve the establishment of an Ad Hoc Committee, with representation from Chair, Serena Shaw and Trustees Crockett and Radford to bring recommendation to the Board regarding Visual Faith Enhancements for Sister Alphonse Academy. Alternates are Trustee Becigneul or Tremblay.

**CARRIED (6/6)**

**ADJOURNMENT**

**188/18**

**Trustee Proulx:** **THAT** the Board of Trustees adjourn the regular meeting at 5:35 p.m.

**CARRIED (6/6)**

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Secretary Treasurer

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Chair



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 8.2

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### Committee of the Whole Meeting Summary of April 9, 2018

#### **BACKGROUND:**

Please see attached.

#### **RECOMMENDATION:**

THAT the Board of Trustees approve the summary of the Committee of the Whole meeting held on April 9, 2018 as circulated or as circulated and amended.

***SUMMARY OF THE BOARD COMMITTEE of the WHOLE MEETING OF  
GREATER ST. ALBERT RCSSD NO. 734  
MONDAY, APRIL 9, 2018***

**COMMITTEE MEMBERS PRESENT**

Trustees Becigneul, Crockett, Proulx, Radford, Schell, and Tremblay

**COMMITTEE MEMBERS ABSENT**

Trustee Shaw

**ADMINISTRATION PRESENT**

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

**CALL TO ORDER**

Trustee Tremblay called the meeting to order at 7:01 p.m. and Trustee Becigneul offered the opening prayer, requesting that those impacted by the Humboldt tragic accident remain in our prayers, acknowledging both the loss to the Saskatchewan community as well as to St. Albert. Trustee Crockett added a second prayer for a former student who also passed away.

**ACKNOWLEDGMENT OF TERRITORIES**

Trustee Tremblay acknowledged that the Greater St. Albert Catholic School 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).

**SISTER ALPHONSE ACADEMY UPDATE**

Principal Greg Lamer and Operations Manager Ron Gamache provided both a video of the programming expected at the school, their logo, mission, and values and a series of photographs chronicling the construction of the school.

**POLICY REVIEW FRAMEWORK**

Trustees reviewed Board Policy 17 – Public Interest Disclosure and the changes necessary due to new legislation coming into force on March 1, 2018. Policy 20 – Laura Bird Memorial Beacon of Hope Award was also reviewed with no suggested changes. Both policies will move to the Regular meeting on April 23, 2018 for approval.

**NEW BUS HANDBOOK**

Trustees were provided with a draft copy of the updated Bus Handbook, which consolidates all relevant information in one place for increased transparency and access for parents, including a “Frequently Asked Questions” section. There was discussion and time for Q & A. This will be posted to the website as soon as possible.

**ASBA FGM POLICY STATEMENT – MENTAL HEALTH**

Following the last discussion, Trustees reviewed the proposed Policy Statement in the format required by ASBA and will continue to look for one or more seconders to support the position that will be presented by the Board at the ASBA Fall General Meeting. Trustee Becigneul will submit to ASBA by the Friday, April 13, 2018 deadline.

**ASBA RURAL CAUCUS MEMBERSHIP**

Trustees discussed that it was preferable to be members of the Rural Caucus, since some of the jurisdiction was rural. This item will move to the Regular meeting on April 23, 2018 for approval.

**SUMMER JOBS GRANT IMPLICATIONS**

Trustees discussed the denial of grant funds to all applications that did not check the box supporting a pro-choice position on pregnancy and abortion. Trustees felt this should be an advocacy concern at both the provincial and federal levels.

**TRUSTEE COMMITTEE & SCHOOL COUNCIL REPORTS**

Trustee Crockett provided a written report from her attendance at the St. Albert Chamber of Commerce Meeting on March 14, 2018 and Trustee Becigneul provided a written report from his attendance at the Zone 2/3 Meeting on March 16, 2018.

**FIRST NATIONS, METIS, and INUIT ACTIVITY**

Trustees reviewed the Education for Reconciliation April Update, which is available on the District

website. Assistant Superintendent Nixon shared a short exercise with Trustees, providing a visual for reflection and some sharing on understanding different ways of seeing and acting in the world based on the viewed picture.

Trustee Becigneul offered the closing prayer. The meeting was adjourned at 9:25 p.m.

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Meeting chaired by Trustee Tremblay



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 9

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### Committee & Event Reports

#### **PREPARED BY:**

- |  |          |
|--|----------|
| 9.1 Business Liaison (Crockett)                            | Attached |
| 9.2 Alberta School Boards Association Zone 2/3 (Becigneul) | Attached |

#### **RECOMMENDATION:**

THAT the Board of Trustees approve the committee reports from the Board Committee of the Whole meeting held on April 9, 2018.



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

## Committee Report Summary

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**Board Advocacy Committee Meeting Date:** April 9, 2018

**Submitted by Trustee:** Trustee Crockett

**Committee/Event Name:** Business Liaison - Chamber of Commerce - St Albert

**Committee Meeting Date:** March 14, 2018

**Chamber Luncheon Relevancy to GSACRD:** networking with St. Albert mayor and councillors, St Albert Public trustees, St. Albert business owners, table discussion, introduced as an elected official of GSACRD, and guest speaker enrichment.

**Speaker – Jennifer Panteluk** - Junior Achievement Northern Alberta and NWT

**Goal of Junior Achievement** – to inspire and prepare youth to succeed in a global economy.

- Junior Achievement provides a free program to grades 3 – 12 in three core areas: financial literacy, work readiness and entrepreneurship.
- Financial Literacy – in collaboration with teachers, volunteers from local businesses help students develop skills in areas such as budgeting, investing and creating financial plans.
- Work Readiness – Jr Achievement delivers career building skills such as communication, net working, and interviewing skills for jobs.
- Entrepreneurship – inspires youth to start their own business. Students receive help from creating their own brand, producing the product, marketing, sales and eventually the liquidation of their company.
- 1569 students in St Albert (54 classes) engaged in JA's 18-week course in 2017-2018.

**Next Chamber Luncheon – 11:30 am, April 11, 2018**

**Panel of Speakers on Legalization of Cannabis**



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

# Committee Report Summary

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**Board Committee of the Whole Meeting Date:** April 9, 2018

**Submitted by Trustee:** Joe Becigneul

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

**Committee Meeting Date & Time:** March 16, 2018. 9 am to 3 pm

**Summary of Agenda Items:** The Agenda was circulated to Trustees prior to the meeting.

## Highlights of Items Relevant to GSACRD:

- Superintendent Compensation was a hot topic re: ASBA survey that was circulated and leaked to the press.
- Suggestion: ASBA could produce a Trustee Code of Conduct to circulate to all Boards.
- **April 13. Boards to submit proposed policies to Zone 2/3 secretary.** Discussion will be held at April meeting and voting on policies to bring forward will be held at May meeting.
- Huge discussion on May voting process for proposed policies. Each Board will vote for up to six policies to bring to the floor at the FGM.
- **April 27 – Deadline to submit emergent policies for Spring Meeting.**

**Edwin Parr Celebration, May 25<sup>th</sup> has been moved to the Chateau Louis Hotel and Conference Centre.** Zone meeting for that day has been moved to the afternoon and at the same venue.

- April 27<sup>th</sup> Zone 2/3 Meeting has been moved back to the St. Anthony Centre.
- **June 15, 2018 – Deadline for Zone Appreciation Award** (Open to all Trustees, Superintendents (all levels) and Secretary-Treasurers who have displayed exemplary service to Trusteeship at the Zone level).

## ASBA President's Report:

- Conversation regarding the Comparative Analysis – Superintendent Salaries report. The report has been routinely prepared and disseminated by ASBA without incident. One of our colleagues chose to inappropriately share the document. Feedback to ASBA has been both positive and negative. Several jurisdictions in the middle of hiring or renewing contracts have been caught off guard.

The Budget – due to be passed at the SGM. ASBA are still discussing the possibility / logistics of a webinar discussion prior to the SGM to share and discuss the budget prior to the SGM. In all likelihood, it will be circulated to Boards in early April and the vote will be held at the Spring General Meeting in Red Deer.

**ADVOCACY** (With MLA's) at Royal Glenora Club March 15 was deemed a success. GSACRD was extremely well represented.

**Alberta Education Report:**

Alberta Education: Maurice Trottier, Metro Services Branch.

- They are directing Trustees to the website. <https://education.alberta.ca> and click on "In the Loop"
- Bill 24 in place April 1 and posted publicly.
- Response to FNMI students needing to declare their status yearly is that the data belongs to the family, not the School Board and this allows them to choose whether that data stands out. These students are given the option to choose it one year and not choose it in the following year.

**Zone 2/3 Director's Report:**

ASBA Strategic Plan 2017-2020 has been updated (2018) after 18 months of consultation with members.

The Strategic Plan has the following three goals:

- Deliver relevant, effective and timely communication, information and education to empower school boards;
- Bolster the viability, credibility and sustainability of the Association and school boards;
- Provide services that are delivered in a fiscally sound manner and deploy resources in alignment with Association priorities.

Supplemental Integrated Pension Plan (SiPP) Advisory Board: Two Trustees from Zone 2/3 were appointed:

- Sheri Wright, St. Albert Public, reappointed to February 2020.
- Dwight Wiebe, St. Paul Education Regional Division, appointed to February 2021.

**PD – Blanket Exercise.** My first.

**Upcoming Events:**

April 20 – 22 Alberta School Council Association Conference and AGM – Edmonton.

April 27 – Zone 2/3 Meeting, St. Anthony Centre.

May 25 - Zone 2/3 Meeting (afternoon, no PD); Edwin Parr Celebration (evening) Chateau Louis Hotel and Conference Centre.

June 4-5 – ASBA Spring General Meeting, Red Deer (Sheraton)





# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 10

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### Good News (Communication & Community Relations)

#### **PREPARED BY:**

Carol Bruineman, communications manager

#### **BACKGROUND:**

Please see attached.

**Good News**  
**Regular Board Meeting**  
**April 23, 2018**

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**District News**

- **David Keohane, Superintendent of Schools** was honoured by the College of Alberta School Superintendents (CASS) with the provincial EXL Award for Excellence in School System Leadership at the annual meeting last month. In addition, he will be the CASS nominee for the national EXL Award as Canadian Superintendent of the Year, to be announced at the annual conference in July. Congratulations on this prestigious honour; we are fortunate to have an outstanding leader!
- We are excited to announce that **Jodi Harding-Kuriger, teacher at École Marie Poburan (EMP)** was honoured with the Rotary Teacher of the Month Award. Congratulations on receiving this recognition for your passion and commitment to your profession. The EMP school community and entire district are blessed to have you on staff!
- District is pleased to welcome **Clint Moroziuk** as the new **Assistant Superintendent Human Resources & Support Services**. He brings expertise in the education industry and human resources discipline and we are looking forward to working Clint on this important portfolio.

**School News**

- **V.J. Maloney School** was selected by the Juvenile Diabetes Research Foundation (JDRF) to receive the 2017 Volunteer of the Year Award. The school has supported the JDRF for the past eight years raising funds through their annual Cyclebetes event. Congratulations to the school and all those in the community who have supported this important and worthwhile cause!
- **Sadie Vogel, student at St. Albert Catholic High** is the winner of the Senior Essay category for the National Literary Contest of the Royal Canadian Legion. In the letter honouring this accomplishment, it noted that “how they were impressed with her ability to clearly depict Remembrance in such a sensitive way.” Sadie will travel to Ottawa to participate in the National Remembrance Day Ceremony this fall to receive her acknowledgement. Congratulations!
- **Neil M. Ross wrestlers** competed provincially and are so excited that their grade fours ended up 2<sup>nd</sup> overall in the province. The entire wrestling group is certainly “mighty” and we applaud their success!
- **St. Albert Catholic High School** hosted their annual Art IB Show that was well attended and highlighted outstanding student artistic talent. Congratulations to all students for their work in creating and displaying their works of art!



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 12.1

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### Board Policy Review

#### **PRESENTERS:**

David Keohane, superintendent of schools

#### **BACKGROUND:**

The Board in cooperation with the Superintendent shall review board policies each year in order to determine whether or not the policy is meeting its intended purpose.

Board Policy 17 – Public Interest Disclosure was last reviewed in April 2017. For this review changes are recommended to meet the changes to PIDA legislation. Please see attached memo.

Board Policy 20 – Laura Bird Memorial Beacon of Hope Award was reviewed in June 2017. No changes are recommended for this review.

#### **RECOMMENDATION:**

THAT the Board of Trustees approve the review of Board Policy 17 – Public Interest Disclosure with the changes as presented and Board Policy 20 – Laura Bird Memorial Beacon of Hope Award with no changes.



Greater St. Albert  
Catholic Schools

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

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## *Memorandum*

**DATE:** April 16, 2018

**TO:** The Board of Trustees

**FROM:** David Keohane, superintendent of schools

**RE:** **Policy Analysis for April 9, 2018 Committee of the Whole Meeting**

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Please find enclosed documentation that recommends further action with respect to policies receiving review at this meeting.

The documentation is intended to support the questions posed within the Board's Policy Review Framework (attached).

Re: Policy 17: Public Interest Disclosure

Alberta's Public Interest Commissioner has advised that the scope of "wrongdoing" will be expanded to include a reckless or wilful disregard for the management of a contract of service and patterns of behaviour of a systemic nature associated with bullying, harassment, or intimidation, and knowingly directing or counselling an individual to commit a wrongdoing associated within this expanded definition. Revised legislation will also enhance the authority of the Commissioner to act upon complaints of "wrong doing" within the workplace. Assistant Superintendent, Clint Moroziuk will provide an overview of existing PIDA requirements and recommended amendments to this policy in light of changes that have been made to PIDA legislation.

Re: Policy 20: Laura Bird Memorial Beacon of Hope Award

No changes are recommended at this time.

Thank you for your attention to this matter.

DK

*Faith in Our Students*

PASSION • RELATIONSHIPS • COMMITMENT • HOPE • INNOVATION • EXCELLENCE



## Board Policy Review Reflection Framework

Within the existing ASBA Roles Clarification: Governance, Administration Policy Model that is adopted by Greater St. Albert Catholic Schools, the Board sets direction for the District according to two elements that are essential to achieving the District's mandate:

- the responsibilities that the Board will undertake due to the mandates of legislation and its desire to uphold appropriate risk management principles;
- what the Board hopes to achieve in order to be responsible to the owners of the system (the public).

To this end, the Board through its policy model has identified policies that reflect the will of the Board in these areas. Within the Board's policy framework is the delegation to the Superintendent the authority to maintain administrative procedures that complement Board Policies relevant to what the Board deems to be operational matters and outcomes that are essential in achieving the mission and vision of the District. Essential to the success of meeting desired results for the District is the extent to which Board Policies and Administrative Procedures are complementary to each other.

Therefore, when the Board engages in continually understanding and adapting its role in fulfilling responsibilities and meeting desired outcomes, policies should meet the following tests:

*Are the Board's policies:*

- *legal according to statutes and contractual arrangements made by the Board?*
- *supportive of the Board's foundational policies: District Mission Statement, Values, Beliefs, Goals, and Objectives; Role of Board; Role of the Trustee; Board Delegation of Authority; Role of the Superintendent?*
- *supportive of the expectations of previous motions that empower current practice?*
- *understandable according to the intent of their expectations and will of the Board?*
- *a reflection of generally accepted standards as written in other parallel public policies?*

The Board is encouraged to use these questions as a reflection framework for understanding or amending all policies that are reviewed through the Board's annual policy review schedule.

## **PUBLIC INTEREST DISCLOSURE (WHISTLEBLOWER PROTECTION)**

### **Background Statement**

The mission of Greater St. Albert Catholic Schools depends on all who work on behalf of children to learn, live fully, and serve others. District employees are encouraged to act in ways consistent with the teachings of the Catholic/Christian faith. The Board of Trustees of Greater St. Albert Catholic Schools (“Board”) is dedicated to the highest standard of ethical and accountable conduct, and recognizes the importance of working to deter and detect wrongdoing within the operations of the school district, and to promote public confidence in the administration of the Board. To ensure this, the Board is committed to maintaining a positive and supportive environment whereby employees can disclose potential wrongdoing, or seek advice about disclosing a potential wrongdoing, without reprisal, and are provided with clear guidance for how those disclosures may take place. Employees have a duty to report all wrongdoings or suspected wrongdoings to the Chief Officer or Designate.

On June 1, 2013, the *Public Interest Disclosure (Whistleblower Protection) Act* (“PIDA”) came into force in Alberta **with amendments proclaimed March 1, 2018**. The purpose of PIDA is to:

- facilitate the disclosure and investigation of significant and serious matters in public entities, including school boards, that an employee believes may be unlawful, dangerous to the public, or injurious to the public interest;
- protect employees who make those disclosures;
- manage, investigate and make recommendations respecting disclosures of wrongdoings and reprisals; and
- promote public confidence in the administration of public entities.

Under PIDA, no person may make reprisals against an employee for making a disclosure, seeking advice about making a disclosure, or taking any steps under PIDA, so long as the employee is acting in good faith.

The Board is required under Section 5(1) of PIDA to establish and maintain, in accordance with PIDA, written procedures, **including time periods** for managing and investigating disclosures by employees of the Board. Those written procedures are set out herein.

### **Procedures**

#### **1. Designation of Chief Officer**

- 1.1 The Superintendent of the Board is designated as the “Chief Officer” for the purpose of the overall administration and reporting required under *PIDA*.

## 2. Designation of Designated Officer

- 2.1 The Assistant Superintendent of Human Resources is designated as the “Designated Officer” to manage and investigate disclosures under *PIDA*.

## 3. Application of this Policy to “Wrongdoings”

- 3.1 This policy applies to wrongdoings in or relating to Greater St. Albert Roman Catholic Separate School District No. 734, its schools, departments and employees. A wrongdoing is defined as one of the following, within or relating to the Board or its employees:

- 3.1.1 a contravention of an Act of Alberta or Canada or the regulations made pursuant to those Acts.

- 3.1.2 an act or omission that creates:

- 3.1.2.1 a substantial and specific danger to the life, health or safety of individuals other than a danger that is inherent in the performance of the duties or functions of an employee; or

- 3.1.2.2 a substantial and specific danger to the environment;

- 3.1.3 ~~gross mismanagement of public funds or a public asset;~~ a gross mismanagement, including an act or omission that is deliberate and that shows a reckless or willful disregard for the proper management or performance of:

- 3.1.3.1 public funds or a public asset;

- 3.1.3.2 the delivery of a public service, including the management or performance of:

- 3.1.3.2.1 a contract arrangement identified or described in the regulations, including the duties resulting from the contract or arrangement of any funds administered or provided under the contract or arrangement;

- 3.1.3.2.2 the duties and powers resulting from an enactment identified or described in the regulations or any funds administered or provided as a result of the enactment; or

- 3.1.3.3 employees, by a pattern of behavior or conduct of a systemic nature that indicates a problem in the culture of the organization relating to bullying, harassment or intimidation.

- 3.1.4 a wrongdoing prescribed in the regulations;

- 3.1.5 knowingly directing or counselling an individual to commit a wrongdoing mentioned in the above clauses.

- ~~3.1.6 knowingly directing or counselling an individual to commit a wrongdoing mentioned in clauses 3.1.1 to 3.1.3.~~

## 4. No Reprisals

- 4.1 an employee who, in good faith:

- seeks advice about making a disclosure;
- makes a disclosure;
- co-operates in an investigation of wrongdoing;
- declines to participate in a wrongdoing; or
- does anything in accordance with this Act;

will not be subject to any adverse employment action including dismissal, layoff, suspension, demotion, transfer, discontinuation or elimination of a job, change of job location, reduction in wages, changes in hours of work, reprimand, or any other measure that adversely affects the employee's employment or working conditions, including threats to do any of the above.

- 4.2 An employee may make a written complaint to the Public Interest Commissioner ("Commissioner") if the employee alleges that a reprisal has been taken or directed against the employee. The written complaint must, be made on the prescribed PIDA Complaint or Reprisal Form available at [www.yourvoiceprotected.ca](http://www.yourvoiceprotected.ca) . Employees may contact the Public Interest Commissioner for advice toll-free at 1-855-641-8659 or via email at [info@pic.alberta.ca](mailto:info@pic.alberta.ca) .
- 4.3 No action lies against the Board or an employee of the Board for making a reasonable human resource management decision in good faith.

## 5. Disclosures

- 5.1 Employees seeking advice on potential disclosure under PIDA and this Policy shall be referred to the Chief Officer, or the Designated Officer, or the employee's Supervisor or the Office of the Public Interest Commissioner who shall provide the employee with information on PIDA, this Policy, the requirements of PIDA and this Policy, and other alternative processes for resolution of the employee's concern. (The Office of the Public Interest Commissioner can be contacted toll free at 1-855-641-8659 or via email at [info@pic.alberta.ca](mailto:info@pic.alberta.ca) )
- 5.2 ~~An employee who reasonably believes that he or she has~~ When employees reasonably believe that they have information that could show that a wrongdoing has been committed or is about to be committed, or who has been asked to commit a wrongdoing, may make a disclosure to the Designated Officer, the employee's Supervisor, or directly to the Public Interest Commissioner in accordance with the established procedures. (Employees may make a disclosure of wrongdoing directly to the Public Interest Commissioner using the on-line web-form at [www.yourvoiceprotected.ca](http://www.yourvoiceprotected.ca) )
- 5.3 ~~Disclosures of wrongdoing shall be made to the Designated Officer utilizing the PIDA Disclosure Form in Appendix A. The Public Interest Disclosure Form outlines the information required in for a disclosure.~~
- 5.4 At the time an employee makes a disclosure to the Designated Officer or their Supervisor, the employee may also make the disclosure to the Public Interest Commissioner ("Commissioner") and advise the Commissioner that the disclosure has been made to the employee's Designated Officer. The disclosure form to the commissioner can be found at the following link. (



<https://yourvoiceprotected.ca/wp-content/uploads/2014/04/Online-Disclosure-Form.pdf>.)

- 5.5 An employee may only disclose directly to the Commissioner and circumvent their ~~chief officer~~ **Chief Officer** and Designated Officer if:
  - 5.5.1 The employee has made a disclosure in accordance with the procedures set forth in this policy and an investigation concerning the disclosure has not been completed in accordance with these procedures.
  - 5.5.2 The employee has made a disclosure in accordance with the procedures set forth in this policy and the matter has not been resolved within the time periods established under these procedures.
  - 5.5.3 The employee has made a disclosure to the Designated Officer, however is unable to complete the procedures because of a reprisal directed towards the employee, or reasonably believes a reprisal is likely to be taken or directed towards them if the disclosure be made in accordance with these procedures.
  - 5.5.4 The employee reasonably believes that a matter constitutes an imminent risk of a substantial and specific danger to the life, health or safety of individuals, and there is insufficient time to make a disclosure to the Designated Officer. However, in these circumstances, the employee must as soon as is reasonably practicable, disclose the matter to the Designated Officer. The disclosure form to the ~~commissioner~~ **Commissioner** can be found at the following link: (<https://yourvoiceprotected.ca/wp-content/uploads/2014/04/Online-Disclosure-Form.pdf>). For a disclosure to the Designated Officer, please use form in Appendix A.
  - 5.5.5 The employee has made a disclosure in accordance with this Policy, the investigation has been completed, a final decision has been issued in respect of the disclosure and the employee is dissatisfied with the decision.
  - 5.5.6 The subject matter of the disclosure involves the employee's ~~chief officer~~ **Chief Officer** or Designated Officer.
- 5.6 In the event that disclosure to the Assistant Superintendent of Human Resources as the Designated Officer is not appropriate due to a conflict of interest with respect to the nature of the disclosure or the person involved, the Designated Officer shall request the Chief Officer to designate an alternate Designated Officer for that disclosure. The alternate Designated Officer shall have all the powers of the Designated Officer for the purpose of that disclosure.
- 5.7 In the event of a disclosure to the Designated Officer concerning the conduct of the Chief Officer, or concerning which the Chief Officer has a conflict of interest, the Designated Officer (or alternate Designated Officer where the subject matter of the disclosure involves the Designated Officer) shall:
  - 5.7.1 Advise the Board Chair of the nature of the disclosure, whereupon the Board may authorize an investigation into the disclosure.

- 5.7.2 Advise the Commissioner of the disclosure and its referral to the Board and seek advice from the Commissioner concerning whether the disclosure should be referred to the Commissioner.
- 5.8 If the Designated Officer reasonably believes that the matter to which the disclosure relates constitutes an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment, the Designated Officer shall as soon as reasonably practicable refer the disclosure to the Commissioner.
- 5.9 Notwithstanding whether a disclosure is referred to the Commissioner, where the Designated Officer is aware of:
- 5.9.1 a disclosure relating to an imminent risk of a substantial or specific danger to the life, health or safety of individuals, or to the environment;  
or
- 5.9.2 that the alleged wrongdoing, if true, may threaten the welfare of students, staff, or the safe and caring environment of the school,  
the Designated Officer shall also ensure that appropriate persons within the Board have sufficient information to abate that risk.
- 5.10 Where at any point following a disclosure, the Designated Officer has reason to believe that the alleged wrongdoing, if true, could potentially give rise to the Superintendent being of the opinion that the welfare of students is threatened by the presence of the teacher, the Designated Officer shall advise the Superintendent of the alleged wrongdoing for consideration of a possible administrative suspension under section 105(2) of the *School Act*.
- 5.11 Where in the course of an investigation, the Designated Officer has reason to believe that an offence has been committed under an Act or regulation of the Province of Alberta, or under an Act or regulation of the Parliament of Canada, the Designated Officer shall report the potential offence to the appropriate law enforcement authorities- **and to the Minister of Justice and Solicitor General**.
- 5.12 If more than one disclosure of wrongdoing is received by the Designated Officer in respect to the same matter, a single investigation may be conducted into the wrongdoing.
- 5.13 Where, in the course of an investigation, the Designated Officer has reason to believe that another wrongdoing has been committed or may be committed, the Designated Officer shall investigate that other potential wrongdoing as if a disclosure had been made.
- 5.14 Anonymous disclosures will be dealt with in accordance with the provisions of this Policy.
6. Investigations
- 6.1 The Designated Officer may request advice from the Commissioner with respect to the management and investigation of a disclosure.
- 6.2 Upon receiving a disclosure, the Designated Officer shall make a decision whether to investigate.

- 6.3 Where the Designated Officer is of the opinion that the subject matter of a disclosure would be more appropriately dealt with by a department of the Government of Alberta, an office of the Legislature, or another public entity, the Designated Officer shall report the subject matter of the disclosure to the Designated Officer of that other entity.
- 6.4 Should the subject matter of the disclosure be more appropriately dealt with according to another policy or procedure of the Board, another Act, or regulation, or procedures under a collective agreement or employment contract, the Designated Officer may decline to investigate under the parameters of this policy.
- 6.5 The Designated Officer may utilize both internal personnel and external resources, for the purpose of conducting the investigation, subject to the compliance with all statutory and/or regulatory obligations.
- 6.6 The Designated officer, and any person conducting an investigation on their behalf, may interview any person and shall have access to any document of the Board necessary for the investigation.
- 6.7 The Designated Officer shall ensure all disclosures, and information gathered in the course of investigating disclosures, including the identity of the person making the disclosure, those alleged to have committed the wrongdoing and witnesses, are maintained in confidence and disclosed only:
  - 6.7.1 as necessary for this policy and to conduct the investigation in accordance with the principles of procedural fairness and natural justice;
  - 6.7.2 in accordance with PIDA or any other statute;
  - 6.7.3 if the disclosure of that information is necessary due to an imminent risk of a substantial and specific danger to the life, health or safety of individuals, or to the environment.
- 6.8 Investigations shall be conducted in accordance with the principles of procedural fairness and natural justice.
- 6.9 The Designated Officer may decline to investigate where the disclosure:
  - 6.9.1 is clearly frivolous or vexatious, not been made in good faith, has not been made in a timely enough manner to permit an investigation, or does not deal with a wrongdoing;
  - 6.9.2 relates to a decision, action or matter that results from a balanced and informed decision-making process on a public policy or operational issue; or
  - 6.9.3 does not provide adequate particulars about the wrongdoing to permit the conduct of a fair and effective investigation.
- 6.10 The Designated Officer is not required to investigate a disclosure or, if an investigation has been initiated, may discontinue the investigation if more than 2 years has passed since the date that the wrongdoing was discovered.

## 7. Timelines

- 7.1 The Designated Officer shall acknowledge receipt of the disclosure or complaint of reprisal to the employee making the disclosure or complaint within five (5) business days from receipt of the disclosure or complaint. An employee who submitted a disclosure of wrongdoing or complaint of reprisal shall be advised, no more than 10 business days from the date on which the disclosure of wrongdoing or complaint of reprisal is received, of whether an investigation will be undertaken.
- 7.2 The investigation must be concluded and the investigation report provided to the Chief Officer not more than 110 business days from the date on which the disclosure of wrongdoing or complaint of reprisal was received.
- 7.3 These timelines may be extended by the Chief Officer provided that the total extensions granted do not exceed the overall time period for investigation and provision of the investigation report by more than 30 business days, or for a longer period of time if permitted by the Commissioner.

## 8. Report

- 8.1 The Designated Officer shall provide a written investigation report to the Chief Officer detailing whether the disclosure was substantiated, and provide recommendations on corrective action.
- 8.2 Where the Designated Officer is considering a recommendation to the Superintendent that the Superintendent exercise authority delegated to him or her by the Board to suspend or terminate a teacher or administrative designation under the *School Act*, the Designated Officer shall consult with other board staff typically responsible for such recommendations concerning the necessary process. In such event, the written investigation report shall be provided to the Superintendent in the course of any process under the *School Act* for the Superintendent to consider that recommendation.
- 8.3 The Chief Officer shall consider the recommendations in the investigation report, and shall be responsible for determining what action, if any, including disciplinary action, shall be taken. The Chief Officer shall follow up with the employees responsible to ensure those actions are taken.
- 8.4 The person making the complaint shall be advised when the investigation is completed, the recommendations made in the written investigation report, and the Chief Officer's actions resulting from the written investigation report.

## 9. Good Faith

- 9.1 An employee who submits a disclosure of wrongdoing or complaint of reprisal must act in good faith. Good faith describes that state of mind denoting honesty of purpose, being faithful to one's duty or obligation, or an honest intention to abstain from taking any advantage of another.
- 9.2 An employee who knowingly makes deliberately false and/or malicious allegations of wrongdoing may be subject to disciplinary action up to and including termination of employment.

## 10. Annual Reporting

- 10.1 The Chief Officer will prepare a report annually on all disclosures that have been made to the Designated Officer. This annual report will be available to the public on request and will be subject to the reporting requirements of Alberta Education, **and all laws and regulations regarding personal privacy**. The annual report will include the following information:
- 10.1.1 the number of disclosures received by the Designated Officer;
  - 10.1.2 the number of disclosures acted on; and
  - 10.1.3 the number of disclosures not acted on by the Designated Officer;
  - 10.1.4 the number of investigations commenced by the Designated Officer as a result of disclosures;
  - 10.1.5 in the case of an investigation that results in a finding of wrongdoing, a description of the wrongdoing and any recommendations made or corrective measures taken in relation to the wrongdoing or the reasons why no corrective measure was taken.
- 10.2 **Chief Officers are restricted from publically identifying, in their annual report, an employee who sought advice, made a disclosure, or made a complaint of reprisal and from disclosing individually identifying health information.**

## 11. Policy Communication

- 11.1 The Chief Officer will ensure that this policy is reviewed with all employees and made accessible to them prior to the start of each school year.

12. **The *Freedom of Information and Protection of Privacy Act (FOIPP)* on the right of access to a record that would reveal the identity of a person who has requested advice about making a disclosure, made a disclosure, or submitted a complaint of reprisal or whose complaint have been referred to the Labour Relations Board, unless that information can reasonably be severed from a record. (Procedures should highlight the restrictions to access to information requests.)**

Legal Reference: *Public Interest Disclosure (Whistleblower Protection) Act (PIDA)* *Public Interest Disclosure (Whistleblower Protection) Regulation*

~~[http://www.gp.alberta.ca/1266.cfm?page=2013\\_071.cfm&log\\_type=Regs&display=html](http://www.gp.alberta.ca/1266.cfm?page=2013_071.cfm&log_type=Regs&display=html)~~

<https://yourvoiceprotected.ca/resources/public-interest-disclosure-whistleblower-protection-act/>

Implemented: April 28, 2014

Revision Dates: **Month, day, year**

## LAURA BIRD MEMORIAL BEACON OF HOPE AWARD

### Background Statement

Board Policy 1: District Mission Statement, Values and Beliefs, Goals and Objectives stresses the importance of celebrating staff who are mentors of faith. The Board believes that the ultimate celebration of staff mentorship is to recognize one who is an active and articulate witness to the One for whom Catholic schools exist – Jesus Christ. The Laura Bird Memorial Beacon of Hope Award recognizes that the best way to demonstrate witness to Jesus Christ is to do so to the most needy in the most selfless manner possible.

Laura Bird was a teacher in St. Albert in the 1960s and early 1970s who was passionate about prioritizing service to students in the area of special needs education. At the time, the only option for St. Albert families who needed special education supports was to have their children bused to Edmonton.

Through Laura Bird's pioneering work, special education started its gradual evolution to the inclusive, diverse learner based model that our District supports today. In October 1960, Mrs. Bird initiated the establishment of an Opportunity Room, which was opened within Vital Grandin School. As a teacher within this program, Laura's efforts provided hope to her students and their families that an environment dedicated to addressing a broad spectrum of learning needs can be established in one school community. Her initiative enabled our schools to learn that students best realize their God given potential within a community where they are known and nurtured by all community members.

Specifically, this award has been developed to annually celebrate any staff member who through the example of Laura Bird and in the most selfless manner possible, has dedicated personal service to further the hope and future of others.

### Procedures

1. Any staff member in the District may receive this award on the basis of a recommendation by a Trustee, Parish Priest, member of the GSACRD community, or a local, provincial, national and / or international Catholic faith community affiliate.
2. The Board will request nominations for the award beginning in March of each year and will make its decision prior to June 30 of that year.
3. Nominations for the award may be submitted by any member of the Greater St. Albert Catholic School Community to the Superintendent in writing.
4. Nominations will be reviewed by a Board Selection Committee for recommendation to the Board.

5. All nominations must include a description of the service or contribution made by the individual being nominated according to the following criteria:
  - 5.1. How the individual has endeavored not to bring honor to oneself but to others;
  - 5.2. How the individual has been self-sacrificing through Christian service, and has prolonged this dedication through time;
  - 5.3. How the individual has accepted demanding challenges and set new standards for the rest of us to follow.
6. While a letter addressing these criteria will suffice, a nominator may choose to submit the form provided in Appendix A to complete the nomination process.
7. The award will include two aspects of recognition: 1) a personalized, etched glass trophy keepsake, and 2) a nameplate on a permanent plaque, designed for all recipients, current and future, displayed in the Boardroom.
8. The successful nominee will be notified prior to the public announcement.
9. The announcement of the award recipient will be made at the opening school year district mass. The presentation of the award may be made at the same time or at a mutually agreed time in the future.
10. The award may be presented posthumously.
11. In the event that there are no nominations accepted by the Board, the Board may determine the need to issue a nomination itself for that year.
12. If there are no nominations for the award, the Laura Bird Memorial Beacon of Hope Award may not be awarded in that year.
13. The selection committee may advance any current nomination to a future year for reconsideration.

Implementation Date: November 2, 2016

Revised: June 26, 2017

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**Laura Bird Memorial Beacon of Hope Award Nomination Form**

**Date:**

<b>Nominator's Information:</b>	
Name:	
Address:	Postal Code:
Phone Number:	

<b>Nominee's Information:</b>	
Name:	
Address:	
Phone Number:	Postal Code:
Outline Your Relationship to the Nominee and for how long you have known this person:	



Describe how has the nominee endeavored not to bring honor to oneself but to others:

Describe how the nominee has been self-sacrificing through Christian service, and has prolonged this dedication through time:

Describe how the nominee has accepted demanding challenges and set new standards for others affiliated with the District to follow:

Other information that you would want to share about the nominee:



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 13.1

### St. Kateri Tekakwitha Academy Consultation Phase 2 Report

#### **PRESENTER:**

Carol Bruineman, communications manager

#### **BACKGROUND:**

In June 2017, the Board approved Guiding Principles for Consultation regarding St. Kateri Tekakwitha Academy and a process for consulting on school boundaries and programming for the school, which is scheduled to open in September 2019. An independent consultant was hired to oversee the process and to ensure that it meets the standards for public participation as guided by the International Association of Public Participation (IAP2).

In March 2018, the Board held Phase 2 of the consultation process that included an open house at the Morinville Community Cultural Centre on March 7, 2018. At the same time, the Board invited the public to participate in an online survey between March 7 and 22, 2018 as another method to provide input to the process. The independent consultant collated all of the feedback provided and has submitted a report to the Board of Trustees titled “What we Heard” which is attached for trustees.

This phase of consultation gathered feedback on two options for boundaries and a short list of programming that the Board will review for consideration in finalizing an attendance area for the school and programming.

#### **RECOMMENDATION:**

THAT the Board of Trustees receive the Phase 2 St. Kateri Tekakwitha Academy Consultation Report “What We Heard,” authored by Jan Bloomfield with Strategy Plus, as information.



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 13.2

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### Board Planning Session Agenda

#### **PRESENTERS:**

Serena Shaw, trustee  
David Keohane, superintendent of schools

#### **BACKGROUND:**

On Thursday, April 5<sup>th</sup>, the Board's Board Planning Session Committee met to confirm a recommended agenda for the Annual Board Planning Session Retreat to be held on Friday, May 11<sup>th</sup> and Saturday, May 12<sup>th</sup>. That agenda is enclosed. The agenda is intended to facilitate enhancing the Board's commitment to advocacy, prepare for programming and attendance area commitments to St. Kateri Academy, and confirm direction dedicated to community programming interests for the 2018 – 2019 School year.

#### **RECOMMENDATION:**

THAT the Board approve the Board Planning Session agenda for May 11<sup>th</sup> – 12<sup>th</sup>, 2018 as presented.

## Board Planning Session Agenda

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**Friday, May 11, 2018**

1:00 pm – 2:30 pm	Set up (McDougall Board Room)
1:30 pm – 2:30 pm	Light Lunch/Snack Available
2:45 pm – 3:00 pm	Opening Prayer
3:00 pm - 5:00 pm	1. Increasing Advocacy Effectiveness with Government Agencies – Elan MacDonald, President of IMPACT Consulting
5:00 pm – 5:15 pm	Health Break
5:15 pm – 5:45 pm	2. Adjustments to Board Adv. Plan
5:45 pm – 6:00 pm	Closing Prayer
6:30 pm	Supper (Location TBD)

**Saturday, May 12, 2018**

7:30 am – 8:20 am	Breakfast (McDougall Board Room)
8:20 am – 8:30 am	Opening Prayer: Lectio Divina – Archbishop Richard Smith
8:30 am – 9:30 am	3. Faith Update: Connecting our Parishes - Archbishop Richard Smith
9:30 am -10:30 am	4. Boundary/Programming Review for St. Kateri Academy
10:30 am – 10:45 am	Health Break
10:45 am – 12:00 pm	5. 2018/2019 Implementation of Community Feedback: ThoughtExchange Results
12:00 pm – 1:00 pm	Lunch (McDougall Board Room)
1:00 pm – 1:30 pm	6. Community Engagement Questions for 2018/2019
1:30 pm – 2:30 pm	7. Programming Highlights/Governance Implications Update
2:30 pm – 2:45 pm	Health Break
2:45 pm – 4:00 pm	8. Programming Highlights/Governance Implications Update Continues
4:00 pm - 4:30 pm	9. Adjustments to Board Advocacy Plan
5:00 pm	Mass @ St. Joseph's Basilica



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 13.3

### Transportation Tenders

#### **PRESENTERS:**

Deb Schlag, secretary-treasurer

#### **BACKGROUND:**

Considerations in all scenarios reviewed include:

- the quality of service provided to the district during the current and prior school years
- the number of contractors providing service to the district in any school year
- the number of vehicles owned, age, mileage and related capacity
- favors local contractors that have proven the ability to provide quality service in past years for the district (while remaining cost effective)

St. Albert: 5 Submissions

Morinville: 5 Submissions

Legal: 3 Submissions

The minimum range represents a 2% increase from 2018-19 to 2020-21 and the maximum range represents a 4% increase from 2018-19 to 2020-21.

#### **RECOMMENDATIONS:**

THAT the Board of Trustees approve the following **Daily Maximum Rates** for student transportation services during the 2018-2021 school years (based on 17-18 routes & ridership, subject to future year modifications due to enrollment), for the provision of triple, double and single runs as follows:

2018-19 ranging from \$243.96 to \$270.00 for Rural and Urban routes for grades 1-12 and \$69.50 to \$85.00 for Urban Kindergarten routes (all single runs).

2019-20 ranging from \$246.40 to \$275.40 for Rural and Urban routes for grades 1-12 and \$70.20 to \$86.70 for Urban Kindergarten routes (all single runs).

2020-21 ranging from \$248.86 to \$280.90 for Rural and Urban routes for grades 1-12 and \$70.90 to \$88.45 for Urban Kindergarten routes (all single runs).

**AND**

That administration is authorized to negotiate with contractors to meet or better the daily maximum rate in each year, before finalizing contracts with specific contractors.



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 14.1

### Rural Caucus of Alberta School Boards (RCASB) Membership

#### **PRESENTER:**

René Tremblay, trustee

#### **BACKGROUND:**

On March 5, 2017, rural school boards came together to formalize the creation of the Rural Caucus of Alberta School Boards. Conversations about the common and unique challenges faced by rural school board have been occurring within this group for a number of years. The purpose of this group is to speak with one voice for rural school boards and create an awareness of the many issues faced in providing education to students in rural Alberta. At that time, the Rural Caucus of Alberta School Boards represented 30 rural boards from across the province. The RCASB executive committee is comprised of representatives from across the province. The 2017 Rural Caucus Chair, Darcy Eddleston, was pleased to report that the government viewed this group as an important voice for rural Alberta. He was invited to meet with several government representatives and sit at the table with other education group leaders such as ASBA, PSBA, ATA, etc. The Rural Caucus of Alberta School Boards has rolled up their sleeves and the work has already begun.

Working groups were established to review three areas identified as priorities. The initial focus was on transportation, mental health services, and per student funding for rural school boards. These working groups will gather data, provide insight and take the rural challenges forward to government. The RCASB looks forward to working with government and finding ways to address issues that rural students are facing.

#### **2017 Member Boards (Catholic Boards highlighted):**

Aspen View Public School Division	Horizon School Division Public Schools
Battle River School Division	Northern Gateway Public Schools
Buffalo Trail Public Schools	Northern Lights School Division
Canadian Rockies Public Schools	Palliser Regional Schools
Chinook's Edge School Division	Parkland School Division
<b>Christ the Redeemer Catholic Schools</b>	Peace River School Division
Clearview School Division	Peace Wapiti School Division
Conseil Scolaire Centre-Nord	Pembina Hills Public Schools
<b>East Central Alberta Catholic Schools</b>	Prairie Land Regional Division
Elk Island Public Schools	Prairie Rose School Division
Golden Hills School Division	<b>Red Deer Catholic Regional Schools</b>
Grande Yellowhead Public School Division	St. Paul Education Regional Division
High Prairie School Division	Regional Public Schools
<b>Holy Spirit Roman Catholic Separate Regional Division</b>	Wild Rose School Division
	Wolf Creek Public Schools

There are currently 28 member boards, as identified in the 2018-03-04 proposal for Cost Recovery.

A financial commitment from the District may be required as part of the membership as a cost sharing of member boards for the overall annual cost of operating the group. At the March 2018 meeting, this annual cost was estimated @ \$535 per Board, based on 28 Boards. The amount may decline if membership increases.

**Upcoming Plans for the RCASB:**

May 2018: Executive Meetings are held monthly to continue the work of the Rural Caucus

June 2018: Meeting to be held in conjunction with ASBA SGM in Red Deer

Nov 2018: Meeting to be held in conjunction with ASBA FGM in Edmonton

**\*\*\* PLEASE CHOOSE ONLY ONE of the POSSIBLE THREE MOTIONS BELOW:**

**RECOMMENDATION No. 1:**

THAT the Board of Trustees approve membership in the Rural Caucus of Alberta School Boards and designate Trustee \_\_\_\_\_ as the Representative for the remainder of the 2017-18 school year and Trustee \_\_\_\_\_ as the Alternate.

**AND**

THAT the Board of Trustees direct the Superintendent to update Board Policy 9 – Board Representatives to include the Rural Caucus of Alberta School Boards, as soon as possible.

**RECOMMENDATION No. 2:**

THAT the Board of Trustees decline membership in the Rural Caucus of Alberta School Boards.

**RECOMMENDATION No. 3:**

THAT the Board of Trustees defer a decision on membership in the Rural Caucus of Alberta School Boards until 2018-19.





# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 14.2

### Summer Jobs Grant Implications Support

#### **PRESENTER:**

Greg Schell, trustee

#### **BACKGROUND:**

Applications for the 2018 Canada Summer Jobs Program came with a requirement to attest to certain principles. Non-compliance with the attestation would deny eligibility for the program and any associated grant dollars. This attestation was not confirmed (left un-checked) by Catholic organizations, including Greater St. Albert Catholic Schools, as it is contrary to Church teaching on Pro-Life, specifically the third bullet below, in the excerpt of the application is as follows:

#### Attestation

- I have read and understood the Canada Summer Jobs Articles of Agreement and referred to the Applicant Guide as needed;
- The job would not be created without the financial assistance provided under a potential contribution agreement;
- Both the job\* and my organization's core mandate\* respect individual human rights in Canada, including the values underlying the *Canadian Charter of Rights and Freedoms* as well as other rights. These include reproductive rights and the right to be free from discrimination on the basis of sex, religion, race, national or ethnic origin, colour, mental or physical disability or sexual orientation, or gender identity or expression;
- I have all the necessary authorities, permissions and approvals to submit this application on behalf of myself and the organization.

I attest

\*Please refer to the Applicant Guide for further information regarding eligible activities and organization's mandate.

**The following is the response that Greater St. Albert Catholic Schools received upon receipt of our application:**

Subject: Missing information on your Canada Summer Jobs application

Thank you for applying for funding under the Canada Summer Jobs program. The essential requirements listed below are missing from your application, and therefore we are unable to determine your organization's eligibility or the eligibility of the activities proposed in your application

- **The signatory must check the "I attest" box to confirm eligibility and add his/her initials next to the box.**

Please note that supplementary information<<https://www.canada.ca/en/employment-social-development/services/funding/canada-summer-jobs/supplementary-information.html>> has been provided on the Canada Summer Jobs website that helps answers questions on eligibility for Canada Summer Jobs funding, and also addresses the applicant organizations and the core mandate referred to in the attestation section of the application.

**In order to determine the eligibility of your organization and its proposed activities, you must provide us with the above essential missing requirements within 10 business days following the date of this correspondence. If you fail to respond within the above specified timeframe, your application will be deemed incomplete and will therefore not be eligible for assessment.**

Decisions on the outcomes of the Canada Summer Jobs application process are final. However, if you have any questions concerning your application, please contact me at 1-800-548-2375.

**RECOMMENDATION:**

THAT the Board of Trustees support the Board Chair or designate contacting both ACSTA and CCSTA for the purposes of advocacy on this matter.



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 15.2

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### Report from the Superintendent

#### **BACKGROUND:**

Please see attached.

#### **RECOMMENDATION:**

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



**Superintendent's Information Report to the Board  
Greater St. Albert Roman Catholic Separate School District No. 734  
April 23, 2018**

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**\* Educational Leadership**

*Leadership Succession Planning Report*

Assistant Superintendent, Clint Moroziuk, will provide a Leadership Succession Planning report. (Attached)

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.



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](http://www.gsacrd.ab.ca)

DATE: April 12, 2018

TO: David Keohane  
Superintendent of Schools

FROM: Clint Moroziuk  
Assistant Superintendent  
Human Resources & Administrative Support Services

RE: Leadership Development and Succession Planning Report

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Attached is the Leadership Development and Succession Planning Report for 2017/18. It captures what Sean and Steve have done during the course of the year. I will review our needs and look at what initiatives we may wish to explore and what processes might need to be adjusted for 2018/19.

Blessings,

Clint Moroziuk  
Assistant Superintendent  
Human Resources & Administrative Support Services

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## LEADERSHIP DEVELOPMENT and SUCCESSION PLANNING Report 2017 - 2018

**Succession planning** is the process of identifying and developing internal people with the potential to fill key leadership positions in the organization. Succession planning increases the availability of experienced and capable employees that are prepared to assume these roles as they become available. (Wikipedia)

**Recruitment** is a significant step in creating a succession plan. GSACRD utilizes strategies to support the recruitment processes:

- Web-based application service (Apply to Education) widely used in Alberta and across Canada providing access to a wide variety and number of potential candidates for district job postings and general applications.
- Gallup researched 'Insight' tools to predict candidate talent for the role of:
  - Principal (PrincipallInsight)
  - Vice-Principals (PrincipallInsight)
  - Teachers (TeacherInsight)
  - Support Staff (SupportInsight)
- Applicants are required to provide a variety of information including a faith/pastoral reference and professional references for consideration
- Interviews and screening for teacher candidates is an on-going practice with the view to:
  - Fill substitute roster needs
  - Prepare for possible teacher positions that arise
  - Prepare to fill highly specialized positions
- District Office personnel recruit candidates at career fairs at the University of Alberta (Faculté St. Jean, St. Joseph's College), Concordia University Edmonton
- School principals are aware of university practicum students in their schools and identify promising candidates
- The district works to be involved with Grant McEwan University to place educational assistant practicum students in district schools to identify promising candidates



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**Selection** of employees includes:

- Application reviews by district office and school sites
- Short-listing suitable candidates
- Interviewing Candidates are conducted at district office or at school sites with school administration
- Reference checks are made for successful interview candidates
- All requirements are checked before selection such as Criminal Record Checks, Teacher certification...

**Contract type** is an employment hierarchy as per the School Act.

- **temporary contract** teachers replace a teacher on leave and often this type of contract is a new teacher's first contract in the district
- **probationary contract** teachers are assigned to open positions available for the entire year and expected to continue into the future and a favorable evaluation leads to a recommendation for a **continuous teaching contract**
- **continuous contracts** are provided to teachers with favorable evaluations, met the religious course as well as a priest reference
- **interim contracts** are offered when the position is only available for a portion of the school year.

**Internal Leadership Recruitment** is supported by providing opportunities for all teaching staff is an initial strategy for succession planning. Aspiring leaders typically look for additional opportunities in their current assignments, to gain experiences that serve both the school and their leadership aspirations. Many of these opportunities occur at the day's end such as:

- coaching,
- planning celebrations
- contributing to major events and assisting others on the journey
- serving the district in various positions including
  - Learning Support Facilitator
  - Pedagogical Lead,
  - Department Head
  - Various school leadership opportunities.

Leadership 'for all' provides excellent preparation for those considering school and district administrative leadership positions.



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**Career Path Planning** has been offered in the past to vice principals with the Assistant Superintendent of Human Resources and Leadership. These sessions were intended to assist vice-principals on their leadership journey, as well as learning of their intentions and aspirations for the future. These one on one sessions revealed great promise for the future. It is the hope of the district that many vice-principals will continue their leadership journey by taking the next step in becoming a principal. During the 2017-2018 school year a more informal approach was conducted. This is a target area for improvement by the Office of the Assistant Superintendent of Human Resources to meet the leadership needs of the district.

**Admin Collab Time** are Leadership Development sessions scheduled on a monthly basis by the district principal to serve the newest administrators (and open to all administrators) addressing key and relevant issues, as part of the formation process. The group meets several times throughout the year on topics such as the School Act, Collective Agreements, Educational Issues, Staffing Protocols, Child Welfare protocols, Custody Orders issues, Budget Management and PowerSchool.

**Christ Centered Learning Community (CCLC) Meetings** provides monthly leadership development for all school and district level administrators on a variety of topics to further the work of district leaders. This school year the Superintendent, the Assistant Superintendent of Learning Services and learning consulting staff provide instructional leadership development aligned with the district Three-Year Education Plan. Specifically, the work of educational researcher Michael Fullan through his research-based book, entitled *Coherence*, provides the framework for this leadership development.

**School Administration “Pools”** are in place at the vice principal and principal level, where candidates successful at the application and interview stages, are placed in the corresponding administrative pool if they are deemed ready for a school placement. Applications for the Administrative Pools are accepted twice per year, on November 15<sup>th</sup> and March 15<sup>th</sup>. **“Call to Leadership”** notices and sessions have been instituted in the past to bring awareness to the application process and procedures. Due to principal retirements and mobility over the last two years the district experienced an unprecedented number of changes in school administration leaving the Administrative Pools with few candidates. Increasing the number of qualified candidates for school administrative placements is a high priority goal for the district in the coming years. The 2017–2018 process provided **three** vice-principal applications with two candidates assigned to positions during the school year.





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**School level leadership development** led by principals plays a significant role in identifying and encouraging teacher leaders to consider school leadership.

**External recruiting for school administrators** is important to meet the leadership needs of the district. This practice continues.

**Human Resources staff** provide essential support to the District Succession Plan including Human Resource and Benefits Assistant Jennifer Witter, HR Assistant Annali Lazowski, District Principal Marina Lotoski, Sub Placement assistant Carolyn Jess, and Receptionist Joanne Knecht. In addition to HR staff, school administration play an important role recruiting and mentoring new leaders. CCLC meetings are a constant source of professional development for all of our school administrators as noted above.

**GSACRD is blessed** with an abundance of staff who reach out to others to assist them on their journey, or recognize and encourage the development of future leaders in the district. These contributions are invaluable to the organization and serve a purpose in our overall succession and leadership development plan. Continuing to develop a solid succession plan allows the district to achieve its goals and to prepare for the future needs. The process is ongoing, and there are a multitude of tasks and efforts required to realize a successful succession plan.



# BOARD OF TRUSTEES REGULAR MEETING

APRIL 23, 2018

## ATTACHMENT FOR AGENDA ITEM 16

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### Board Commitments

#### **BACKGROUND:**

The [Board Commitments](#) can be found on the GSACRD Website under the [Advocacy and Commitments](#) section for the Board of Trustees.

Trustees can review their most up to date schedule of the [Board Commitments](#) in the Board of Trustee shared folder.

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 2017-2018

Month	Date	Event	Location Time	Attending
<b>APRIL</b>				
	April 7, 2018	Knight of Columbus - Holy Family Parish Dinner	Holy Family Parish	Keohane, Shaw, Becigneaul. Crockett, Schell
	April 7-9, 2018	NSBA Annual Conference	San Antonio	
	April 14, 2018	Mayor's Prayer Breakfast	Red Willow Place (Tache St) (8:00 am)	Keohane
	April 14, 2018	Alberta Knights of Columbus Charitable Foundation "Catch the Spirit Top Up Dinner"	Polish Hall Conference Centre (6:00 pm)	Becigneaul, Schell
	April 17, 2018	Volunteer Appreciation Celebration	St. Albert Alliance Church (7:00 pm - 8:30 pm)	Keohane
	April 20-21, 2018	School Councils Conference & AGM	Delta Edmonton South	
	April 26-29, 2018	SPICE Conference	Delta Lodge, Kananaskis	
	April 27, 2018	Branding Roll-out		Schell, Radford, Tremblay, Proulx
<b>MAY</b>				
	May 1-4, 2018	ACSTA Blueprints	Delta Lodge, Kananaskis	Keohane, Shaw
	May 4, 2018	Friar's Ball	Chateau Lacombe, Edmonton (Reception - 6:00 pm, Dinner - 7:00 PM)	Keohane (2), Shaw (2), Becigneul (1), Crockett (1), Tremblay (1)
	May 7, 2018	Council of Councils Meeting	District Office (7:00 pm)	
	May 8, 2018	First Nations, Métis and Inuite Leadership Meeting		
	May 9, 2018	ATA Liaison Meeting	District Office (4:00 pm)	
	May 11, 2018	ESSMY Grad	St. Albert Parish (1:00 pm)	Lotoski, Crockett
	May 11/12, 2018	Board Planning Session	Chateau Lacombe, Edmonton (Approx. May 11:2:45 pm - May 12: 5:00 pm)	Shaw, Radford, Schell, Tremblay, Crockett, Becigneaul, Proulx, Keohane, Schlag, Nixon, Moroziuk, Bruineman
	May 17, 2018	SACHS Grad Mass	St. Albert Parish (7:00 pm)	Crockett
	May 18, 2018	SACHS Grad	Shaw Conference Centre (9:00 am)	Crockett
	May 24, 2018	Joint School Boards/City Meeting	Progress Hall-Arden Theatre (5:30 - 8:30 pm)	Keohane, Schlag, Shaw, Tremblay, Radford, Schell, Crockett, Becigneul, Proulx
	May 25, 2018	Edwin Parr Celebration	Chateau Louis Hotel and Conference Centre	
<b>JUNE</b>				
	June 4/5, 2018	ASBA SGM	Sheraton Red Deer	
	June 7-9, 2018	CCSTA Conference	Delta Hotels Kelowna, BC	Schell, Tremblay
	June 8, 2018	St. Gabes Grad	Location TBD (12:00)	
	June 13, 2018	ATA Liaison Meeting	District Office (7:00 pm)	
	June 23, 2018	MCHS Grad	Wingspear Centre (3:00 pm - 5:00 pm)	
	June 29, 2018	Year-end Mass	Holy Family Parish (1:00 pm)	