

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF
GREATER ST. ALBERT ROMAN CATHOLIC
SEPARATE SCHOOL DISTRICT NO. 734
HELD on MONDAY, May 28, 2018, 2:00 P.M.
District Office, 6 St. Vital Avenue,
St. Albert, AB**

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

MEMBERS ABSENT Trustees Tremblay

ADMINISTRATION PRESENT

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

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

IN CAMERA

214/18 **Trustee Becigneul:** **THAT** the Board of Trustees move In Camera at 2:00 p.m.
CARRIED (6/6)

OUT OF CAMERA

215/18 **Trustee Crockett:** **THAT** the Board of Trustees move Out of Camera at 3:28 p.m.
CARRIED (6/6)

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

216/18 **Trustee Schell:** **THAT** the Board of Trustees approve the agenda as presented.
CARRIED (6/6)

PRESENTATION DELEGATION

There were no presentations.

APPROVAL OF MINUTES & SUMMARIES

217/18 **Trustee Radford:** **THAT** the Board of Trustees approve the minutes of the Regular Meeting of the Board held on April 23, 2018 as circulated.
CARRIED (6/6)

218/18 **Trustee Proulx: THAT** the Board of Trustees approve the summary of the Committee of the Whole meeting (Budget) held on April 25, 2018 as circulated.

CARRIED (6/6)

219/18 **Trustee Becigneul: THAT** the Board of Trustees approve the minutes of the Special Meeting of the Board (Labour) held on May 14, 2018 as circulated.

CARRIED (6/6)

220/18 **Trustee Becigneul: THAT** the Board of Trustees approve the summary of the Committee of the Whole meeting held on May 14, 2018 as circulated.

CARRIED (6/6)

APPROVAL OF COMMITTEE & EVENT REPORTS

221/18 **Trustee Radford: THAT** the Board of Trustees approve the Alberta School Boards Association Zone 2/3 Report and Business Liaison-St. Albert Reports (2) as distributed by Trustee Becigneul, from the May 14, 2018 Committee of the Whole meeting.

CARRIED (6/6)

GOOD NEWS

Trustee Shaw shared Good News Report.

Trustee Shaw congratulated **Trustee Becigneul** on receiving the Barry Horn Award at the St. Albert Minor Hockey Awards Annual Banquet; a well deserved honour!

Trustee Radford highlighted the wonderful Administrative Professionals Program now being offered at MCHS. It was also mentioned the success of the MCHS Bike-A-Thon resulting in raising some funds for funding of a specialized wheelchair.

Trustee Radford commended GHP for their stellar production of Under the Mattress, highlighting the talented performers and all those involved in bringing this production to the stage for all to enjoy.

Trustee Becigneul encouraged other trustees to visit Bertha Kennedy's new Healthy Bobkat room, created by volunteers. **Trustee Becigneul** mentioned that children at VG and NMR received First Communion at Holy Family Parish; he also mentioned the success VG Choir had at the recent St. Albert Rotary Music Festival.

Trustee Shaw shared good news regarding awards and nomination that students in our district received who were recognized with Indigenous student awards. Local recognition will be provided at the next Committee of the Whole Meeting.

QUESTIONS FROM THE PUBLIC

There were no questions.

boundary rate; 50% of \$460) for access to a second bus, over and above the current year's applicable category bus pass fee.

CARRIED (6/6)

2018-2019 Budget

Secretary-treasurer Schlag presented the Board with an overview on the proposed budget for 2018-2019 highlighting what this year's budget will provide. This includes:

- spending today's dollars on today's kids,
- directing 90% of all funding to instruction,
- using reserves to cover the deficit provides a bridge to operations in the future, and
- improved staffing levels.

227/18

Trustee Schell: **THAT** the Board of Trustees approve the district 2018-2019 operating budget with estimated revenues of \$71,457,157 and estimated expenditures of \$71,842,783, resulting in an annual operating deficit of (\$385,626).

CARRIED (6/6)

EXTENSION

228/18

Trustee Crockett: **THAT** the Board of Trustees extend the regular meeting of the Board until 7:30 p.m.

CARRIED (6/6)

2018-2019 Early Dismissal Times

Superintendent Keohane updated the Board with information with respect to early dismissal times and the requirements for transportation.

229/18

Trustee Radford: **THAT** the Board of Trustees provide transportation to accommodate students at MCHS for early dismissal on Fridays, for the 2018-19 school year, and direct the superintendent to engage in research and consultation regarding optimal scheduling for high school students.

CARRIED (6/6)

NEW BUSINESS

There was no new business.

INFORMATION ITEMS

Report from the Chair

Trustee Shaw updated the Board on all of the award opportunities that need to be discussed and reviewed by the sub-committee of the Board and provided a correspondence update.

Report from the Superintendent

Superintendent Keohane presented the report as information and highlighted the outstanding engagement levels within the district. Information reports include:

- Alberta Education Field Services Report
- Gallup 2018 Great Workplace Award
- Field Trip Activity Report

230/18

Trustee Proulx: **THAT** the Board of Trustees receive the superintendent's report as information.

CARRIED (6/6)

BOARD COMMITMENTS

231/18 **Trustee Crockett:** **THAT** the Board of Trustees approve the Board Commitments as presented and updated at this meeting.
CARRIED (6/6)

CLARIFICATION PERIOD FOR PUBLIC & MEDIA

There were no questions.

TRUSTEE REQUEST FOR INFORMATION

Trustee Shaw requested to have information brought forward on how the student data collected through the Gallup poll is used in schools to enhance student learning.

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

IN CAMERA

232/18 **Trustee Schell:** **THAT** the Board of Trustees move In Camera at 5:46 p.m.
CARRIED (6/6)

OUT OF CAMERA

233/18 **Trustee Becigneul:** **THAT** the Board of Trustees move Out of Camera at 7:30 p.m.
CARRIED (6/6)

ADJOURNMENT

234/18 **Trustee Crockett:** **THAT** the Board of Trustees adjourn the regular meeting at 7:30 p.m.
CARRIED (6/6)

Secretary Treasurer

Chair



Committee Report Summary

Board Committee of the Whole Meeting Date: May 14, 2018

Submitted By: Trustee Becigneul

Committee/Event Name: ASBA Zone 2 / 3

Committee/Event Date: April 27, 2018. (9 am to 3 pm)

Summary of Agenda Items:

The Agenda was circulated to Trustees prior to the meeting.

Highlights Relevant to GSACRD:

GSACRD was the only Division to submit a Proposed Policy ahead of the deadline.

- **St. Albert Public** (Funding for English Language Learning be reinstated), and **Fort McMurray Public** (Formation of an Ad Hoc Committee) brought policies along with the requisite copies to the meeting – **ATTACHED.**
- **Edmonton Catholic** approached me after the discussion with a list of questions and concerns surrounding our Proposed policy – **ATTACHED.**

ASBA Presentation – Tash Taylor has been hired by ASBA in the role of School Boards Advisor. Tash gave a presentation on “Telling Your Story with Meaning”: The presentation was on the importance of governance, the relevance of elected school boards, ways to strengthen purpose and image of school board Trustees and what lies ahead.

Indigenous Advisory Circle: Charlene Bearhead and Sharon Morin presented to the group and talked about Indigenous (meaning global) / Aboriginal (meaning FNMI). They took questions afterwards.

Alberta Education Report: Garret Doll.

- Classroom improvement fund is included in the 2018-2019 budget.
- Enrollment growth (2.2% provincially) is included in the budget.
- Dual credit application intake May 1 – for 2019 – 2020.
- Transportation Survey and consultations extended to June 15.
- Reminder to visit website. <https://education.alberta.ca> and click on “In the Loop”

ASBA President's Report – Mary Martin:

- Indigenous Governance Workshop – held March 7.
- ASBA's Indigenous Advisory Circle – the only one of its kind in Canada being well utilized.
- Budget – Budget circulated and live webinar conducted. Session was recorded and available for viewing. A Q and A section has been added to the ASBA website to answer questions before the SGM.
- ESA Submission – ASBA forwarded a submission on Education Service Agreements, based on previous input and submissions.
- MGA submission – ASBA submitted on the MGA by the deadline.
- Superintendent Compensation Review. Mary and Suzanne Polkosnik, ASBA CEO, met with Minister Eggen and Chief of Staff Henry to advocate for local discretion with respect to compensation, for guidelines rather than caps, and for the ability to apply an override mechanism if needed. Also advocated for resolution of outstanding contracts with immediacy.

April 2nd, Suzanne Polkosnik met with Gene Williams to discuss issue further and to shape the process going forward. 21 chief-chair pairs would be interviewed (four metro boards would be included). Asked that the balance, outside of metro should be an equal representation of the provincial demographic of metro, urban, rural, public, separate, francophone, as well as gender balance. Those not part of this interview process will complete a survey. AB Ed will control the communication on this initiative. Suzanne also advocated for local autonomy, guidelines as opposed to caps and an override mechanism as well as an expeditious resolution of outstanding contracts.

- Mary participated in an Alberta Party Forum on public education, ACSTA, ASBA, Private, Independent and Charter schools were all represented. The event was recorded and is available on the AB Party Hawkwood website.
- Mary and Suzanne represented ASBA at an AB Ed Provincial Brokering Advisory Committee Meeting on April 5th. Three prototype models reviewed:

- 1: Current model
- 2: Single website with opt in as needed by boards.
- 3: Centralized model with greater buy-in required.

Principles for acceptability include the following:

- 1: Any model must be voluntary. Opt in to whatever extent deemed appropriate by a board.
- 2: Be creative and forward thinking.
- 3: Focus on system benefits and opportunities.

For now, post-secondary institutions will not be part of this offering. Further input to the proposed model should be forthcoming.

- Alberta Education Business Plan Consultation group – a follow up to Bill 28 consultations. Attendees included CASS, ASBOA and ASBA. Follow up meeting held with ASBA on April 13. There was agreement the work should continue and should include all partners in the same room together.
- Expect AB Ed to utilize Sept. Zone meetings for school board consultation on the 2019-2022 Education Business Plan.

U of A Field Experiences Advisory Committee Report – Glenys Edwards:

The advisory council will be asking its representatives the following questions at the next FEPAC meeting.

- 1: What are some of the aspects of teaching that seem to be the most challenging for new/beginning teachers?
- 2: Considering the competencies and indicators identified on the new *Teaching Quality Standard (TQS)*, in what areas are local post-secondary institutions doing a good job of preparing pre-service teachers for their field experiences and for the beginning of their teaching careers?
- 3: Considering the competencies and indicators identified in the new TQS, in what areas are local post-secondary institutions not sufficiently preparing pre-service teachers for their field experiences and for the beginning of their teaching careers? In other words, what changes need to be made to programs to ensure that pre-service teachers are prepared for today's classrooms?
- 4: Are there competencies or elements of practice that would be best addressed by the co-operating teacher in the field during the field experience practicum, rather than by professors on campus?

TQS to be circulated.

REMINDERS:

- **Edwin Parr Celebration, May 25th at the Chateau Louis Hotel and Conference Centre.** Zone meeting for that day has been moved to the afternoon and at the same venue beginning at 12:30.
- **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).
- **June 4-5 – ASBA Spring General Meeting**, Red Deer (Sheraton)



Committee Report Summary

Board Committee of the Whole Meeting Date: May 14, 2018

Submitted By: Trustee Becigneul

Committee/Event Name: St. Albert Chamber of Commerce

Committee/Event Date: April 11, 2018. 11:30 am to 1:30 pm

Summary of Agenda Items:

Special Panel on new Cannabis Legislation.

Highlights Relevant to GSACRD:

The Chamber of Commerce Business at Lunch meetings always follow a similar agenda from month to month with the introductions of Special Guests (Trustees in attendance are always recognized). There is typically a Community Spotlight on a community organization followed by the introduction of new Chamber Members. The Highlight of their monthly meetings is always their guest speaker. This meeting, the Chamber hosted a panel who each delivered from their areas of expertise on the upcoming legalization of Cannabis.

The Panelists were:

Kim Capstick, Executive Director of Engagement and Outreach, Alberta Cannabis Secretariat, Government of Alberta. Kim gave a presentation of the entire legislative process to this point for Cannabis from the Federal legislation down to the Province, including the Policy framework being developed by the Alberta Gaming and Liquor Commission with respect to retail outlets.

Darija Slokar, Lead, Corporate Business Planning and Special Projects, City of St. Albert. Darija provided an overview of the proposed bylaws as they are being developed in relation to smoking cannabis, public versus private property, retail bylaws in terms of placement in proximity to schools, churches, etc.

Alison McMahon, Founder & CEO, Cannabis at Work. With her HR background, Alison gave a presentation on the new potential problems arising out of legalized cannabis, medicinal marijuana and the implications in the workplace.

Following the presentations, the floor was open for questions and there were many, mostly around public smoking of cannabis, proximity to playgrounds and schools, etc.



Committee Report Summary

Board Committee of the Whole Meeting Date: May 14, 2018
Submitted By: Joe Becigneul (Alternate)
Committee/Event Name: St. Albert Chamber of Commerce
Committee/Event Date: May 9, 2018

Summary of Agenda Items:

Community Spotlight was on Kinsmen Rainmaker Rodeo and the events planned for the weekend.

Introduced new members. Membership hovering close to 1000 Businesses.

Highlights Relevant to GSACRD:

Dr. Kevin Nagel, "Building A Collaborative Eco System"

Dr. Nagel's presentation was centered around Multi-Stakeholder Collaboration. The example he shared was a project he led in the Regional Municipality of Wood Buffalo (Ft. McMurray).

Elements involved in Multi-stakeholder Collaboration:

- Collaboration needs to be structured with a clear assignment of responsibilities.
- Clear measures of successes and failures must be outlined.
- Collaboration must be multi-faceted and have multiple lenses.
- External factors weigh in. When the project started, oil was at \$140 per barrel. When the project was nearing completion, the price of a barrel was down to \$30.
- Impact on the region / province / country.

I felt bad for Dr. Nagel in that I felt he had a tremendous presentation that would have require 60 to 90 minutes to present it properly but due to time constraints, he had to present it in 20 minutes.

Upcoming Chamber Events:

- Golf Tournament is May 30th
- Farmer's Market Opening Day is June 9th and it runs to October 6th.

Next Business at Lunch is June 13th at the St. Albert Curling Club and the guest speaker is Alanna Hnatiw, Mayor of Sturgeon County. That will be the final Business at Lunch until September.

Principles for the



Basis of Allocations to SCHOOLS

2018-2019 – FINAL



Greater St. Albert
Catholic Schools

Greater St. Albert Roman Catholic
Separate School District No. 734
Approved May 28, 2018

PRINCIPLES FOR THE BASIS OF ALLOCATIONS

The Principles for the Basis of Allocations flow from the foundational statements of the District and are grounded in the Catholic understanding of the common good. The three essential components of the common good are subsidiarity, solidarity, and socialization. By subsidiarity, it is understood that decisions are best made by those persons closest to the source where such decisions will be applied. However, while the Principles acknowledge the benefit of site-based management, they also honor the need for solidarity among our schools, assuming that all areas of financial allocation in the District have a shared role in serving the needs of students. Finally, socialization is deemed to be the value that bridges the two previous components together. It assumes that all who work on behalf of students must be active in demonstrating behaviors that support each other with respect to the interdependent nature of everyone working for the needs of all students. Consequently, from time-to-time, adjustments to the student-based and the District's budgets may be required to facilitate prudent fiscal stewardship of the District.

OVERALL BUDGET PRINCIPLES

All Schools and Departments will:

- Be responsive to programming needs that enable students to meet the Standards of Education prescribed by the Minister of Education
- Ensure that K-12 Religious Education may be part of a student's program plan, to thrive both intellectually and spiritually
- Develop program plans and pedagogy that places students in the center and in charge of the learning process
- Make efforts to transition away from a traditional library toward a learning commons environment which promotes an inclusive, flexible, learner-centered, physical and/or virtual space for collaboration, inquiry, imagination and play to expand and deepen learning for individual students and groups
- Deploy technology supporting pedagogy that improves learning for all students
- Support targeted and specific intervention plans for indigenous learners with the differentiated grant dollars provided for this purpose
- Further "best practices" and efficiencies in achieving outcomes so that optimal service can be provided to all students
- Support learning environments that are safe, happy, and healthy so students can learn, live fully, and serve others
- Build capacity of staff to assist the principal in furthering the faith and instructional leadership priorities of the District.

BUDGET PROCESS AND THE DETERMINATION OF ALLOCATIONS BY ENVELOPE

- ◆ The Board of Trustees is responsible for the success of all students on an equitable basis. Each site shall deploy its resources based on a strategy that best suits its school community through the development of an Organizing for Learning Plan for the purposes of identification of staffing needs.
- ◆ The District's annual budget process for the next school year begins in November of each year with confirmation of the current year's funding, which will be used as a comparison to the estimated revenues anticipated for the following year with NO increase in rates.
- ◆ All expected funding is categorized into 3 basic areas:
 1. Targeted Funding, with specific reporting requirements and not directly available for general instruction such as:
 - Program Unit Funding
 - External Services
 - Donations specific to School Generated Funds
 - Secondments (placement of staff with external agencies)
 2. Other Funding, directed to specific areas such as:
 - Operations and Maintenance / Capital Allocations
 - Transportation
 - Governance and Administration
 - Other Specific Amounts for Instruction (i.e. Home Education, English as a Second Language, FMNI, One-time Grants, Federal Funding, and any other instructional or supplemental funds that will be allocated outside the classroom funding allocation model, according to need).All areas served by funds in these categories are expected to have balanced budgets (Revenues less 3.6% = Expenditures)
 3. K-12 Instruction to Schools – funds available for directly funding the classroom that include the following:
 - Basic Instruction Rate (K-9)
 - Class Size Base Rate (K-3)
 - Earned Credit Enrollment Units (CEU's) Tiers 1-4 (10-12)
 - High School Flexible Funding (three-year average)
 - Socio-Economic Status Rate
- ◆ Enrolment projections are developed by the Secretary-Treasurer in conjunction with Principals, including the application of average entrance and retention rates to specific programs for planning purposes. Initial projections are conservative and based on the last three to five year average enrolment in Kindergarten and the roll-over of all other grades.
- ◆ These conservative projections are then forwarded to schools for comment.
- ◆ Funding for staffing is held centrally at the district level.



- ◆ Funding for supplies and services is provided directly to school sites for management by the School Principal.
- ◆ Selected costs are managed at the central level, through program budgets, to benefit all students as outlined in the Centralized Needs Addendum on page 10.

STUDENT-BASED DECISION MAKING

- ◆ Each site Principal shall deploy assigned Allocations (either an FTE for staff or funding for supplies and services) based on a strategy that best suits its school community, keeping in mind the following:
 - a) Student-based decision making is defined as a process for allowing appropriate responsibility and accountability for decisions to the stakeholders at the school level. The concept of student-based decision making is based on a strategy that those most closely connected with the education of children are capable, can be trusted and are ultimately responsible for making decisions that affect the school lives of students. The process of bringing together all stakeholders, staff, students, parents, church, and community members should have the effect of releasing the boundless energy, dedication and creativity of those people who function closest to the implementation of the learning and teaching process.
- ◆ The District believes that given an appropriate level of authority and resources, student-based decision making will enhance student achievement and increase the effectiveness and efficiency of the delivery of the school's instructional program.

IMPLEMENTATION OF STUDENT-BASED DECISION MAKING

- ◆ The implementation of student-based decision making requires the sites to meet the following legal conditions:
 - a) Provincial statutes and regulations;
 - b) School board policies and administrative procedures;
 - c) All contracts and terms of employment; and
 - d) School board resolutions
- ◆ The Principal of the school shall be responsible and accountable to the Superintendent for the implementation of student-based decision making at the school level.



STUDENT-BASED BUDGET ALLOCATIONS

- ◆ All site Principals will play a key role in determining the staffing requirements at their sites, but the funding for staffing will remain in a central fund for monitoring purposes. FTE staffing allocations will be provided as follows:
 - a) To elementary, middle years, junior, and senior high school sites, based on Board approved class size standards for Kindergarten to Grade 12. Funding will remain at the District level while the allocations to schools will be based on full-time equivalent (FTE) teachers required to achieve the class size standard at each grade level according to established average teacher salary, as determined by the Finance Department from year to year.
- ◆ Site-based budgets for all schools will be limited to supplies and services and the following procedures will aid in transparency and accountability:
 - a) The primary collection site for all enrolments will be MyBudgetFile (MBF).
 - b) The specified MBF budget will be closed according to established timelines to maintain the information and support the Budget submission to Alberta Education. Subsequent working budgets will be made available thereafter for school input, from time to time.
 - c) The student-based operating supplies and services budget is based on actual enrolments confirmed by the school on September 30th of each school year. The budget will be closed in mid-October and remain closed for the duration of the semester. A final budget will be available in mid-February for updating.
 - i) The final student-based budget will be available in mid-February, and remain open to allow ample time for schools and District office to finalize details. This budget will confirm results and include minor adjustments necessary. Any adjustments after closing will be reflected in the variance between budget and actual results.
- ◆ Independent iLRN Centres will exist at SACHS and MCHS, while ESSMY may be part of St. Gabriel High School. This model may be modified, as required, by the Secretary Treasurer and any modifications shall be reported to the Board.

SCHOOL ALLOCATION MODEL

- ◆ The monitoring of funding for all diverse needs staff (certified and support) will remain under the direction of the Assistant Superintendent of Learning Services or designate to provide consistency of programming and services in all schools. Funding for this purpose will consist of the Inclusive Education Grant received from Alberta Education as per the District's Profile and any further funding made available to the central diverse needs pool at a rate per FTE as specified in the addendum.



◆ Initial FTE allocations for staff will be based on enrollments confirmed on September 30th. The final FTE Allocations will be based on the Organizing for Learning Plan submitted, reviewed, and approved.

- a) For FTE allocation purposes only, St. Albert Catholic High School (SACHS), Morinville Community High School (MCHS), École Secondaire Ste. Marguerite d'Youville (ESSMY) will all be designated as a high school. Teacher preparation time for both junior (grade 7-9) and senior (grades 10-12) components that exist at a school will be allocated preparation time at 12.5% to recognize the staffing of the entire school is in accordance with 1,000 hours of annual instruction.
- b) The FTE allocation for certificated staff (K to 12) will be based on the latest District average teacher salary and benefit cost, times the required teacher FTE determined by the application of the Board approved class size standard to the grade population, as directed by the Assistant Superintendent in consultation with school administration. The FTE allocation for certificated staff is a number rather than a dollar value. The certificated staff allocation (K to 12) will also include the actual amount of any contractual certified allowances for the Principal, the Vice-Principal, and any eligible Religious Studies teachers. All other allowances are considered site-based decisions and must be funded from all other allocations. The District average for teacher salary and benefits may be modified from time to time, as necessary, to reflect negotiated increases. The Board approved class size standard is outlined below, but may be modified as necessary, by a Board Motion.

◆ ECS to Grade 3	21.5 students
◆ Grade 4 to 6	26.5 students
◆ Grade 7 to 9	28.0 students
◆ Grade 10 to 12	31.5 students

c) All sites will receive an FTE allocation for school based administration, as part of their certified FTE, based on the following schedule:

◆ 0 – 400	1.5 FTE
◆ 401-700	2.0 FTE
◆ 701 +	2.5 FTE

- d) All sites will receive an allocation of 0.2 FTE for Pedagogy and Technology as part of the Funded FTE Rate for their Certified Allocation.
- e) All sites will receive an allocation of 0.1 FTE for Chaplaincy as part of the Funded FTE Rate for their Certified Allocation.
- f) All sites will receive an allocation for a Learning Commons, based on a percentage of the established Teacher Average Salary & Benefit amount as specified in the addendum. Sites will have flexibility in the deployment of the funding to best meet the needs of their school community. It is the responsibility of school administration to ensure a minimum of half



the allocation provided is used to fund a Library Tech position or a Teacher position at their site's Learning Commons. Any funding not used to fund the Learning Commons will be available to the school for supplies & services or supplemental Certified Staff.

- g) All sites will receive an allocation for secretarial support, based on the current grid maximum (average for SOS I & SOS II) and 10.5 months, including benefits @ 30%:

◆ 0-400	1.5 FTE
◆ 401-600	2.0 FTE
◆ 601-800	2.5 FTE
◆ 800+	3.0 FTE

- h) All high school sites will receive an allocation for a Business Manager, based on the current grid maximum for 10 months, including benefits @ 30%. It is up to site administration to deploy the allocation as is best suited to the school community.
- i) All sites will receive an allocation for supplies and services distributed on a per student basis, specified in the addendum.
- j) All French Immersion sites (École Father Jan, École Marie Poburan, École Georges H. Primeau, École Notre Dame, École Secondaire Ste. Marguerite d'Youville, St. Albert Catholic High School, and Morinville Community High School) will receive an allocation for resources distributed at the rate specified in the addendum per each "French" Grade 1-12 student.
- k) All dual track French Immersion sites (École Notre Dame, École Georges H. Primeau, MCHS, and SACHS) will receive an FTE allocation per grade level as specified in the addendum.
- l) All school sites will have access to a contingency fund to support and/or supplement the FTE allocation provided through the Basis of Allocations to Schools process, should the process be inadequate for any school community. The value of the contingency fund may vary from year to year. The Board of Trustees will set contingency FTE during the preliminary budget review process. Available contingency will be provided to schools on a highest to lowest need basis through a collaborative process involving Learning Services, Human Resources, the Secretary Treasurer, and the school. When requesting access to contingency the Principal must submit the Organizing for Learning Plan for review, an outline of the shortfall in FTE and the impact on the school community, along with an explanation of how the contingency will improve the student experience.
- m) All school budget sites will be required to submit a balanced budget. Exceptions must be approved in writing by the Secretary-Treasurer.
- n) Any site "operating surplus" will be automatically applied to offset any other District deficit before being considered for contribution to the accumulated operating reserves.



- o) Any site “operating deficit” must be covered by available school generated funds, as determined collaboratively between school administration and the Finance Department. If available funds are not sufficient to cover the “operating deficit”, the remaining amount will be automatically applied to the following school year as a reduction to the subsequent year’s available allocations.

SCHOOL GENERATED FUNDS

School Generated Funds (SGF) are funds raised by activities that come under the control and responsibility of school management (usually the principal and/or those reporting to him/her). It is the responsibility of District Office to develop, maintain, and oversee adherence to appropriate policies and procedures to ensure monies related to SGF are received, received, recorded and safeguarded and that proper records are maintained.

The two types of revenue that are collected at the school level are classified as follows:

1. Funds collected at the school and expended at the District level
 2. Funds collected at the school and expended at the school level
- ◆ Monies collected at the school level, for instructional purposes, such as lunch program fees and any other fees for sales of goods or supplies are remitted to District Office, added to the school’s Instructional Materials (IM) budget and deployed accordingly on the purpose for which they were intended.
 - ◆ Monies collected and retained at the school, such as yearbook sales, graduation fees, field trips and monies received from *unincorporated* parent advisory groups. These types of fees will fall into two categories, some for an intended purpose that will be remitted to District Office and added to the school’s Instructional Materials (IM) budget by mid-June of each year, and those with external restrictions, which will remain in the school account and carry-over to the next year.
 - ◆ All EXTERNALLY RESTRICTED funds require supporting documentation on file at the school, with scanned copies forwarded to the Finance Department. Documentation must include the initial letter to the relevant stakeholders, outlining the means to collect funds, what the funds are to be used for, and the specific intention for any surplus funds as well as subsequent correspondence, and/or any newsletters used to communicate that information. If tickets are provided, use of targeted and surplus funds must be identified on the back of the ticket.

FEES

- ◆ Board directed fees for ECS and Learning Resources have been eliminated for 2017-2018 and 2018-19, replaced by specific funding from Alberta Education. The Government funds will be applied to General Revenue for the District as part of the funding source of the Student Supplies and Services Allocation. See the attached addendum for rates. *Bill 1 – An Act to Reduce School Fees*, came into effect for 2017-18 and through the new School Fees and Costs Regulation, parents will no longer be charged fees for textbooks; workbooks; photocopying and printing; or paper. In addition, all remaining fees must meet several criteria, including being clearly



expressed in a board's fee schedule, as well as being connected to a specific good or service. Therefore, common or generic fees—often previously referred to, among other titles, as instructional fees, instructional materials, or basic fees—can no longer be charged.

- ◆ The out-of-province annual tuition fees are determined by the Secretary-Treasurer, approved by the Board, and specified in the attached addendum. All out-of-province tuition fees must be administered through the Finance Department at District Office by September 30th of each year and are subject to the withholding of 3.6% for District administration.
- ◆ All school based fees must be provided for input by the parent community and discussed at a school council meeting prior to March 1st of the school year, prior to the school year in which the fee becomes effective. Evidence of discussion, by way of a meeting date, must be provided to the Secretary-Treasurer on an annual basis, no later than April 1st of the school year, prior to the school year in which the fee becomes effective. Any change in fees must be substantiated by a demonstrated need, clearly outlined in writing, and approved by the Secretary Treasurer prior to presentation to the Board for approval. The Board of Trustees will make the final approval on all Fees.
- ◆ A summary of all school based fees in support of the general curriculum must be submitted to the Secretary-Treasurer by April 1st and will be presented to the Council of Councils for consultation and input between April 15th and May 15th prior to consideration by the Board. Once opportunity for parental input has been provided for and received, a school-by-school fee schedule along with a summary schedule will be presented to the Board for approval each year by May 31st (or at the last meeting of the month in which the budget must be approved) prior to the start of the school year in which they apply. School-based Fees must not be assessed by schools until approval by the Board is granted. A fee increase of 5% or more, from the previous year, requires Ministerial Approval.
- ◆ All extra-curricular fees, such as athletic team fees, should be communicated to parents and should be limited to operating expenses for the current season of the team. All fees will be shared with the school administration and forwarded to the Secretary-Treasurer as soon as they are set in any given school year. This information will be shared with the Board, as it becomes available.
- ◆ All fees to be charged in a given school year, regardless of when they are actually assessed, must appear on the fee schedule to be approved by the Board, no later than the last meeting of the month in which the District Budget is to be approved. If the fees are not listed on the fee schedule approved by the Board, they shall not be charged at any time in that school year. A fee schedule, indicating the MAXIMUM per student fee to be charged during any given school year shall be posted both on the school website and the district website.



OTHER FUNDING

- ◆ Guiding Principles for District funded programming such as the District Catholic Dimension Fund (Youth Ministry), International Baccalaureate Program (IB), Learning Through the Arts Program (LTTA), etc. must meet the following criteria:
 - a) The program or initiative must be supportive of the foundational statements (mission, values and vision) of Greater St. Albert Catholic Schools.
 - b) The primary benefactors of the program or initiative must be the students of Greater St. Albert Catholic Schools.
 - c) The program or initiative is not financially sustainable by a school within the *Principles of the Basis of Allocations to Schools*, as revised from year to year. As a result, consideration may be given under District funded programming to cover costs such as external licensing, exam fees, and/or certification obligations.
 - d) The program or initiative is not part of the funded core and optional curricula of Alberta Education.
 - e) The program or initiative may be established by a directive of the Board of Trustees.
 - f) The program or initiative must serve the common good of the District, even though it may be location specific.
 - g) The program or initiative advances the Three-Year Education Plan of the District, for example, faith formation, special needs programming, gifted education, language learning, and distributed learning.
 - h) Consideration will be given to programs or initiatives that were implemented prior to the determination of the guiding principles and for which the cessation of such programs or initiatives is likely to cause irreparable harm to the integrity of Greater St. Albert Catholic Schools.



2018-2019 Fees Addendum

<i>Description</i>	<i>2018-19</i>
<i>ECS Fees</i>	<i>\$0.00</i>
<i>Learning Resource Fee</i> <i>(formerly known as Textbook Rental Fee)</i>	
<i>Grade 1 - 6</i>	<i>\$0.00</i>
<i>Grade 7 - 9</i>	<i>\$0.00</i>
<i>Grade 10 - 12</i>	<i>\$0.00</i>
<i>Out-of-Province Tuition Fees per annum</i> <i>(may be pro-rated monthly)</i>	
<i>Grade 1 - 12</i>	<i>\$10,750.00</i>

As a result of *Bill 1 – An Act to Reduce School Fees*, which came into force for 2017-18, Boards are no longer able to charge any fees or costs for textbooks, workbooks or photocopying, printing or paper supplies for students funded by Alberta Education.



2018-2019 School Allocations Addendum

<i>Description</i>	<i>2018-19</i>
<i>Board Approved Class Size Standard</i>	
<i>ECS – Grade 3</i>	<i>21.5</i>
<i>Grade 4 – Grade 6</i>	<i>26.5</i>
<i>Grade 7 - Grade 9</i>	<i>28.0</i>
<i>Grade 10 – Grade 12</i>	<i>31.5</i>
<i>Supplies & Services Allocation Rate</i>	
<i>ECS (per student)</i>	<i>\$115</i>
<i>Grade 1 - 6</i>	<i>\$175</i>
<i>Grade 7 - 12</i>	<i>\$225</i>
<i>French Immersion Resource Allocation (per student: Grade 1-12)</i>	
	<i>\$50</i>
<i>Dual Track Grade Level FTE Allocation</i>	
	<i>.15 FTE per grade</i>
<i>District Funded Programming (IB & New Programs)</i>	
	<i>\$100,000</i>
<i>Fund For Professional Development, Licensing Fees, additional assessment etc. – to be shared among schools, as assigned.</i>	
<i>Average Teacher Salary & Benefit Allocation</i> <i>(subject to change on Sept 30th)</i>	
	<i>\$103,720 (per FTE)</i>
<i>Learning Commons Allocation</i> <i>(based on .55 FTE of Average Teacher Salary & Benefit Allocation)</i>	
	<i>\$57,046 per site</i>
<i>Secretarial Allocation</i> <i>Based on Avg of Grid MAX for SOS I & SOS II (7 hr/day) for 10.5 mths, including Benefits</i>	
	<i>\$55,948 (per FTE)</i>



2018-2019 Centralized Needs Addendum

Centralized Instruction Needs:	Budget Centre	Per Student Rate
Christ Centred Learning Community (CCLC)	Asst Superintendent	\$7.22
Administrators Planning Retreat	Asst Superintendent	\$1.23
Employee Assistance Program Services	Human Resources	\$2.31
Employee Course Reimbursement	Human Resources	\$2.58
Gallup Student Insight & Staff Engagement Contracts	District Principal	\$11.26
Long Service Awards	Superintendent	\$7.54
Blueprints (lunch /venue/speaker /misc)	Superintendent	\$3.02
Religion Services	Superintendent	\$34.61
District Catholic Dimension (Youth Ministry)	Finance	\$0.00
Insurance	Finance	\$15.50
Merchant/User Fee & MBF Expenses - Centralized	Finance	\$16.53
Personnel Contingency Fund	Human Resources	\$58.69
Report Cards & IPP Coordinator & Licensing & Subs	Asst Superintendent	\$35.93
District Principal	Asst Superintendent	\$48.65
Tech Services	Asst Superintendent	\$162.31
Curriculum & Lang Services	Asst Superintendent	\$48.32
		\$455.70
Sub-Total Centralized Needs:	Total per student:	(6.8% of the Basic Grant)
Contribution to Diverse Learning Needs <i>(includes Counsellors & Learning Support Facilitators)</i>		\$750 <i>(11.2% of the Basic Grant)</i>
2018-19 Basic Student Grant (grades 1-9)		\$6,679.79

Actual Budgets for the above departments will be adjusted based on confirmed Student Enrolment on September 30, 2018 and may differ from the 2018-19 Budget submitted in May 2018.

If enrolments change, the Per Student Rate will be adjusted accordingly.

